



## Managing Digital Document and Archives for Effective Record Keeping

14<sup>th</sup> – 18<sup>th</sup> May 2018

Premier Hotel O.R. Tambo, Kempton Park Johannesburg

5 Credits towards a Higher Certificate in Management

### Course Objectives:

- Highlighting Issues and Challenges Facing Digital Libraries and Archives
- Addressing Various Legislative Frameworks and ISO Standards Governing Information Management
- Implementing a Safety and Security System for Electronic Records and Archives
- Applying Key Archival Principals to a Digital Archive Program
- Managing a Digitization Project
- Understanding Appraisal, Retention and Disposal
- Creating, Disposing, Handling And Labelling Of Classified Documentation

### Who Should Attend?

- Chief Librarian
- Librarians
- Record Managers
- Archivists and Archive Managers
- Personal and Principal Librarians
- Information Specialists and Officers
- Knowledge Managers
- Business Administrators,
- Project Document Controllers
- IT Administrators
- Compliance Officers
- Archivists, Information Managers
- Cataloguing Managers
- Document Controllers
- Information Scientists and Managers
- Researchers
- Provincial
- Archivists

### About your Presenter:

*B-Theology, Honours Theology (divinity), Masters Theology (divinity), Doctorate in Theology, B-Adm degree, Honours HRD, MBA current uncommission research: State of records Management in South Africa. Extensive training and experience in Records Management*

In 2009 Your Facilitator obtained a doctoral degree. He worked for the following departments: Department of Education (1987-1988), Department of Public Works (1988-1990), Department and Housing and Local Government (1990-1995), Chriscom International Movement (1995-2001), National Department of Agriculture (Pretoria) 2001-2005, National Department of Science and Technology (2006 – 2007), Zinjiva Information Brokers (2007 to date), Southern Business School (2011 to date) and Held the following Positions: Registry Clerk (DE), Senior Registry Clerk (HLG), Chief Registry Clerk (NDA), Commissioner of Oath (CIM), Assistant Director Records Management (DTI), Records Manager (DST) and Chairperson (SARMAF) and Facilitated Records Management and Registry Services for the following: University of South Africa, Norcaz Academy, Southern Business School (South Africa and Namibia), Metro File, Marcus Evans and Zinjiva Information Brokers



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