

# **Document Control & Records Management: Best Practices Course**

IT & IT Engineering  
Accra (Ghana)  
10 - 14 Nov 2025

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## **Document Control & Records Management: Best Practices Course**

**Ref:** 3156\_137190 **Date:** 10 - 14 Nov 2025 **Location:** Accra (Ghana) **Fees:** 3300 **Euro**

### **Course Description**

This comprehensive 5-day course provides participants with essential knowledge and practical skills in document control and records management. Attendees will learn industry best practices, regulatory compliance, and digital tools to effectively manage organizational information assets.

### **Learning Objectives**

- Understand fundamental principles of document control and records management
- Implement effective document lifecycle management processes
- Develop strategies for ensuring regulatory compliance and information security
- Utilize digital tools and systems for efficient document and records management
- Apply best practices for organizing, storing, and retrieving information

### **Course Modules**

#### **Day 1: Foundations of Document Control and Records Management**

- Introduction to document control and records management concepts
- Regulatory landscape and compliance requirements
- Document lifecycle management
- Roles and responsibilities in information governance

#### **Day 2: Document Control Processes and Best Practices**

- Document creation, review, and approval workflows
- Version control and change management
- Document naming conventions and metadata
- Document distribution and access control

#### **Day 3: Records Management Strategies**

- Records classification and retention schedules
- Physical and electronic records management
- Legal holds and e-discovery processes
- Records disposal and destruction methods

#### **Day 4: Digital Tools and Systems**

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- Document management systems DMS overview
- Electronic records management systems ERMS
- Cloud-based document control solutions
- Integration with enterprise content management ECM platforms

## **Day 5: Implementation and Continuous Improvement**

- Developing document control and records management policies
- Training and change management strategies
- Auditing and quality control measures
- Continuous improvement and emerging trends

## **Practical Wins for Participants**

- Create a customized document control and records management framework
- Implement effective version control and change management processes
- Develop a records retention schedule aligned with regulatory requirements
- Select and configure appropriate digital tools for document and records management

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