Advanced Documents and Records Management Compliance

3 – 7 May 2027
Boston, Massachusetts (USA)

UK Traininig
PARTNER



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Why This Course

In today's regulatory and information-driven environment, effective documents and records management is essential for compliance, risk control, operational efficiency, and long-term organizational resilience. Businesses are expected to manage records in a way that supports legal accountability, audit readiness, information security, and reliable access to critical data. To meet these expectations, professionals need stronger capabilities in policy design, system integration, retention control, and standards-based compliance.

This comprehensive 1-week course equips professionals with advanced skills in documents and records management compliance. Participants will learn to implement ISO standards, develop robust policies, and ensure organizational compliance. The course covers advanced strategies, tools, and technologies for capturing, managing, and preserving vital business records.

What You'll Learn and Practice

By joining this program, you will:

- Implement advanced records management policies and procedures aligned with ISO15489 and ISO27001.
- Develop strategies for meeting legal, audit, and compliance requirements.
- Create and implement electronic file plans, retention schedules, and security frameworks.
- Integrate records management systems across organizational processes.
- Apply advanced concepts like metadata, taxonomy, and Enterprise Content Management.

The Program Flow

Day 1: Advanced Records Management Fundamentals

- Introduction to advanced records management concepts.
- ISO15489 and ISO27001 standards deep dive.
- Creating a records management audit register.
- Developing comprehensive file plans and metadata schemas.



Day 2: Compliance and Security Frameworks

- Advanced document control techniques.
- Designing classification schemes and taxonomies.
- Implementing compliance controls and security measures.
- Navigating complex legislation and regulations.

Day 3: Technology and Systems Integration

- Evaluating advanced records management systems.
- Integrating Enterprise Content Management solutions.
- Digital preservation and long-term archiving strategies.
- Managing electronic signatures and authentication.

Day 4: Implementation and Best Practices

- Developing a records management implementation plan.
- Creating policies and procedures for ISO15489 and ISO27001 compliance.
- Establishing access controls and security protocols.
- Best practices for records management in various industries.

Day 5: Case Studies and Practical Application

- Analyzing real-world records management challenges.
- Developing solutions for complex compliance scenarios.
- Creating a personalized records management action plan.
- Peer review and expert feedback on implementation strategies.

Individual Impact

- Strengthen your ability to design and implement advanced records management systems with confidence.
- Enhance your skills in developing file plans, retention schedules, and compliance controls.
- Build stronger knowledge of ISO15489, ISO27001, and broader legal and audit requirements.
- Gain practical tools for improving information governance, security, and records lifecycle management.

Work Impact

- Improve compliance, accountability, and audit readiness across organizational records practices.
- Strengthen information security and control through better classification, retention, and access management.
- Support more effective integration of records management systems into business operations.
- Enhance the organization's ability to preserve, protect, and manage critical records over time.



Training Methodology

This program integrates compliance knowledge, system design principles, and practical application to ensure real-world relevance and professional impact. Learning methods include:

- Real-world case studies on records management, audit, and compliance challenges.
- Practical exercises in file planning, metadata design, and retention scheduling.
- Interactive workshops on ISO implementation, security controls, and system integration.
- Group discussions on legal requirements, technology selection, and best practices.
- Frameworks and tools for applying advanced records management and compliance strategies effectively.

Beyond the Course

Upon completion, participants will be better equipped to manage documents and records with greater structure, confidence, and compliance awareness. They will return ready to:

- Apply stronger records management policies and controls across the organization.
- Support ISO15489 and ISO27001 compliance more effectively.
- Improve retention, security, and access practices for business records.
- Lead more effective records management initiatives that support compliance and operational performance.

