

DOCUMENTS CONTROL & RECORD MANAGEMENT



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TRAINING CENTER



Introduction

Records only protect an organization when they are controlled. An uncontrolled file cannot prove approval, cannot show which version was used, and cannot stand as evidence when it matters. Documents control and record management exist to remove that uncertainty from the way work is done. This Documents Control & Record Management Training Course gives participants the methods to control documents and manage records end to end.

Furthermore, it covers numbering, revision control, distribution, registers, retention and disposal, archiving, access control, and audit readiness. Participants also work on real document sets from their own organizations. As a result, they leave able to run document and record control that holds up under scrutiny.

Documents Control & Record Management Course Objectives

- Apply document control principles across the full document lifecycle.
- Build numbering systems, registers, and revision conventions.
- Control distribution lists, transmittals, and acknowledgment records.
- Apply ISO 9001 documented information and ISO 15489 requirements.
- Design retention and disposal schedules with legal justification.
- Organize filing and archiving systems for paper and digital records.
- Apply document control for versions, approvals, and audit trails.
- Protect records with access permissions, confidentiality levels, and backups.
- Support audits, inspections, and evidence requests effectively.
- Measure performance with accuracy, retrieval, and timeliness indicators.

Course Methodology

- Interactive workshops built around real controlled document sets.



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- Guided practice in numbering, registers, and transmittal preparation.
- Revision control, distribution, and retention exercises.
- Simulation of an audit and document retrieval request.
- Case studies from engineering, government, healthcare, and corporate offices.
- Action planning that links each practice to the participant's own function.

Who Should Take This Course

- Document controllers and records officers.
- Administrative and office managers responsible for records.
- Quality, compliance, and audit support staff.
- Project and engineering document coordinators.
- Archivists and information management assistants.
- Employees handling filing, transmittals, or archiving duties.

Documents Control & Record Management Course Outlines

Day 1: Document Control and Records Foundations

- Defining document control, records, and archives.
- Explaining the document lifecycle from creation to disposal.
- Applying ISO 9001 documented information requirements.
- Applying ISO 15489 records management principles.
- Identifying risks created by uncontrolled documents.
- Assessing current document and records maturity.
- Completing a document control self-assessment.





Day 2: Numbering, Registers, and Revision Control

- Building numbering schemes for documents and drawings.
- Designing registers, master lists, and document indexes.
- Applying revision conventions and status codes.
- Managing superseded, voided, and archived documents.
- Tracking effective dates and distribution status.
- Handling urgent revisions and interim changes.
- Drafting a numbering and revision standard.

Day 3: Distribution, Transmittals, and Filing Systems

- Managing controlled distribution lists and holders.
- Preparing transmittals and acknowledgment records.
- Applying approval workflows and signature authority rules.
- Designing filing structures, naming conventions, and folder systems.
- Organizing digital and physical filing environments.
- Managing off-site storage and retrieval requests.
- Drafting a distribution and filing standard.

Day 4: Retention, Disposal, and Archiving

- Designing retention schedules by record series.
- Applying legal hold and litigation preservation requirements.
- Planning secure disposal, destruction, and certificates.
- Organizing archives with storage and environmental controls.
- Planning scanning and digitization with quality controls.

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- Managing hybrid paper and digital records.
- Building a retention schedule and archiving plan.

Day 5: Security, Audit, and Continuous Improvement

- Applying access control, permissions, and confidentiality levels.
- Applying backup, encryption, and disaster recovery practices.
- Preparing records for internal and external audits.
- Responding to document retrieval and evidence requests.
- Measuring performance with accuracy, retrieval, and timeliness indicators.
- Reviewing systems and planning improvements.
- Preparing a 90-day document control action plan.

Conclusion

By successfully completing Documents Control & Record Management, participants will gain the knowledge to number, register, distribute, and archive documents under proper control, and to prove that control during audits. They will acquire skills in revision and register management, distribution and filing control, retention and archiving, and records security and auditing that protect an organization's evidence base. Gentex Training Center builds this course around real controlled document sets, so learners return ready to run document and record control confidently.

FAQs





Q1 What is the "Documents Control & Record Management" course about?

It covers how organizations control documents and manage records through their full lifecycle. The course addresses numbering and registers, revision control, distribution and transmittals, filing systems, retention and disposal, archiving, access control, and audit readiness.

Q2 What are the key benefits of the "Documents Control & Record Management" course?

Participants prevent the use of superseded documents, keep registers and transmittals accurate, and pass audits with complete evidence. They also reduce storage costs through planned disposal, protect confidential records properly, and make retrieval fast enough to support daily operations.

Q3 What skills will I gain from the "Documents Control & Record Management" course?

You will gain document numbering and register management, revision control and status tracking, distribution, transmittal and filing control, and retention, archiving and audit readiness. These four skills work together to make document and record control reliable and verifiable.



Q4 What tools, methods, or standards are covered in the "Documents Control & Record Management" course?

The course covers ISO 9001 documented information requirements, ISO 15489 records management principles, numbering schemes for documents and drawings, document registers and master lists, revision conventions and status codes, superseded and voided document management, controlled distribution lists, transmittals and acknowledgment records, approval workflow and signature authority rules, naming conventions and folder structures, retention and disposal schedules, legal hold procedures, secure destruction certificates, shelving and environmental storage controls, OCR and scanning quality benchmarks, access control and encryption, and audit checklists.

Q5 How is the "Documents Control & Record Management" course applied in real-world practice?

Participants build a numbering and revision standard, prepare a register and transmittal set for their own project, and design a filing structure with naming conventions. They also build a retention schedule, respond to a simulated audit retrieval request, and complete a 90-day plan for strengthening document and record control.