# EFFECTIVE DOCUMENTS AND INFORMATION MANAGEMENT STRATEGY



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# Introduction

Effective Documents and Information Management Strategy examines how organizations govern the documents and information they hold so that it stays findable, trustworthy, and compliant through its whole life. This Training Course covers information governance, records classification, retention, and digital repository design. Participants study ISO 15489 records management, ISO 30301 management systems, the MoReq specification, Dublin Core metadata, and the GDPR storage limitation principle. Furthermore, the programme connects policy to practice through classification labs, retention scheduling, and repository design workshops. As a result, delegates leave able to build an information management strategy that survives audit and supports daily work.

# Effective Documents and Information Management Strategy Course Objectives

- Define documents and information management and its business value.
- Apply ISO 15489 and ISO 30301 principles to strategy.
- Build classification schemes and file plans.
- Design retention schedules and disposal rules.
- Apply metadata standards and naming conventions.
- Design electronic document and records management systems (EDRMS).
- Address privacy, access control, and security requirements.
- Manage physical and digital records together consistently.
- Plan digitisation and legacy record migration.
- Measure information management performance and compliance.

# Course Methodology

- Interactive workshops using real file plans and retention schedules.

- Classification scheme and file plan design labs.
- Retention schedule and disposal authorisation exercises.
- Metadata and taxonomy design workshops.
- EDRMS requirements and repository design sessions.
- Action planning that converts each session into a workplace commitment.

## Who Should Take This Course

- Records and information managers.
- Document controllers and archivists.
- Compliance and data protection officers.
- IT and digital repository administrators.
- Quality and audit professionals.
- Departmental information officers.
- Consultants advising on information governance.

## Effective Documents and Information Management Strategy Course Outlines

## Day 1: Information Management Foundations

- Defining documents, records, and information assets.
- The information lifecycle from creation to disposal.
- Business case: findability, efficiency, compliance, and risk.
- ISO 15489 records management principles.
- ISO 30301 records management systems.
- Governance roles: owners, custodians, and users.

- Building the information management strategy framework.

## Day 2: Classification, File Plans, and Taxonomy

- Classification scheme design principles.
- Business classification vs functional classification.
- File plan structure and folder architecture.
- Taxonomy, thesaurus, and controlled vocabulary.
- Metadata standards and Dublin Core elements.
- Naming conventions and version control.
- Testing and rolling out classification structures.

## Day 3: Retention, Disposal, and Legal Requirements

- Retention scheduling methods and triggers.
- Legal, fiscal, and operational retention drivers.
- Disposal authorities, destruction, and certificates.
- Legal hold and litigation preservation.
- Privacy principles: storage limitation and minimisation.
- Access to information and freedom of information duties.
- Audit trails and disposal evidence.

## Day 4: Systems, Digitisation, and Security

- EDRMS and document management system requirements.
- Repository architecture, search, and findability.
- Scanning, OCR, and digitisation project planning.
- Legacy record migration and data mapping.

- Access control, permissions, and role design.
- Security classification, encryption, and audit logging.
- Business continuity and backup for records.

## Day 5: Implementation, Adoption, and Performance

- Policy, procedure, and standards documentation.
- Change management and user adoption programmes.
- Training, guidance, and information literacy.
- Performance KPIs and compliance monitoring.
- Audit preparation and records review.
- Continuous improvement and strategy review.
- Personal action plan and continuous improvement.

## Conclusion

By successfully completing Effective Documents and Information Management Strategy, participants will have acquired a practical command of information governance, classification, retention scheduling, system design, and adoption planning. They will know how to structure a file plan people actually use, set retention rules that satisfy legal and audit requirements, and design repositories that keep information findable and secure. In addition, the course prepares delegates to plan digitisation and manage legacy records properly. As a result, they return to work ready to lead information management with strategy and evidence. Gentex Training Center delivers this Training Course with a practical, standards-based approach.

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# FAQs for the Effective Documents and Information Management Strategy course

## Q1 What is the "Effective Documents and Information Management Strategy" course about?

It is a five-day programme that explains how organizations govern documents and information across their lifecycle. It covers information governance, classification and file plans, retention and disposal, metadata and taxonomy, EDRMS design, digitisation, security, and adoption planning.

## Q2 What are the key benefits of the "Effective Documents and Information Management Strategy" course?

Participants gain the ability to build classification and file plans that staff follow, set retention rules that satisfy legal and audit requirements, and design repositories where information is findable and secure. They also learn to plan digitisation and manage legacy records without losing evidence.

## Q3 What skills will I gain from the "Effective Documents and Information Management Strategy" course?

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Information governance design with ISO 15489 and ISO 30301 application, classification and file plan development with metadata and taxonomy design, retention scheduling with disposal authorisation and legal hold management, and EDRMS and repository design with digitisation and access control planning.

## Q4 What tools, methods, or standards are covered in the "Effective Documents and Information Management Strategy" course?

The course covers the information lifecycle from creation to disposal, ISO 15489 records management principles, ISO 30301 records management systems requirements, governance role design for owners, custodians and users, classification scheme design principles, business versus functional classification, file plan structure and folder architecture design, taxonomy, thesaurus and controlled vocabulary development, Dublin Core metadata elements and metadata standards, naming convention and version control rules, retention scheduling methods and triggers, legal, fiscal and operational retention drivers, disposal authority, destruction and certificate procedures, legal hold and litigation preservation, privacy principles covering storage limitation and minimisation, access to information and freedom of information duties, audit trail and disposal evidence management, EDRMS and document management system requirement specification, repository architecture, search and findability design, scanning, OCR and digitisation project planning, legacy record migration and data mapping, access control, permission and role design, security classification, encryption and audit logging, business continuity and backup for records, policy, procedure and standards documentation, change management and user adoption programmes, training, guidance and information literacy development, performance KPI and compliance monitoring, audit preparation and records review, and strategy review methods.

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## Q5 How is the "Effective Documents and Information Management Strategy" course applied in real-world practice?

Delegates apply it through information management strategies, classification schemes, file plans, taxonomies, metadata schemas, retention schedules, disposal authorities, legal hold registers, access control matrices, EDRMS requirement specifications, digitisation plans, migration plans, policy documents, training materials, compliance dashboards, and audit packs. They also use it to brief executive sponsors and to prepare records for audit and information access requests.