INFORMATION & DOCUMENTATION COMPLIANCE



GENTEX®
TRAINING CENTER

LEARN BOLD. **LEAD BEYOND**
GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Introduction

Information & Documentation Compliance Training Course builds the skills that keep an organization's records accurate, retrievable, and defensible. Participants work through information governance, records classification and retention, document control and versioning, data protection in document handling, regulatory record keeping duties, e-discovery readiness, and audit evidence as one connected framework. The programme links the documents an organization creates with the legal and regulatory duties those documents must satisfy. As a result, learners gain a practical method for information compliance. Furthermore, the course strengthens retention discipline, document control, and audit readiness.

Information & Documentation Compliance Course Objectives

- Explain information governance principles and accountability structures.
- Apply records classification, retention schedules, and disposal rules.
- Apply document control: versioning, approval, and change management.
- Apply data protection principles to documents and records.
- Apply legal hold, litigation hold, and preservation obligations.
- Apply e-discovery readiness and records retrieval practice.
- Apply regulatory record keeping requirements across key regimes.
- Apply metadata, audit trails, and evidence integrity standards.
- Apply secure storage, access control, and information security practice.
- Apply retention review, audit readiness, and remediation practices.

Course Methodology

- Interactive sessions built on information and documentation compliance cases.

GENTEX® TRAINING CENTER

- Workshops on retention schedules, document control, and legal hold.
- Group exercises on classification, retrieval, and evidence handling.
- Hands-on practice with retention schedules, document registers, and audit trails.
- Simulation of a records audit and an e-discovery request.
- Facilitator coaching and peer review on personal compliance plans.

Who Should Take This Course

- Records and information managers and officers.
- Compliance officers and legal affairs professionals.
- Document control and quality assurance staff.
- IT, data, and information security professionals.
- HR, finance, and operations staff handling regulated records.
- Internal auditors covering records and information controls.

Information & Documentation Compliance Course Outlines

Day 1: Information Governance Foundations

- Information governance principles and business value.
- Accountability structures and the role of the information owner.
- Legal, regulatory, and contractual obligations for records.
- Information lifecycle: creation, use, storage, retention, disposal.
- Records management standards: ISO 15489 overview.
- Risk of poor records: penalties, disputes, and lost evidence.
- Case discussion: records that could not be produced on request.

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Day 2: Classification, Retention, and Disposal

- Records classification schemes and taxonomies.
- Retention schedules: building, approving, and maintaining them.
- Statutory retention periods across key regimes.
- Disposal methods: secure destruction and certificate of destruction.
- Suspension of disposal and legal hold triggers.
- Personal data retention and minimisation duties.
- Workshop: building a retention schedule for a department.

Day 3: Document Control and Data Protection

- Document control: numbering, versioning, and approval cycles.
- Controlled versus uncontrolled documents and distribution.
- Change management and revision history integrity.
- Data protection principles in document handling.
- Confidentiality classification and access rights.
- Third-party documents, confidentiality, and NDAs.
- Exercise: designing a document control register.

Day 4: Legal Hold, E-Discovery, and Evidence Integrity

- Legal hold and litigation hold processes and notices.
- Preservation obligations and scope determination.
- E-discovery: identification, collection, processing, and review.
- Metadata, timestamps, and chain of custody.
- Evidence integrity and authenticity requirements.

- Working with external counsel and forensic providers.
- Simulation: responding to an e-discovery request.

Day 5: Security, Audit, and Remediation

- Secure storage, backup, and disaster recovery for records.
- Access control, permissions, and audit trails.
- Monitoring, records audits, and self-assessment.
- Reporting information compliance to management and the board.
- Remediation planning for records gaps and findings.
- Training, awareness, and culture for records compliance.
- Capstone: presenting an information and documentation compliance plan.

Conclusion

By successfully completing Information & Documentation Compliance, participants will gain a practical command of information governance, records classification and retention, document control, data protection in document handling, legal hold and e-discovery, and audit readiness. They will acquire skills in retention scheduling, document control design, evidence handling, and remediation that protect the organization in audits and disputes. Gentex Training Center designs the programme to help professionals manage information compliance with confidence.

FAQs

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q1 What is the "Information & Documentation Compliance" course about?

It builds the skills that keep an organization's records accurate, retrievable, and defensible. The course spans information governance foundations, classification, retention and disposal, document control and data protection, legal hold, e-discovery and evidence integrity, and security, audit and remediation.

Q2 What are the key benefits of the "Information & Documentation Compliance" course?

You gain a practical method for information compliance that connects the documents an organization creates with the duties they must satisfy. The course improves retention discipline and classification, strengthens document control and version integrity, sharpens legal hold and e-discovery readiness, and gives you evidence handling and remediation practice that protects the organization in audits.

Q3 What skills will I gain from the "Information & Documentation Compliance" course?

You will develop four core skills: records classification and retention schedule building, document control design with data protection application, legal hold and e-discovery readiness with evidence integrity, and information security, records audit and remediation practice.

GENTEX® TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com

Q4 What tools, methods, or standards are covered in the "Information & Documentation Compliance" course?

The course covers information governance principles and accountability structures, the information lifecycle of creation, use, storage, retention and disposal, ISO 15489 records management overview, records classification schemes and taxonomies, retention schedules and statutory retention periods, secure destruction and certificates of destruction, disposal suspension and legal hold triggers, personal data retention and minimisation, document control with numbering, versioning and approval cycles, controlled and uncontrolled documents and distribution, change management and revision history integrity, data protection principles in document handling, confidentiality classification and access rights, third-party documents and confidentiality and NDAs, legal hold and litigation hold processes and notices, preservation obligations and scope determination, e-discovery identification, collection, processing and review, metadata and timestamps and chain of custody, evidence integrity and authenticity requirements, secure storage, backup and disaster recovery, access control and permissions and audit trails, records audits and self-assessment, information compliance reporting to management and the board, and remediation planning and records training and awareness.

Q5 How is the "Information & Documentation Compliance" course applied in real-world practice?

Participants apply it to real work such as building a retention schedule for a department, designing a document control register, applying a legal hold to a set of records, responding to an e-discovery request, running a records audit, and preparing a remediation plan for records gaps. The same methods support dispute preparation and information compliance reporting.

GENTEX® TRAINING CENTER