

## Program for ISO 30300 training (online) 4-5 February 2021

### Daily routine:

- Start at 9:00 – finish at 15:30
- Lunch 12:00
- Short break every hour
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### Learning method and teaching form:

- A mix of theory, cases and workshops
- The participants are expected to be active
- PowerPoints are in English, the teacher speaks English and Danish/Scandinavian

## Program

### Session 1 Introduction to Management System for Records, MSR

- Records management terms and definitions
- Benefits, risks, challenges and value creation
- Life cycles for records and records management systems

### Session 2 Overview of the ISO 30300 series and MSR

- Context of the organization
- Leadership
- Planning
- Support
- Operation
- Performance evaluation
- Improvement.

### Session 3 Practice standards, tools and methods for records management:

- Work process and business process analysis
- Risk assessment
- Appraisal
- Migration and conversion
- Digitalization.

### Session 4 Building the MSR

- Vision
- Management buy-in
- Records management processes
- Governance

### Session 5 Operation of MSR

- Tasks
- Clean-up and deletion
- Collaboration with IT, information security, GDPR as well as management and users

- Records management continuum
  - Internal audit program, monitoring and control
  - Continuous improvement

**Session 6** Den svenska nationale kommittén for ISO 30300, TK546, verkar vara intresserad av att berätta om pågående arbete.