Program for ISO 30300 training in Stockholm 26-27 March 2020

Daily routine:

- Start at 9:00 – finish at 16:00
- Lunch 12:00
- Morning break 10:30
- Afternoon break 14:30

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
- Outsourcing of digitale records and records management processes.

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 nationella kommittén för ISO 30300, TK546, berättar om pågående arbete.