Modern Records Management

Become a business enabler to help your organization improve innovation and minimize risk.

This course is ideal for...

IT, records managers, business unit managers, and other professionals who need to ensure that your organization's information and records are managed effectively.

You'll acquire the necessary skills to:

- Position records management as a business enabler
- Capture records efficiently regardless of format
- Automate common records management tasks
- Support privacy and eDiscovery requirements
- Manage records effectively throughout the records lifecycle
- Decommission legacy systems and information
- Ensure access to digital information over time

Course Benefits and Objectives

Many organizations rely on paper-based principles to manage digital records, but this doesn't work with the growing volume, velocity, and variety of information. The AIIM Modern Records Management (MRM) course gives you a thorough understanding of how to best automate the way digital information is managed in support of business goals and objectives. The course covers the entire lifecycle of records and provides the skills needed to position records managers as business enablers.

This interactive course is founded on the best practices of our more than 150,000-member community. It is applicable across all industries and is independent of any particular technology or vendor solution.

Your Learning Options

The MRM course is comprised of multiple topics leading to the AIIM MRM Specialist designation – earned by passing an online exam. The course presentations, supporting materials, and exams are accessible online and on-demand from AIIM's training portal.

https://www.aiim.org/records-management

The MRM Specialist course addresses concepts and processes associated with managing digital records. This interactive course includes examples, demonstrations, illustrations, and activities designed to ensure participant learning and practical application.

The MRM Specialist course is available as an online, self-paced course.

We can also deliver these as private courses for individual organizations, and even customize course content to focus on particular areas. Contact us at sales@aiim.org for more information on private and custom training.

Feedback:

"To take an AIIM Training course is to cease being a substandard records manager."

ERM Specialist

The MRM Specialist course covers the following topics:

- The benefits of adopting a modern approach to records management
- How to capture born-digital records from a variety of sources
- How to digitize legacy paper records
- Metadata, its uses and sources, and how to efficiently collect and apply metadata to digital records
- How to automate common records management tasks, such as disposing of redundant, outdated, or trivial (ROT) information and detecting sensitive content
- Concepts of retention and disposition, how to export and transfer records, and how to dispose of records.
- Ensuring digital records are secure and protected over time
- The purpose and benefits of an information and systems inventory and the key information to gather as part of an inventory
- Approaches to improving the findability of digital records
- How to ensure effective privacy and data protection practices for digital records
- Approaches to ensure the authenticity of digital records for eDiscovery
- A framework for cleaning up legacy file shares
- How to decommission legacy systems and repositories and minimize risk to the organization
- Digital preservation risk factors and approaches
- Establishing a defensible disposition plan

Register for this class today.
Visit https://www.aiim.org/records-management

Have a question or need help? Our education counselors are standing by.
Phone: 1 (301) 587-8202   **Email:** sales@aiim.org