



Department of Records & Archives Management

In Conjunction With

MAKERERE



UNIVERSITY

College of Computing & Information Sciences  
East African School of Library & Information Science (EASLIS)  
Records & Archives Management Department

**ELECTRONIC RECORDS MANAGEMENT (ERM) TRAINING IN MOROGORO, TANZANIA FROM 5<sup>th</sup> - 18<sup>th</sup>  
September 2011**

## INTRODUCTION

Many governments and organisations in Tanzania, East Africa, Africa and the World over are faced with real challenges on how to manage electronic records. The electronic records are increasingly being created and used in the course of business transactions because of the emergence of ICTs. Moreover e-governance, e-commerce, e-banking, e-health, e-learning and other applications of ICTs to development are a reality. At the same time many organizations are faced with a challenge of too much paper-based records and hence the need for automation, digitization and computerisation of the records management systems in a bid to improve service delivery. Following this fact, the **Tanzania Public Service College (TPSC) in collaboration with Makerere University** have designed a course to ground participants with understanding on managing electronic records on e-platforms, including designing cost effective records management systems. The first course of the same nature was successfully conducted in Arusha between 6<sup>th</sup>-19<sup>th</sup> June 2011 where participants from Malawi, Kenya, Uganda and Tanzania attended.

We strongly recommend library & information science graduates and those managing records and archives or those interested in starting a career in records and archives management including secretaries, registrars to sign up for this course in order to enhance their skills and strengthen their understanding on electronic records management (ERM).

### The learning course objectives are:

- To provide participants with an overview on proper manual/paper records management
- To introduce participants to electronic records management (ERM) principles and tools
- To design and implement an electronic records management programs and systems
- To stimulate thinking on legal, policy, standards and regulatory frameworks on electronic records
- To carry out a practical electronic records management exercise

## COURSE CONTENT

Specifically, the course will cover.

- E-platforms i.e. e-governance, e-commerce, e-banking, e-health, e-learning etc
- Application of ERM on your current situation
- Digitization and living in digital and electronic environments
- Methodologies and technologies for managing electronic records
- Records management software (HP TRIM, Open EMR, SharePoint etc)
- Development of metadata model, classification schemes and access controls
- Appraisal and Retention of electronic records
- Digital preservation techniques
- Legislation, Policy, standards and regulations
- Electronic filing and E-mail records management
- ERM software appraisal techniques

- Designing computerized records management systems using MS Access & MySQL
- E-records security and access issues
- Web 2.0 application in records and archives management
- Managing records automation projects - Implementation planning execution

## **FACILITATORS**

Makerere University, Tanzania Public Service College Records, Archives Management Lecturers and Zaylab Technology.

## **TARGET GROUP**

Practitioners with particular responsibility for records management including: Records Managers, Registry Officers, Information Officers, Health Records Managers, Financial Records Managers, Archivists, Documentalists, Administrators, Registrars, Secretaries, Knowledge Managers, Librarians, Data Managers, Secretaries, IT Professionals and all those involved in Information Management in NGOs, Private and Public Sectors.

## **TRAINING OPTIONS, DATES AND FEES**

<b>Period</b>	<b>Dates</b>	<b>Fees for Tanzanians</b>	<b>Fees for Internationals</b>
<b>2 weeks</b>	<b>5<sup>th</sup> - 18<sup>th</sup> September 2011</b>	<b>1,000,000/=</b>	<b>\$ 1, 000</b>

- NB:**
- The above costs include stationery, morning tea, lunch, and certificate.
  - For those interested in Accommodation, Contact the coordinator
  - Week one is for theory and Week two is for purely practical including designing computerized records management systems that can be implemented by the participants in their respective organizations

## **VENUE**

The training will be conducted in Morogoro (280 Kilometers from Dar es Salaam). For international participants, arrangement to pick them from J.K. Nyerere International Airport (Dare es Salaam) will be made.

## **PLACES AVAILABLE**

100 places

## **FEES AND MODE OF PAYMENT.**

Payments be made through; TPSC AC.NO. 5103500027 NMB- Mihayo Branch. Or AC NO. 01J 1084284500 CRDB - TABORA BRANCH. For non Tanzanians, payment can be effected on their arrival at the training venue.

Please Fill the attached Registration form and email it back to us and request for a Personal Invitation letter.

Confirm your participation **by the 27th August 2011 by faxing fee payment slip through Fax No. +255 26 2604537**

### **For further information about the course please contact:**

**Gwakisa Kamatula – Course Coordinator on Tel: +255 713070370 or+255 755853477; Email: [gkamatula9@yahoo.com](mailto:gkamatula9@yahoo.com) /[gkamatula@gmail.com](mailto:gkamatula@gmail.com) Or**

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