



# African Governance and Leadership Institute of Corporate Directors

Guiding Governance and Leadership Excellence in Africa

## **Certified Records Management and Records Retention Training Course**

**Date: 15<sup>th</sup> June 2026 to 19<sup>th</sup> June 2026**  
**Venue: AGLIoCD Pretoria South Africa**  
**Duration: One week**

Tel: +27 872657814, Cell: +27 639886311/836139998, WhatsApp: +27 639886311, 138 Frikkie De Beer St,  
Office 4, Glen Manor Office Park, Menlyn Maine.

Email: [info@aglicdtraining.org](mailto:info@aglicdtraining.org), [AGLIOCD@executivemail.co.za](mailto:AGLIOCD@executivemail.co.za)  
[www.aglicdtraining.org](http://www.aglicdtraining.org)

Global presence: 22 countries in Africa, Asia, and the Middle East

*Training Centers: South Africa, Botswana, Eswatini, Uganda, Tanzania, Rwanda, Ethiopia, Kenya, Ghana, Nigeria, Senegal, Egypt,  
Morocco, Mauritius, Malawi, Dubai, Singapore, Saudi Arabia, Turkey, and Malaysia- Kuala Lumpur*



# African Governance and Leadership Institute of Corporate Directors

## Guiding Governance and Leadership Excellence in Africa

### **Certified Records Management and Records Retention Training Course**

#### **Course Overview**

What does Records Management mean? Records Management is an area of management responsible for the well-organized and systematic control of the creation, retention, conservation, utilization, and disposition of records. The process also includes obtaining and retaining data and information from those records and other business transactions. Records Retention is part of Records Management. How important is this concept in today's businesses? In 2013, IBM statistically reported that 90% of the world's data was created in 2 years alone. Below are some other eye-opening facts on data and records management:

While the world moves towards the total digitalization of records and more offices look to become paperless, physical records management is still an important aspect of today's businesses. 80% of all information is still paper-based in many companies. Your organization's employees may be spending more time on file retrievals, document maintenance, scanning, and document disposition than they really should. Without frequent scrutiny of your records, such enormous volumes of records and data become practically impossible to manage.

In addition to data overload, increasing compliance regulations are another reason why records management is becoming imperative for many companies. Records management procedures and records retention policies that are not in place can result in unnecessary audits and loss of productivity. Many businesses tend to be more reactive to such situations than proactive when it comes to implementing records management systems for managing their records and data. Cases of lost records, information misuse, and confidential information leaks may give rise to legal consequences. This can also result in a loss of trust among business clients and customers.

AGLIoCD Talent Solutions has designed this training program on the Certified Records Management and Records Retention Training Course. This training program is crucial for office administrators and records management professionals because this function has become ever more important, from digital documents to storing physical records in record management vaults. With the increase in uncertainty, organizations are more and more focused on business continuity plans and risk-mitigation plans that require major support of structured data and records management. Records Management can empower your organization to be more profitable, more compliant, and even decrease operational costs.

Tel: +27 872657814, Cell: +27 639886311/836139998, WhatsApp: +27 639886311, 138 Frikkie De Beer St, Office 4, Glen Manor Office Park, Menlyn Maine.

Email: [info@aglicdtraining.org](mailto:info@aglicdtraining.org), [AGLIoCD@executivemail.co.za](mailto:AGLIoCD@executivemail.co.za)  
[www.aglicdtraining.org](http://www.aglicdtraining.org)

Global presence: 22 countries in Africa, Asia, and the Middle East

*Training Centers: South Africa, Botswana, Eswatini, Uganda, Tanzania, Rwanda, Ethiopia, Kenya, Ghana, Nigeria, Senegal, Egypt, Morocco, Mauritius, Malawi, Dubai, Singapore, Saudi Arabia, Turkey, and Malaysia- Kuala Lumpur*



# African Governance and Leadership Institute of Corporate Directors

## Guiding Governance and Leadership Excellence in Africa

### Course Objectives

By the end of the Certified Records Management and Records Retention Training Course, participants of this training program will be able to:

- Learn comprehensive knowledge of records and archives management
- Understand how to monitor and have effective control of the movement of records
- Create and implement a records management roadmap and framework
- Learn the skills to manage and preserve records
- Obtain knowledge on how to digitize and manage electronic records
- Manage the process of digitalisation of records and archiving electronic files
- Learn the usage of Records management software and technologies
- Understanding retention processes and setting retention schedules
- Implement a compliant records destruction process
- Understand the different types of records and the risks associated with them
- Implement effective audit and compliance programs
- Understand the various records management standards
- Have an awareness of the legal environment and ethical issues that may arise
- Learn the best practices and tools for record management

### Training Methodology

AGLIoCD Talent Solutions has developed this training program on Certified Records Management and Records Retention as a very insightful and practical learning experience for professional office administrators and records management specialists. This program is up to industry standards and has very updated content. To achieve the learning objectives, global best practices and techniques of Records Management will be discussed as case studies, practical scenarios, organizational experiences, strategies, and other adult-learning methods.

This workshop encourages group participation and involvement. Depending on your current organizational challenges, a customized program can be designed to meet learning requirements. AGLIoCD Talent Solutions follows the Do–Review–Learn–Model in all our training programs, including a pre-course and post-course assessment to ensure your learning objectives are met.

### Organisational Benefits

Organizational benefits of employees who take up the Certificate in Records Management and Records Retention Training program will be as follows:

- Employees learn to reduce unnecessary record volume
- There will be an elimination of unnecessary file storage, saving on storage costs
- Participants of this program learn effective retrieval and retention of record processes
- They are more compliant with the regulations of control placed
- Employees are always ready with a business continuity plan
- They understand the importance of workflow automation

Tel: +27 872657814, Cell: +27 639886311/836139998, WhatsApp: +27 639886311, 138 Frikkie De Beer St, Office 4, Glen Manor Office Park, Menlyn Maine.

Email: [info@aglicdtraining.org](mailto:info@aglicdtraining.org), [AGLIoCD@executivemail.co.za](mailto:AGLIoCD@executivemail.co.za)  
[www.aglicdtraining.org](http://www.aglicdtraining.org)

Global presence: 22 countries in Africa, Asia, and the Middle East

*Training Centers: South Africa, Botswana, Eswatini, Uganda, Tanzania, Rwanda, Ethiopia, Kenya, Ghana, Nigeria, Senegal, Egypt, Morocco, Mauritius, Malawi, Dubai, Singapore, Saudi Arabia, Turkey, and Malaysia- Kuala Lumpur*



# African Governance and Leadership Institute of Corporate Directors

## Guiding Governance and Leadership Excellence in Africa

- Employees save productive time as they have timely access to the required information
- The organizations get more systematized with their work processes
- They can easily access emails, documents, or information when needed
- Employees can easily determine the most recent version of a document through retrievals
- Analysts can access historical data from the records and take appropriate management decisions

### **Personal Benefits**

Participants who enrol in this Certified Records Management and Records Retention Training workshop will benefit in the following ways:

- Individuals become specialists in systemizing their tasks
- They are well-organized in their tasks
- They save ample time with the tasks assigned to invest in other activities
- There is reduced stress as the process is maintained
- Individuals learn innovation and improvisation techniques
- They are better coordinators and delegators of tasks
- They develop a better service attitude
- Participants of this program become experts in their area of work
- They foster professionalism in the tasks they perform

### **Who Should Attend?**

This course focuses on all administrators and assistants who are responsible for records in their offices. The course also targets all individuals who want to improve their record management skills or get into this field of work.

- Archive Managers
- Record Management Specialist
- Information Technology Staff
- Auditors and Compliance officers
- Quality Control Specialists
- Document Controllers & Administrators
- Registry Officers
- Departmental records coordinators
- Information Governance Professionals
- Knowledge Managers
- Operations Managers
- Librarians

Tel: +27 872657814, Cell: +27 639886311/836139998, WhatsApp: +27 639886311, 138 Frikkie De Beer St, Office 4, Glen Manor Office Park, Menlyn Maine.

Email: [info@aglicdtraining.org](mailto:info@aglicdtraining.org), [AGLIOCD@executivemail.co.za](mailto:AGLIOCD@executivemail.co.za)  
[www.aglicdtraining.org](http://www.aglicdtraining.org)

Global presence: 22 countries in Africa, Asia, and the Middle East

*Training Centers: South Africa, Botswana, Eswatini, Uganda, Tanzania, Rwanda, Ethiopia, Kenya, Ghana, Nigeria, Senegal, Egypt, Morocco, Mauritius, Malawi, Dubai, Singapore, Saudi Arabia, Turkey, and Malaysia- Kuala Lumpur*