MERCURY

Advanced Documents and Records Management Compliance Course

29 August – 2 September 2027
Kuala Lumpur (Malaysia)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Advanced Documents and Records Management Compliance Course

Ref: 15898_1084677 **Date:** 29 August – 2 September 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4600 Euro

Introduction:

The Advanced Documents and Records Management Compliance course provides professionals with an in-depth understanding of the regulatory, legal, and operational frameworks governing document and record management. It equips participants with the skills to ensure that their organizations comply with industry-specific regulations, standards, and best practices.

This Advanced Documents and Records Management Compliance training covers advanced topics such as data privacy, retention schedules, electronic records management, and implementing compliant records management systems. Through practical case studies and expert-led discussions, participants will gain the expertise to manage and protect sensitive information in a compliance-driven environment.

The Advanced Documents and Records Management Compliance course provides comprehensive document and records management training to ensure organizations meet the highest compliance standards. Participants will gain in-depth knowledge of records, documents, and information management systems, including implementing a document and record management system.

The Advanced Documents and Records Management Compliance training covers aspects such as a records management compliance checklist, document compliance management, and the role of a compliance document management system in achieving regulatory requirements. It will enhance your skills in document records management and ensure your organization's document management compliance aligns with industry best practices.

Targeted Groups:

- Records Managers and Administrators.
- Compliance Officers and Legal Professionals.
- Information Security Specialists.
- Document Control Coordinators.
- Data Protection Officers.
- IT and Systems Managers.
- Regulatory Affairs Managers.
- Archivists and Information Governance Professionals.
- Auditors and Risk Management Teams.
- Professionals in regulated industries e.g., healthcare, finance, legal.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Course Objectives:

At the end of this Advanced Documents and Records Management Compliance course, the participants will be able to:

- Understand advanced principles of document and records management compliance.
- Gain expertise in managing electronic and physical records in compliance with regulations.
- Learn how to develop and implement effective records retention schedules.
- Master the application of data privacy laws and industry-specific compliance standards.
- Enhance skills in securing sensitive documents and protecting data integrity.
- Analyze and manage risks associated with records management.
- Understand the role of audits in ensuring compliance and governance.
- Gain proficiency in implementing and maintaining compliant records management systems.
- Improve knowledge of global regulations and best practices in records management.
- Develop strategies for addressing compliance challenges in a rapidly changing regulatory environment.

Targeted Competencies:

By the end of this Advanced Documents and Records Management Compliance training, the participant's competencies will:

- Advanced knowledge of document and records management principles.
- Expertise in regulatory and compliance standards e.g., GDPR, HIPAA.
- Ability to design and implement records retention schedules.
- Skills in managing electronic and digital records.
- Proficiency in document security and data protection.
- Risk management and mitigation in records management.
- Understanding of audit and compliance processes.
- Knowledge of industry-specific compliance requirements.
- Implementation of compliant records management systems.
- Strong data governance and information lifecycle management skills.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

MERCURY

Course Content:

Unit 1: Introduction to Advanced Document and Records Management Compliance:

- Overview of document and records management concepts.
- Key principles of compliance in records management.
- Importance of effective records management in business operations.
- Overview of legal, regulatory, and industry-specific requirements.
- The role of documents and records in corporate governance.
- Understanding compliance risks and challenges.
- The intersection of data protection, privacy laws, and records management.

Unit 2: Regulatory and Legal Frameworks:

- In-depth analysis of global regulations GDPR, HIPAA, etc..
- Understanding the legal responsibilities of record keepers.
- Country-specific compliance requirements and challenges.
- Developing policies that align with legal and regulatory mandates.
- The impact of non-compliance on organizations.
- Risk management strategies for avoiding legal issues.
- Best practices for ensuring records meet legal standards.

Unit 3: Electronic and Digital Records Management:

- Challenges and benefits of managing electronic records.
- Electronic document management systems EDMS overview.
- Digital record retention and destruction policies.
- Security measures for electronic records encryption, access control.
- Managing metadata and audit trails for digital records.
- Strategies for maintaining long-term digital record integrity.
- Compliance considerations for cloud-based records storage.

Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Unit 4: Developing and Implementing Retention Schedules:

- Understanding the importance of retention schedules.
- Steps in creating a compliant records retention policy.
- Legal and operational factors influencing retention periods.
- Designing retention schedules for different types of records.
- Tools and technologies for managing retention schedules.
- Monitoring and auditing retention practices.
- Procedures for managing record destruction and disposition.

Unit 5: Risk Management and Audit Processes in Records Compliance:

- Identifying risks in records management and compliance.
- Conducting internal audits to assess compliance.
- Implementing risk mitigation strategies for record-keeping.
- How to handle records during litigation holds and investigations.
- Best practices for disaster recovery and business continuity planning.
- The role of compliance officers in records audits.
- Evaluating and improving the effectiveness of compliance programs.
- Building a culture of accountability and compliance within the organization.