



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Records Storage, Preservation and Lifecycle Management

Communication Studies and Language / Communication Studies

Unit Standard 259440 · NQF Level 4 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the competencies to systematically store, preserve, and conserve records throughout their lifecycle. It covers the principles of records management, including classification, storage systems, preservation techniques, and disposal procedures, ensuring compliance with regulatory requirements and organizational policies.

Category	Communication Studies and Language
Subfield	Communication Studies
Unit Standard	259440
Accreditation	SAQA Accredited · NQF Level 4 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply records storage principles to classify and store records using appropriate systems and equipment.
- Implement preservation and conservation techniques to protect records from damage and deterioration.
- Analyze the lifecycle of records and manage them through creation, maintenance, and disposal stages.
- Evaluate records management policies and procedures to ensure compliance with legal and organizational requirements.
- Design a records storage and preservation plan that addresses security, accessibility, and disaster recovery.
- Demonstrate correct procedures for the transfer, retrieval, and disposal of records in accordance with retention schedules.

WHO SHOULD ATTEND

- Records managers, administrative officers, archivists, and any professionals responsible for the creation, storage, and preservation of records in public or private sector organizations.

COURSE OUTLINE

Day 1: Introduction to Records Management and Regulatory Framework

- Overview of records management principles.
- Legal and regulatory framework: National Archives Act, Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA).
- Types of records: physical vs. digital.
- Records lifecycle concept.
- Roles and responsibilities of records managers.
- Ethical considerations in records management.

Day 2: Records Creation, Classification, and Indexing

- Records creation policies and procedures.
- Classification systems: functional, subject-based, numeric.
- File plan development and maintenance.
- Indexing techniques and metadata schemas.
- Naming conventions and version control.
- Document control and registration.

Day 3: Storage Solutions and Physical Preservation

- Storage facilities: shelving, cabinets, off-site vaults.
- Environmental conditions: temperature, humidity, light, pests.
- Preservation of paper, photographs, maps, and audiovisual materials.
- Handling and packing procedures.
- Disaster recovery planning.
- Security and access controls.

Day 4: Electronic Records Management and Digital Preservation

- Electronic records characteristics and risks.
- EDRMS selection and implementation.
- Metadata standards for digital records (e.g., Dublin Core).
- Digital preservation: migration, emulation, refreshing.
- Cloud storage considerations.
- Audit trails and authentication.

Day 5: Records Retention, Disposal, and Archiving

- Retention scheduling methodology.
- Legal requirements for retention periods.
- Disposal methods: shredding, deletion, secure destruction.
- Archival appraisal and selection.
- Transfer procedures to archival repositories.
- Documentation of disposal and transfer.

Day 6: Lifecycle Management and Performance Measurement

- Lifecycle management integration across the organisation.
- Key performance indicators (KPIs) for records management.
- Auditing records systems and compliance.
- Quality assurance and improvement plans.
- Cost-benefit analysis of records management.

- Reporting to stakeholders.

Day 7: Advanced Topics, Case Studies, and Course Wrap-up

- Case studies: successes and failures in records management.
- Emerging technologies: blockchain for record authenticity, AI for classification.
- Developing a records management policy and plan.
- Change management and staff training.
- Course review and assessment.
- Final Q&A; and feedback.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 28,200.00	R 28,200.00
1	In-House	R 36,700.00	R 36,700.00
1	On-Campus (Pretoria)	R 42,300.00	R 42,300.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	18 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Dubai, UAE
12 Aug 2026	20 Aug 2026	On-Campus	Pretoria, South Africa
13 Aug 2026	21 Aug 2026	On-Campus	Abu Dhabi, UAE
14 Aug 2026	24 Aug 2026	On-Campus	Durban, South Africa
14 Aug 2026	24 Aug 2026	On-Campus	Mauritius
17 Aug 2026	25 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	25 Aug 2026	On-Campus	Dubai, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 259440) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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