



"Enhancing Global Competitiveness Through Best Practices"

Best Practices in Digital Record Governance and Management

Wednesday, Thursday & Friday, March 29, 30 & 31, 2023
1:30 PM TO 4:45 PM via ZOOM

Course Outline

Training Objectives

At the end of the training, the participants must be able:

1. To determine and describe the governance and management accountability on ensuring authoritative record to comply with requirements for authenticity, usability, reliability, integrity and privacy.
2. To adopt the appropriate framework and methodology associated with record process, record control, and record system.
3. To understand and assess the risks in record management system and process
4. To understand the automation of record management based on a cloud computing approach.

Training Content

| Lecture Sessions | Learning Topics | Learning Output |
|------------------|--|--|
| Session 1 | Record Management of Electronic Information <ol style="list-style-type: none">1. Regulatory Guidance and ISO Standards2. Managing Principles3. Authoritative Record4. Policies and Responsibilities5. Record Appraisal6. Record Controls | Listing of the international standards and regulatory guidance of managing records. Identification and elaboration of an authoritative record, record policies, record appraisal, and record controls |



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| Session 2 | <p>Electronic Record Management System</p> <ol style="list-style-type: none"> 1. Record Management Process/ Procedure 2. Record System of Electronic Information 3. Risk Assessment of Process and System 4. Data Classification Security Model 5. Data Privacy by Design and by Default | <p>Identification and elaboration of the process, system, risk, security, and privacy of electronic records.</p> |
| Session 3 | <p>Automation and Cloud Computing Approach of Record Management System</p> <ol style="list-style-type: none"> 1. Government Cloud First Policy 2. Cloud Computing Service for Electronic Record Management 3. Developmental Principles and Processes in Digitalization Project | <p>Identification and elaboration on the impact of cloud computing approach to the electronic record management system</p> |

Attendees from the government are exempted from the P2,000.00 limit set by COA for attending training provided by the private sector based on [Department of Budget and Management Circular No. 563](#) dated April 22, 2016.

Attending this training is not covered by Philippine Procurement Law or RA 9184 based on its Revised IRR's Section 4.5-b. Enumerated as non-procurement activities are the following: Participation in local or foreign scholarships, trainings, continuing education, conferences, seminars or similar activities that shall be governed by applicable COA, CSC, and DBM rules."

For query, consulting requirements or request for in-house training programs, please contact:

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