

# SAMPLE

## MODULE 1: File Management and Organization

### Summary:

This section overviews the core elements, processes and steps needed to implement an effective file management program.

### Objectives:

At the end of this module, the student will be able to:

- Identify the core elements of an effective file management and organization system
- Describe the key processes in each program element
- Understand the initial steps needed to implement a file management and organization management system

### Outline:

1. What is a file management and organization management system? **(Week 1-2)**
  - a. Coordination of the core elements
  - b. Going beyond compliance
  - c. Management involvement
2. How do compliance and management systems fit together? **(Week 3)**
  - a. Compliance and management systems
  - b. Making a file management system functional
3. What are the elements of a file management and organization system? **(Week 4)**
  - a. Leadership and involvement
  - b. Analysis
  - c. Misuse prevention and control
  - d. Training
  - e. Metrics
  - f. Functionality

### 4. Management and Organization Exercise **(Week 5)**

### Training Resources and Additional Materials

- File Records Management – Kaufman, 2007
- US Records Management Systems – Kernal, 2014