

## RecFind Inactive Training Course

Duration: 1 day

### Overview

This training course is designed for management and personnel who are responsible for the retention and disposal of information.

### Pre-requisites

Course delegates must have completed the RecFind Active training course and have a sound knowledge of records management. Delegates must also have experience in using the RecFind Thesaurus and Codes modules, or have completed the Administrator course.

### Course Content

#### *Disposal/Retention Schedule Management*

- Creating a disposal/retention schedule
- Adding retention, citation and series codes
- Linking the disposal/retention schedule to the thesaurus

#### *Introduction to RecFind Box and Storage Maintenance*

- Creating and managing records centers
- Adding, modifying and deleting boxes

#### *Retention of Files, Documents, Boxes and Other Contents*

- Closing files and documents
- Moving files and documents to intermediate storage
- Archiving or destroying files, documents and boxes

#### *Using Barcodes for Archiving*

- Using barcodes for archiving files and documents
- Using barcodes for tracking boxes
- Using barcodes for space management

*Continued ...*

## RECFIND INACTIVE TRAINING COURSE

### ***Box Movements***

- Moving boxes to an Action Officer or to a records center
- Moving boxes via a barcode reader
- Viewing box movement history

### ***Retention Specific Searching***

- Searching box contents
- Searching for records center information including space number and free space searching

### ***Retention Specific Reporting***

- Printing a range of standard retention specific reports including box contents lists

### ***Codes Maintenance***

- Creating and implementing retention specific codes including disposal schedule series and citations

### ***Thesaurus - Retention and Disposal***

- Automatically assigning disposal/retention authority to a file or a document by linking keyword thesaurus terms to a series or disposal/retention codes
- Assigning disposal/retention codes to a document

### ***Variable Box Labels***

- Creating your variable box labels
- Modifying, deleting and viewing existing box labels



Quality  
Endorsed  
Company  
ISO 9001:2000  
Lic No.  
QEC 5844