TRAINING NEEDS ANALYSIS – RECORDS SYSTEM

Department: _____________________ Name: _____________________

Job title: _____________________ Date of request: __________________

Please indicate your training needs by ticking each learning requirement.

☐ Staff responsibilities to the records management system
☐ Supervisor responsibilities to the records management system and staff
☐ Records creation and storage of files
☐ Classification of records
☐ Allocating documents to their designated category
☐ Maintaining files in their correct location
☐ Issue and return of documents (monitoring procedures to ensure the integrity of the system)
☐ Removing, archiving, updating of documents – procedures (to ensure maximum space is available to house current records)
☐ Distribution of files to the nominated person or section within designated timelines
☐ Monitoring and recording of files and document movements
☐ Maintaining documents in good condition and in correct location
☐ Maintaining storage capacity
☐ Freedom of Information
☐ Understanding the security issues
☐ Safeguarding records
☐ Confidential files – management
☐ Security classifications
☐ Security classifications – monitoring to ensure issued files are traceable at all times
☐ Understanding safety issues

Other training you may need:


Signed: ________________________________ Date: ______________

Authorised by: __________________________ Date: ______________