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 the 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 of records
- [ ] Confidential files - management
- [ ] Security classifications
- [ ] Security classifications - monitoring to ensure issued files are traceable at all times
- [ ] Understanding the safety issues

Other training you may need

Signed: ___________________________________ Date: ______________________

Approved By: ____________________________ Date: ______________________