

SEYA CAPITAL
INSIGHT · STRATEGY · GROWTH

EXECUTIVE EDUCATION
COURSE BROCHURE · 2027

RECORDS MANAGEMENT

Electronic Records Management Systems (ERMS)

Design, Implementation, and Compliance

SECTOR	AVAILABILITY	DELIVERY
Records Management	On request	Open or in-house

OVERVIEW

About this course

As organizations shift from legacy paper files to complex digital environments, effective information management requires robust technical architectures, rigorous compliance structures, and automated workflows. This intensive 5-day Seya Capital course provides IT professionals, compliance officers, and records managers with the technical foundation and governance strategies necessary to design, deploy, and maintain modern electronic records management systems.

SCHEDULE

Dates, venues & fees

Dates and fees for this programme are available on request. It can be scheduled as open enrolment or delivered in-house for your team. Contact info@seyacapital.com.

OBJECTIVES

By the end of the course

By the end of this Electronic Records Management Systems (ERMS) course, participants will be able to:

- Evaluate ERMS Frameworks & Compliance: Align system architectures with international standards (ISO 15489-1, MoReq2010, DoD 5015.02) and privacy regulations (GDPR, HIPAA).
- Design System Architecture & Taxonomies: Build structured folder hierarchies, standard file plans, and metadata schemas (e.g., Dublin Core) for automated indexing.
- Execute Ingestion & Legacy Migrations: Implement OCR-driven scanning workflows, extract unstructured "dark data," and migrate active records securely into cloud or on-premises platforms.
- Automate Retention & Legal Holds: Configure event-driven retention schedules, implement legal hold overrides during litigation, and generate defensible destruction logs.
- Audit & Secure Digital Assets: Set up user access controls, track system audit logs, and apply data preservation techniques to prevent file corruption over time.
- Lead System Implementation & Change: Draft an actionable ERMS Implementation Roadmap and execute change management strategies to drive organizational adoption.
- What You Will Gain
- Technical & Architectural Mastery: Understand how to structure database taxonomies, design standardized metadata schemas (e.g., Dublin Core), and evaluate cloud versus on-premises EDRMS architectures.
- Standards & Regulatory Compliance: Learn to align your system design with international standards like ISO 15489-1, MoReq2010, and DoD 5015.02, while ensuring full adherence to privacy regulations such as GDPR and HIPAA.
- Automated Record Governance: Master the technical implementation of event-driven retention triggers, digital legal hold overrides, and defensible automated disposition protocols.
- Practical System Workflows: Gain hands-on experience executing end-to-end optical character recognition (OCR) scanning workflows, legacy data migrations, and managing unstructured "dark data."
- Tangible Blueprint: Build and take home an actionable ERMS Implementation Roadmap and a fully customized Metadata & Taxonomy Blueprint for immediate deployment in your organization.

WHO SHOULD ATTEND

Designed for

Information officers | IT administrators | Compliance Managers | Records management personnel

Format: 5 Days (30 Instructional & Practical Lab Hours)

PROGRAMME

Course outline

Day 1: ERMS Fundamentals, Standards & Legal Compliance

- Core concepts: Differences between document management (EDMS) and electronic records management (ERMS).
- System standards: International compliance frameworks (ISO 15489-1, MoReq2010, DoD 5015.02).
- Legal and privacy implications: GDPR, HIPAA, freedom of information laws, and electronic signatures.
- Practical Lab: Conduct an ERMS readiness assessment and compliance gap analysis for a sample organization.

Day 2: Metadata Schemas, Taxonomy & System Architecture

- Information architecture: Folder structures, file plan design, and security permissions.
- Metadata strategy: Standardizing Dublin Core tags, automatic metadata capture, and file indexing.
- System selection & architecture: Cloud vs. on-premises EDRMS options and integration with legacy IT systems.
- Practical Lab: Build a custom metadata schema and taxonomy tree within a test ERMS environment.

Day 3: Digital Ingestion, Migration & Preservation

- Digitization workflows: Optical Character Recognition (OCR), batch ingestion, and scanning specifications.
- Migration strategies: Extracting legacy data, managing "dark data," and ensuring data integrity during migration.
- Long-term digital preservation: File format selection (PDF/A), checksum verification, and anti-bit rot protocols.
- Practical Lab: Execute a end-to-end paper-to-digital scanning, OCR extraction, and ERMS upload workflow.

Day 4: Retention, Legal Holds & Defensible Disposition

- Automated retention: Configuring event-based and time-based retention triggers in ERMS software.
- Legal hold management: Suspending automated destruction during audits or litigation.
- Secure disposition: Defensible digital destruction protocols and generating automated disposition certificates.
- Practical Lab: Configure retention schedules and execute a legal hold override in an electronic system.

Day 5: Change Management, AI Automation & System Auditing

- Emerging trends: AI-driven auto-classification, automated tagging, and machine learning for data discovery.
- Monitoring and auditing: Configuring audit trails, user access logs, and system compliance reviews.
- Change management & training: User adoption strategies, stakeholder engagement, and ERMS policy drafting.
- Practical Lab: Draft an enterprise ERMS implementation roadmap and present the final capstone project.
- Assessment & Certification
- Practical Deliverable: Participants produce a customized ERMS System Implementation Roadmap and a functional Metadata & Taxonomy Blueprint.
- Evaluation Criteria: Hands-on software labs (50%), case study workshops (20%), and final implementation plan presentation (30%).

METHODOLOGY

How you will learn

The Electronic Records Management Systems (ERMS) course employs a 70/30 practical-to-theory blended learning model designed to translate technical standards into workplace implementation:

— Interactive Technical Lectures (20%)

High-impact sessions breaking down complex compliance frameworks (ISO 15489-1, MoReq2010), metadata architectures, and system standards.

Analysis of real-world enterprise deployments, data breach case studies, and migration failures.

Software Labs & System Simulations (40%)

Direct, hands-on practice in sandbox EDRMS/ERMS environments.

Practical exercises: building XML/Dublin Core metadata schemas, configuring event-driven retention triggers, running OCR ingestion pipelines, and setting up automated legal hold overrides.

Architectural Workshops & Group Problem-Solving (20%)

Collaborative exercises focused on taxonomy design, cloud vs. on-premises system evaluation, and risk assessment for dark data.

Peer reviews of metadata schemes and file plan designs.

Capstone Project & Policy Development (15%)

Step-by-step guidance as participants construct a customized ERMS System Implementation Roadmap and Metadata Blueprint tailored to their organization's infrastructure.

Compliance Audits & Assessments (5%)

Daily knowledge checks, system configuration tests, and final roadmap presentations on Day 5.

CERTIFICATION

Seya Capital certificate

Delegates who complete the programme receive a Seya Capital Certificate of Completion.

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Register or enquire

info@seyacapital.com
www.seyacapital.com

The Kenya Police Sacco Plaza, 2nd Floor, Wing B
Ngara Road, off Muranga Road
P.O. Box 63978 – 00619, Nairobi, Kenya