

NATIONAL CONFEDERATION OF
COOPERATIVES



COMPLIANCE SEMINAR

RECORDS MANAGEMENT

*More than
just papers!*



The cover features the NATCCO NETWORK logo at the top left with the tagline 'Cooperative Enterprises Build A Better World'. To the right is the 2012 International Year of Cooperatives logo. The central image shows a group of hands raised in a circle, with the text 'Compliance Seminar On RECORDS MANAGEMENT' overlaid. On the right side, there are two accreditation logos: 'EDUCATION TRAINING PROVIDER ACCREDITED BY THE CANADIAN COUNCIL ON EDUCATION' and the 'TUV SUD' logo.

COURSE DESCRIPTION:

- The course covers **basic competencies** required in maintaining and safeguarding the important records of the cooperative.
- No. of Hours required= 12 Hours

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Target Groups:

- Audit Committee
- Election Committee
- Ethics Committee
- Mediation & Conciliation committee
- Secretary
- Treasurer

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- LO. 1- Explain all the activities involved in records management
- LO. 2- Set up a system of administration and disposition of records
- LO. 3- Secure records through preventive and protective measures

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WHAT IS A RECORD?

A record is an output that contains **valuable information** for the business and **reflects details of transactions** of an institution, its staff and its stakeholders



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WHAT IS A RECORD?

A record is an **evidence of an activity or transaction** performed by the organization which shall **require retention** for a **specific period of time**

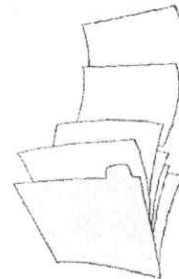


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WHAT IS A RECORD?

- A record is information **created, received** and **maintained** as **information** by the organization
- Serve as the memory of institutions



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Types of Records

- According to medium
- According to nature of document
- According to importance/future usefulness

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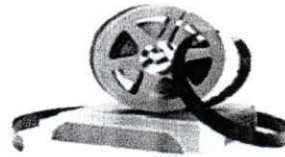


TYPES OF RECORDS

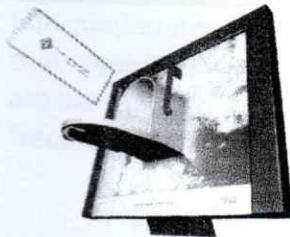
According to medium



PAPER



MICROFILM



ELECTRONIC files- e-mails,
Including images of paper files

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TYPES OF RECORDS

According to the nature of the document

HISTORICAL

LEGAL

PERSONNEL

FINANCIAL

COMPANY
POLICIES &
PROCEDURES

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