

GOVERNANCE & COMPLIANCE | COURSE BROCHURE

Information Governance and Records Management

5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

Organisations create huge volumes of information that must be retained, protected and eventually disposed of correctly. This course covers information governance and records management: records life cycle, retention schedules, classification, electronic records systems, email and collaboration content, legal holds and secure disposal.

Keeping everything forever increases cost and risk; deleting too early breaches the law. You will learn to manage information responsibly.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

Retention schedule exercises, system walkthroughs, case studies and policy development.

Course objectives

By the end of this course, participants will be able to:
- Explain information governance principles
- Manage the records life cycle
- Develop retention schedules
- Organise electronic records and collaboration content
- Apply legal holds
- Dispose of records securely

Target audience

This course is suitable for:
- Records and information managers
- Compliance and legal staff
- IT and document management staff
- Archivists
- Administrative managers



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Target competencies

Participants will develop competencies in:

- Records management
- Retention planning
- Information organisation
- Legal hold management
- Secure disposal

Course outline

Day 1: Information Governance

09:00–10:08	Information as an asset
10:08–11:00	Risks
11:00–11:30	**Coffee break**
11:30–11:45	Risks (continued)
11:45–12:53	Frameworks
12:53–14:00	Exercise

Day 2: Records Life Cycle

09:00–10:08	Creation to disposal
10:08–11:00	Vital records
11:00–11:30	**Coffee break**
11:30–11:45	Vital records (continued)
11:45–12:53	Metadata
12:53–14:00	Workshop

Day 3: Retention

09:00–10:08	Legal requirements
10:08–11:00	Retention schedules
11:00–11:30	**Coffee break**



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11:30–11:45	Retention schedules (continued)
11:45–12:53	Approval
12:53–14:00	Exercise

Day 4: Electronic Records

09:00–10:08	Records systems
10:08–11:00	Email and collaboration tools
11:00–11:30	**Coffee break**
11:30–11:45	Email and collaboration tools (continued)
11:45–12:53	Migration
12:53–14:00	Case study

Day 5: Holds and Disposal

09:00–10:08	Legal holds
10:08–11:00	Secure disposal
11:00–11:30	**Coffee break**
11:30–11:45	Secure disposal (continued)
11:45–12:53	Audits
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	23 Nov 2026	27 Nov 2026	**£2,840.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**£1,250.–**
Cape Town Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,890.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
London Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,450.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.–**
Frankfurt Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,650.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Barcelona Confirmed dates	22 Feb 2027	26 Feb 2027	**£2,840.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**£1,250.–**
Vienna Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,940.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Rome Confirmed dates	29 Mar 2027	2 Apr 2027	**£2,450.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.–**
Cape Town Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,890.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Dubai Confirmed dates	10 May 2027	14 May 2027	**£3,150.–**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	31 May 2027	4 Jun 2027	**£1,890.–**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.–**
Amsterdam Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,540.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Istanbul Confirmed dates	26 Jul 2027	30 Jul 2027	**£2,650.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**£1,250.–**
Dubai Confirmed dates	16 Aug 2027	20 Aug 2027	**£3,150.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Vienna Confirmed dates	27 Sept 2027	1 Oct 2027	**£2,940.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Dubai Confirmed dates	1 Nov 2027	5 Nov 2027	**£3,150.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	22 Nov 2027	26 Nov 2027	**£2,450.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**£1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online