



**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES  
DIRECTORATE OF LIBRARY SERVICES**

**A CALL OF TRAINING WORKSHOP ON ADVANCED ELECTRONIC AND DOCUMENT RECORDS  
MANAGEMENT WORKSHOP**

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**Venue: MUHAS Library, Dar es Salaam**

**Date: 23<sup>rd</sup> – 27<sup>th</sup> August 2021 (5 days)**

**Workshop Fee: TZS 450,000/=**

**AIM OF THE WORKSHOP:**

The aim of the workshop is to equip participants with relevant knowledge and skills in Advanced Electronic and Document Records Management.

Some of the topics covered will include:

- Current legislative impacts on records management
- Strategic Planning and Management for Records and Archives Services.
- Deep Electronic Records – Critical issues to consider
- Information Governance (Beyond Records management, Risk and Security)
- Transparency and Records Management
- Managing Social Media Records
- Managing Documents & Records in the Cloud
- Choosing records management software

Participants are requested to arrange transport and accommodation at their own cost.

**PAYMENT MODE:**

Payment should be made through Government Electronic Payment Gateway (GePG). Please communicate with the organizers for payment control number.

Interested participants should confirm their participation and payment by 20<sup>th</sup> August, 2021.

**CONTACT US**

For further information about the workshop (*registration, course content and control number for payment*) please contact the following:

**1. Ms. Ramla Adam**  
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**2. Ms. Leonida S. Kanyuma**  
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