

# Records and Filing Management

## Overview

Records and filing management is of critical importance to the efficient functioning of any organization. Being able to quickly obtain the needed records will greatly improve the operations of any firm.

## Objectives

- \* To know how to classify records
- \* To learn the proper handling of incoming and outgoing mail
- \* To learn the most efficient ways of filing
- \* To save time in locating records
- \* To save on office space
- \* To know the legal time period you must keep a file

## Who Should Participate

- \* Office managers, secretaries, office staff, administrative assistants, bookkeepers, entrepreneurs and any personnel responsible for the filing and management of records

## Key Topics

### I. Overview of Records Management:

- \* Purposes and importance of records management
- \* Phases of Records Management
- \* Definition of Records

### II. Files Management

- \* Major Classifications
- \* Methods of Filing
- \* Filing Procedures
- \* Control of Records

### III. WORKSHOP

- \* Presentation and Discussion

### IV. Administration of Records Disposition

- \* Inventory
- \* Appraisal
- \* Disposal Rules and Regulations

### V. Security of Records

Reserve now! Call us at:

Tel. (02) 727.56.28 / (02) 225.66.16 / (02) 225.73.47 /  
(02) 727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162 /

Sun: 0933-584-7266

Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)

## Time

- \* 9:00 am - 4:00 pm

## Venue

- \* Unit 201 Richbelt Tower,  
17 Annapolis St.,  
Greenhills, San Juan City,  
Metro Manila

## Schedule

- \* Please check our website, or you may call any of our customer representatives.
- \* Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

## Seminar Fee

- \* Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

## Discount

- \* 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

## Reservation

- \* Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

## Mode of Payment

- \* Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- \* On-site payment (CASH only)
- \* Company checks are accepted, provided that they are received at least five (5) banking days before the event.

### Register Now! (limited slots available)

Seminar Title \_\_\_\_\_

Date \_\_\_\_\_

Name of Participant \_\_\_\_\_

Nickname \_\_\_\_\_

Company Name \_\_\_\_\_

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TIN \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

(You may use a separate sheet for additional registrations)

\*Kindly fax to (02) 727.5628 or (02) 727.8860, or email form to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com)