

# 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) 8.727.56.28 / (02) 8.727.88.60

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

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

## Time

- 9:00 am - 4:00 pm

## Venue

- Unit 705-D Atlanta Centre, 31 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 its events.

## Seminar Fee

- Php 4,000.00 per participant (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

## Why Choose BusinessCoach Inc. - VALUE!

1. The small number of participants allows proper learning; just like having your own consultant at a bargain price!
2. Exit surveys from our seminar attendees show the average rating of our resource speakers are from very good to excellent!
3. We offer the most diverse seminars and workshops.
4. We make sure that our trainers provide the most significant and useful information.
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6. We have trained over 100,000 professionals, and counting!!!

## Discount

- Php 500.00 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 (8.727.8860 or 8.727.5628) or email. You will receive a confirmation within 48 hours.

## Mode of Payment

- Deposit/Transfer cash payment to Banco de Oro:

Savings Account Name: BUSINESSCOACH, INC.  
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- Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

## Register Now! (Limited Slots Available)



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

Date \_\_\_\_\_

Name/s of Participant/s \_\_\_\_\_

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

Address \_\_\_\_\_

TIN \_\_\_\_\_

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

Designation \_\_\_\_\_

Landline \_\_\_\_\_

Mobile Number \_\_\_\_\_

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

(You may use a separate sheet for additional registrations)

\*Kindly fax to (02) 8.727.5628 or (02) 8.727.8860, or email form to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com)