

Records Management

Immanuel Kant Baltic Federal University

Degree or qualification is awarded: **Bachelor**

Language of study: **Russian**

Mode of study: **full-time**

Duration: **4 years**

Availability of free education: **yes**

Price: **1 070 USD per year**

Programme webpage at the university website: <https://www.kantiana.ru/education/programms/>

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The program meets demands of modern requirements to managerial activities.

Program graduates are trained:

- To keep records of managerial and other activities in accordance with current regulations;
- To contribute to the unification of documentation and documentation systems;
- To administrate information and documentation resources successfully;
- To develop and introduce local regulations in the field of records management;
- To rationally organize and monitor the work of the records management service;
- To organize and control the document flow in organizations, their processing and storage;
- To participate in the design, introduction and operation of a variety of automated control systems, especially electronic records management systems;
- To maintain the archive operation and prepare records for transfer to the archive.

Specializations within this programme