Aim: Introduce recordkeeping capacity checklist guideline to participants and outline how it can be used

Objectives: By the end of the session, participants will be able to:

- be aware of the capacity checklist and understand how they can use it
- have identified at least one area for immediate action
<table>
<thead>
<tr>
<th>Time</th>
<th>Content</th>
<th>Activity</th>
<th>Resources</th>
<th>Who</th>
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| 1.00-1.10pm | • What is the checklist?  
• Why develop a checklist?  
• What is capacity? | Presentation   | PowerPoint   | Anna |
| 1.10-1.25pm | • Questions 1-3  
Policy  
Senior Management Support  
Responsibility for Records Management  
• Group Activity – do you have these?  
• What can you do if you don’t have them? | Presentation   | PowerPoint   | Anna |
| 1.25-1.45pm | • Questions 4-6  
Training  
Procedures  
Recordkeeping Requirements  
• Group Activity – do you have these?  
• What can you do if you don’t have them? | Presentation   | PowerPoint   | Anna |
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<th>Time</th>
<th>Activity</th>
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<th>Presenter</th>
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| 1.45-2.05pm  | • Questions 7-10
Find records
Destroying Records
Secure Storage
Performance indicators

• Group Activity – do you have these?
• What can you do if you don’t have them? | Presentation | Anna |
|              |                                                                          | Group Activity |          |
|              |                                                                          | Presentation   |          |
| 2.05-2.15pm  | • Wrap up

• Identify 2 capacities that require immediate action and what you can do to make them happen | Group discussion | Anna |
|              |                                                                          | PowerPoint      |          |
|              |                                                                          | Handout         |          |