



# Kylie Welch

## *Records Management Consultant*

Kylie is an Information Management Consultant who has worked within Government Agencies since 2009. Kylie first started working as a Records Management Administrator and was quickly promoted to the Records Manager for a large Tertiary Institution. Following on from her role as a Records Manager she worked for the National Archive (Archives NZ) as a Records Management Advisor, ensuring that relevant, best practice advice was given to Government Agencies and Private organisations. During this time she honed her workshop facilitation and training skills, carefully and thoroughly followed up any queries and complaints received into the organisation and liaised with external organisations to ensure their issues were carefully resolved. Following on from her time at the National Archive, Kylie realised her knowledge and passion for training, teaching and facilitating workshops could translate well into her own business and InfoTrain Limited was established. Having her own company, Kylie considered the professional development needs within the Records and Information Management sector and created workshops to meet those needs. For more information on workshops see [www.infotrain.co.nz](http://www.infotrain.co.nz).

Kylie is able to carry out the following activities:

### Training

- Developing and delivering and facilitating workshops (from 1 hour – 1 day workshops)
- Developing workshop resources to compliment the workshop content
- One on one RIM training for staff within your organisation
- Yearly training plan creation for your organisation
- Training your records staff regarding best practice in the wide range of RIM activities

### Electronic Records

- Advise on how best to manage an EDRMS implementation from a records management perspective
- Information analysis (i.e. folder creations/requirements/permissions)
- Translating records & disposal rules within EDRMS/ECM
- Taxonomy development
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### Governance

- Development of RIM policies, procedure and guidelines
- Implementation of procedures and guidelines into your organisation
- Advise on how best to setting up a successful records management programme
- Advise on RM perspective for key systems and how best to manage them within your organisation
- Give advice on how best to receive Executive support

### Retention and Disposal

- Advise on creating a compliant storage area in accordance with best practice
- Training RIM staff on the retention and disposal process/transfer process
- Review and identify gaps for current destruction processes
- Developing retention and disposal implementation plans
- Assist with transfers to Archives NZ