

Certificate in Records Management (CRM)

National Institute of Library and Information Sciences (NILIS),

University of Colombo

The **Certificate in Records Management (CRM)** is a professional qualification offered by the **National Institute of Library and Information Sciences (NILIS), University of Colombo**, in collaboration with the **Department of National Archives**.

Course Overview

This course is strategically designed to address the capacity and resource crisis within the records management sector, aligning with the **National Policy on Archives and Records Management** (approved April 2025), the **National Archives Law**, and the **Right to Information Act**. It provides students with the essential principles, models, and standards required to manage records professionally in both public and private sectors.

- **Duration:** 6 months.
- **Medium of Instruction:** Sinhala, and English.
- **Learning Format:** 150 hours of teaching delivered through **on-site and online sessions**, supplemented by mandatory coursework.

Key Learning Outcomes

Upon completion, students will be equipped to:

- Understand key records management models, including the **lifecycle, records continuum, and digital curation**.
- Develop **classification schemes**, apply metadata, and draft **retention and disposition schedules**.
- Implement records management programs and conduct surveys or audits.
- Execute **digitization projects** and apply digital preservation workflows using tools such as DROID and Preservica.
- Ensure legal compliance and operate within an **ethical decision-making framework**.

Course Structure

The curriculum is divided into six comprehensive modules:

1. **Fundamentals of Records Management:** History, definitions, and organizational structures.
2. **Analysis, Surveys & Audits:** Functional analysis and risk assessment.
3. **From Creation to Disposition:** Capturing records, appraisal, and safeguarding integrity.

4. **Programmes and Systems:** Planning RM programs and exploring **Electronic Document and Records Management Systems (EDRMS)**.
5. **Compliance, Access, and Digital Technologies:** Legal requirements, cloud management, and AI in records management.
6. **Ethics and Change Management:** Professional codes and strategies for organizational adoption.

Target Audience & Entry Qualifications

The course is ideal for:

- **Professionals** currently responsible for managing records or recordkeeping systems in the public or private sector.
- **Graduates** from any subject area looking to pursue a career in records management.
- **Entry Requirement:** Applicants must have successfully completed the **G.C.E. Advanced Level** examination.

Conducting Classes

Classes will be conducted at the University of Colombo on weekends (Saturday or Sunday). Some of the lectures will be conducted online, and lecture notes, supplementary reading materials, and assignments will be provided and submitted through the Learning Management System (LMS). In addition, course participants will have the opportunity to attend lectures delivered by local and international resource persons on records management.

Assessment & Grading

Evaluation is based on:

- **Continuous Assessments (50%):** Including theory tests, practicals, and presentations.
- **Final Project Report (50%):** An independent study, such as a records survey or a draft retention schedule.
- A minimum average mark of **50%** is required to pass and obtain the certification.

Fees and Application

- **Admission Fee:** Rs. 1,000.00.
- **Course Fee:** Rs. 35,000.00.
- **Applications:** Interested candidates can download application forms from **nilis.cmb.ac.lk**. For the 2026 intake, applications must be submitted by **March 2, 2026**, with the course commencing in March/April 2026.