



# **Legal Contract Document Control and Records Training Course**

25 – 29 October 2026  
Nairobi

## Legal Contract Document Control and Records Training Course

**Ref:** 633\_148579 **Date:** 25 – 29 October 2026 **Location:** Nairobi **Fees:** 4500 Euro

### Overview

Legal Contract Document Control and Records Training Course is a five-day professional course for contract, legal operations, procurement, project controls, and records functions who leave with a Legal Contract Document Control File. Participants apply contract records management, document classification, version control, access governance, approval routing, metadata, audit trails, retention, evidence preservation, retrieval, and closeout to keep each legal contract file accurate and defensible. Agile Leaders Training Center presents legal contract document control as an evidence-based administration discipline.

### Who Should Attend

- Contract functions responsible for controlled files, correspondence, approvals, and executed copies
- Document control functions responsible for classification, naming, versions, distribution, and retrieval
- Legal operations functions responsible for privileged records, evidence integrity, and matter files
- Procurement and commercial functions responsible for contract formation, changes, performance records, and closeout
- Project controls functions responsible for transmittals, interfaces, change evidence, and audit readiness
- Records functions responsible for metadata, retention, disposition, and preservation

The course assumes participants handle active contract documents or records at work, and it leaves out contract drafting, legal advice, generic office filing, and software administration.

### Departments and Industries

The course supports departments and industries that create, exchange, approve, retain, or retrieve contract evidence.

- Legal operations, contracts, procurement, and commercial management
- Document control, records management, information governance, and internal assurance
- Construction, engineering, infrastructure, and project delivery
- Energy, utilities, manufacturing, and industrial services
- Financial services, healthcare, technology, and outsourced services

### Learning Objectives

By the end of this course, participants will be able to:



- Analyze contract-file requirements and evidence risks
- Build classification, naming, metadata, and version controls
- Apply access, approval, correspondence, and copy-status rules
- Use audit trails, retention schedules, and retrieval tests
- Evaluate change records and evidence-preservation actions
- Build a controlled contract closeout file

## **Course Agenda**

### **Day 1: Contract File Architecture**

- ISO 15489 Records Management Principles Map
- Contract Record Requirement Analysis Method
- Legal Contract File Classification Scheme
- Document Naming Convention Builder
- Contract Record Responsibility Matrix

### **Day 2: Versions, Access and Approvals**

- Contract Document Version Register
- Master Copy and Executed Copy Status Rules
- Role-Based Access Control Matrix
- Document Review and Approval Workflow
- Controlled Distribution and Transmittal Log

### **Day 3: Correspondence, Metadata and Traceability**

- Contract Correspondence Register
- Contract Record Metadata Profile
- Decision and Authorization Evidence Index
- Document Audit Trail Review Method
- Missing Record Exception Log

### **Day 4: Retention, Change and Closeout**

- Contract Record Retention Schedule
- Legal Hold and Evidence Preservation Checklist
- Contract Change Documentation Chain
- Record Retrieval Test Protocol
- Contract File Closeout Index



## **Day 5: Contract File Control Practice**

- Exercise: Configure a Contract Classification Scheme
- Exercise: Reconcile Versions and Executed Copies
- Exercise: Test Access, Approvals, and Audit Trails
- Exercise: Resolve Retention, Retrieval, and Closeout Gaps
- Capstone Exercise: Legal Contract Document Control File

## **Practical Exercises**

The course uses suggested activities to apply legal contract document control in different operating settings.

- Suggested activity: classify procurement, engineering, approval, and correspondence records for an infrastructure contract.
- Suggested activity: reconcile disputed versions, signatures, transmittals, and change evidence in an outsourced-services file.
- Suggested activity: test access permissions, metadata, audit trails, retention, and retrieval for a regulated-service contract.
- Suggested activity: assemble executed copies, notices, decisions, changes, preservation records, and the closeout index.

## **FAQs**

### **Who suits legal contract document control training, and what does it assume?**

It suits contract, document control, legal operations, procurement, commercial, project controls, and records functions and assumes participants already handle active contract documents or records.

### **How does legal contract document control differ from general document control training?**

Legal contract document control focuses on contractual authority, executed copies, correspondence, approvals, change evidence, preservation, retention, and closeout, while general document control applies broader filing and distribution practices.

### **What belongs in a controlled legal contract file?**

A controlled legal contract file contains approved and executed documents, correspondence, notices, decisions, transmittals, changes, supporting evidence, metadata, version history, access records, retention decisions, and closeout records.



## **Why is version control important for contract records management?**

Version control identifies the current approved document, preserves superseded records, links revisions to authority, prevents reliance on obsolete terms, and supports a traceable account of contractual decisions.

## **How do audit trails support legal contract records?**

Audit trails support legal contract records by showing who created, reviewed, approved, accessed, distributed, changed, or disposed of a record and when each controlled action occurred.

## **Conclusion**

Participants leave with a Legal Contract Document Control File containing the classification scheme, naming convention, version register, access matrix, approval workflow, correspondence register, metadata profile, audit trail, retention schedule, retrieval test, preservation checklist, and closeout index. The file replaces fragmented storage with traceable controls. It connects contract administration decisions to reliable evidence.