BLACKBIRD FOR TRAINING

Document Management and Electronic Archiving: Transition from Paper to Electronic Records

4 – 8 October 2027
Amsterdam (Netherlands)



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Introduction

Archiving documents refers to the process of collecting, preserving, and managing documents, regardless of their form, date, or material container, produced or received by governmental or private agencies. These documents are preserved because they hold valuable information that benefits decision-making, supports scientific and historical research, and protects the intellectual and material property rights of institutions and individuals. This course is designed to provide participants with a solid understanding of the best practices for managing both traditional and electronic archiving, transitioning from traditional systems to modern digital archiving solutions, and applying digital data management techniques for effective document storage and retrieval.

Course Objectives

- Provide participants with essential concepts and terminology related to document management systems, records, and digital content EDRMS, and highlight the similarities and differences between data and documents.
- Understand the importance of electronic content management ECM and its role in document preservation and knowledge management.
- Learn how to develop feasibility studies for digital projects involving document management systems and digital content.
- Explore the best practices for storing and retrieving electronic documents, and develop the necessary policies and procedures for these systems.
- Apply advanced principles of electronic document management, digital archiving, and data preservation.
- Equip organizations with the tools to transition to paperless management and promote a green environment.
- Gain a deeper understanding of the latest techniques in document management and digital content management.



Course Outlines

Day 1: Archiving and Best Practices in Document Indexing

- Understand the importance of archiving documents and the role of digital indexing technology.
- Identify the requirements and rules for archiving documents and modern indexing techniques.
- Explore best practices for digital operations and electronic archiving.
- Implement document management systems to streamline the process across organizations.
- Workshop: Best practices for digital systems.

Day 2: Storing and Organizing Electronic Documents

- Learn digital document storage and digital preservation techniques.
- Understand the importance of electronic document storage and the methods used to ensure the longevity of stored data.
- Policies and procedures for the preservation of documents in electronic format.
- Workshop: Organizing electronic documents using indexing and classification systems.

Day 3: Modern Technologies and International Standards in Archiving

- Explore the importance of documentary software and its applications in archives.
- Practical applications of digital preservation methods for archival collections.
- Study the role of modern technologies in cataloging manuscripts and other archival materials.
- Workshop: Using databases to design electronic archiving systems.

Day 4: Practical Training in Creating an Electronic Archive Using Database Software

- Learn how to create an electronic archive using database software, linking documents with database records.
- Manage the issue of large electronic document sizes and learn how to optimize storage.
- Workshop: Creating a functional electronic archiving system.

Day 5: Managing Archiving in the Digital Age

- Discuss the challenges of managing archives in the electronic age and how to secure documents stored digitally.
- Use available software to convert paper documents into electronic images that cannot be manipulated, ensuring legislative validity.
- Workshop: Solutions for data archiving and information security in digital archives.



Why Attend this Course: Wins & Losses!

- Gain an in-depth understanding of digital archiving, document preservation, and data archiving strategies that will help you modernize your organization’s document management.
- Learn the best practices for archiving documents and preserving data in electronic formats to improve efficiency and compliance.
- Understand the importance of digital archiving and how it benefits organizations by streamlining operations, ensuring easy retrieval, and providing long-term data security.
- Equip your organization with tools to implement document systems that transition smoothly to a paperless management approach, contributing to a green environment.
- Receive internationally accredited training materials and insights from experienced consultants and experts.

Conclusion

This course offers you the essential skills and knowledge needed to implement effective digital archiving systems and manage electronic documents. From document indexing to data preservation, you'll learn the latest techniques and best practices in electronic document storage and digital content management. By attending this course, you'll be able to help your organization smoothly transition to paperless systems and create a more secure, organized, and sustainable environment for document management.

Enroll now and gain expertise in managing digital data and archiving documents to stay ahead in the digital age!

