

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

*Kuala Lumpur (Malaysia)*

*9 - 13 December 2024*

UK Traininig

**PARTNER**



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

Code: IT28 From: 9 - 13 December 2024 City: Kuala Lumpur (Malaysia) Fees: 4900 Pound

## Introduction

An archive is a collection of documents, regardless of their date, form, or material container, produced or received by governmental or private agencies, which are kept by their creators or holders. The archive is preserved because it includes information that benefits decision-makers, helps in historical and scientific research in all fields, and preserves institutions' and individuals' intellectual and material property rights. This course is designed to provide participants with sound scientific foundations and standards for preserving and managing traditional and electronic archives, switching from traditional to electronic archives, and training on modern smart applications in archives.

## Course Objectives

- Provide concepts and terminology for document management systems, records, and digital content EDRMS in institutions and highlight the similarities and differences in the interrelationships between data, documents, records, and content.
- Stand on the importance of ECM document management and knowledge management in a coherent framework.
- Providing general frameworks for the development of feasibility studies in digital projects for document management systems, records, and digital content EDRMS in institutions.
- Provide detailed frameworks for preparing work manuals, policies and procedures for documents, and methods for saving and retrieving them.
- Understand and apply advanced principles of electronic documents, records management, and digital content.
- Organizations should be equipped with the necessary tools to implement document systems and procedures or streamline existing systems.
- Understanding and knowledge of new techniques in document management and digital content management.
- Facilitate the transition to paperless management and maintain a green environment within the organization.
- A deeper awareness and understanding of information studies related to documents, governments, smart departments, and the happiness of their customers.

## Course Outlines

### Day 1: Indexing and archiving best practices

- The importance of archiving and digital indexing technology.
- Determine the requirements and rules of archiving and modern indexing technology.
- Determine the main operations of digital operations and electronic archiving.
- Best practices, concepts, and standard tools for digital operations and electronic archiving.
- Archiving and indexing technology applications in organizations.



- How document and records management can be implemented across the organization.
- Best Practices and Applications Prepare plans to manage documents and records.
- Workshop

#### Best practices of digital systems

- Define digitization.
- Digitization methods.
- Reasons for moving towards digital systems.
- Requirements for the transition towards digital systems.
- Steps stages of transformation towards digital systems
- Workshop.

#### Day 2: Save electronic documents

- Storage and digital preservation.
- The importance of storage and digital preservation.
- digital preservation methods.
- Storage and digital preservation policy.
- Workshop.

#### Organizing electronic documents

- Indexing of electronic documents.
- Classification of electronic documents.
- Indexing of electronic documents.
- Retrieval of electronic documents.
- Electronic document management systems.
- Presentation of some electronic document management systems.
- How to deal with electronically signed documents so that they do not lose their legislative validity?
- Workshop.

#### Day 3: Modern technologies and the application of international standards in archival techniques

- The importance of documentary software and its applications in archives.
- Practical applications of methods of preservation and maintenance of archival balances.
- In cataloging manuscripts applications of modern technologies.
- Workshop.

#### Using databases in designing an electronic archiving system

- The difference between using ready-made applications and adapting the applications available in the electronic archiving system.
- Definition of databases.
- Advantages of using a computer to create a database converting a paper database to a computer.
- Database installation field - record - table.
- Dealing with database programs and identifying the properties of the fields used.
- Workshop.

#### Day 4: Practical training on creating an electronic archive using database software



- Creating an electronic archive using database programs and linking the image of the document to the database.
- The use of software to overcome the problem of inflated electronic document size in storage containers.
- Workshop.

#### Archive management problems in the electronic age and the security of information systems

- Archive management in the electronic age.
- Protecting and securing documents stored in storage containers within the electronic archive.
- Use available software to modify the text document into an electronic image that cannot be manipulated.
- Workshop.

#### Day 5: Experiences from digitization and electronic archiving projects

- Presentation of some Arab experiences of digitization projects and electronic archiving.
- Presentation of some foreign experiences of digitization and electronic archiving projects.
- Workshop.
- Program implementation methods internationally accredited.
- This program offers consultants and experts lecturers accredited by international academies and institutions.
- Each participant shall be provided with internationally accredited scientific material.
- Theoretical presentation in the program does not exceed 35% of the total program hours.
- Adopting the method of applied workshops and the formation of focus groups by the participants.
- A package of exercises theoretical and practical that consolidate the ideas and goals of the program.
- A visual file of many examples and practical cases embodying all the vocabulary of the training curriculum. It is constantly updated
- Adoption of the training program on the principle of participatory group discussions.
- Final performance appraisal according to an approved performance form that includes evaluation, written notes, and practical recommendations.
- Technical advice to all participants and practical recommendations after the end of the training program.





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