

## Documents and Archives

*London (UK)*

*19 - 30 August 2024*

UK Training

# PARTNER



## Documents and Archives

Code: SA28 From: 19 - 30 August 2024 City: London (UK) Fees: 8400 Pound

### Introduction

In today's digital age, managing documents and archives has evolved significantly, incorporating advanced technology and modern methodologies. This course aims to provide participants with a deep understanding of contemporary document and archive management practices, preparing them for the challenges and opportunities in this field.

### Objectives

- **Understand the Fundamentals:** Grasp the basic principles of document and archive management, including the lifecycle of documents and the importance of proper archiving.
- **Technological Integration:** Learn about the latest technologies in document and archive management, such as digital archiving, cloud storage, and AI-driven document processing.
- **Best Practices and Standards:** Familiarize with international standards and best practices for managing documents and archives.
- **Legal and Ethical Considerations:** Understand the legal and ethical issues surrounding document management and archiving, including data protection and privacy laws.
- **Practical Skills:** Develop practical skills in handling, organizing, and preserving both physical and digital documents.
- **Crisis Management:** Learn how to manage documents and archives in crisis situations, such as natural disasters or cyber-attacks.

### Course Outline

#### Day 1

##### Introduction to Document and Archive Management

- Overview of Document and Archive Management
- Historical Perspectives
- Importance and Benefits of Effective Management

#### Day 2

##### Document Lifecycle and Classification

- Document Creation and Capture
- Classification Systems
- Retention and Disposition Schedules

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The pieces are gold and silver. The board is white and black squares. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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## Day 3

### Digital Archiving

- Introduction to Digital Archiving
- Technologies and Tools for Digital Archives
- Digitization Processes

## Day 4

### Cloud Storage and Document Management Systems

- Understanding Cloud Storage
- Choosing the Right Document Management System DMS
- Implementing and Managing a DMS

## Day 5

### AI and Machine Learning in Document Management

- Role of AI in Document Processing
- Machine Learning Algorithms for Document Classification
- Case Studies and Applications

## Day 6

### Standards and Best Practices

- International Standards ISO 15489, MoReq, etc.
- Best Practices for Document and Archive Management
- Quality Assurance and Auditing

## Day 7

### Legal and Ethical Considerations

- Data Protection Laws GDPR, CCPA, etc.
- Ethical Issues in Document Management
- Compliance and Risk Management

## Day 8

### Practical Skills Workshop

- Organizing Physical Archives
- Digital Document Handling and Security
- Preservation Techniques

## Day 9

### Crisis Management

- Disaster Recovery Planning

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- Cybersecurity Measures for Archives
- Case Studies of Crisis Management

## Day 10

### Future Trends and Innovations

- Emerging Technologies in Document and Archive Management
- Predicting Future Trends
- Course Summary and Q&A Session



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