BLACKBiRD
FOR TRAINING

Documents and Archives

London (UK)

18 - 29 August 2025

UK Traininig
PARTNER

Documents and Archives

Code: SA28 From: 18 - 29 August 2025 City: London (UK) Fees: 7400 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

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- Retention and Disposition Schedules

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

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Day 9

Crisis Management

- Disaster Recovery Planning
- 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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N North Oil Company North Oil company,	**EKEDC** EKO ELECTRICITY DISTRIBUTION COMPANY EKO Electricity	**oman BROADBAND** العمانية للنطاق العريض Oman Broadband	**UNITED NATIONS** UN.	هيئة تنظيم الكهرباء - عمان AUTHORITY FOR ELECTRICITY REGULATION, OMAN Authority for

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