



# Contemporary Approaches to Document Management, Records & Digital File Archiving

PIK591-0325 BOS-1



**Place:** Boston (USA)

**Venue:**

**Start Date:** 31-03-2025

**End Date:** 04-04-2025

**PPP:** £5300



## **Contemporary Approaches to Document Management, Records & Digital File Archiving**

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**If you can't train them,  
you can't blame them!**

### **Short Description:**

In today's increasingly interconnected world, knowledge and information are abundant. Alongside this abundance comes the need for effective organization, classification, and documentation of information. The goal is to ensure easy access to information in a timely manner. Technology has made remarkable advancements, providing individuals and organizations with efficient tools for managing information. Gone are the days when information was considered a luxury that only certain communities or organizations could afford. It has now become a fundamental element in societal development and achieving the desired well-being. Information and Communication Technology (ICT) has permeated all fields of social and human sciences. It plays a crucial role in maximizing human intellectual capabilities through the use of computers, networks, modern communication methods, artificial intelligence, and expert systems.

### **Course Overview:**

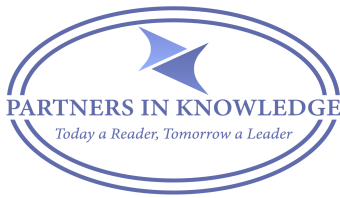
#### **Course Objectives:**

At the end of this course the participants will be able to:

- Define documentation & repositories.
- Evaluate documentation within a particular setting.
- Categorise documentation.
- Familiarise oneself with various systems.
- Sustain & transform documentation.

### **Targeted Audience:**

- Individuals with a passion for safeguarding the entirety of historical records, seeking a fulfilling profession as an archivist, curator of manuscripts, digital archivist, librarian specialising in special collections, or manager of archival repositories.



- Emerging pioneers in research pertaining to archiving, digitisation & preservation.
- Library professionals & archivists desiring to enhance and modernize their archival competencies.
- Individuals interested in complementing their postgraduate studies with indispensable practical skills.

## **Program Outline:**

### **Course Outlines:**

#### **DAY 1: Exploring the Role of Databases in Designing Electronic Archiving Systems**

1. The contrast between utilising pre-made software and customising applications found in the digital storage system.
2. Explain the concept of data repositories.
3. Benefits of employing a computer for database creation (*migrating from a paper-based database to a computerised one*).
4. Setting up a database (*field - record - table*).
5. Interacting with database software and discerning the attributes of the utilised fields.

#### **DAY 2: Developing an Electronic Repository with Database Software - A Training Guide**

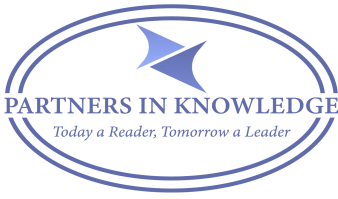
1. Utilise database software to create an electronic archive.
2. Establish links between the database & document images.
3. Utilising software to resize electronic documents stored in containers.
4. Overcoming the issue of enlarging document size with software.
5. Using software to manage storage containers & prevent document size enlargement.

#### **DAY 3: Utilising Online Tools for Sharing Documents & Files**

1. Classify the categories of internal networks in major establishments for the transfer of documents & files.
2. Criteria for an electronic mail system.
3. Arrange the staff member's email inbox.
4. Document organisation system.
5. Storing & archiving electronic mail.

#### **DAY 4: Problems of Archive Management in the Electronic Age and Information Systems Security**

1. Manage archives in the electronic age.
2. Protect and secure documents stored in storage containers within the electronic archive.
3. Converting the text document into an electronic image.
4. Ensuring that the image is not manipulatable.



5. Limiting the ability to modify the electronic image.

#### DAY 5: Archiving & Retention Requirement

1. Exploring and legal matters.
2. Electronic signatures.
3. Developing a register for managing records audits.
4. Corporate categorization system and hierarchical arrangement.
5. Case-Study.