# Archival Information Systems Training Course

Professional Development Training Course Outline

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|---|---|---|---|
| **Category** | Library Institute | **Duration** | 5 Days |
| **Base Fee** | $1,500 USD | **Delivery Mode** | Online / On-site Hybrid |

## Course Introduction

Archival Information Systems Training Course is designed to equip participants with advanced knowledge and practical skills in digital archives management, electronic records preservation, archival information technology, and modern information governance. The course focuses on emerging trends in archival automation, digital transformation, metadata management, cloud-based archival solutions, and secure long-term information preservation. Participants will gain expertise in designing, implementing, and managing archival information systems that support organizational efficiency, regulatory compliance, knowledge management, and historical preservation.

The course provides a strategic understanding of archival technologies, digital repositories, records lifecycle management, and information security frameworks. Through global best practices, practical applications, and international case studies, participants will explore innovative approaches for improving archival accessibility, data integrity, interoperability, and sustainable digital preservation. The training supports organizations in developing resilient archival infrastructures that enhance decision-making, transparency, accountability, and institutional knowledge continuity.

## Programme Curriculum

**Archival Information Systems Training Course**

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**Course Objectives**

By the end of this course, participants will be able to:

1. Understand advanced concepts in archival information systems and digital records management.
2. Apply modern digital preservation strategies for long-term information accessibility.
3. Develop effective metadata creation and information classification frameworks.
4. Implement electronic document and records management systems.
5. Manage archival databases using emerging information technologies.
6. Apply cybersecurity practices for protecting archival information assets.
7. Design efficient digital repository architectures for organizations.
8. Understand cloud computing applications in archival management.
9. Implement records lifecycle management and governance policies.
10. Improve archival workflows through automation and artificial intelligence tools.
11. Evaluate archival systems based on international standards and best practices.
12. Enhance organizational knowledge management through digital archives.
13. Develop sustainable strategies for future-ready archival information systems.

**Organizational Benefits**

1. Improved digital records accessibility and retrieval efficiency.
2. Enhanced compliance with information governance regulations.
3. Reduced risks associated with data loss and poor records management.
4. Improved organizational knowledge sharing and collaboration.
5. Strengthened cybersecurity and protection of sensitive archives.
6. Increased operational efficiency through automated archival workflows.
7. Better decision-making through reliable historical information access.
8. Enhanced preservation of institutional memory and heritage.
9. Improved transparency, accountability, and audit readiness.
10. Development of skilled professionals capable of managing modern archival systems.

**Target Audiences**

1. Archivists and records management professionals.
2. Information management specialists.
3. Librarians and knowledge management officers.
4. Government records administrators.
5. IT professionals supporting information systems.

6. Corporate compliance and governance officers.
7. Researchers and academic information professionals.
8. Digital transformation and data management specialists.

**Course Duration:** 5 days

**Course Modules**

**Module 1: Fundamentals of Archival Information Systems**

- Introduction to archival concepts, digital archives, and information lifecycle management.
- Principles of modern archival information system design and implementation.
- Understanding archival standards, policies, and governance frameworks.
- Overview of global archival technology trends and innovations.
- Case study: Digital archive transformation at the National Archives of the United Kingdom.
- Practical exercises on evaluating organizational archival requirements.

**Module 2: Digital Records Management and Preservation**

- Electronic records management principles and best practices.
- Digital preservation strategies for long-term information sustainability.
- Managing file formats, migration, and preservation workflows.
- Techniques for maintaining authenticity and reliability of digital records.
- Case study: Digital preservation initiatives at Library of Congress, USA.
- Practical development of digital preservation plans.

**Module 3: Archival Database Management Systems**

- Design and management of archival databases and repositories.
- Database structures for efficient archival information retrieval.
- Data indexing, classification, and search optimization techniques.
- Integration of archival databases with organizational systems.
- Case study: National Archives digital database systems in Australia.
- Practical database configuration and information organization exercises.

**Module 4: Metadata Standards and Information Classification**

- Principles of metadata creation and management.
- International metadata standards for archival description.
- Information classification models and taxonomy development.
- Improving discoverability through structured metadata.
- Case study: European digital heritage metadata management practices.
- Practical metadata creation and classification activities.

**Module 5: Digital Repository Technologies and Cloud Archives**

- Understanding digital repository platforms and architectures.
- Cloud computing applications in archival information management.
- Secure storage solutions for digital archives.
- Repository interoperability and information sharing.
- Case study: Cloud-based archival solutions used by global universities.
- Practical evaluation of digital repository platforms.

**Module 6: Archival Information Security and Risk Management**

- Cybersecurity principles for protecting archival information.
- Risk assessment and disaster recovery planning.
- Access control and authentication strategies.
- Protecting sensitive historical and organizational records.
- Case study: Cybersecurity improvements in government archives.
- Development of archival security management plans.

**Module 7: Emerging Technologies in Archival Management**

- Applications of artificial intelligence in archival workflows.
- Automation tools for document processing and classification.
- Blockchain applications for record authenticity verification.
- Data analytics for archival decision-making.
- Case study: AI-powered archival processing initiatives.
- Practical exploration of future archival technology trends.

**Module 8: Archival Governance and System Implementation**

- Developing archival policies and governance frameworks.
- Managing archival system implementation projects.
- Monitoring system performance and continuous improvement.
- Measuring effectiveness of archival information systems.
- Case study: Global institutional digital archive modernization projects.
- Final practical project on designing an archival information system strategy.

**Training Methodology**

- Instructor-led interactive presentations covering archival information systems concepts.
- Practical demonstrations of digital archive platforms and technologies.
- Case studies from international archival institutions and organizations.

- Group discussions focused on solving real-world archival challenges.
- Hands-on exercises involving metadata, preservation, and repository management.
- Workshops on developing archival strategies and implementation plans.

**Register as a group from 3 participants for a Discount**

**Send us an email: info@fineskilltrainingcenter.org or call** *+254769199797*

***Certification***

*Upon successful completion of this training, participants will be issued with a globally- recognized certificate.*

***Tailor-Made Course***

*We also offer tailor-made courses based on your needs.*

**Key Notes**

**a.** The participant must be conversant with English.

**b.** Upon completion of training the participant will be issued with an Authorized Training Certificate

**c.** Course duration is flexible and the contents can be modified to fit any number of days.

**d.** The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

**e.** One-year post-training support Consultation and Coaching provided after the course.

**f.** Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

## Upcoming Scheduled Sessions

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Online | $1,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $1,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $3,000 |

| Start Date | End Date | Location | Price |
|---|---|---|---|
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $4,500 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |
| **23 Nov 2026** | 27 Nov 2026 | Physical | $6,000 |

Ready to enroll or request a customized program? Book online or contact us:

**Register Online Now**

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