Electronic Archives Management Training Course

Professional Development Training Course Outline

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

Course Introduction

Electronic Archives Management is a strategic discipline that enables organizations to capture, preserve, secure, retrieve, and govern digital records throughout their lifecycle. With increasing digital transformation, cloud computing, artificial intelligence, cybersecurity, digital governance, compliance management, and electronic document management systems (EDMS), organizations require modern archives solutions that ensure information integrity, accessibility, authenticity, and long-term preservation. Electronic Archives Management Training Course equips participants with practical skills in electronic records management, metadata standards, digital preservation, information governance, and regulatory compliance while supporting organizational efficiency and business continuity.

The course emphasizes international best practices for digital archives, electronic content management, cloud-based storage, data protection, ISO standards, cybersecurity controls, records digitization, disaster recovery planning, and emerging technologies for archives automation. Participants will gain practical knowledge on implementing sustainable electronic archives systems, enhancing compliance, improving operational efficiency, minimizing risks, and supporting informed decision-making through secure and reliable digital information management.

Programme Curriculum

Electronic Archives Management Training Course

Introduction

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Course Objectives

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

1. Understand modern electronic archives management principles.
2. Apply digital records lifecycle management techniques.
3. Implement electronic document management systems (EDMS).
4. Strengthen information governance and regulatory compliance.
5. Utilize metadata standards for digital archives.
6. Enhance cybersecurity for electronic records protection.
7. Develop digital preservation strategies.
8. Improve records classification and indexing processes.
9. Manage cloud-based electronic archives securely.
10. Conduct electronic archives risk assessments.
11. Implement disaster recovery and business continuity plans.
12. Integrate automation and AI into archives management.
13. Evaluate electronic archives performance using best practices.

Organizational Benefits

- Improved digital records governance.
- Enhanced regulatory compliance.
- Increased operational efficiency.
- Better information accessibility.
- Stronger cybersecurity controls.
- Reduced records management costs.
- Improved disaster preparedness.
- Enhanced organizational transparency.
- Better decision-making through reliable information.
- Increased business continuity and resilience.

Target Audience

- Records Managers
- Archivists
- Information Managers

- IT Managers
- Compliance Officers
- Government Officers
- Library Professionals
- Digital Transformation Managers

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Electronic Archives Management

- Principles of electronic archives.
- Digital records lifecycle.
- Archives policies and governance.
- International standards and frameworks.
- Benefits of electronic archives.
- Case Study: National Archives of Singapore digital transformation.

Module 2: Electronic Document Management Systems (EDMS)

- EDMS architecture.
- Document capture and digitization.
- Classification and indexing.
- Metadata management.
- Workflow automation.
- Case Study: Microsoft SharePoint document management implementation.

Module 3: Digital Preservation and Information Security

- Digital preservation strategies.
- Cybersecurity for archives.
- Access controls and authentication.
- Backup and recovery procedures.
- Data integrity management.
- Case Study: Library of Congress Digital Preservation Program.

Module 4: Compliance and Information Governance

- Information governance frameworks.
- Records retention schedules.
- Legal and regulatory compliance.
- Privacy and data protection.

- Audit readiness.
- Case Study: UK National Archives information governance framework.

Module 5: Cloud-Based Archives Management

- Cloud storage technologies.
- Hybrid archives solutions.
- Secure cloud migration.
- Cloud risk management.
- Performance monitoring.
- Case Study: Google Cloud archives implementation.

Module 6: Archives Digitization and Automation

- Large-scale digitization.
- Optical Character Recognition (OCR).
- Artificial Intelligence applications.
- Machine learning for records classification.
- Workflow optimization.
- Case Study: Estonia's digital government archives.

Module 7: Disaster Recovery and Business Continuity

- Disaster recovery planning.
- Electronic archives backup strategies.
- Business continuity planning.
- Risk assessment.
- Incident response.
- Case Study: Australian National Archives disaster recovery practices.

Module 8: Emerging Trends and Best Practices

- Blockchain in archives.
- AI-powered archives management.
- Predictive analytics.
- Future digital archives technologies.
- Continuous improvement strategies.
- Case Study: European Union digital archives modernization initiatives.

Training Methodology

- Interactive facilitator-led presentations.
- Practical demonstrations of electronic archives systems.
- Hands-on laboratory exercises.
- Group discussions and collaborative learning.
- Digital records management simulations.
- Case study analysis.
- Individual and group assignments.
- Knowledge assessments and quizzes.
- Participant presentations.
- Action planning for workplace implementation.

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

Start Date	End Date	Location	Price
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
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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