Records Preservation 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

Records Preservation Training Course is designed to enhance expertise in records management, archival preservation, digital records protection, information governance, and long-term data sustainability. The course focuses on modern preservation strategies, regulatory compliance, records lifecycle management, electronic records preservation, and advanced archival technologies required by organizations operating in a data-driven environment. Participants gain practical knowledge in safeguarding historical, legal, financial, operational, and institutional records while implementing international best practices in records preservation.

With increasing demands for data security, digital transformation, and organizational accountability, effective records preservation has become a critical component of information management strategies. This training course equips professionals with advanced skills in preservation planning, risk assessment, metadata management, document conservation, and emerging technologies such as cloud storage, digital repositories, and automated records management systems. Global case studies and practical applications provide participants with the ability to develop sustainable preservation frameworks that support compliance, transparency, and organizational continuity.

Programme Curriculum

Records Preservation Training Course

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Course Objectives

1. Develop advanced knowledge of records preservation principles and international archival standards.
2. Understand modern records lifecycle management and information governance practices.
3. Apply digital preservation strategies for electronic records and databases.
4. Implement effective records classification, indexing, and retrieval systems.
5. Enhance skills in archival conservation and document protection techniques.
6. Understand regulatory compliance requirements for records retention and disposal.
7. Develop risk management approaches for protecting valuable organizational records.
8. Apply metadata management techniques for digital archives.
9. Improve knowledge of cloud-based records preservation technologies.
10. Strengthen information security practices for sensitive records.
11. Analyze global best practices in archival management and preservation.
12. Design sustainable records preservation policies and procedures.
13. Improve organizational decision-making through effective records accessibility.

Organizational Benefits

- Improved compliance with legal, regulatory, and industry records requirements.
- Enhanced protection of critical organizational information assets.
- Reduced risks associated with records loss, damage, and unauthorized access.
- Increased efficiency in records retrieval and information sharing.
- Stronger digital transformation and knowledge management capabilities.
- Improved organizational transparency and accountability.
- Better preservation of historical and institutional knowledge.
- Enhanced data security and business continuity planning.
- Reduced storage costs through effective records management strategies.
- Improved operational efficiency through standardized preservation procedures.

Target Audiences

1. Records Managers and Information Governance Professionals.
2. Archivists and Documentation Specialists.
3. Government and Public Sector Records Officers.
4. Library and Knowledge Management Professionals.
5. Compliance and Risk Management Officers.

6. IT Professionals Managing Digital Records Systems.
7. Legal and Administrative Professionals.
8. Corporate Information Management Teams.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Records Preservation Management

- Introduction to records preservation concepts, principles, and global standards.
- Understanding records lifecycle management and preservation planning.
- Classification of physical and electronic records for long-term protection.
- Exploring preservation challenges in modern organizations.
- Case study: National Archives preservation frameworks in the United Kingdom.
- Developing effective records preservation policies and governance structures.

Module 2: Records Classification and Retention Management

- Designing records classification systems for organizational efficiency.
- Understanding retention schedules and disposal procedures.
- Applying legal and regulatory requirements in records management.
- Managing confidential, sensitive, and historical records.
- Case study: Government records retention programs in Canada.
- Implementing structured retention and archival workflows.

Module 3: Digital Records Preservation Strategies

- Understanding digital preservation frameworks and technologies.
- Managing electronic documents, databases, and digital repositories.
- Applying migration and emulation techniques for digital sustainability.
- Protecting digital records from technological obsolescence.
- Case study: Digital preservation initiatives by national libraries worldwide.
- Developing digital preservation implementation plans.

Module 4: Archival Conservation and Document Protection

- Understanding physical records preservation methods.
- Applying environmental control techniques for archival storage.
- Managing paper, photographs, maps, and historical documents.
- Preventing deterioration through conservation practices.
- Case study: Museum and archival preservation programs in Europe.
- Establishing effective conservation management procedures.

Module 5: Information Security and Records Protection

- Implementing cybersecurity measures for records preservation.
- Managing access controls and authorization systems.
- Protecting records against unauthorized modification and loss.
- Understanding data privacy requirements in records management.
- Case study: Secure government digital archives in Singapore.
- Developing information security preservation frameworks.

Module 6: Metadata Management and Digital Repositories

- Understanding metadata standards for digital records.
- Designing searchable and accessible digital archives.
- Managing indexing, tagging, and record discovery processes.
- Integrating repository technologies into preservation systems.
- Case study: Digital repository systems used by global universities.
- Improving accessibility through metadata optimization.

Module 7: Records Preservation Risk Management and Business Continuity

- Identifying preservation risks and organizational vulnerabilities.
- Developing disaster recovery and records protection plans.
- Managing risks from natural disasters and technological failures.
- Creating business continuity strategies for critical records.
- Case study: Disaster recovery approaches after major global events.
- Implementing proactive preservation risk management practices.

Module 8: Future Trends in Records Preservation

- Exploring artificial intelligence in records management.
- Understanding cloud-based preservation solutions.
- Applying automation in archival processes.
- Examining blockchain and emerging preservation technologies.
- Case study: Smart digital archive projects across global organizations.
- Developing future-ready records preservation strategies.

Training Methodology

- Interactive instructor-led presentations covering modern records preservation concepts.
- Practical exercises involving records classification, preservation planning, and risk assessment.
- Global case studies analyzing successful archival and digital preservation programs.

- Group discussions focused on organizational preservation challenges and solutions.
- Demonstrations of digital records management systems and preservation technologies.
- Scenario-based activities for developing preservation policies and procedures.

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:

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