Training Course on Advanced Archives Administration and Management

Professional Development Training Course Outline

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

Course Introduction

In today's rapidly evolving information landscape, the **strategic management** and **preservation of archival materials** have become more critical than ever for organizational accountability, historical research, and cultural heritage. Training Course on Advanced Archives Administration and Management equips professionals with the cutting-edge knowledge and practical skills necessary to navigate the complexities of modern archives. Participants will delve into advanced techniques for **digital preservation**, **metadata management**, **access control**, and **disaster preparedness**, ensuring the long-term integrity and accessibility of valuable records. Through a blend of theoretical frameworks and real-world case studies, this course empowers individuals to become leaders in the field, capable of establishing and maintaining robust and future-proof archival programs.

This program addresses the increasing demand for skilled professionals who can effectively manage the lifecycle of archival materials, from appraisal and acquisition to description, preservation, and access. By focusing on **innovative archival practices** and leveraging **emerging technologies**, participants will gain a competitive edge in the job market and contribute significantly to their organizations. The curriculum emphasizes the importance of **compliance and legal frameworks**, **ethical considerations**, and the development of **user-centered access strategies**, ensuring that archives serve as dynamic resources for both internal stakeholders and the wider community. Join us to master the art and science of advanced archives administration and management.

Programme Curriculum

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Course Duration

5 days

Course Objectives

1. Master **digital preservation strategies** for long-term access to electronic records.
2. Implement advanced **metadata standards** for enhanced discoverability and interoperability.
3. Develop comprehensive **access policies** balancing security and user needs.
4. Design and execute effective **disaster recovery plans** for archival collections.
5. Apply **risk management frameworks** to safeguard archival assets.
6. Utilize **automation tools** and technologies for efficient archival workflows.
7. Understand and comply with relevant **legal and ethical frameworks** governing archives.
8. Employ **provenance research techniques** for authenticating archival materials.
9. Develop strategies for **managing born-digital archives** effectively.
10. Implement **community archiving initiatives** and outreach programs.
11. Apply **preservation best practices** for various media formats.
12. Evaluate and adopt **emerging archival technologies** and trends.
13. Lead and manage **archival teams** and projects effectively.

Organizational Benefits

- Enhanced **accountability and transparency** through well-managed records.
- Improved **decision-making** based on reliable and accessible historical data.
- Mitigation of **legal and financial risks** associated with poor record-keeping.
- Preservation of **institutional memory** and organizational heritage.
- Increased **efficiency** in information retrieval and access.
- Strengthened **compliance** with regulatory requirements.
- Enhanced **reputation** through responsible information management.
- Support for **research and innovation** by providing access to valuable resources.

Target Audience

1. Archivists and Assistant Archivists
2. Records Managers and Analysts
3. Information Governance Professionals
4. Library and Museum Professionals with archival responsibilities
5. Government and Public Sector Employees managing historical records
6. Corporate Information Managers and Compliance Officers
7. Researchers and Academics working with archival collections
8. IT Professionals involved in digital preservation initiatives

Course Outline

Module 1: Foundations of Advanced Archival Practice

- Understanding the evolving role of archives in the digital age.
- Exploring advanced principles of archival theory and practice.
- Analyzing international and national archival standards and guidelines.
- Examining the legal and ethical landscape of archival management.
- **Case Study:** The impact of poor archival practices on a major legal dispute.

Module 2: Advanced Appraisal and Acquisition Strategies

- Developing sophisticated appraisal methodologies for diverse record types.
- Managing the acquisition of physical and digital archival materials.
- Negotiating and documenting transfer agreements and deeds of gift.
- Addressing the challenges of appraising born-digital records.
- **Case Study:** A successful acquisition of a significant private collection.

Module 3: Mastering Metadata and Description Standards

- Implementing advanced metadata schemas (e.g., Dublin Core, EAD, METS).
- Creating interoperable and semantically rich metadata records.
- Utilizing controlled vocabularies and authority files for consistency.
- Applying linked data principles to enhance archival discoverability.
- **Case Study:** Improving access to a large archival collection through enhanced metadata.

Module 4: Digital Preservation: Strategies and Technologies

- Developing comprehensive digital preservation policies and workflows.
- Understanding file formats, migration strategies, and emulation techniques.
- Implementing digital preservation systems and infrastructure.
- Addressing the challenges of long-term preservation of complex digital objects.
- **Case Study:** The successful long-term preservation of a large digital archive.

Module 5: Access, Security, and User Engagement

- Designing and implementing user-centered access policies and procedures.
- Managing intellectual property rights and copyright in archival materials.
- Implementing security measures to protect archival collections from physical and digital threats.
- Developing outreach and engagement strategies to promote archival resources.
- **Case Study:** Balancing access and security for sensitive archival records.

Module 6: Disaster Preparedness and Business Continuity

- Conducting risk assessments and identifying potential threats to archival collections.
- Developing comprehensive disaster preparedness and response plans.
- Implementing strategies for data backup, recovery, and offsite storage.
- Conducting disaster recovery simulations and training exercises.
- **Case Study:** Recovering archival materials after a major disaster event.

Module 7: Managing Born-Digital Archives

- Developing strategies for the identification, capture, and transfer of born-digital records.
- Addressing the unique challenges of preserving digital objects and their context.
- Implementing workflows for digital forensics and data integrity.
- Utilizing tools and techniques for the management of email, websites, and social media archives.
- **Case Study:** Establishing a workflow for managing a university's born-digital research data.

Module 8: Leadership and Innovation in Archives

- Exploring current trends and emerging technologies in archival management (e.g., AI, blockchain).
- Developing leadership skills for managing archival teams and projects.
- Advocating for the importance of archives within organizations and communities.
- Fostering innovation and collaboration in the archival profession.
- **Case Study:** Implementing an innovative technology to improve archival access and engagement.

Training Methodology

This course will employ a blended learning approach, incorporating:

- Interactive lectures and presentations
- Group discussions and collaborative exercises
- Hands-on practical sessions and simulations
- Analysis of real-world case studies
- Guest lectures from leading archival professionals
- Online resources and learning materials

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
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

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com