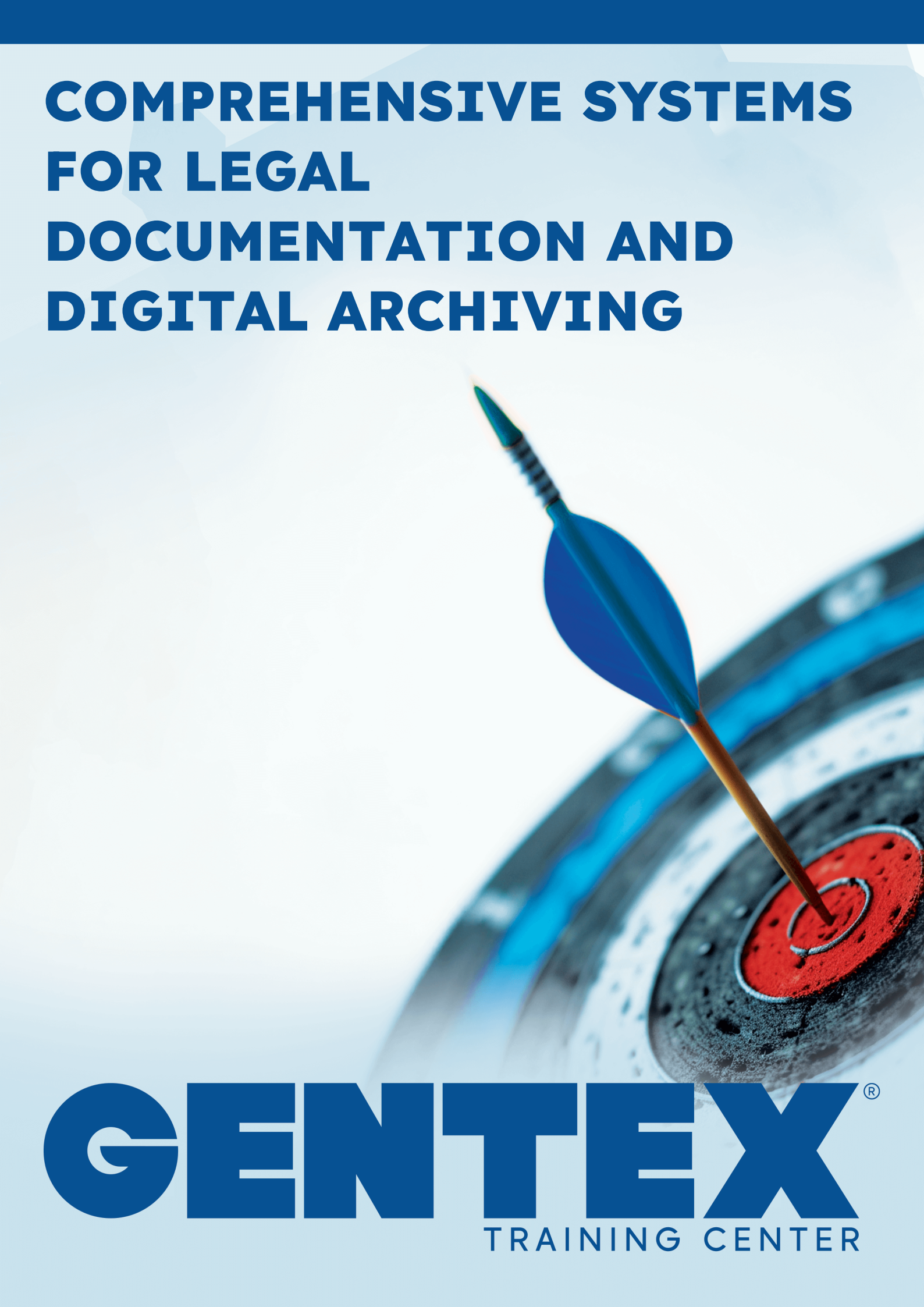
COMPREHENSIVE SYSTEMS FOR LEGAL DOCUMENTATION AND DIGITAL ARCHIVING



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Info@gentextraining.com

Introduction

Comprehensive Systems for Legal Documentation and Digital Archiving Training Course builds the skills needed to run a legally sound records and archiving function. Participants study document classification, indexing, retention scheduling and the legal duties that govern record keeping. Furthermore, the course covers scanning standards, metadata design, electronic document and records management systems, and access control. In addition, learners apply the ISO 15489 records management framework and ISO 27001 information security principles to real filing scenarios. As a result, they leave able to design, operate and audit a documentation system that stands up to legal and regulatory scrutiny.

Comprehensive Systems for Legal Documentation and Digital Archiving Course Objectives

- Explain the legal and regulatory duties that govern record keeping.
- Classify documents by type, function, sensitivity and retention period.
- Apply ISO 15489 records management principles to filing systems.
- Design file plans, taxonomies and indexing conventions.
- Build retention and disposal schedules with legal sign-off.
- Set scanning standards for resolution, OCR and file formats such as PDF/A.
- Create metadata schemes that support search, retrieval and audit.
- Operate electronic document and records management systems (EDRMS).
- Control access, permissions and audit trails under ISO 27001 principles.
- Protect confidentiality, privilege and personal data across the archive.

Course Methodology

- Instructor-led sessions built on records standards and real archive cases.

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- Workshops that build a file plan, taxonomy and retention schedule.
- Scanning and metadata exercises with quality checks on sample documents.
- Case studies on search failures, lost records and retention breaches.
- Group work on access control matrices and archive audit programmes.
- Templates, checklists, retention schedules and metadata models retained after the course.

Who Should Take This Course

- Records and document control officers.
- Legal administrators and paralegals.
- Archivists and information management specialists.
- Company secretaries and compliance officers.
- Administrative and office managers.
- IT staff supporting document management systems.

Comprehensive Systems for Legal Documentation and Digital Archiving Course Outlines

Day 1: Legal Frameworks and Records Principles

- Legal duties for record keeping and evidence preservation.
- Data protection and privacy obligations for archives.
- ISO 15489 records management principles and concepts.
- The records life cycle: creation, use, retention, disposal.
- Records vs documents vs data: definitions and scope.
- Legal privilege, confidentiality and access rights.
- Roles and governance of a records management programme.

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Day 2: Classification, File Plans and Indexing

- Document classification by type, function and sensitivity.
- Building a functional file plan and business classification scheme.
- Taxonomy design and controlled vocabularies.
- Indexing conventions, naming rules and version control.
- Coding, referencing and case file numbering.
- Physical and digital filing structures aligned to each other.
- Quality checks and consistency audits on filing.

Day 3: Digitisation, Scanning and Metadata

- Scanning standards: resolution, colour depth and image quality.
- OCR, searchable text and accuracy validation.
- File formats for long-term preservation: PDF/A and TIFF.
- Metadata schemas, mandatory fields and document profiles.
- Digital signatures, timestamps and authenticity evidence.
- Migration, legacy records and format obsolescence.
- Quality assurance and rework procedures.

Day 4: EDRMS and Access Control

- EDRMS features: capture, indexing, workflow and retrieval.
- System selection criteria and implementation planning.
- Access control models, permissions and role-based rights.
- Audit trails, logging and monitoring of access.
- Backup, disaster recovery and business continuity.

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- Retention automation and disposal workflows.
- Integration with email, ERP and case management systems.

Day 5: Retention, Disposal and Archive Audit

- Designing retention and disposal schedules.
- Legal holds, litigation holds and suspension of disposal.
- Secure destruction methods and certificates of destruction.
- Archive audit programmes, sampling and reporting.
- Measuring performance: retrieval speed, accuracy and compliance rates.
- Training staff and building a records culture.
- Applied workshop: designing a documentation and archiving system.

Conclusion

By successfully completing Comprehensive Systems for Legal Documentation and Digital Archiving, participants will gain a thorough working knowledge of records classification, retention scheduling, scanning standards, metadata design and electronic records systems. They will also have acquired the practical discipline to control access, protect confidentiality and audit an archive confidently. Gentex Training Center builds the programme around live filing scenarios and templates, so learners leave ready to apply each method.

FAQs for the Comprehensive Systems for Legal Documentation and Digital Archiving course

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Q1 What is the "Comprehensive Systems for Legal Documentation and Digital Archiving" course about?

It covers how legal documents and records are classified, stored, retrieved and disposed of lawfully. Topics include file plans, retention schedules, scanning and metadata standards, electronic records systems and access control.

Q2 What are the key benefits of the "Comprehensive Systems for Legal Documentation and Digital Archiving" course?

You learn to build a records system that answers legal and regulatory demands quickly. The course improves retrieval speed, reduces loss of evidence, cuts storage costs and protects confidential and privileged documents from unauthorised access.

Q3 What skills will I gain from the "Comprehensive Systems for Legal Documentation and Digital Archiving" course?

Records classification and retention scheduling, digitisation and metadata management, electronic records system administration, and archive access control and auditing.

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Q4 What tools, methods, or standards are covered in the "Comprehensive Systems for Legal Documentation and Digital Archiving" course?

The ISO 15489 records management standard, ISO 27001 information security principles, PDF/A and TIFF preservation formats, OCR and scanning specifications, metadata schemas and document profiles, functional file plans and business classification schemes, and retention and disposal schedules.

Q5 How is the "Comprehensive Systems for Legal Documentation and Digital Archiving" course applied in real-world practice?

Professionals use it to design file plans, digitise archives, set metadata rules, configure EDRMS access rights and run disposal programmes. Participants build a complete documentation and archiving system in the closing workshop.