

CONFERENCE ON DOCUMENT MANAGEMENT AND ELECTRONIC ARCHIVING



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Introduction

Documents decide whether an organization can prove what it did, when, and on whose authority. When filing, retention, and archiving practices are weak, the cost appears in audits, disputes, and lost institutional memory. This Conference on Document Management and Electronic Archiving Training Course brings together the working methods, standards, and technologies that keep records reliable. Furthermore, it covers classification, metadata, retention and disposal, digitization, archive repositories, access control, and legal admissibility. Participants also exchange practice with peers across sectors. As a result, they leave with a current view of the field and a plan for their own records environment.

Conference on Document Management and Electronic Archiving Course Objectives

- Apply records lifecycle principles from creation to disposal or preservation.
- Build classification schemes, file plans, and naming conventions.
- Design retention and disposal schedules with legal justification.
- Implement metadata and indexing standards for reliable retrieval.
- Plan digitization and scanning projects with quality controls.
- Design archive repositories with storage and environmental controls.
- Apply document control for versioning, approvals, and audit trails.
- Protect records with access permissions, encryption, and backup practices.
- Meet legal admissibility, hold, and privacy obligations.
- Align practice with ISO 15489 and ISO 30301 and evaluate EDMS options.

Course Methodology

- Conference-style sessions with expert input and structured debate.

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- Interactive workshops built around real document collections.
- Guided design of classification schemes and retention schedules.
- Metadata, repository, and digitization exercises.
- Case studies from government, healthcare, legal, and corporate archives.
- Action planning that links each practice to the participant's own records.

Who Should Take This Course

- Records, archives, and documentation managers.
- Archivists and information governance specialists.
- Administrative and office managers responsible for records.
- Compliance, legal, and audit support staff.
- IT staff implementing document and archive systems.
- Consultants and researchers working on records programmes.

Conference on Document Management and Electronic Archiving Course Outlines

Day 1: Records, Archives, and Standards

- Defining records, archives, and information assets.
- Explaining the records lifecycle and continuum models.
- Applying ISO 15489 and ISO 30301 principles.
- Understanding legal, fiscal, and historical retention needs.
- Identifying risks of poor documentation practice.
- Assessing organizational records maturity.
- Completing a personal records and archive audit.





Day 2: Classification, Metadata, and Document Control

- Building file plans and hierarchical classification schemes.
- Designing naming conventions, taxonomies, and thesauri.
- Applying metadata standards for discovery and control.
- Applying document control for versions and approvals.
- Managing confidentiality levels and access permissions.
- Handling legacy classification backlogs.
- Drafting a classification and metadata framework.

Day 3: Retention, Disposal, and Legal Compliance

- Designing retention schedules by record series.
- Applying legal hold and litigation preservation requirements.
- Planning secure disposal, destruction, and certificates.
- Meeting audit, regulatory, and evidence obligations.
- Managing personal data and confidentiality duties.
- Documenting retention decisions and authorisations.
- Building a complete retention schedule.

Day 4: Digitization and Electronic Archive Design

- Planning scanning projects with quality benchmarks.
- Applying OCR, resolution, and image quality standards.
- Designing electronic repositories and archive structures.
- Ensuring legal admissibility of digitized records.
- Applying storage, shelving, and environmental controls for physical archives.

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- Managing hybrid paper and digital environments.
- Reviewing a digitization and repository plan.

Day 5: Systems, Security, and Improvement

- Evaluating EDMS and archive management software.
- Applying access control, encryption, and audit trails.
- Meeting information security and data protection requirements.
- Building records discipline through training and accountability.
- Measuring performance with retrieval, accuracy, and compliance metrics.
- Reviewing conference findings and setting priorities.
- Preparing a 90-day documents and archive action plan.

Conclusion

By successfully completing Conference on Document Management and Electronic Archiving, participants will gain the knowledge to classify records, design retention schedules, and build secure archives that serve legal, operational, and historical needs. They will acquire skills in records classification, retention and compliance, digitization and repository design, and archive security and system management that strengthen control and audit readiness. Gentex Training Center builds this course around real collections and peer exchange, so learners return ready to modernize their documentation and archive function.

FAQs





Q1 What is the "Conference on Document Management and Electronic Archiving" course about?

It brings together current practice in managing documents and archives through their full lifecycle. The course covers classification and metadata, retention and legal compliance, digitization, repository design, document control, archive security, and archive management systems.

Q2 What are the key benefits of the "Conference on Document Management and Electronic Archiving" course?

Participants reduce time lost searching for records, keep archives legally defensible, and pass audits with less effort. They also plan digitization and storage deliberately, protect confidential and personal data properly, and gain a current view of tools and standards they can apply immediately.

Q3 What skills will I gain from the "Conference on Document Management and Electronic Archiving" course?

You will gain records classification and metadata design, retention and legal compliance management, digitization and archive repository design, and archive security and system management. These four skills work together to give an organization full control over its documents and archives.



Q4 What tools, methods, or standards are covered in the "Conference on Document Management and Electronic Archiving" course?

The course covers ISO 15489 records management and ISO 30301 management system guidance, file plans and hierarchical classification schemes, taxonomies, thesauri and naming conventions, metadata standards, document control for versioning and approvals, retention and disposal schedules, legal hold procedures, OCR and scanning quality benchmarks, repository storage and environmental controls, access control and encryption, audit trails, disaster recovery practices, and EDMS evaluation criteria.

Q5 How is the "Conference on Document Management and Electronic Archiving" course applied in real-world practice?

Participants build a classification scheme and retention schedule for their own record series, design and test a digitization workflow, and plan an archive repository structure. They also apply access and audit trail controls and complete a 90-day plan for modernizing their documentation and archive function.