

DOCUMENT MANAGEMENT AND ELECTRONIC ARCHIVING



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TRAINING CENTER



Introduction

Organizations keep more documents than they can control, and the cost appears later in audits, disputes, and hours lost searching for files that should take seconds to find. Managing documents and archives properly means knowing what to keep, where to keep it, how long to hold it, and who may open it. This Document Management and Electronic Archiving Training Course gives participants a complete working system for that. Furthermore, it covers classification, metadata, retention and disposal, digitization, archive repositories, access control, and legal admissibility. As a result, they leave able to keep a document and archive environment that is findable, secure, and defensible.

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

- Interactive workshops built around real document collections.

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- Guided design of classification schemes and retention schedules.
- Metadata, indexing, and repository design exercises.
- Scanning, digitization, and quality-check simulations.
- 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 officers.
- Archivists and information management specialists.
- Administrative and office managers responsible for records.
- Compliance, legal, and audit support staff.
- IT staff implementing document and archive systems.
- Employees responsible for filing, scanning, or archiving duties.

Document Management and Electronic Archiving Course Outlines

Day 1: Records and Archive Foundations

- Defining documents, records, and information assets.
- Explaining the records lifecycle and continuum models.
- Applying ISO 15489 and ISO 30301 principles.
- Understanding legal, fiscal, and operational 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 and folder structures.
- Applying metadata standards for search 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 Continuous Improvement

- Evaluating EDMS and archive management software.
- Applying access control, encryption, and audit trails.
- Meeting information security and data protection requirements.
- Training staff and building documentation discipline.
- Measuring performance with retrieval, accuracy, and compliance metrics.
- Reviewing the system and planning improvements.
- Preparing a 90-day document management action plan.

Conclusion

By successfully completing Document Management and Electronic Archiving, participants will gain the knowledge to classify records, design retention schedules, and build secure archives that meet legal and operational requirements. 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 document collections, so learners return ready to manage documents and archives with order, security, and legal confidence.

FAQs





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

It covers the management of documents and archives through their full lifecycle. The course addresses classification and metadata, retention and disposal, legal compliance, digitization and scanning, archive repository design, access control, and document management systems.

Q2 What are the key benefits of the "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 correctly, and maintain an archive that stays usable as volumes grow.

Q3 What skills will I gain from the "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 reliable control over its documents and archives.



Q4 What tools, methods, or standards are covered in the "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, naming conventions and folder structures, 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 "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 improving their document and archive environment.