

DOCUMENTS AND ARCHIVES



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Introduction

Every organization produces documents it will one day need to prove something with. Whether that proof is available depends on practices set long before the request arrives. Documents and archives work is therefore about building a chain from creation to storage, retention, and retrieval that never breaks. This Documents and Archives Training Course gives participants a complete working method for that chain. Furthermore, it covers classification, filing, retention and disposal, digitization, archive storage, access control, and legal obligations. Participants also apply the methods to real collections from their own organizations. As a result, they leave able to build a records environment their organization can depend on.

Documents and Archives 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.
- Organize physical archives with storage and environmental controls.
- Implement metadata and indexing for reliable retrieval.
- Plan digitization and scanning with quality and validation controls.
- Apply document control for versions, approvals, and audit trails.
- Protect records with access permissions, encryption, and backup practices.
- Meet legal admissibility, privacy, and evidence obligations.
- Align practice with ISO 15489 and ISO 30301 guidance.

Course Methodology

- Interactive workshops built around real document and archive collections.
- Guided design of classification schemes and retention schedules.

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- Metadata, indexing, and archive storage 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 assistants.
- Administrative and office staff responsible for filing.
- Compliance, legal, and audit support staff.
- IT staff supporting document and archive systems.
- Employees handling records, scanning, or archiving duties.

Documents and Archives Course Outlines

Day 1: Documents, Records, and Archives Foundations

- Defining documents, records, and archives precisely.
- Explaining the records lifecycle from creation to disposal.
- Applying ISO 15489 and ISO 30301 principles.
- Understanding legal, fiscal, and historical retention needs.
- Identifying risks of poor document and archive practice.
- Assessing current records and archive maturity.
- Completing a personal documents and archives audit.

Day 2: Classification, Filing, and Retrieval



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- Building file plans and hierarchical classification schemes.
- Designing naming conventions and folder structures.
- Applying metadata standards for search and control.
- Indexing records with consistent keywords and attributes.
- Managing paper and digital filing together.
- Handling legacy filing backlogs.
- Drafting a classification and filing standard.

Day 3: Retention, Disposal, and Legal Obligations

- 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: Archive Storage and Digitization

- Organizing physical archives with shelving and environmental controls.
- Planning scanning projects with quality benchmarks.
- Applying OCR, resolution, and image quality standards.
- Designing electronic archive structures and repositories.
- Ensuring legal admissibility of digitized records.
- Managing hybrid paper and digital storage.
- Reviewing an archive storage and digitization plan.





Day 5: Security, Audit, and Continuous Improvement

- Applying access control, permissions, and confidentiality levels.
- Applying backup, redundancy, and disaster recovery practices.
- Preparing records for audit and regulatory inspection.
- Training staff and building filing discipline.
- Measuring performance with retrieval, accuracy, and compliance indicators.
- Reviewing systems and planning improvements.
- Preparing a 90-day documents and archives action plan.

Conclusion

By successfully completing Documents and Archives, participants will gain the knowledge to classify records, design retention schedules, and store and retrieve documents securely across paper and digital environments. They will acquire skills in classification and filing, retention and legal compliance, archive storage and digitization, and records security and auditing that keep an organization's evidence intact. Gentex Training Center builds this course around real collections, so learners return ready to manage documents and archives with order, security, and legal confidence.

FAQs

Q1 What is the "Documents and Archives" course about?

It covers the full management of documents and archives from creation to disposal or permanent preservation. The course addresses classification and filing, retention and legal obligations, archive storage, digitization, access control, and audit readiness.



Q2 What are the key benefits of the "Documents and Archives" course?

Participants find records faster, keep archives legally defensible, and pass audits with complete evidence. They also reduce storage costs through planned disposal, protect confidential and personal data properly, and preserve institutional memory as volumes grow.

Q3 What skills will I gain from the "Documents and Archives" course?

You will gain classification and filing design, retention and legal compliance management, archive storage and digitization, and records security and audit readiness. These four skills work together to give an organization dependable control over its documents and archives.

Q4 What tools, methods, or standards are covered in the "Documents and Archives" 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, secure destruction certificates, shelving and environmental storage controls, OCR and scanning quality benchmarks, access control and encryption, backup and disaster recovery practices, and audit checklists.



Q5 How is the "Documents and Archives" course applied in real-world practice?

Participants build a classification scheme and retention schedule for their own record series, organize archive storage with environmental controls, and design and test a digitization workflow. They also prepare records for a simulated audit and complete a 90-day plan for improving their documents and archives function.