

**SENIOR CERTIFIED
SPECIALIST IN RECORDS
LIFECYCLE AND ARCHIVAL
INTELLIGENCE**



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TRAINING CENTER



Introduction

Understanding the strategic role of records management and archival systems is essential for any organization seeking operational efficiency, regulatory compliance, and long-term preservation of knowledge. The lifecycle of records from creation and classification to archiving or secure disposal demands specialized expertise. This 8-day intensive course is designed to equip professionals with advanced strategies and best practices across the full spectrum of records lifecycle and archival intelligence. Participants will gain a deep understanding of information governance, metadata management, digital archiving technologies, and risk mitigation associated with data retention. With a blend of theoretical and applied learning, the course emphasizes real-world relevance while fostering critical thinking and proactive planning for institutional memory and legal accountability.

Senior Certified Specialist in Records Lifecycle and Archival Intelligence Course Objectives

- Understand the end-to-end lifecycle of records across physical and digital environments.
- Develop effective records management policies that align with international standards.
- Classify, categorize, and appraise records for operational and legal value.
- Implement retention schedules and manage record migration and disposition plans.
- Use metadata and indexing tools to enhance retrieval and integrity.
- Apply principles of digital preservation and long-term archiving solutions.
- Identify and mitigate risks related to information governance and non-compliance.
- Conduct internal audits to ensure transparency and accountability in recordkeeping.
- Integrate archival intelligence with modern information management systems.
- Establish audit trails and electronic recordkeeping infrastructures.

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Course Methodology

This course utilizes instructor-led sessions, real-life case studies, interactive workshops, and group discussions. Participants will engage in role-play simulations and hands-on activities to apply advanced archival strategies and digital records tools.

Who Should Take This Course

- Records Managers
- Archival Specialists
- Legal and Compliance Officers
- Knowledge and Information Officers
- Public Sector Administrators
- Library and Documentation Professionals
- IT Professionals managing digital repositories

Senior Certified Specialist in Records Lifecycle and Archival Intelligence Course Outlines

Day 1: Foundations of Records Lifecycle and Archival Management

- Introduction to Records Lifecycle
- Key Terminologies and Frameworks
- Regulatory and Legal Aspects
- Policy and Compliance Overview





Day 2: Records Classification and Taxonomy Design

- Functional Classification Systems
- File Plans and Coding Structures
- Retention and Disposition Schedules
- Risk-Based Classification Models

Day 3: Metadata Management and Information Retrieval

- Types of Metadata in Records
- Indexing and Searchability Techniques
- Controlled Vocabulary and Taxonomy
- Interoperability and Metadata Standards

Day 4: Digital Records Management Systems (DRMS)

- Components of DRMS
- Electronic Document and Records Management Systems (EDRMS)
- Integration with Enterprise Systems
- Access, Security, and User Roles

Day 5: Archival Intelligence and Digital Preservation

- Defining Archival Intelligence
- Digital Curation Strategies
- Preservation Metadata and Formats
- Storage Media and Archival Software

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Day 6: Records Appraisal and Retention Strategy

- Criteria for Appraising Records
- Functional vs. Historical Value
- Lifecycle Mapping and Disposition
- Tools for Retention Planning

Day 7: Internal Auditing for Records Compliance

- Setting Audit Criteria and Objectives
- Risk Identification and Documentation
- Internal Control Mechanisms
- Reporting and Remediation Measures

Day 8: Records Risk Management and Legal Considerations

- Data Privacy Laws and Compliance
- Litigation Hold and Discovery
- Ethical Issues in Recordkeeping
- Security Risks in Archival Systems



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Conclusion

By successfully completing the Senior Certified Specialist in Records Lifecycle and Archival Intelligence course with Gentex Training Center, participants will gain a well-rounded mastery of the complete records lifecycle and the tools to establish or enhance professional archival systems. This knowledge empowers professionals to optimize organizational memory, improve compliance, and ensure the long-term value and accessibility of institutional information.

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