



Consulting and Training | Reach New Heights

Course Name

Principles of Document Records and Archives Management

Sector Name

Administration and Office Efficiency

Document Type

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Principles of Document Records and Archives Management

Course Introduction

Record keeping is essential for every business and organization. All purchases, sales, client and employee communications, as well as legal and tax documents, need to be classified and managed appropriately. Document records and files have life cycles. They are created, received, referred to, revised, refiled, and occasionally reorganized. For the most part, the need to refer to files declines sharply as their age increases. Fundamental concepts that most records and archives management systems utilize

Basic principles of archiving

As records reach the end of their active lives, they are disposed of in various ways: destroyed, reformatted, transferred to inactive storage, or transferred to the archives section. There are, however, some fundamental concepts that most records and archives management systems utilize. This training course is designed to provide delegates with a thorough insight into theoretical principles, methodologies, and practical administration of archiving and record management, as well as the responsibilities of archivists and records managers in today's financial institutions, business organizations, government agencies, and non-profit entities.

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Principles of Document Records and Archives Management

Target Audience

- ✓ Office managers.
- ✓ Executive secretaries.
- ✓ Administrators and assistants.

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Principles of Document Records and Archives Management

Learning Objectives

- ✓ Understand records and archiving management principles, processes, and terminology.
- ✓ Understanding of recordkeeping practices and traditions.
- ✓ The difference between the responsibilities of archivists and records managers
- ✓ Apply knowledge of key aspects of records management practice in various contexts.
- ✓ Identify issues that impact the ongoing management of records that document organizational activities, assess their effect, and develop relevant solutions.

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Principles of Document Records and Archives Management

Course Outline

✓ 01 Day One

Archive Management: Principles, Practice, Archive Classification Methods, and Database Archiving

- ✓ Introduction to theory and practice
- ✓ Historical development of the record-keeping profession
- ✓ Responsibilities and functions of archivists
- ✓ Differences and similarities between records and archives
- ✓ Acquisition and appraisal:
 - ✓ Policy development
 - ✓ Methods of acquisition
 - ✓ The theory and practice of appraisal
- ✓ Arrangement and description

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Principles of Document Records and Archives Management

Course Outline

✓ 02 Day Two

Archive Services, Access, Indexing, Preservation & Security Users and access:

- ✓ Providing services to users
- ✓ Users and their needs
- ✓ Access restrictions and regulations
- ✓ Legislation
- ✓ Outreach:
- ✓ Reaching a wider audience
- ✓ Publicity and promotion
- ✓ Online resources
- ✓ Outreach and in-reach strategies

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Course Outline

✓ **03 Day Three**

Archive Services, Access, Indexing, Preservation & Security

- ✓ Preservation
- ✓ Identifying risks to archives;
- ✓ Responses to ensure the protection of archives
- ✓ Storage requirements of different media
- ✓ Preservation policies
- ✓ Management:
- ✓ Staff, resource, and time management
- ✓ Policies and procedures
- ✓ Measuring performance

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Course Outline

✓ 04 Day Four

Record Management: Principles, Practice & Archive Backup Methods

- ✓ Organizations and records
- ✓ Nature of records
- ✓ Making, maintaining, and managing records
- ✓ Records management concepts:
 - ✓ record life cycle;
 - ✓ records continuum
- ✓ Records management programmes:
- ✓ Records management roles & responsibilities;
- ✓ Records management policies;
- ✓ Records systems development methodology
- ✓ Records creation & capture
- ✓ Records classification
- ✓ Records storage
- ✓ Records destruction

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Course Outline

✓ 05 Day Five

Technological Advancements: Electronic & Audio/Visual Records

- ✓ The internet and new technologies
- ✓ Challenges of the management of electronic records in archives and records management?
- ✓ How does the management of visual records differ from that of printed records?
- ✓ Managing and preserving records in a variety of media, including audio-visual and electronic records

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 13, 2026	July 17, 2026	5 days	4250.00 \$	UAE , Dubai
June 21, 2026	June 25, 2026	5 days	4250.00 \$	KSA , Riyadh
Oct. 12, 2026	Oct. 16, 2026	5 days	4950.00 \$	Spain , Barcelona
Jan. 25, 2027	Jan. 29, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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