

# Indexing, Advanced Digital Archiving & Document Management

**Technology & Digital Transformation** Milan (Italy) 08 - 12 Dec 2025 UK Traininig PARTNER



### Indexing, Advanced Digital Archiving & Document Management

Ref: 321725 136723 Date: 08 - 12 Dec 2025 Location: Milan (Italy) Fees: 4400 Euro

## **Course Description**

This intensive 5-day course provides a comprehensive overview of indexing, advanced digital archiving techniques, and electronic document management. Participants will gain practical skills in organizing, preserving, and managing digital assets using cutting-edge tools and methodologies. The course covers best practices for long-term digital preservation, metadata creation, and efficient retrieval systems.

# **Learning Objectives**

- Develop advanced indexing strategies for improved information retrieval
- Master digital archiving techniques for long-term preservation
- Implement effective electronic document management systems
- Apply metadata standards and classification schemes to digital collections
- Understand legal and ethical considerations in digital archiving

#### **Course Modules**

#### **Day 1: Foundations of Digital Archiving**

- Introduction to digital archiving concepts
- Digital preservation strategies and best practices
- File formats and storage media considerations
- Risk assessment and mitigation in digital preservation

#### **Day 2: Advanced Indexing Techniques**

- · Principles of effective indexing
- Controlled vocabularies and thesauri
- · Automated indexing tools and technologies
- Indexing for multimedia and non-textual content

#### **Day 3: Metadata Creation and Management**

- Metadata standards and schemas Dublin Core, MODS, PREMIS
- Creating descriptive, administrative, and structural metadata
- Metadata interoperability and exchange
- Quality control and metadata management workflows

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#### **Day 4: Electronic Document Management Systems**

- EDMS architecture and key components
- Document capture, storage, and retrieval processes
- Version control and document lifecycle management
- Integration with existing IT infrastructure

#### **Day 5: Legal, Ethical, and Future Trends**

- Copyright and intellectual property issues in digital archiving
- Privacy and data protection considerations
- Emerging technologies in digital preservation AI, blockchain
- Developing a comprehensive digital archiving strategy

# **Practical Wins for Participants**

- Design and implement an efficient digital archiving workflow
- Create a metadata schema tailored to your organization's needs
- Develop a risk assessment and mitigation plan for digital collections
- Evaluate and select appropriate tools for indexing and document management

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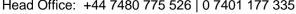


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