

# Indexing, Advanced Digital Archiving & Document Management

IT & IT Engineering  
Milan (Italy)  
08 - 12 Dec 2025

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A large, stylized image of chess pieces on a checkered board. In the foreground, a gold king piece stands prominently next to a silver pawn. To the left, another silver pawn is visible. The background features concentric circles and a checkered pattern, suggesting a strategic or competitive theme.

## **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

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The background of the logo is a stylized chessboard with several chess pieces (a king, a queen, and a pawn) in gold and silver, set against a backdrop of concentric circles.

## 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

A graphic of a chessboard with several chess pieces. A gold king piece is prominent in the foreground, with a silver pawn and a gold pawn nearby. In the background, there are concentric circles emanating from a point, suggesting a signal or a strategic move.

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