

# Professional EDMS & E-Archiving: Mastering Digital Records

IT & IT Engineering  
Geneva (Switzerland)  
14 - 18 Jul 2025

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## Professional EDMS & E-Archiving: Mastering Digital Records

**Ref:** 3160\_137247 **Date:** 14 - 18 Jul 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 **Euro**

### Course Description

This comprehensive 5-day course equips information professionals with the knowledge and skills to implement and manage electronic document management systems EDMS and e-archiving solutions. Participants will learn industry best practices, regulatory compliance, and practical strategies for digital records management in the modern workplace.

### Learning Objectives

- Understand EDMS fundamentals and their role in organizational efficiency
- Develop strategies for successful EDMS implementation and adoption
- Master e-archiving techniques for long-term digital preservation
- Learn to ensure regulatory compliance and information security
- Gain practical skills in digital records lifecycle management

### Course Modules

#### Day 1: EDMS Foundations and Strategy

- Introduction to EDMS and digital transformation
- EDMS components and architecture
- Developing an EDMS strategy
- Change management for EDMS adoption

#### Day 2: EDMS Implementation and Best Practices

- EDMS selection and vendor evaluation
- Implementation planning and execution
- Metadata management and taxonomies
- Workflow design and automation

#### Day 3: E-Archiving Principles and Techniques

- E-archiving fundamentals and standards
- Digital preservation strategies
- File formats and migration
- E-archiving system design and implementation

#### Day 4: Regulatory Compliance and Information Governance

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- Legal and regulatory requirements for digital records
- Records retention and disposition
- Information security and access control
- Audit trails and reporting

## Day 5: Advanced Topics and Future Trends

- AI and machine learning in EDMS
- Cloud-based EDMS solutions
- Big data analytics for records management
- Emerging technologies and their impact on EDMS

## Practical Wins for Participants

- Develop a customized EDMS implementation roadmap
- Create effective metadata schemas and taxonomies
- Design efficient workflows for document lifecycle management
- Establish a compliant e-archiving strategy for long-term preservation

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

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