

Professional EDMS & E-Archiving: Mastering Digital Records

IT & IT Engineering
Kigali (Rwanda)
18 - 22 Aug 2025

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A close-up photograph of chess pieces on a checkered board. In the foreground, a large, ornate gold king piece stands prominently. To its left, a smaller silver pawn is visible. Further back, another silver pawn is positioned. The background features a series of concentric, light gray circles that create a sense of depth and focus on the king piece.

Professional EDMS & E-Archiving: Mastering Digital Records

Ref: 3160_137261 **Date:** 18 - 22 Aug 2025 **Location:** Kigali (Rwanda) **Fees:** 3300 **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 of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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