

Preserving & Archiving Documents & Data Electronically

19 – 23 October 2026
Berlin (Germany)

UK Training

PARTNER



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Ref: 321726_145072 **Date:** 19 – 23 October 2026 **Location:** Berlin (Germany) **Fees:** 5900 GBP

Why This Course

Transitioning from paper-based to digital document management is essential for modern organizations seeking efficiency, accessibility, and long-term preservation of critical records. This intensive 5-day program equips participants with the knowledge and practical skills needed to digitize existing records, implement electronic document management systems EDMS, and maintain sustainable digital archives. Through a combination of hands-on exercises, best practices, and real-world case studies, attendees will learn to streamline document workflows, enhance security, and ensure long-term accessibility.

What You'll Learn and Practice

By attending this course, you will be able to:

- Understand the benefits, challenges, and compliance requirements of electronic document management.
- Implement best practices for digitizing paper records with high-quality standards.
- Create and manage metadata to ensure organized and searchable digital archives.
- Select appropriate file formats, storage solutions, and access controls.
- Develop strategies for long-term digital preservation and managing technological obsolescence.

The Program Flow

Day 1: Introduction to Electronic Document Management

- Overview of EDMS and digital archiving
- Benefits and challenges of transitioning from paper to digital
- Legal and compliance considerations
- Assessing organizational needs and planning the transition

Day 2: Digitization and Scanning

- Document preparation and handling
- Scanning equipment and software selection
- Image quality, resolution, and standards
- Optical Character Recognition OCR techniques

Day 3: Metadata and File Management

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver, set against a background of concentric circles.

- Metadata standards and best practices
- Creating and managing metadata for digital archives
- File naming conventions and organization
- Choosing file formats for long-term preservation

Day 4: Storage and Access

- Digital storage options: local, cloud, and hybrid solutions
- Implementing access controls and security measures
- Backup and disaster recovery planning
- Ensuring searchability and efficient retrieval of records

Day 5: Long-term Digital Preservation

- Challenges and strategies for digital preservation
- File format migration and emulation techniques
- Monitoring and managing technological obsolescence
- Developing a sustainable digital preservation program

Individual Impact

Participants will leave this program with:

- The ability to develop a strategic plan for transitioning to electronic document management.
- Practical skills to implement a digitization workflow for existing paper records.
- Knowledge to select and deploy appropriate digital storage and access solutions.
- Competence to design a long-term digital preservation strategy for organizational records.

Organizational Impact

Organizations will benefit from:

- Improved efficiency and accessibility of document and data management.
- Enhanced security, compliance, and risk mitigation for digital records.
- Sustainable digital preservation practices to protect critical information over time.
- Teams capable of managing and optimizing electronic archives across the organization.

Training Methodology

- Interactive lectures and scenario-based exercises
- Hands-on workshops for digitization, metadata creation, and storage solutions
- Case studies illustrating successful electronic document management transitions
- Practical exercises in long-term digital preservation planning

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A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) positioned on it. The board is checkered, and the pieces are in gold and silver. The graphic is partially obscured by the 'PARTNER' text.

Beyond the Course

By the end of this 5-day program, participants will be ready to:

- Lead the transition from paper-based to digital document systems in their organization.
- Implement efficient workflows for digitization, metadata management, and storage.
- Ensure secure, compliant, and sustainable preservation of electronic records.
- Optimize access and retrieval of digital archives for improved organizational performance.

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