

# Preserving & Archiving Documents & Data Electronically

IT & IT Engineering  
Düsseldorf (Germany)  
20 - 24 Apr 2026

UK Traininig

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## Preserving & Archiving Documents & Data Electronically

**Ref:** 321726\_145073 **Date:** 20 - 24 Apr 2026 **Location:** Düsseldorf (Germany) **Fees:** 4200 Euro

### Course Description

This 5-day course provides a comprehensive introduction to electronic document and data archiving, focusing on the transition from paper-based to digital systems. Participants will learn best practices for digitizing existing records, implementing electronic document management systems, and ensuring long-term preservation of digital assets. The course covers key topics including document scanning, metadata creation, file format selection, storage solutions, access controls, and digital preservation strategies.

### Learning Objectives

- Understand the benefits and challenges of transitioning to electronic document management
- Learn best practices for digitizing paper records and creating high-quality scans
- Develop skills in metadata creation and management for digital archives
- Gain knowledge of file formats, storage options, and access controls for electronic records
- Explore strategies for long-term digital preservation and avoiding technological obsolescence
- Understand legal and compliance considerations for electronic archives

### Course Modules

#### Day 1: Introduction to Electronic Document Management

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

#### Day 2: Digitization and Scanning

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

#### Day 3: Metadata and File Management

- Metadata standards and best practices
- Creating and managing metadata for digital archives
- File naming conventions and organization

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, a rook, and a pawn) in gold and silver, set against a backdrop of concentric circles.

- Selecting appropriate file formats for long-term preservation

#### **Day 4: Storage and Access**

- Digital storage options local, cloud, hybrid
- Implementing access controls and security measures
- Backup and disaster recovery planning
- Ensuring searchability and retrievability of electronic records

#### **Day 5: Long-term Digital Preservation**

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

#### **Practical Wins for Participants**

- Ability to develop a strategic plan for transitioning to electronic document management
- Skills to implement a digitization workflow for existing paper records
- Knowledge to select and implement appropriate digital storage and access solutions
- Capability to create a long-term digital preservation strategy for organizational records



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