

Smart Archiving and Electronic Information Organization

IT & IT Engineering
Toronto (Canada)
14 - 18 Jul 2025

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Smart Archiving and Electronic Information Organization

Ref: 321790_146850 **Date:** 14 - 18 Jul 2025 **Location:** Toronto (Canada) **Fees:** 4700 **Euro**

Course Description

This intensive 5-day course equips participants with advanced skills in smart archiving and electronic information organization. Learn cutting-edge techniques for managing digital documents, implementing efficient archiving systems, and organizing information effectively in the modern workplace. Gain practical knowledge to streamline your organization's information management processes.

Learning Objectives

- Master core principles of smart archiving and electronic document management
- Develop strategies for efficient digital information organization and retrieval
- Learn best practices for long-term digital preservation and data security
- Understand how to implement and optimize electronic archiving systems
- Gain skills in metadata management and taxonomies for improved searchability

Course Modules

Day 1: Foundations of Smart Archiving

- Introduction to smart archiving concepts
- Digital document lifecycle management
- Overview of electronic archiving systems
- Legal and compliance considerations

Day 2: Electronic Document Management

- Document capture and digitization techniques
- Version control and collaborative editing
- Workflow automation for document processes
- Integration with existing IT infrastructure

Day 3: Digital Information Organization

- Metadata standards and best practices
- Taxonomy and ontology development
- Implementing effective search and retrieval systems
- Data classification and categorization strategies

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 4: Long-term Digital Preservation

- Digital preservation strategies and tools
- File format considerations for archiving
- Storage solutions for long-term preservation
- Disaster recovery and business continuity planning

Day 5: Optimizing Electronic Archiving Systems

- Performance tuning and scalability
- Security and access control measures
- Analytics and reporting for archival systems
- Future trends in smart archiving and information management

Practical Wins for Participants

- Implement an efficient electronic document management system
- Develop a comprehensive digital preservation strategy
- Create an effective taxonomy for improved information retrieval
- Optimize existing archiving processes for better efficiency and compliance

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