Archival Standards Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Effective archival standards are fundamental to preserving organizational memory, ensuring regulatory compliance, supporting digital transformation, and protecting valuable records throughout their lifecycle. Archival Standards Training Course equips participants with practical knowledge and internationally recognized best practices in records preservation, digital archiving, metadata management, information governance, archival legislation, and long-term digital preservation. The course emphasizes sustainable archival strategies that improve accessibility, accountability, institutional transparency, and knowledge management while reducing information loss and operational risks.

Participants will explore modern archival frameworks, electronic records management systems, digitization technologies, preservation standards, disaster preparedness, cybersecurity considerations for archives, and emerging innovations in digital preservation. Through practical case studies, participants will develop competencies in implementing archival policies, ensuring compliance with international archival standards, improving organizational efficiency, and supporting evidence-based decision-making across public and private sector institutions.

Programme Curriculum

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Course Objectives

Upon completion of this course, participants will be able to:

1. Apply international archival standards effectively.
2. Develop strategic archival management frameworks.
3. Implement digital preservation best practices.
4. Strengthen records lifecycle management systems.
5. Improve metadata creation and management.
6. Enhance archival risk management strategies.
7. Ensure regulatory and legal compliance.
8. Design sustainable digitization projects.
9. Improve information governance practices.
10. Implement archival quality assurance systems.
11. Protect digital assets against cybersecurity threats.
12. Develop disaster recovery plans for archives.
13. Promote innovation in archival technologies.

Organizational Benefits

- Strengthened regulatory compliance.
- Improved information accessibility.
- Enhanced institutional memory.
- Reduced records management risks.
- Better decision-making through reliable archives.
- Increased operational efficiency.
- Improved digital preservation capabilities.
- Enhanced business continuity.
- Stronger knowledge management systems.
- Increased stakeholder confidence.

Target Audience

- Archivists
- Records Managers
- Librarians
- Information Managers
- Compliance Officers

- Government Officials
- Museum and Heritage Professionals
- Knowledge Management Professionals

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Archival Standards

- Principles of archival science.
- International archival standards.
- Records lifecycle management.
- Information governance fundamentals.
- Ethical responsibilities in archiving.
- Case Study: Implementation of archival standards at the National Archives of Australia.

Module 2: Records Management and Classification

- Records creation and capture.
- Classification systems.
- Records appraisal techniques.
- Retention scheduling.
- Disposal and transfer procedures.
- Case Study: Records management modernization at the National Archives of Singapore.

Module 3: Digital Preservation and Metadata

- Digital preservation strategies.
- Metadata standards.
- Electronic document management.
- File format sustainability.
- Digital repository management.
- Case Study: Digital preservation initiatives at The National Archives (UK).

Module 4: Archive Digitization and Access

- Digitization planning.
- Scanning quality standards.
- Optical Character Recognition applications.
- Digital access platforms.
- User access management.
- Case Study: Europeana Digital Library digitization program.

Module 5: Legal Compliance and Risk Management

- Archival legislation.
- Privacy and data protection.
- Intellectual property considerations.
- Risk assessment methods.
- Audit and compliance monitoring.
- Case Study: GDPR compliance within European archival institutions.

Module 6: Disaster Recovery and Archive Security

- Disaster preparedness planning.
- Business continuity strategies.
- Physical archive protection.
- Cybersecurity for digital archives.
- Emergency response procedures.
- Case Study: Recovery of archival collections after the Christchurch earthquake, New Zealand.

Module 7: Quality Assurance and Emerging Technologies

- Quality management systems.
- Artificial Intelligence in archives.
- Blockchain applications.
- Cloud archival solutions.
- Performance monitoring indicators.
- Case Study: AI-assisted archival indexing at the National Archives and Records Administration (USA).

Module 8: Strategic Archival Management

- Archival policy development.
- Resource planning.
- Stakeholder engagement.
- Change management.
- Continuous improvement strategies.
- Case Study: Digital transformation at Library and Archives Canada.

Training Methodology

- Interactive lectures and facilitated discussions.
- Practical demonstrations and software applications.
- Individual and group exercises.

- Case study analysis and presentations.
- Archival policy development workshops.
- Digital preservation simulations.
- Knowledge assessments and quizzes.
- Action planning for workplace implementation.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

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