Digital Archiving Technologies 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

Digital Archiving Technologies Training Course is designed to equip participants with advanced knowledge and practical skills in digital preservation, electronic records management, information governance, cloud-based archiving, and emerging archival technologies. The course focuses on modern digital transformation strategies that enable organizations to securely capture, store, manage, retrieve, and preserve valuable digital assets. With increasing reliance on electronic documents, artificial intelligence, automation, and data-driven decision-making, effective digital archiving has become essential for business continuity, regulatory compliance, cybersecurity, and long-term knowledge preservation.

This training course provides insights into digital repository management, metadata standards, archival workflows, data migration strategies, blockchain-based preservation, and secure cloud storage solutions. Participants will explore international best practices, global digital preservation frameworks, and real-world case studies from leading institutions. The program supports organizations in developing sustainable digital archives that enhance accessibility, improve operational efficiency, protect institutional memory, and ensure compliance with evolving information management regulations.

Programme Curriculum

Digital Archiving Technologies Training Course

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Course Objectives

1. Understand modern digital archiving technologies and electronic records management frameworks.
2. Develop skills in digital preservation strategies and long-term data accessibility solutions.
3. Apply metadata standards and information classification techniques for digital assets.
4. Explore artificial intelligence applications in automated document management and archiving.
5. Implement secure cloud-based digital archiving and storage solutions.
6. Understand cybersecurity practices for protecting archived information.
7. Analyze digital repository platforms and archival management systems.
8. Apply data migration and format preservation techniques.
9. Develop effective digital governance and compliance strategies.
10. Understand blockchain technology applications in digital authenticity and preservation.
11. Improve organizational knowledge management through digital archives.
12. Evaluate emerging trends in smart archiving and automation technologies.
13. Design sustainable digital archiving frameworks aligned with international standards.

Organizational Benefits

1. Improved information security and digital asset protection.
2. Enhanced compliance with records management regulations.
3. Reduced operational costs through automated archiving processes.
4. Faster access to critical organizational information.
5. Improved knowledge sharing and institutional memory preservation.
6. Better disaster recovery and business continuity capabilities.
7. Increased efficiency through digital workflow optimization.
8. Enhanced decision-making through organized information systems.
9. Improved collaboration through centralized digital repositories.
10. Strengthened organizational digital transformation initiatives.

Target Audiences

1. Records managers and information governance professionals.
2. Archivists and library information specialists.
3. IT managers and digital transformation teams.
4. Government administrators managing electronic records.
5. Compliance and risk management professionals.
6. Knowledge management specialists.

7. Data protection and cybersecurity professionals.
8. Business leaders responsible for digital innovation.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Digital Archiving Technologies

- Introduction to digital archives, electronic records, and information lifecycle management.
- Understanding digital preservation principles and archival standards.
- Overview of digital repository architectures and systems.
- Exploring global digital archiving initiatives and frameworks.
- Case study: Digital preservation strategies at the National Archives of the United Kingdom.
- Developing foundational knowledge for effective digital archive implementation.

Module 2: Digital Records Management and Governance

- Understanding electronic document management systems and workflows.
- Implementing information governance policies and procedures.
- Managing records retention schedules and compliance requirements.
- Applying classification and indexing techniques for digital records.
- Case study: Digital records governance practices in government institutions.
- Designing effective records management frameworks.

Module 3: Metadata Standards and Digital Asset Organization

- Understanding metadata structures and archival description methods.
- Applying international metadata standards for digital collections.
- Improving searchability through effective digital categorization.
- Managing digital assets using automated indexing technologies.
- Case study: Metadata management practices in global digital libraries.
- Developing structured digital asset organization strategies.

Module 4: Cloud-Based Digital Archiving Solutions

- Exploring cloud storage technologies for digital preservation.
- Understanding cloud security and accessibility considerations.
- Implementing scalable digital archive infrastructures.
- Evaluating cloud-based archival platforms and services.
- Case study: Cloud migration strategies used by multinational organizations.
- Developing secure cloud archiving approaches.

Module 5: Emerging Technologies in Digital Preservation

- Exploring artificial intelligence and machine learning in archiving.
- Understanding blockchain applications for digital authenticity.
- Examining automation tools for document processing.
- Evaluating future trends in smart digital archives.
- Case study: AI-powered archival systems in research institutions.
- Creating innovative technology adoption strategies.

Module 6: Cybersecurity and Digital Archive Protection

- Understanding cybersecurity threats affecting digital archives.
- Implementing encryption and access control mechanisms.
- Applying data backup and disaster recovery strategies.
- Managing privacy and data protection requirements.
- Case study: Cybersecurity frameworks used by global archival organizations.
- Strengthening digital archive security management.

Module 7: Digital Preservation Strategies and Data Migration

- Understanding file format sustainability and preservation planning.
- Applying data migration and conversion techniques.
- Managing obsolete technology and legacy systems.
- Developing long-term digital preservation policies.
- Case study: Large-scale digital migration projects in national archives.
- Creating sustainable preservation workflows.

Module 8: Digital Archiving Implementation and Best Practices

- Developing digital archiving strategies for organizations.
- Measuring digital archive performance and effectiveness.
- Implementing continuous improvement processes.
- Understanding international digital archiving best practices.
- Case study: Successful digital archive transformation projects worldwide.
- Creating organizational digital archiving roadmaps.

Training Methodology

- Interactive instructor-led presentations covering digital archiving concepts and technologies.
- Practical demonstrations of digital repository platforms and archival tools.
- Group discussions focusing on real-world information management challenges.

- Case study analysis from international organizations and institutions.
- Hands-on exercises involving metadata creation and digital preservation workflows.
- Collaborative activities designed to enhance digital transformation skills.

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
23 Nov 2026	27 Nov 2026	Physical	$3,000

Start Date	End Date	Location	Price
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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