Electronic Records Preservation 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

Electronic Records Preservation Training Course is designed to provide professionals with advanced knowledge and practical skills in digital records management, electronic document preservation, data integrity protection, information governance, and long-term digital archiving. The course focuses on emerging technologies, international preservation standards, cybersecurity practices, and digital transformation strategies required to safeguard electronic records throughout their lifecycle. Participants will explore modern approaches to electronic records retention, metadata management, cloud-based preservation, digital repositories, and regulatory compliance frameworks.

The course equips organizations with the capabilities needed to manage the growing volume of digital information while ensuring accessibility, authenticity, confidentiality, and reliability. Through global best practices, industry case studies, and practical preservation techniques, participants will understand how to develop sustainable electronic records preservation strategies that support business continuity, legal compliance, knowledge management, and organizational efficiency in the digital era.

Programme Curriculum

Electronic Records Preservation Training Course

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Course Objectives

1. Develop expertise in electronic records management and digital preservation frameworks.
2. Understand international standards for electronic records lifecycle management.
3. Apply advanced techniques for data integrity, authenticity, and reliability protection.
4. Implement effective digital archiving and information governance strategies.
5. Enhance cybersecurity awareness for electronic records preservation.
6. Understand metadata creation, management, and preservation techniques.
7. Apply cloud storage and emerging technologies in records preservation.
8. Improve compliance with regulatory and legal records requirements.
9. Develop strategies for long-term digital information accessibility.
10. Analyze risks associated with electronic records loss and degradation.
11. Implement disaster recovery and business continuity approaches.
12. Utilize modern electronic document management systems effectively.
13. Strengthen organizational digital transformation through effective records preservation.

Organizational Benefits

1. Improved protection and accessibility of critical electronic records.
2. Enhanced compliance with legal, regulatory, and industry requirements.
3. Reduced risks associated with data loss and unauthorized access.
4. Increased efficiency through automated records management systems.
5. Strengthened organizational knowledge management capabilities.
6. Improved decision-making through reliable information availability.
7. Enhanced cybersecurity and data governance practices.
8. Reduced operational costs through effective digital preservation.
9. Improved business continuity and disaster recovery readiness.
10. Increased confidence in electronic information authenticity.

Target Audiences

1. Records managers and information governance professionals.
2. Archivists and digital preservation specialists.
3. IT managers and cybersecurity professionals.
4. Government administrators handling electronic records.
5. Legal compliance and regulatory officers.
6. Knowledge management professionals.
7. Corporate information management teams.
8. Document control and quality assurance specialists.

Course Duration: 5 days

Course Modules

Module 1: Fundamentals of Electronic Records Preservation

- Introduction to electronic records management principles and digital preservation concepts.
- Understanding electronic records lifecycle from creation to permanent preservation.
- Exploring challenges in managing digital information assets.
- Reviewing international digital preservation frameworks and standards.
- Case study: National Archives digital preservation programs in the United States.
- Developing strategies for sustainable electronic records management.

Module 2: Electronic Records Lifecycle Management

- Understanding creation, classification, storage, retention, and disposal processes.
- Implementing effective records lifecycle management strategies.
- Managing electronic records across organizational departments.
- Applying retention schedules and disposition policies.
- Case study: Government electronic records management transformation projects in the United Kingdom.
- Improving operational efficiency through lifecycle automation.

Module 3: Digital Preservation Technologies and Systems

- Exploring electronic document management systems and digital repositories.
- Understanding cloud-based preservation technologies.
- Evaluating storage solutions for long-term digital accessibility.
- Implementing automated preservation workflows.
- Case study: Digital repository systems used by major international universities.
- Selecting appropriate technologies for organizational needs.

Module 4: Metadata Management and Data Integrity

- Understanding the importance of metadata in digital preservation.
- Developing metadata standards for electronic records.
- Ensuring authenticity, reliability, and integrity of digital files.
- Managing version control and electronic record tracking.
- Case study: Metadata preservation practices at global archival institutions.
- Applying best practices for information accuracy and accessibility.

Module 5: Cybersecurity and Risk Management for Electronic Records

- Identifying cybersecurity threats affecting electronic records.
- Implementing access controls and encryption techniques.
- Developing risk assessment strategies for digital archives.
- Integrating cybersecurity with information governance.
- Case study: Data protection strategies used by financial institutions worldwide.
- Enhancing resilience against electronic records security incidents.

Module 6: Compliance, Governance, and Legal Requirements

- Understanding legal frameworks affecting electronic records preservation.
- Implementing organizational records governance policies.
- Managing compliance with data protection regulations.
- Establishing audit trails and accountability mechanisms.
- Case study: European Union digital records compliance initiatives.
- Strengthening organizational governance through effective preservation practices.

Module 7: Disaster Recovery and Long-Term Preservation Strategies

- Developing disaster recovery plans for electronic records.
- Implementing backup and recovery procedures.
- Managing risks related to technology obsolescence.
- Ensuring continuous access to preserved information.
- Case study: Disaster recovery approaches used by international archives.
- Creating sustainable long-term preservation strategies.

Module 8: Emerging Trends in Electronic Records Preservation

- Exploring artificial intelligence and automation in records management.
- Understanding blockchain applications for digital authenticity.
- Examining future trends in digital preservation technologies.
- Developing innovation strategies for electronic records management.
- Case study: AI-supported archival systems used by global organizations.
- Preparing organizations for future digital information challenges.

Training Methodology

- Interactive instructor-led presentations covering electronic records preservation concepts.
- Practical demonstrations using digital records management systems.
- Group discussions focusing on industry challenges and solutions.
- Analysis of global case studies and organizational best practices.
- Hands-on exercises involving preservation planning and risk assessment.

- Workshops on developing electronic records preservation strategies.
- Knowledge assessments and participant feedback sessions.

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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