

# Archiving and electronic document management (EDM)

Course: **00164**

Filter: **Intermediate**

Duration: **3 days**

Category:: **IT Governance**

Price: **843,00 €**

## About Course

In the digital age, businesses generate vast quantities of electronic documents. From invoices and contracts to employee records and customer data, these documents are essential to day-to-day operations. So it's essential to provide managers with the information they need, when they need it. This information is stored on 'paper' or 'electronic' media. However, managing all these documents between departments can be a real challenge. That's where electronic document management comes in. Electronic document management (EDM) is a system that helps businesses organise, store and share digital files. By using EDM, businesses can improve efficiency and productivity, while reducing the risk of data loss. In today's competitive business environment, EDM is an essential tool for any organisation.

## What you'll learn

- Understand the specific meanings of the main terms used in archival science
- Understand the particularities of dealing with definitive archives
- Identify the particular problems posed by the collection and sorting of definitive archives
- Classify and describe an archive (and its parts) in accordance with international standards
- Prepare finding aids on paper
- Understand, until such time as it is possible to do so, the requirements for disseminating them in electronic format
- Draw up an inventory of archival documents in digital format
- Define and implement a preservation policy for archive documents in digital format

- Designing, implementing and administering an environment for managing archive documents in digital format over time, regardless of the resources available
- Understand what preventive conservation is

### **Targeted audience**

- Archivists
- Mail managers
- Executive Assistants

### **Pre-requisites**

- None

### **Curriculum**

#### **Module 1: Archiving**

- Defining archives
- Archives for what?
- Archives for whom?
- Archives by whom?
- Archival terms
- Management and processing
- Designing the programme for an archive building
- Talking to an architect and putting forward technical arguments
- Setting up an archive room within an organisation

#### **Module 2: Electronic Document Management (EDM)**

- Identifying the characteristics of EDM
- Distinguish between the different types of EDM
- Identify the digital document life cycle

- Identify the process for installing an EDM, and the hardware and software components
- The challenges of an EDM
- The main functions of an EDM