

# € TRAINING

Modern Systems For Managing Documents,  
Archives And Digital Archiving of Files





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## Introduction:

In a world crowded with knowledge and information as well as the challenges facing the world of informatics in terms of information organization and classification and documentation in various vessels and facilitate mechanisms to access them in a timely manner and in a world where modern technology steps amazing and fast to help individuals and institutions in information management.

Information is no longer just a kind of luxury, which boasts communities or organizations, but has become a cornerstone in the development of society and achieve the desired well-being. ICT has entered all fields of social and human sciences. Fundamental to the maximization of human thought and mind computers, networks, and means of modern communication and artificial intelligence and systems of expertise.

## Course Objectives:

At the end of this course the participants will be able to:

- Define records and archives,
- Analyze records in context,
- Classify records,
- Understand different systems, and
- Maintain and convert records.

## Targeted Audience:

- Students interested in preserving history in all its recorded formats through a career as an archivist, manuscript curator, digital archivist, special collections librarian, or archival repository manager
- Future leaders in archival, digital, and preservation-related research
- Librarians and archivists who want to update their archival skills
- Anyone seeking to supplement their graduate education with valuable professional skills

## Course Outlines:

### Unit 1: Use of Databases in Electronic Archiving System Design:

- The difference between the use of ready-made applications and the adaptation of applications available in the electronic archiving system.
- Define databases.
- Advantages of using a computer to create a database converting a paper-based database to a computer.
- Database installation field - record - table.
- Dealing with database programs and identifying the properties of the fields used.

### Unit 2: Training the Creation Of An Electronic Archive Using The Database Program:

- Create an electronic archive using database software and link the document image to the database.
- Use of software to overcome the problem of enlarging the size of the electronic document in the storage containers.

### Unit 3: Using Internet Applications In The Process of Exchanging Documents And Files:

- Identify the types of internal networks in large institutions for the exchange of documents and files.
- Requirements for an e-mail system.
- Format and configure email messages.
- The advantages and disadvantages of email.
- Official e-mails.
- Factors that determine the use of email.
- Manage emails.
- Organize the employee's e-mail box.
- Filing system.
- Retain and exclude emails.
- Archiving emails.

### Unit 4: Problems of Archive Management in the Electronic Age and Information Systems Security:

- Manage archives in the electronic age.
- Protect and secure documents stored in storage containers within the electronic archive.
- Using the software available to modify the text document into an electronic image cannot be manipulated.

### Unit 5:

- Scanning and legal issues.
- Archiving and retention requirement.
- Digital signatures.
- Creating records management audit register.
- Business classification scheme and taxonomy.