

Certified Archiving and Records Management Professional Training

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Course Overview:

The Certified Archiving and Records Management Training Course is a comprehensive, practical, and industry-aligned program designed to help organizations strengthen their documentation systems, improve compliance, and establish reliable information governance structures. This course introduces participants to the full lifecycle of records—including creation, classification, storage, retention, appraisal, conversion, and long-term preservation—providing a complete foundation in best practices for modern recordkeeping.

The program emphasizes the importance of structured Records Management Training, effective Records Classification Training, and the integration of both Paper and Digital Records Management Training to meet evolving organizational needs. Participants gain hands-on insights into how records function within their operational and legal contexts, allowing them to evaluate risks, support accountability, strengthen audit readiness, and ensure consistent compliance with organizational and regulatory requirements.

Whether managing paper files, digital databases, or hybrid systems, this course equips attendees with the essential skills needed to operate or improve a Corporate Records Management Course environment. Built with real-world application in mind, it prepares participants for the modern challenges of digital transformation and positions them to succeed in Archiving and Records Management Certification programs. All participants receive a completion certificate at the end of the course.

CPD Course Listing

The Certified Archiving and Records Management Training Course is listed on the CPD portal as part of our commitment to delivering structured, relevant, and high-quality professional development. Participants and organizations can review the course listing and its continuing professional development information through the official CPD portal.

View This Course on the CPD Portal

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Target Audience:

- Records Officers
- Administrators & Documentation Specialists
- Information Governance Staff
- Quality & Compliance Teams
- Digital Transformation and IT Support Personnel
- Legal and Contract Management Professionals
- Office Managers and Executive Assistants
- Archivists and Knowledge Management Personnel

Targeted Organizational Departments:

- Records & Archiving Departments
- Legal Affairs and Contracting
- Governance, Risk & Compliance GRC
- Digital Transformation & IT Systems
- Human Resources Administration
- Finance, Accounting & Audit
- Corporate Communication & Secretariat Offices

Targeted Industries:

- Government & Public Sector
- Oil & Gas and Energy
- Banking & Financial Institutions
- Healthcare & Pharmaceuticals
- Telecom & Technology Corporations
- Transportation & Logistics
- Education & Research
- Legal & Judicial Entities
- NGOs and International Organizations

  These industries face strict documentation regulations, hybrid record environments, and compliance requirements aligned with **Records Retention and Disposal Course** principles.

Course Offerings:

By the end of this course, participants will be able to:

- Define and differentiate between records and archives
- Analyze records in operational, legal, and organizational contexts
- Apply structured Records Classification Training methods
- Understand paper-based, electronic, and hybrid records systems
- Build and implement retention schedules and secure disposal processes
- Maintain and convert records following best practice guidelines
- Apply metadata requirements for both physical and digital records
- Strengthen organizational accountability and audit readiness
- Protect records against deterioration, loss, and digital risk
- Implement best practices aligned with Records and Archives Training Program standards

Training Methodology:

The Certified Archiving and Records Management Training Course uses an interactive, hands-on, and learner-centered approach designed to maximize engagement and practical application. The methodology includes instructor-led presentations, guided discussions, peer learning, and applied exercises based on classification, metadata, retention, and system analysis. Using real-world scenarios, participants explore paper-based filing systems, digital classification structures, and hybrid records workflows.

Group work, case studies, and role-based exercises allow participants to practice decision-making in common records management challenges. Demonstrations highlight key concepts from the Electronic Records Management Course, while scenario simulations offer realistic exposure to retention planning and disposal procedures as seen in Records Retention and Disposal Course practices. Participants also receive structured feedback, daily reviews, and reflection sessions to reinforce learning and support practical implementation. This training methodology ensures that each professional gains both conceptual clarity and operational competence across paper, digital, and hybrid recordkeeping environments.

Course Toolbox:

- Classification charts and sample file structures
- Retention schedule templates
- Metadata worksheets
- File indexing checklists
- Lifecycle mapping tools
- Disposal documentation samples
- Record appraisal templates
- Hybrid system workflow diagrams
- Digital conversion examples
  Note: Tools are not physically provided; insights, examples, and templates are explained and demonstrated during the course.

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Course Agenda:

Day 1: Foundations of Records and Archives

- **Topic 1:** Understanding Records and Archives – Definitions and Value
- **Topic 2:** Records Life Cycle – Creation to Disposal
- **Topic 3:** Differences Between Records and Archives
- **Topic 4:** Compliance, Storage, and Organizational Standards
- **Topic 5:** Introduction to Classification Concepts
- **Topic 6:** Action Planning and Pre-Assessment Activities
- **Reflection & Review:** Reviewing Day 1 Themes

Day 2: Classification, Context, and Metadata

- **Topic 1:** Context Analysis for Organizational Records
- **Topic 2:** Frameworks for Classification of Paper and Digital Records
- **Topic 3:** Prioritization and Hierarchical Structuring
- **Topic 4:** Metadata Essentials and Indexing Techniques
- **Topic 5:** Filing Systems and Storage Approaches for Physical Records
- **Topic 6:** Digital Classification Models for Electronic Records
- **Reflection & Review:** Group Reflection on Classification and Metadata Concepts

Day 3: Systems, Standards, and Governance

- **Topic 1:** Records Management Policies and Governance
- **Topic 2:** International Records Standards – Concepts and Applications
- **Topic 3:** Electronic Records Systems and Digital Repositories
- **Topic 4:** Hybrid Records Systems – Integration and Limitations
- **Topic 5:** Documentation Structure, Retrieval, and Index Optimization
- **Topic 6:** Accountability and Auditability in Records Management
- **Reflection & Review:** Reviewing Systems, Standards, and Governance Components

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Day 4: Appraisal, Retention, and Disposal

- **Topic 1:** Fundamentals of Appraising Organizational Records
- **Topic 2:** Designing and Applying Retention Schedules
- **Topic 3:** Compliance Requirements for Retention and Disposal
- **Topic 4:** Secure Disposal of Physical and Electronic Records
- **Topic 5:** Documentation of Appraisal and Disposal Decisions
- **Topic 6:** Building Transparent and Compliant Disposal Procedures
- **Reflection & Review:** Reviewing Appraisal and Retention Best Practices

Day 5: Preservation, Conversion, and Sustainability

- **Topic 1:** Preservation Methods for Physical Records
- **Topic 2:** Digital Preservation and Cyber-Risk Mitigation
- **Topic 3:** Converting and Migrating Records Across Formats
- **Topic 4:** Long-Term Storage Strategies for Archives
- **Topic 5:** Identifying and Mitigating Recordkeeping Risks
- **Topic 6:** Final Lessons, Certification Preparation, and Wrap-Up
- **Reflection & Review:** Final Day Summary, Knowledge Check, and Closing Discussions

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

No prior qualifications are required. The Certified Archiving and Records Management Training Course is designed for all experience levels, from beginners to advanced professionals working in documents, archives, or compliance roles.

How long is each day's session, and is there a total number of hours required for the entire course?

Each session runs for approximately 4–5 hours per day, including activities and group discussions. The course spans one week, totaling 20–25 instructional hours.

Why do organizations still maintain hybrid paper + digital systems instead of going fully digital?

Many organizations must retain physical records due to legal mandates, legacy archives, operational constraints, or compliance audits. The course highlights that both paper-based and electronic systems require structured classification, metadata, retention, and disposal processes—making hybrid management essential for accuracy, legality, and accessibility.

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How This Course is Different from Other Certified Archiving and Records Management Courses:

The Certified Archiving and Records Management Training Course is uniquely structured to blend theoretical foundations with real-world application. Unlike generic programs, this training program integrates best practices from Records Management Training, Records Classification Training, Electronic Records Management Course, and Records Retention and Disposal Course. Participants gain more than definitions—they learn practical workflows, lifecycle decision-making, and hands-on classification and appraisal techniques.

The course covers paper-based, digital, and hybrid systems in equal depth, reflecting modern organizational realities where information is scattered across formats. Interactive activities, context analysis, real-case simulations, and system mapping exercises differentiate this course from typical passive learning programs. With a strong focus on compliance, accountability, information governance, and long-term preservation, the program equips participants with actionable skills that immediately enhance organizational records practices. This results in a truly comprehensive Corporate Records Management Course that prepares professionals not only for daily operations but also for long-term strategic readiness.

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Training Course Categories

- Agile PM and Project Management Training Courses
- Agribusiness & Food Security Training Courses
- Aviation Management and Operations Training Courses
- Certified Courses By International Bodies
- Communication and Public Relations Training Courses
- Crisis Management and Business Continuity Training Courses
- Data Analytics Training and Data Science Courses
- Digital Government & Public Service Training Courses
- Education and Learning Development Training Courses
- Environment & Sustainability Training Courses
- Facilities and Real Estate Training Courses
- Finance and Accounting Training Courses
- Governance, Risk and Compliance Training Courses
- Healthcare Management Training Courses
- Heritage Conservation and Museum Management Training Courses
- Hospitality and Tourism Training Courses
- Human Resources Training and Development Courses
- IT Security Training & IT Training Courses
- Leadership and Management Training Courses
- Legal Training, Procurement and Contracting Courses
- Maintenance Training and Engineering Training Courses
- Marketing, Customer Relations, and Sales Courses
- NGO, Humanitarian and Development Management Training Courses
- Occupational Health, Safety and Security Training Courses
- Oil & Gas Training and Other Technical Courses
- Personal & Self-Development Training Courses

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Training Course Categories

- Quality and Operations Management Training Courses
- Secretarial and Administration Training Courses
- Shipping, Maritime and Ports Training Courses

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Zanzibar Tanzania	**Zoom** Online Training	**Zurich** Switzerland