MERCURY

Archive Centre Administration Training Course

5 – 9 April 2027
Zanzibar (Tanzania)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

Archive Centre Administration Training Course

Ref: 15775_1066371 **Date:** 5 – 9 April 2027 **Location:** Zanzibar (Tanzania) **Fees:** 5300 Euro

Introduction:

The Archive Centre Administration training course equips participants with the knowledge and skills to manage archival collections and information systems. As organizations increasingly recognize the importance of preserving historical records and maintaining accurate documentation, the role of archive administration has become vital. This course provides archival principles, practices, and technologies, enabling participants to understand the records lifecycle from creation to preservation and eventual disposition.

Participants will explore key topics such as record classification, retrieval systems, digital archiving, and legal and regulatory requirements compliance. By engaging in hands-on activities and case studies, learners will develop practical skills for efficiently organizing, preserving, and accessing archival materials. This Archive Centre Administration training is essential for professionals looking to enhance their archive management expertise and contribute to preserving valuable information for future generations.

The Archive Centre Administration course provides instruction on effective management practices within an archive centre. Participants will learn to define archive administration, understand the functions of a centre administrator, and explore best practices for managing a centre administration office. It covers organizing centre archives, establishing an archive business centre, implementing processes within archives administration, maintaining a structured, efficient, and secure centre administrative system, equipping learners with skills to run a successful archive centre, and ensuring compliance with industry standards.

Targeted Groups:

- Archival professionals are seeking to enhance their administrative skills.
- Records management specialists are looking to improve archiving practices.
- Information management personnel in governmental and corporate sectors.
- Librarians and museum curators are involved in collection management.
- IT professionals focused on digital archiving solutions.
- The administrative staff is responsible for maintaining organizational records.
- Graduate students in library and information science programs.
- Individuals aiming for a career in archives or records management.

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Course Objectives:

At the end of this Archive Centre Administration course, the participants will be able to:

- Understand the fundamental principles of archive administration and management.
- Develop skills in organizing and classifying archival materials effectively.
- Learn best practices for digital archiving and electronic records management.
- Explore legal and regulatory frameworks governing archival practices.
- Gain proficiency in the preservation techniques for various media formats.
- Enhance knowledge of retrieval systems to improve access to information.
- Understand the process of appraisal and disposition of archival records.
- Cultivate project management skills relevant to archival projects.
- Strengthen communication and engagement strategies with stakeholders.
- Prepare participants for professional roles in archive and records management.

Targeted Competencies:

By the end of this Archive Centre Administration training, the participant's competencies will:

- Knowledge of archival principles and practices.
- Proficiency in records classification and management.
- Skills in digital archiving and information technology.
- Understanding of legal and regulatory compliance in archiving.
- Ability to develop and implement archival policies and procedures.
- Competence in preservation techniques for various formats.
- Skills in efficient retrieval and access systems.
- Ability to conduct appraisal and disposition of records.
- Knowledge of project management in archival contexts.
- Proficiency in stakeholder engagement and communication.

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Course Content:

Unit 1: Introduction to Archival Science:

- Define archival science and its significance in modern organizations.
- Explore the history and evolution of archival practices.
- Discuss the roles and responsibilities of archivists and archive administrators.
- Understand the relationship between archives and records management.
- Identify key terminologies and concepts in the field of archiving.

Unit 2: Records Management Fundamentals:

- Explain the lifecycle of records from creation to disposal.
- Explore different types of records and their classifications.
- Discuss the importance of maintaining accurate documentation.
- Learn techniques for efficient record-keeping and organization.
- Review standards and best practices in records management.

Unit 3: Digital Archiving and Preservation:

- Understand the principles of digital archiving.
- Explore various digital formats and their preservation needs.
- Discuss challenges and strategies for digitizing archival materials.
- Learn about digital asset management systems.
- Examine methods for ensuring long-term digital preservation.

Unit 4: Legal and Ethical Considerations:

- Identify relevant laws and regulations affecting archival practices.
- Discuss privacy concerns and intellectual property rights.
- Understand the ethical responsibilities of archivists.
- Explore issues related to access and restrictions on archival materials.
- Review case studies on legal and ethical dilemmas in archiving.

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Unit 5: Archival Management and Administration:

- Develop skills for creating and implementing archival policies.
- Explore project management techniques specific to archiving.
- Learn about budgeting and resource allocation for archives.
- Discuss the importance of stakeholder engagement and outreach.
- Evaluate tools and technologies for effective archive administration.