PARTNERS IN KNOWLEDGE UK LTD
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LONDON W4 4HH



Advanced Archiving & Data Security

PIK813-0427 MLS-KL-1

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Place	: Kuala-Lumpur	**Venue**	: Novotel Kuala Lumpur City Center Hotel (Jalan Kia Peng, 50450, Wilayah, Persekutan, Kuala Lampur, MALAYSIA) - TBC		
Start Date	: 12-04-2027	**End Date**	: 16-04-2027	**PPP**	: £4750

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If you can't train them, you can't blame them!

Short Description:

This training program is designed to provide participants with advanced methodologies and tools in Archiving and Data Security. These resources are aimed at optimising the organisation, storage, and retrieval of information. By engaging with this program, individuals will learn how to effectively manage documents, ensuring that information is easily accessible when needed. Participants will also focus on improving data security measures. The program will cover best practices and strategies that protect sensitive information from unauthorised access. This emphasis on security is crucial in today's digital landscape, where data breaches can have serious consequences for organisations. Finally, the training program prepares individuals to respond to the dynamic developments within the field of information technology. By staying informed about the latest trends and challenges, participants will be equipped to adapt their document management processes accordingly, ensuring that their skills remain relevant in a rapidly evolving environment.

Course Overview:

COURSE OBJECTIVES

At the end of this program, participants will be able to:

- Define what records and archives are.
- Analyse records within their context.
- Classify various types of records.
- Understand different record-keeping systems.
- Maintain existing records effectively.
- Convert records to different formats.
- Apply knowledge of records and archives in practical situations.

TARGET AUDIENCE

- Archivists.
- Manuscript curators.
- Digital archivists.
- Special collections librarians.
- Archival repository managers.
- Future leaders in archival, digital, and preservation-related research.
- Librarians and archivists seeking to update their archival skills.

Program Outline:

DAY 1: Using AI in Data Security

1. Threat Detection & Prevention.

2. Behavioural Analysis.
3. Automated Response Systems.
4. Data Encryption and Protection.
5. Predictive Analytics.

DAY 2: Removable Media Archiving & Destruction

1. Maintaining Data Security and Compliance.
2. Archiving Process.
3. Data Security in Archiving.
4. Destruction Methods.
5. Compliance and Risk Mitigation.

DAY 3: Physical Records Environmental Control & Security

1. Importance of Physical Records Management.
2. Optimal Environmental Conditions.
3. Security Measures.
4. Regular Audits.
5. Integration of Practices.

DAY 4: Metadata Management & Indexing

1. Systematic Organisation and Governance of Metadata.
2. Data Sharing across various platforms.
3. Indexing Process.
4. Indexing Application.
5. Metadata Management and Indexing Integration.

DAY 5: Fundamentals of Records Management

1. Digitising documents and associated legal considerations.
2. Requirements for archiving and retention.
3. Utilising digital signatures.
4. Developing a records management audit log.
5. Establishing a business classification framework and taxonomy..