informatech




DATA MANAGEMENT AND BUSINESS INTELLIGENCE | COURSE

# Digitization and File Management

**UK**
+44 33 000 111 90
info@informatech.co.uk
https://informatech.co.uk
63-66 Hatton Garden Hatton Garden
EC1N 8LE , London

**NL**
+31 85 74 444 46
info@infomatech.nl
https://infomatech.nl
Waarderweg 50 - 2031PB
Haarlem - Netherlands




# Course content

## Why Attend

Digitization is a major challenge for all organizations. As digital content continues to grow at a fast rate, policies, processes and systems are required to manage demand to help drive business operations and become more effective. This process is also known as digital transformation, and professionals and organizations are increasingly required to adopt global standards and international best practices to improve how digital content is captured, managed and controlled.

Digitization and File Management is the specification of establishing digital controls and accountability frameworks to encourage desirable behavior in the valuation, creation, storage, use, archiving and deletion of digital information. The processes involved include scanning, workflow, Optical Character Recognition (OCR); processes, roles, standards and metrics must be implemented that ensure the effective and efficient use of information in enabling an organization to achieve its goals.

This course provides participants with in-depth knowledge in Digitization as well as with practical skills to help manage, plan, analyze, deliver and support an ever-growing volume of data and information within their organizations. The course covers international best practices, industry regulations, legal requirements, information compliance, auditing and security standards; including National Archives Digitization and Guidelines, Scanning, Archiving and Digital Preservation and ISO 13008 Digital Records Conversion and Migration.

The material used in the training course will be based on exercises as well as regional and international case studies. Participants will frequently work in pairs with one another as well as in larger teams.

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

• Understand how data and information can be digitized and managed more efficiently and effectively within organizations

• Develop action plans for scanning, workflow and integration of digital information to support compliance, audits, legislation and regulations

• Establish and implement a Data Digitization project, including systems, roles and responsibilities

• Manage data against international best practices, including ISO 13008 Digital Records Conversion and Migration

• Develop digitization policies and working procedures




# Course content

## Why Attend

• Formulate and manage data in accordance with ISO 27001 Information Security standards

This course is suitable for IT professionals, document controllers, auditors, site administrators, general management and anyone tasked with managing and protecting data and information. This also includes professionals already familiar and involved with data management and seeking to build on their fundamental principles of managing data, information and records.

• Records Management

• Data Compliance

• Developing Policies and Procedures

• Archiving

• Database Systems

## Course outline

### Introduction to Digitization and Standards

• Introduction to digitization and file management

• Managing structured and unstructured data

• Scanning and capture

• Workflow

• Metadata, indexing and classification

• Enterprise search and archiving

### Compliance, Regulations and Digitization ISO 13008

• ISO 13008 digital records conversion and migration

• Archiving and preservation




# Course content

## Course outline

• Data protection and data privacy

• Document and records management compliance

• ISO 27001 information security and cyber security

Implementation and Project Management

• Developing target operating model

• Roles, responsibilities and reporting

• Programme planning

• Quality management planning

• Risk and issue management

Data Digitization IT Solutions

• Scanning and Optical Character Recognition (OCR)

• Indexing and Metadata

• Workflow and business process automation

• Enterprise content management systems

• Document and records management

• Archiving and preservation

## Developing Policy, Procedures and Action Plans

• Digitization management policies

• Develop data lifecycle management procedures and guidelines

• Create programme and project implementation action plan

• Case studies




# Seminar dates

## Available seminar dates

Live dates and pricing for Digitization and File Management generated from the course details page.

| Date | Location | Format | Fee |
|---|---|---|---|
| 14 - 18 December 2026 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 18 - 22 January 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 15 - 19 February 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 15 - 19 March 2027 | Geneva - Switzerland | Classroom | **€4,200.-** |
| 19 - 23 April 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 17 - 21 May 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 21 - 25 June 2027 | Paris - France | Classroom | **€3,600.-** |
| 19 - 23 July 2027 | Frankfurt - Germany | Classroom | **€2,600.-** |
| 16 - 20 August 2027 | Kuala lumpur - Malaysia | Classroom | **€1,800.-** |
| 20 - 24 September 2027 | Barcelona - Spain | Classroom | **€3,080.-** |
| 18 - 22 October 2027 | Cape Town - South Africa | Classroom | **€2,272.-** |
| 15 - 19 November 2027 | Munich - Germany | Classroom | **€3,400.-** |
| 20 - 24 December 2027 | Barcelona - Spain | Classroom | **€3,080.-** |

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|---|---|
| **Live online option** | Online delivery is available at €1,850.-. |