

# Professional Certificate in Archives and Records Management

**International experts and professionals in archives and records management will deliver courses in Arabic. This programme will incorporate a mix of theoretical principles and practical exercises for a well-rounded learning experience.**

The Professional Certificate in Archives and Records Management combines six modules of intensive courses to develop professional expertise in areas as diverse as legislation, conservation and preservation, management, classification, strategies, policies and procedures related to the archival field.

The certificate is offered under the supervision of the Continuing & Executive Education Department, in partnership with the National Archives in Abu Dhabi.

## Module 1

General introduction about archival terminology (30 hrs)

- Evolution of documentation and archiving (history, theories, schools, international archival organisations)
- Archival terminology (terminology of document management, archiving, and electronic archiving)
- UAE institutions (administrative organisations of the UAE, federal and local entities, private companies, government-owned companies, non-governmental institutions and organisations)

## Module 2

Archival legislation and archiving standards (30 hrs)

- Archival legislation (international laws, UAE archival laws and regulations, federal law for National Archives in the UAE)
- Archiving standards (defining the concept and importance of global standards)

## Module 3

Managing current and semi-current archives (30 hrs)

- Life cycle of documents
- Records management and archival policies and procedures
- Records management and archiving technical tools (classification plan, retention schedule)

## Module 4

Scientific processing of archives (30 hrs)

- Indexing and classification of documents and archives
- Archival appraisal and evaluation
- Search tools and research services

## Module 5

Archival and conservation buildings (30 hrs)

- Archival conservation and preservation standards
- Specifications of an archive building
- Facilities of an archive building
- Storage requirements for different media

## Module 6

Electronic archives management (30 hrs)

- Electronic records management and e-archiving strategies, policies and procedures
- EDRMS and e-archiving systems
- Storage of e-archives
- Micrographic technology
- Documents and archives digitisation



## Admission requirements

**To be eligible for this certificate, applicants must successfully complete 6 weeks of training. Grading is based on regular assessment through tasks, projects and reports. It is possible to design programmes for the government sector, based on their needs.**

### Target group:

- Managers
- Archivers
- Records Management specialists
- Records Control Specialists
- Information Technology Staff
- Auditors
- Quality Control Specialists
- Public and private sectors

## Programme outcomes

### The programme aims to deliver:

- Professional education in the theory and practice of record management and archives
- In-depth knowledge of records and archives management, and the ability to apply this knowledge in a range of sectors
- Comprehensive training in the creation and management of current and semi-current records
- Awareness of the legal and ethical issues relating to archives and records management
- Skills in managing and preserving records
- Knowledge of the related standards and the ability to apply them in the field
- Knowledge on how to manage the electronic records and the usage of specialized softwares to facilitate the process
- In-depth knowledge on how to manage the process of digitizing records and electronic archiving.

### Tuition Fees

**AED 30,000** (approx. USD 8,170)

Discounts are available for this programme\*:

- 20% Alumni discount
- 5%-15% corporate offer

\*Conditions apply

Visit the CEED page on our website for more information.

# Our Beneficiaries

## Government Organisations

- Department of Finance AC
- Ministry of Foreign Affairs (MOFA)
- Dibba Municipality
- Fujairah Natural Resources Corporation
- Etihad Rail
- Telecommunications Regulatory Authority (TRA)
- Department of Education and Knowledge
- Culture and Tourism (DCT)
- Department of Health Abu Dhabi-Dubai
- Crown Prince Court
- Ministry of Defense (MOD)
- Pension of Government
- Environment Agency Abu Dhabi
- Ministry of Energy & Infrastructure
- Mohammed Bin Rashid University Of Medicine and Health
- Emirates Nuclear Energy Corporation
- Ministry of Cabinet Affairs
- Securities and Commodities Affairs
- Department of Culture and Tourism
- Dubai Government Human Resources Dept.
- Abu Dhabi Center for Sheltering & Humanitarian Care-Ewaa
- UAE Football Association
- Nawah Energy Company
- Abu Dhabi Executive Office (ADEO)
- ADIA
- Emirates News Agency
- Al Dhafra Municipality
- Dubai Police
- UAEU
- Federal Tax Authority
- Etihad Credit Bureau
- Ruler's Representative Court – Al Dhafrah Region
- Securities and Commodities Authority
- Abu Dhabi Fund for Development

## Private Organisations

- Arabtec
- ONE ECM

## GCC Companies

- National Archives in Bahrain
- BAPCO (National Oil Company in Bahrain)
- National center for archives and records Saudi Arabia

# Why Sorbonne University Abu Dhabi?

In today's world, it has become a necessity to broaden possibilities, improve capacities and develop leadership skills. The Department of Continuing & Executive Education at Sorbonne University Abu Dhabi offers specialised programmes that are designed for individuals and entities to enhance professional development and career growth. These programmes are tailored to the current market needs and can be also developed upon the request of private and public entities.

All programmes are prepared in collaboration with the academic teams of the Sorbonne University in Paris in order to meet the standards of excellence offered by Sorbonne University Abu Dhabi.

## **For more information, please contact:**

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