



أكاديمية الزمالة  
العربية البريطانية



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Arab British Academy Fellowship  
A.B.A.F





# Planning and organization strategies

## Objectives

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- Provide the trainees with a set of basic skills that enable them to organize the archive and raise the efficiency of work performance in it

## Who Should Attend?

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- Health and Safety Managers
- Field supervisors
- Engineers and specialists in safety
- Webmasters and anyone who requires a better knowledge of the rules and regulations of safety requirements in the workplace.

## Seminar Outline

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### DAY 1

- Administrative Organization of Archives (Centralization and Decentralization)
- Organization of archives (classification and numbering)
- Methods of creating indexes (names and topics)

### DAY 2

- Designing archive records and documents
- Modern systems in conservation and circulation.
- Sorting, deporting and damaging papers

### DAY 3

- Designing archive records and documents
- Modern systems in conservation and circulation.
- Sorting, deporting and damaging papers



#### DAY 4

- Modern technologies in the conservation and retrieval of information
- Definition of quality in the conservation and international specifications ISO 9000

#### DAY 5

- Electronic Information Systems and Archiving





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