



*Training Course:
Managing Information Registry*

*4 - 15 October 2026
Dubai (UAE)*

Training Course: Managing Information Registry

Training Course code: OM236633 From: 4 - 15 October 2026 Venue: Dubai (UAE) - Training Course Fees: 7700 € Euro

Introduction

The Managing Information Registry training program is designed to develop the knowledge and practical competencies required to establish, operate, control, and improve organizational information registries. The program covers the complete information and records lifecycle, including registration, classification, indexing, storage, retrieval, tracking, security, retention, archiving, and disposal.

The course also addresses modern electronic registry systems, document control, information governance, data quality, confidentiality, compliance, and digital transformation.

Objectives

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

- Understand the principles of information and records registry management.
- Establish effective registry policies and procedures.
- Register, classify, index, and organize information systematically.
- Develop efficient filing and document-control systems.
- Manage physical and electronic records throughout their lifecycle.
- Improve information retrieval, tracking, and accessibility.
- Apply confidentiality, security, and access-control requirements.
- Establish retention, archiving, and disposal procedures.
- Improve data quality and registry accuracy.
- Support the transition toward electronic and digital registry systems.

Target Audience

This program is suitable for:

- Registry Officers and Supervisors
- Records Management Officers
- Document Controllers
- Information Management Officers
- Administrative Officers
- Archivists
- Data and Information Coordinators
- Compliance and Governance Personnel
- Office Managers and Administrative Supervisors

Outline

Day 1 - Fundamentals of Information Registry Management

- Concepts of information, documents, and records
- Purpose and functions of an organizational registry
- Types of registries and information repositories
- Registry roles and responsibilities
- Principles of effective information management
- Information governance fundamentals
- Common registry management challenges

Day 2 - Information and Records Lifecycle

- Understanding the information lifecycle
- Record creation and receipt
- Registration and identification
- Distribution and circulation
- Active and inactive records

- Storage and preservation
- Retention, archiving, and disposal
- Establishing lifecycle controls

Day 3 - Registration, Classification and Indexing

- Designing effective registration procedures
- Unique reference and numbering systems
- Classification structures
- File plans and classification codes
- Indexing principles and methods
- Metadata and descriptive information
- Cross-referencing records
- Improving consistency and accuracy

Day 4 - Filing and Document Control Systems

- Principles of effective filing systems
- Centralized vs. decentralized registries
- Physical and electronic filing
- Document identification and coding
- Version and revision control
- Incoming and outgoing correspondence
- Document distribution and circulation
- Preventing duplication and document loss

Day 5 - Information Retrieval and Tracking

- Designing efficient retrieval processes
- Search and indexing techniques
- File movement and tracking

- Document check-in/check-out controls
- Managing requests for information
- Retrieval performance standards
- Handling missing and misplaced records
- Improving registry accessibility

Day 6 - Electronic Registry and Digital Records Management

- Transition from paper to electronic registries
- Electronic Document and Records Management Systems EDRMS
- Digital document capture
- Scanning and digitization principles
- Electronic classification and metadata
- Electronic workflow management
- Search and retrieval functionality
- Integration with organizational information systems

Day 7 - Information Security and Access Control

- Information confidentiality principles
- Information classification by sensitivity
- Access authorization and permissions
- Protecting confidential and restricted records
- Physical and electronic security controls
- Managing information sharing
- Audit trails and accountability
- Backup, recovery, and business continuity

Day 8 - Retention, Archiving and Disposal

- Records retention principles

- Developing retention schedules
- Identifying permanent and temporary records
- Transfer of records to archives
- Physical and digital archiving
- Preservation requirements
- Secure disposal and destruction
- Maintaining disposal authorization and evidence

Day 9 - Registry Quality, Compliance and Performance

- Information quality management
- Accuracy, completeness, consistency, and timeliness
- Registry policies and standard operating procedures
- Compliance requirements
- Registry audits and reviews
- Key Performance Indicators KPIs
- Measuring retrieval and processing efficiency
- Continuous improvement of registry operations

Day 10 - Advanced Registry Management and Digital Transformation

- Developing an integrated registry management framework
- Registry process optimization
- Automation of registry activities
- Workflow and approval automation
- Data analytics for registry performance
- Emerging technologies in information management
- Artificial Intelligence applications in document classification and retrieval
- Developing a registry improvement roadmap

Registration form on the Training Course: Managing Information Registry

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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