SORBONNE UNIVERSITY ABU DHABI

CONTINUING EDUCATION CENTER

National Library & Archives

الأرشيف والمكتبة الوطنية



Professional Certificate in

ARCHIVES AND RECORDS MANAGEMENT

2026

overview

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 Education Center**, in partnership with the **National Library & Archives in Abu Dhabi.**

This programme will incorporate a mix of **theoretical principles** and **practical exercises** for a well-rounded learning experience.

International experts and professionals in archives and records management will **deliver courses in Arabic.**





What makes this programme unique?

Practical and profession-oriented learning

The programme is designed as a practical professional certificate, not just theoretical study, meaning participants gain skills directly applicable to work in the field of archives and records management.

This approach ensures that learning outcomes are aligned with the practical demands of archival institutions and records management environments.

Arabic-language professional training

The programme is delivered in Arabic, addressing the need for Arabic-language professional archival training.

By offering specialised content in Arabic, the certificate supports greater accessibility and relevance for professionals working in the region. This ensures that participants can fully engage with technical concepts and professional terminology within their linguistic and institutional context.

Expertise from international professionals

Courses are delivered by experienced international professionals and specialists in archives and records management, offering insights from best global and national practices. Participants benefit from exposure to diverse professional experiences, methodologies, and standards that reflect current developments in the field. This direct engagement with experts enhances both the academic and professional value of the programme.

Institutional partnership and professional recognition

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

This collaboration ensures that the programme is aligned with national standards and professional requirements in the archival field.



Programme *highlights*

- Professional education in the theory and practice of record management and archives
- Awareness of the legal and ethical issues relating to archives and records management
- In-depth knowledge on how to manage the process of digitising records and electronic archiving
- Knowledge of the related standards and the ability to apply them in the field
- 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
- Knowledge on how to manage the electronic records and the usage of specialised softwares to facilitate the process
- Skills in managing and preserving records

Main Modules

Language of Instruction	Arabic
Duration	6 weeks
Start Date	7 September, 2026

Main Modules

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).

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).

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).

Scientific Processing of Archives (30 hrs):
- Indexing and classification of documents and archives.
- Archival appraisal and evaluation.
- Search tools and research services.

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.

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.

Testimonials

"The professional certificate shows us that archives is not an empty room or a pile of documents. Rather, it is an engineering world that follows the highest standards in the management and preservation of documents.

Reem Alraisi

"I was very pleased to have the opportunity to participate in this course. In cooperation with the National Library & Archives, I was given the necessary experience for the basics of archival work and a deep understanding of the importance of the archives and records management for the state.

Abdallah Rashed AlJunaibi



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
- Department of 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
- 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





Prospective students

Target group:

- Managers
- Archivers
- Records Management Specialists
- Records Control Specialists
- Information Technology Staff
- Auditors
- Quality Control Specialists
- Public and Private Sectors

Admission prospects

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.



Tuition Fees

(including VAT):
AED 30,000 (approximately US$ 8,170)

To learn more
Click:
https://www.sorbonne.ae/executive-education/
or Scan:

**Terms and Conditions apply*

Why Sorbonne University Abu Dhabi ?

In today's fast-paced and globalised economies, knowledge and languages both serve an important role in creating progressive and vibrant societies. The French education system is known for its high level of rigorous critical thinking and debating skills, which play a significant role in developing future pioneers and leaders.

Sorbonne University Abu Dhabi is a globally recognised education institution that serves as a bridge between civilisations by offering a multicultural environment, which promotes and develops a strong culture of tolerance, curiosity, harmony and cultural awareness for today's modern economy. Students have access to internationally acclaimed faculty, world-class facilities and internationally certified degrees, which places them firmly on the right path in preparation for a successful career.



SORBONNE UNIVERSITY ABU DHABI | CONTINUING EDUCATION CENTER

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