

From office to archive

13. 2. 2024

At 9.00.

Location: Mikrografija, d. o. o., Foersterjeva ulica 10, Novo mesto

In cooperation with Mikrografija, d.o.o., we would like to invite you to a training course entitled »From office to archive: ensuring legally compliant document management and archiving«.

In the course of our business, we are confronted with various types and forms of documentation, and the law requires that the creators of documents and their contents are organised and, above all, useful.

Join the mAcademy lecture and let's discover together the answers to the questions: how and in what way should creators ensure proper procedures for dealing with documentation and how to ensure the durability and, above all, the usability and integrity of documents even after archiving?

You are cordially invited.

Content:

- Legislation and requirements for documentary and archival material throughout its life cycle,
- documentary material, its importance, how it is managed and how it is preserved in physical and electronic form,
- archival material, methods of identification, key legal requirements and preservation and use,
- classification schemes,
- physical archive spaces and
- internal rules.

The lecture will be given by Špela Sečnik, Business Compliance Assistant at Mikrografija, d.o.o.

Fees and registration

300 € + VAT per person

The price includes the lecture, materials and lunch. Please contact Mikrografija to register your participation and pay the registration fee. A 10% discount is granted for existing subscribers and customers of Mikrografija. Participation in this event is not possible for potential representatives of competing companies.

Further information: 080 51 15, info@mikrografija.si.

The content of this event is in line with the purpose of the SRC-EDIH project, where both Mikrografija and the Chamber of Commerce of Dolenjska and Bela krajina are part of the consortium. The training will present some of the possibilities, solutions and tools for the digital transformation of business.