

Preservation and Risk Analysis

Code: 43596
ECTS Credits: 6

Degree	Type	Year	Semester
4315503 Records Management, Transparency and Access to Information	OB	0	1

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Use of Languages

Principal working language: spanish (spa)

Prerequisites

No requirements

Objectives and Contextualisation

The aims of the module is to offer a set of guidelines and directives to define and know:

- Basic concepts of digital preservation and their importance for society
- The digital preservation plan to be implemented by an archive/institution based on an analysis of the risks to long-term preservation of documents, by the characteristics of the storage media, document formats, software, hardware, types of data (structured or unstructured) and available protection measures. In order to adopt preventive measures that reduce the level of risk.
- Digital preservation strategies and techniques (media refresh, emulation, migration, digital forensics, etc.) that institutions should use to guarantee the long-term preservation of their digital records and content.
- Preservation metadata standards
- The OAIS model to define digital archive. The components of digital archive (environment, functionalities and information package) will be analysed in detail, as well as the importance of auditing and certifying these archives in order to evaluate the quality of the services provided.
- Analysis of international digital preservation projects and available tools or solutions.

Competences

- Analyse, synthesise, organise and carry out planning in management environments and activities.
- Apply the legal rulings and standards for archive and records management in the production and evaluation of projects.
- Continue the learning process to be able to work autonomously.
- Design risk analysis and electronic document conservation systems.
- Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.

Learning Outcomes

1. Adapting the application of rules and standards in accordance with the revisions to which they are subjected.
2. Analyse and evaluate risks in records management systems.

3. Apply international standards and recommendations for archive and records management.
4. Characterizing the organizational, political and social environments for the definition of information models and policies.
5. Characterizing the organizations and environments in which to apply norms and standards.
6. Control systems of electronic document conservation.
7. Draw up projects and plan for digital conservation and safe repositories.
8. Identifying organizational, political and social changes of the environments in which information models and policies are applied.
9. Recognise computer security systems.
10. Using planning and management control instruments.

Content

The module is divided into five units:

Introduction

Basic concepts. Methodology applicable to digital preservation. Management of the security of digital information.

The digital preservation plan

The digital preservation plan. Risk analysis and preventive measures in a digital repository. Examples of digital preservation plans.

Digital preservation strategies and techniques

Introduction. Content-based strategies. Content-based strategies.

The digital archive

Definition. Types of digital repositories. Components and structure model OAIS. Evaluation and certification of digital repositories. Implementations and tools of the OAIS model.

International digital preservation projects

Global projects on digital preservation. Educational projects on digital preservation.

Methodology

Includes online master classes, participation in forums and discussions, and preparation of individual reports.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
classroom practices online	1	0.04	1, 2, 4, 5, 6, 8
online master classes	9	0.36	2, 3, 4, 5, 6, 7, 9, 10
Type: Supervised			
Coursework activities and practical work	60	2.4	1, 2, 3, 4, 5, 6, 7, 8, 9, 10
Type: Autonomous			

Assessment

Coursework activities will take place sequentially throughout the module and must be completed within an indicated timeframe.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Practice and testing with a digital archive	40	15	0.6	1, 2, 3, 4, 5, 6, 8, 9, 10
develop a digital preservation plan	40	15	0.6	1, 3, 4, 5, 6, 7, 8, 10
participation, online surveys and discussion forums	20	10	0.4	1, 2, 3, 4, 5, 8, 9

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