

Records and Archive Management

Code: 104769
ECTS Credits: 6

| Degree | Type | Year | Semester |
|--|------|------|----------|
| 2503868 Communication in Organisations | FB | 2 | 1 |

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: No

Teachers

María Pilar Cid Leal

Prerequisites

None

Objectives and Contextualisation

Archives and Records Management will be in charge of providing students with the basic theoretical and practical knowledge aimed at developing records management skills in the processes of capturing, organizing, selecting and discriminating use of information.

Learning of the technological environment for the preservation of both internal records, generated by the organization itself, and external ones that talk about it. In addition, it will explain how you can archive the information that circulates on social networks, such as tweets, and that deal with the organization or its own issues.

Knowledge of the conceptual and technical aspects for internal and external dissemination of the information generated by the public and / or private organization, through the records management for internal and external use.

Competences

- Determine the structure and functions of the technological and economic context of organisations.
- Devise, plan and execute communication projects about the organisation on all types of media and for both internal and external audiences.
- Differentiate the principal theories on communication in organisations, which underpin knowledge of the discipline and its different branches.
- Search for, select and rank any type of source and document that is useful for creating messages.

- Students must be capable of applying their knowledge to their work or vocation in a professional way and they should have building arguments and problem resolution skills within their area of study.
- Students must develop the necessary learning skills to undertake further training with a high degree of autonomy.
- Work in compliance with professional codes of conduct.

Learning Outcomes

1. Cross-check information to establish its veracity, using evaluation criteria.
2. Define and recognise the technological environments for content publication.
3. Determine the organisation's own records production.
4. Develop projects on transparency, information access and accountability for organisations.
5. Differentiate between policies on information and records management for the immediate environment.
6. Explain the legal frameworks governing information access and data protection.
7. Find what is substantial and relevant in documents within the subject.
8. Know all the document types, values and characteristics and apply information retrieval systems to them.
9. Master the fundamental concepts and principles of archiving and records management in order to develop transparency and information-access projects.
10. Plan and execute academic projects in the field of archiving and records management applied to organisations.
11. Recognise the international standards and recommendations on archiving and records management.
12. Work independently to solve problems and take strategic decisions on the basis of the knowledge acquired.

Content

Topic 1. Fundamentals of Records Management and Archives

Topic 2. International standards and legal environment on information and records management policies.

Topic 3. Records management systems and document life cycle.

Topic 4. The records of the organization: typology, values, requirements and identification.

Topic 5. Technological environments for archiving and dissemination.

Topic 6. Projects of transparency and access to information.

Topic 7. The historical archive of the organization.

Methodology

To achieve the established objectives, this subject involves both lectures and practical classes. Students must keep abreast of the news and information published on the Virtual Campus / Moodle. The work students carry out mainly consists of lectures, debates and discussions in class, individual/group presentations in class, reading assignments, written assignments, exercises to be performed in class and outside class, and exams. Some exercises will be individuals and other in groups.

Activities

| Title | Hours | ECTS | Learning Outcomes |
|--|-------|------|----------------------|
| Type: Directed | | | |
| Lectures, debates and discussions in class | 45 | 1.8 | 2, 5, 9, 8, 6, 11, 7 |

Type: Supervised

| | | | |
|--|----|------|-----------------------------|
| Exercises to be performed in class and outside class | 29 | 1.16 | 1, 2, 3, 5, 4, 6, 10, 11, 7 |
| Type: Autonomous | | | |
| Reading literature and materials | 35 | 1.4 | 1, 2, 5, 9, 8, 6, 11, 12, 7 |
| Written assignments | 35 | 1.4 | 1, 2, 3, 9, 4, 10, 12 |

Assessment

Assessment is continuous. Students must provide evidence of their progress by completing 3 tasks. It is necessary to obtain a minimum grade of 5 in activities A, B, C to pass the subject. The proposed teaching methodology and evaluation activities may undergo some modifications depending on the health authorities' attendance restrictions.

The calendar will be available on the first day of class. Students will find all information on the Virtual Campus: the description of the activities, teaching materials, and any necessary information for the proper follow-up of the subject. In case of a change of teaching modality for health reasons, teachers will make readjustments in the schedule and methodologies.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for. In the case of retaking or compensating for an activity, the highest mark that can be obtained is 5.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Second enrolment

In the case of a second enrolment, students can do a single synthesis exam/assignment that will consist of a theory and practical exam. The grading of the subject will correspond to the grade of the synthesis exam/assignment.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

Students may not retake assessment activities in which they are found to have engaged in misconduct. Plagiarism is considered to mean presenting all or part of an author's work, whether published in print or in

digital format, as one's own, i.e. without citing it. Copying is considered to mean reproducing all or a substantial part of another student's work. In cases of copying in which it is impossible to determine which of two students has copied the work of the other, both will be penalised.

Assessment Activities

| Title | Weighting | Hours | ECTS | Learning Outcomes |
|-------------------|-----------|-------|------|----------------------------|
| Exam | 50% | 2 | 0.08 | 1, 2, 3, 5, 9, 8, 6, 11, 7 |
| Work assignment 1 | 25% | 2 | 0.08 | 1, 4, 6, 10, 12 |
| Work assignment 2 | 25% | 2 | 0.08 | 1, 8, 4, 6, 10, 12 |

Bibliography

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