

Basics of Archival Science

Code: 42105
ECTS Credits: 10

Degree	Type	Year	Semester
4312208 Archival and Records Management	OB	1	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)

Teachers

Laura Fortuny Bonet

Prerequisites

No pre-requirement is needed.

Objectives and Contextualisation

The purpose of the module is to provide students with a general, but at the same time fundamental and essential knowledge, about Archival Science and Diplomatics. Regarding the first, the content and the methodology should help to clarify the archive-related points of debate and thought as an emerging and consolidated science, such as its subject matter of study, its relations with other sciences, different tendencies and archival schools or terminology.

The module also provides to students Diplomatics, understood as a science that analyzes critically documents and records, evaluates their authenticity and determines their ability to become historical trusted witnesses, on the one hand, and assets of quality information to evaluate the truths of the present, on the other.

L1. Introduction to Archival Science

- Introducing the concepts, principles, functions and methodology of archival discipline to serve as bridge of other subjects and facilitating the best understanding of their contents.
- Framing the subject of the Master's Degree, presenting the subject and ordering its contents: archival science as an interdisciplinary science, archives, documents, archive systems and centers.
- Contributing to clarify the points of debate and thought of archival science and introducing the innovations in this field

L2. Diplomatics.

- Recognizing the most common types of documentary types in any kind of Public Administration or in private production environments.
- Having a methodology of diplomatic analysis that allows to know in detail a document and all its circumstances.
- Implementing this methodology through case studies of any historical period, including current events.

- Providing critical elements and evaluating the authenticity of digital documents in dynamic and uncertain production environments such as digital environments.

Competences

- Argue critically and demonstrate ethical and social commitment to and respect for diversity and multiculturalism.
- Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
- Communicate knowledge orally and in writing.
- Demonstrate an understanding of the evolution of archiving and of its concepts and foundations.
- Recognise the context of document production.
- Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.
- Update and recycle knowledge through continuous training.
- Use acquired knowledge as a basis for originality in the application of ideas, often in a research context.
- Use the terminology of diplomatics and apply the tools offered to medieval, modern and contemporary documents.

Learning Outcomes

1. Analyse and interpret distinct manuscript sources.
2. Apply archival terminology and concepts.
3. Apply methods to guarantee the authenticity, reliability and integrity of the documents.
4. Argue critically and demonstrate ethical and social commitment to and respect for diversity and multiculturalism.
5. Communicate and justify conclusions clearly and unambiguously to both specialist and non-specialist audiences.
6. Communicate knowledge orally and in writing.
7. Distinguish sources for the study of archiving.
8. Identify and analyse documentary typologies.
9. Identify document values, authenticity and integrity.
10. Identify documentary media.
11. Recognise and apply the terminology and concepts of diplomatics.
12. Recognise archival systems.
13. Recognise the internal and external characteristics of documents.
14. Solve problems in new or little-known situations within broader (or multidisciplinary) contexts related to the field of study.
15. Update and recycle knowledge through continuous training.
16. Use acquired knowledge as a basis for originality in the application of ideas, often in a research context.

Content

L1. Introduction to Archival Science

1. Archival Science as an interdisciplinary field
2. Archives
3. Records and information
4. Archival Systems
5. Archivistics as a profession

L2. Diplomatics

1. General Diplomatics.

1.1 History of the discipline and current trends (17th - 20th century).

1.2 Diplomatics algorithms: foundations of diplomatics.

1.3 Method of critical analysis of the contextual, formal and essential elements of records.

1.4 Terminology: records, information and data.

2. Archives, Records and Society

2.1 Records leaks or the myth of total accessibility.

2.2 Records in the daily press: how to fight misinformation and fake news.

2.3 Exploitation of quality data, transparency and civic engagement.

2.4 Confidence and authenticity of electronic records in administrations.

2.5 The authentication description or how to strengthen the metadata of records.

Methodology

The module combines three types of training activities. Interactive classes, led by the teacher but with an active participation by the students. Practical activities, in the form of tasks elaborated by students, and autonomous study of both bibliography and other materials related to the subject.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
L1. Interactive lessons	30	1.2	15, 2, 6, 7, 14, 4, 12, 16
L2. Interactive lessons	15	0.6	15, 1, 3, 6, 10, 9, 8, 14, 5, 4, 13, 11, 16
Type: Supervised			
L1. Practical activities	30	1.2	2, 6, 7, 14, 5, 4, 12, 16
L2. Practical activities	30	1.2	15, 1, 3, 6, 10, 9, 8, 14, 5, 4, 13, 11, 16
Type: Autonomous			
L1. Study of resources and reading of bibliography	33	1.32	15, 2, 7, 4, 12, 16
L2. Study of resources and reading of bibliography	43	1.72	15, 1, 3, 10, 9, 8, 4, 13, 11, 16

Assessment

The module is based on continued evaluation. If the students do not reach the pass mark, a recovery exam is contemplated for each one of the two formative lines.

To pass the module it is necessary to pass each subject separately.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1. Case study and oral presentation	20%	7	0.28	15, 2, 6, 14, 5, 4, 12, 16
L1. Final exam	30%	2	0.08	15, 2, 6, 7, 14, 5, 4, 12, 16
L1. Practical exercises	50%	23	0.92	15, 2, 6, 7, 14, 5, 4, 16
L2. Case study and oral presentation	40%	25	1	1, 3, 6, 10, 9, 8, 14, 5, 4, 13, 11, 16
L2. Final validation test.	40%	2	0.08	3, 6, 9, 14, 5, 4, 13, 11, 16
L2. Practical exercises	20%	10	0.4	3, 6, 8, 14, 5, 13, 11

Bibliography

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Software

There is no specific software needed.