

Archiving Techniques: Arrangement and Description

Code: 42110
ECTS Credits: 10

Degree	Type	Year	Semester
4312208 Archival and Records Management	OB	1	2

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.

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Use of Languages

Principal working language: catalan (cat)

Other comments on languages

We will use an articles and websites in english and spanish too

Teachers

Andrea Rovira Bordonau

Prerequisites

There is no mandatory prerequisite

Objectives and Contextualisation

This module includes two training lines: "Classification and archiving systems" and "Archival description methods and information retrieval"

L1 Classification and archiving systems

Introduction and training objectives

This training line deals with one of the basic elements of document management, the classification system, both in terms of its value and its types, the strategies for implementing corporate classification systems, complementary tools and the relationship with the archiving methods

Taking into account the link with the reality of the day to day, associated with the knowledge about the classification systems, special emphasis will be placed on the practical part, in order to be able to achieve the basic knowledge and strategies to be able to go ahead with the approval and the Management of a classification system within an organization, public or private. In order to learn the traps and tools necessary for its application, a classification system will be built in the classroom, creating a model from the beginning, and taking into account all factors, external and internal, that intervene in its creation, management and maintenance

L2 Archival description methods and information retrieval

Introduction and training objectives

The training line introduces the student to the knowledge and practice of the archival technique of description, more than of the medium and format in which the documents are created:

- Apply techniques and methods of description that serves to exchange the data and records.
- Introduce the basic notions to design and manage information retrieval systems.

Competences

- Analyse, synthesise, organise and plan management environments and actions.
- Apply methods for document description and retrieval.
- Carry out team work in interdisciplinary ways.
- Continue the learning process, to a large extent autonomously.
- Design document-classification systems.
- Work independently, solving problems and making decisions.

Learning Outcomes

1. Analyse, synthesise, organise and plan management environments and actions.
2. Apply the general principles for creating classification tables.
3. Carry out team work in interdisciplinary ways.
4. Continue the learning process, to a large extent autonomously.
5. Create archival-description tools.
6. Create classification tables and the support tools by which to apply them.
7. Identify the basic principles of archival description.
8. Recognise and apply the rules of archival description.
9. Recognise systems and types of classification.
10. Work independently, solving problems and making decisions.

Content

SUBJECT AND CONTENTS L1

Unit 1: Initial ideas

- 1.1 Classify VS order
- 1.2 What is a system?

Unit 2: Basics

- 2.1 What is a classification box?
- 2.2 Levels of classification
- 2.3 Types of classification
- 2.4 What is a background box?
- 2.5 Types of documents

Unit 3: How to develop a classification system

- 3.1 Where to start? *Let's look out*
- 3.2 Where to go next? *Look inside*
- 3.3 Leadership
- 3.4 *Here we go!* Creation of classification structure
- 3.5 Create other system tools
- 3.6 Implementation operation

- 3.7 Plan the action
- 3.8 Training, evaluation and continuous improvement

Unit 4: Filing systems

- 4.1 Methods
- 4.2 Applicability

SUBJECT AND CONTENTS L2

Unit 1. Basic concepts and principles in archival description:

- Basic concepts
- What is the description

Unit 2. The normalization of the archival description:

- International standards: APPM, MAD, RAD, ISAD (G)
- Autonomic rules: MDM, NEDA, NOGADA
- Examples of standardization: PARES, AtoM, Europeana, APE, and other
- NOBRADE, DGARQ, AIDA and other standards.

Unit 3. Catalonia Standard Archival Description (NODAC):

- Principles and objectives
- Structure
- Examples: The description of funds, series, subseries, simple record unit and compound record unit.

Unit 4. The control of authorities:

- The control of authorities and the ISAAR(CPF) standard
- ISDF and ISDIAH
- ARANOR, GEODARA, and other spanish examples

Unit 5. Metadada for information exchange:

- Metadada and typology
- Interoperability: EAD, EAC, EAG
- ISO 23081
- Examples: Dublin Core, SGAGD, MoReq, e-EMGDE, e-SIGEDA, PREMIS, METS
- Records in Context (RiC)

Unit 6. Information retrieval systems and indexation

- Traditional description instruments: guide, inventory, catàleg, indexs
- Documentary languages

Methodology

L1. Classification and archiving systems

- There will be thematic development classes that will combine practice and theory in the same way, with the idea that the classification and archiving concepts learned in class are applied with practical experiences, both group and individual.
- These should serve as a basis for dealing with the two final projects: a group work and an individual where to apply QdC and the entire classification system and file that surrounds it.
- All this will be accompanied by visits and real experiences of professionals who have applied systems to their jobs.

L2 Archival description methods and information retrieval/ Archival skills

- Theoretical and practical face-to-face activities that take place in the classroom.
- Individual work of the student and in group.
- Individual tutorials, where appropriate.

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. Elaboration of group classification practices	5	0.2	1, 2, 6, 3
L1. Thematic development classes	33	1.32	2, 6, 4, 9
L1. Visits and experiences	3.5	0.14	9, 3
L2. Interactive classes and experiences	40	1.6	1, 5, 7, 4, 8, 3
Type: Supervised			
L1. Evidences about the content	6.5	0.26	1, 2, 6, 9, 10, 3
L2. Practical activities for the description and retrieval of information	8	0.32	5, 7, 4, 8, 10, 3
Type: Autonomous			
L1 Previous study for the final work	5	0.2	1, 2, 6, 4, 10
L2. Analysis and study's case	5	0.2	1, 5, 7, 4, 8, 10, 3

Assessment

For the overcoming of the module it is necessary to approve separately each formative line. The final grade is the arithmetic mean of each formative line.

In Training Line L1, as a recovery activity, analytical work will be carried out on articles and studies on current classification, which will make it possible to guarantee the achievement of the objectives and competencies of the line.

In Training Line L2, as a recovery activity, analytical work will be carried out on articles and studies on current archival description, which will ensure the achievement of the objectives and competencies of the line.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1. Activities linked to the subject's evidence	10	8	0.32	1, 2, 6, 4, 9, 3
L1. Final group practical work	20	32	1.28	1, 2, 6, 4, 9, 10, 3
L1. Individual final practical work	20	32	1.28	1, 2, 6, 4, 9, 10
L2. Activities linked to the subject	15	20	0.8	1, 5, 7, 4, 8, 10, 3
L2. Final practical individual work	15	20	0.8	1, 5, 7, 4, 8, 10
L2. Final practical work on group	20	32	1.28	1, 5, 7, 4, 8, 10, 3

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BAK 2010	BAK, Greg (2010). "The classification of documents electronic: documenting relationships between documents." <i>Tabula</i> [Salamanca], no. 13
BARBADILLO 2007	BARBADILLO, Javier (2007). "Notes of clasificación archive ". <i>Bundles, Research Papers Archivistics and document management</i> [Priego de Córdoba].
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ISO 15489 (1)	UNE-ISO 15489-1:2016. <i>Información y documentación. Gestión de documentos. Parte 1: Conceptos y principios.</i> . Madrid: AENOR.
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ISO 30300	UNE-ISO 30300:2011. <i>Información y documentación. Sistemas de gestión para los documentos. Fundamentos y vocabulario.</i> Madrid: AENOR.

ISO 30301

UNE-ISO 30301:2011. *Información y documentación. Sistemas de gestión para los documentos. Requisitos*. Madrid: AENOR.

WEBSITE

Classification chart for municipal documentation

http://cultura.gencat.cat/web/.content/dgpc/arxius_i_gestio_documental/00_actualitat/Cpublica_classif_munpal/Qc

Identification Resource

DGABMP,
2016a

DGABMP, 2016b Classification table and the catalog of processes / series

http://cultura.gencat.cat/web/.content/dgpc/arxius_i_gestio_documental/00_actualitat/Cpublica_classif_munpal/

DGABMP, 2016c Index of the catalog of processes / series

http://cultura.gencat.cat/web/.content/dgpc/arxius_i_gestio_documental/00_actualitat/Cpublica_classif_munpal/

DGABMP, 2016d A brief guide to the classification document for municipal documentation model

http://cultura.gencat.cat/web/.content/dgpc/arxius_i_gestio_documental/00_actualitat/Cpublica_classif_munpal/

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Software

The virtual campus will be the space of relationship with the students and for the virtual classes the TEAMS program will be used.