

Records Management System

Code: 42112
ECTS Credits: 10

Degree	Type	Year	Semester
4312208 Archival and Records Management	OB	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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Other comments on languages

L1: Course material also in Spanish

Use of Languages

Principal working language: catalan (cat)

Teachers

Blanca-Georgina Biarge Gallardo

Prerequisites

L1: Records Management System

No requirements

L2: Digital records and digital preservation

No requirements

Objectives and Contextualisation

L1: Records Management System

Student will be able to:

- Design a Records Management System (RMS) adequate for the necessities and resources of an Organization.
- Plan the implementation of RMS.
- Understand components, tools and instruments integral to RMS and their relations and interdependencies.
- Set up RMS.
- Evaluate and improve the RMS.

L2: Digital records and digital preservation

Student will be able to:

- Identify and know the structure, components and characteristics of electronic records with respect to integrity, reliability and authenticity.
- To learn and know the value of the electronic signature and the services related to the digital certification.
- To know the services of electronic administration applicable to the management of electronic records.
- Understand the role of metadata in the administration, management and retrieval of electronic records.
- Acquire knowledge and skills to design and implement metadata schemes.
- Define and apply methods and techniques to manage electronic records: capture, classification, description, evaluation and access.
- Learn how to develop digital preservation policies to address the long-term preservation issues of electronic records.
- Learn how to design an electronic record management system and digital archive.

Competences

- Adapt to new situations, showing leadership and initiative abilities.
- Analyse the structure and functioning of public and private organisations.
- Analyse the structure of electronic documents.
- Analyse, synthesise, organise and plan management environments and actions.
- Apply requirements and standards (integrity, authenticity, preservation, metadata ...) in managing electronic documents.
- Carry out team work in interdisciplinary ways.
- Continue the learning process, to a large extent autonomously.
- Design document-management systems and apply these to organisations.
- Evaluate and select computerised document-management tools for archives according to their use and needs.
- Generate innovative and competitive proposals.
- Update and recycle knowledge through continuous training.
- Work independently, solving problems and making decisions.

Learning Outcomes

1. Adapt to new situations, showing leadership and initiative abilities.
2. Analyse, synthesise, organise and plan management environments and actions.
3. Apply archival processing to electronic documents and to defining and applying metadata.
4. Carry out team work in interdisciplinary ways.
5. Continue the learning process, to a large extent autonomously.
6. Control systems of preservation for electronic documents.
7. Create and manage document management systems.
8. Evaluate the benefits of software for document management and archiving.
9. Generate innovative and competitive proposals.
10. Identify and analyse archival function in the context of electronic administrations.
11. Identify and define software requirements for document management and archiving.
12. Identify the procedures of organisations.
13. Identify the properties of electronic documents in archives.
14. Recognise computer security systems.
15. Recognise international standards and recommendations on the electronic management of documents and electronic documents.
16. Recognise the components and features of electronic documents.
17. Recognise the operation and application of digital certification and digital signature.
18. Update and recycle knowledge through continuous training.
19. Work independently, solving problems and making decisions.

Content

L1: Records Management System

Introduction to general theory of Systems

Main principles of record management

Processes of RM

Tools to implement RM processes

Design and implementation of RMS (*DIRKS methodology. Identification of risks and priorities. Technologies and Applications. Change management*)

International standards for RM

Continuous improvement and monitoring of the System. Indicators for its evaluation

Digitalisation of companies and RM

L2: Digital records and digital preservation

Unit 1 - Electronic record.

Definition. Components. Characteristics. Types and formats. Problems of electronic records. Archival models in the management of electronic records. Legal value of electronic records. The electronic record in the NTI. The big data phenomenon

Unit 2 - Digital certification and electronic signature

Digital certificate and authentication mechanisms. Digital certification in the Catalan Public Administration. Electronic signature. Regulatory Framework. Policy of electronic signature and certificates of the Administration in the NTI.

Unit 3 - Electronic administration

Definition. The rights and duties in e-government. The Catalan model of e-government. Catalogue of services offered by the Consorci AOC. Open Data and transparency.

Unit 4 - Management of electronic records

The integration of electronic records in the RMS. The electronic file in the NTI and LPACAP. Record management processes and their specificities in an electronic environment. Record management policy in the NTI. Cloud computing and Records Management System.

Unit 5 - Design of a Records Management System.

Case study in the Catalan administration.

Unitat 6 - Preservation and digital archive

Introduction and basic concepts on digital preservation. Digital preservation strategies and techniques. Digital preservation policies and plans. The digital archive.

Methodology

L2: Digital records and digital preservation

The teaching methodology will combine the teacher's explanations in the classroom or online; the joint activities of discussion and exposition; the individual and group exercises in the classroom and the individual exercises outside the classroom, which can be evaluated.

This methodological combination should facilitate the learning of the concepts necessary to pass this course, as well as putting theory into practice the resolution of situations and in decision making when confronting approaches and cases linked to the course.

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: Online participative and interactive lessons	18	0.72	2, 7, 12, 10, 11, 5, 15, 19
L1: Practical lessons	15	0.6	18, 1, 2, 7, 9, 12, 5, 15, 4
L2: Online participative and interactive lessons	10	0.4	18, 3, 8, 6, 9, 12, 10, 11, 13, 5, 17, 16, 15, 14, 19
L2: Practical lessons	18	0.72	18, 1, 3, 8, 6, 7, 11, 13, 17, 16, 15, 14, 19, 4
Type: Supervised			
L1: Coursework activities and practical work	29	1.16	18, 1, 8, 7, 9, 12, 10, 11, 5, 14, 19
L2: Coursework activities and practical work	25	1	1, 2, 3, 8, 6, 11, 13, 17, 16, 15, 14, 19, 4
Type: Autonomous			
L1: Study and analysis of cases. Readings	28	1.12	2, 8, 7, 12, 10, 11, 5, 14, 19, 4
L2: Study and analysis of cases. Readings	37	1.48	18, 3, 8, 6, 12, 10, 11, 13, 17, 16, 15, 14

Assessment

To pass the module, you must pass both courses

L1: Records Management System

Coursework activities will take place sequentially throughout the course and must be completed within an indicated timeframe. Lower marks will result in the following cases:

- Unjustified delays in meeting deadlines
- Accumulations of errors in spelling and grammar

Please note that a minimum of 50% must be achieved (5 out of 10). In cases where the minimum is not achieved it is possible to do a recuperation activity.

L2: Digital records and digital preservation

In case the student does not pass this course, there is a system of recovery based on a final theoretical based exam. In order to participate in the recovery of the student body, the weight of which is equivalent to a minimum of two thirds of the total qualification of the course must have been previously evaluated in a set of activities.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1: Realisation and presentation of coursework activities	50 %	35	1.4	18, 1, 2, 8, 7, 9, 12, 10, 11, 5, 14, 19, 4
L2: Practice Unit 2	15 %	10	0.4	18, 1, 2, 9, 13, 5, 17, 16, 19
L2: Practice Unit 3-4	15 %	10	0.4	18, 1, 2, 3, 8, 7, 9, 12, 10, 11, 13, 15, 19, 4
L2: Practice Unit 6	20 %	15	0.6	18, 1, 8, 6, 9, 10, 11, 13, 5, 16, 15, 14, 19

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L1: Records Management System

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L2: Digital records and digital preservation

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Software

L1: Records Management System

The use of any specific software will not be studied.

L2: Digital records and digital preservation

For online sessions we will use the MICROSOFT TEAMS application.

For the practical sessions, although the computers in the computer classroom will already be prepared, those who work with their laptop must install the following applications:

Applications to sign and validate electronic documents:

Signador AOC: <https://signador.aoc.cat/signador/installNativa>

Autofirma: <https://firmaelectronica.gob.es/Home/Descargas.html>

Digital Signature Service (DSS): <https://ec.europa.eu/cefdigital/DSS/webapp-demo/home>