UAB
Universitat Autònoma de Barcelona

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Document Creators and Types I

Code: 42106
ECTS Credits: 10

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

Contact

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Teachers

Pere Joan Guiu Rius

Use of Languages

Principal working language: catalan (cat)

Prerequisites

There are no pre-course requirements.

Objectives and Contextualisation

The module consists of two formative lines. The first is ***Public Administration's fonds, documents and records*** and the other is ***Administrative processes. Design and improvement***. Each one has a specific teacher and its own syllabus and they are developed independently, with their own calendar, contents, methodologies and evaluation. There are no pre-course requirements as the course itself is an introduction to the basic principles of archiving.

Public Administration is undergoing a profound transformation in its organizational forms as a result of legislative change, technological advance, social and political framework, efficiency and transparency. This transformation has a direct translation in the management of information and record production resulting in a greater demand for the procedures that it executes. A broad vision is necessary to act on the historical fonds and on the challenges of the new electronic administration and knowledge of the administrative procedures.

Formative line ***Public Administration's fonds, documents and records***

- Understanding the main concepts required for the understanding and development of archival work with documentary funds from Public Administration.
- Identifying administrative processes in which documents have been generated and identifying the legal and regulatory framework and the historical context of public administrations.
- Understanding the fonds and identifying the main documentary types of public administration.
- Evaluating and understanding the impact of electronic administration in the administrative procedure, production and archiving of documents in this new environment.
- Knowing how to position the archive as a strategic agent of innovation within the Administration and as an agent involved in transparency.

Formative line ***Administrative processes. Design and improvement***

- Preparing catalogs of products and services, in correspondence with the Organization's Classification Tables.
- Learning the APS methodology, analysis techniques, design and improvement of administrative production, procedural manuals, work protocols, process diagrams, general circuit diagrams, global charts, documentary tours.
- Improving the contents of information, systematizing the work.
- Calculating indicators of documents, circuits and critical documents, problems, performance on circuits and units.
- Simplifying the procedures prior to their integral computerization.
- Providing standardization and document improvement criteria and guidelines, at an individual and global level throughout the procedure.
- Detecting problematic procedures, inefficient units, unnecessary documents and redundant information.

Competences

- Adapt to new situations, showing leadership and initiative abilities.
- Analyse and design administrative and documentary-production circuits.
- Analyse the structure and functioning of public and private organisations.
- Analyse, synthesise, organise and plan management environments and actions.
- Continue the learning process, to a large extent autonomously.
- Generate innovative and competitive proposals.
- Identify document producers and the documentary resources they have generated and/or generate.
- Recognise the context of document production.
- 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 administrative circuits.
3. Analyse administrative procedures.
4. Analyse, synthesise, organise and plan management environments and actions.
5. Apply methods to guarantee the authenticity, reliability and integrity of the documents.
6. Continue the learning process, to a large extent autonomously.
7. Describe public-administration development.
8. Design procedures and administrative circuits.
9. Explain the distribution of sources from public administration to archives.
10. Generate innovative and competitive proposals.
11. Identify and analyse internal organisation in public administrations.
12. Identify documentary types in public administration.
13. Identify source producers in public administration.
14. Relate administrative procedures and document types.
15. Update and recycle knowledge through continuous training.
16. Work independently, solving problems and making decisions.

Content

Formative line **Public Administration's fonds, documents and records**

This formative line is structured into the following sections:

- Concepts
    - Records and documents
    - Public administration. Historical evolution and future prospects
    - Electronic administration. Definition and characteristics

- Creator
  - Identification of public administration fonds
  - Fonds of the Public Administration in the archives

- Records, processes and procedures in Public Administration
  - Identification of records types
  - Records of Public Administration
  - Administrative file: processes and administrative procedures
  - The Catalan model of electronic administration: definition and tools

- Public administration archives
  - Laws on archives for public administrations
  - An archive as administrator of the Document Management System
  - Archive and citizens: transparency and access to public information

Formative line **Administrative processes. Design and improvement**

This formative line is structured into the following sections:

- Administrative production
  - Guidelines for making catalogs of products and services
  - Productive chain: supplier - transformer unit - client
  - Units responsible for products and / or services

- Techniques of analysis and rationalization
  - Departments and documents that intervene in a process,
  - Comprehensive and complete vision of the entire administrative process, through graphic representations
  - Indicator of the process's speed, slow, fast and conflicting documents, critical path and critical documents

- Detection of problems
  - Tools to detect the main problems of procedures, documents and units
  - Proposals to improve the detected problems

- Normalization techniques
  - Regulations for the design of documents, information contents, fixed parts and information variables
  - Information fields and their relationship with the rest of the process documents
  - Overview of all process information to prepare its complete computerization

- Human factor, communication and leadership
  - Negotiation techniques and strategies to overcome possible resistance to change

Methodology

The module adheres to the following methodology: It will combine teacher's explanations in the classroom, joint debate and participation activities, individual and group exercises in the classroom, and individual exercises outside. This methodology should facilitate the learning of the theoretical concepts necessary to pass the module, as well as putting theory into practice in the resolution of situations and in the decision making when dealing with approaches and cases linked to the module.

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. In-class or virtual discussions, participations and presentations	16	0.64	15, 1, 10, 16
L1. In-class or virtual teacher's explanations	38	1.52	15, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 14
L2. Partial and final deliveries of the subject's project	45	1.8	15, 1, 2, 3, 4, 5, 7, 8, 9, 10, 13, 12, 14, 16
Type: Supervised			
L1. Individually or in groups practical exercises in the classroom	20	0.8	15, 1, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 6, 14, 16
L2.Interactive explanations and exercises in classroom or virtual class	39	1.56	2, 3, 5, 7, 8, 9, 13, 11, 12, 6, 14
Type: Autonomous			
L1. Essay of texts and articles	7	0.28	15, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 6, 14
L1. Practical exercises outside the classroom	20	0.8	15, 1, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 6, 14, 16
L2. Exercises to deliver during the course	9	0.36	2, 3, 5, 8, 6, 14

Assessment

To pass the module, each formative line must be passed separately. The final mark will be the average of each training line.

Formative line *Public Administration's fonds, documents and records*

Evaluation consists of four elements that will make up the final mark of the line. Three of the elements are part of a continuous evaluation system, such as classroom participation (10% of the mark), practical exercises related to the theoretical material (25% of the mark) and group presentations in the classroom (15%). There will be a final exam about the contents taught in the formative line (50% of the final mark). In order to calculate the final mark of the training line, students must score a minimum of 4 in each of the four elements.

In the event of an inadequate mark/score students are offered the chance to retake this final exam o test. The mark achieved in this retake will count as the final mark for the course.

Formative line *Administrative processes. Design and improvement*

- To access the final exam, students must have passed the practical project.
- In order to pass the formative line, both the practical project and exam must be passed.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
L1. Exam	50%	3	0.12	15, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 14

L1. In class or virtual practical exercises	25%	12	0.48	15, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 14
L1. In-class or virtual participations	10%	7	0.28	15, 2, 3, 4, 5, 7, 8, 9, 13, 11, 12, 14
L1. In-class or virtual presentations	15%	2	0.08	15, 2, 3, 4, 5, 7, 9, 13, 11, 12, 6, 14
L2. Delivery of the exercises of the course	10%	6	0.24	2, 3, 5, 7, 8, 9, 13, 12, 14
L2. Project of internships delivered in term	45%	12	0.48	15, 1, 4, 10, 6, 16
L2. Public defense of the practices project	10%	6	0.24	15, 1, 4, 10, 16
L2. Theoretical / practical exam	35%	8	0.32	2, 3, 8, 11, 16

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Software

Campus Virtual will be the oficial site and we will use TEAMS program for the virtual classes.