

Classification

Code: 44745
ECTS Credits: 6

2024/2025

Degree	Type	Year
4318290 Archival Studies and Information Governance	OB	1

Contact

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Teaching groups languages

You can view this information at the [end](#) of this document.

Prerequisites

There is no mandatory prerequisite

Objectives and Contextualisation

This subject deals with one of the basic elements of information management, the classification system, both in relation to its value and its types, strategies to implement corporate classification systems, complementary tools and the relationship with archiving methods. Taking into account the link with everyday reality, associated with 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 move forward with the approval and the management of a classification system within an organization, public or private. To learn the pitfalls and tricks necessary for their application, several classification systems will be built in the classroom collaboratively, creating models from the beginning, and taking into account all the factors, external and internal, that participate in its creation, management and maintenance. It will also focus on the importance of process management and functional and sequential analysis for the realization of classification systems. Finally, basic knowledge of project planning will be introduced.

Learning Outcomes

1. CA11 (Competence) Classify documents, data and information in real archive settings and organisations.
2. CA12 (Competence) Report the use and management of the classification system in professional settings.
3. KA18 (Knowledge) Interpret the document classification system for all varieties of information and data.
4. KA19 (Knowledge) Explain strategies to implement corporate classification systems in any type of organisation.
5. KA20 (Knowledge) Relate the classification system to business procedures and other archival instruments and an organisation's transparency and access policies.
6. SA11 (Skill) Apply legislation, regulations and standards for the management and use of documents in public and private archives.
7. SA13 (Skill) Produce classification charts and supporting tools for application to organisations.
8. SA14 (Skill) Analyse the documentary structure, functions, needs and requirements of organisations.

Content

Unit 1: Conceptualization

- 1.1. Classification / ordering
- 1.2. What is classifying?
- 1.3. What is a classification table
- 1.4. What is a background picture
- 1.5. Types of paintings
- 1.6. Classification levels
- 1.7. Documentary types

Unit 2: Theory of processes

- 2.1. Systems theory
- 2.2. Processes and procedures
- 2.3. Management by processes: phases and planning
- 2.4. Flow chart: introduction
- 2.5. Preparation of process sheet - procedure
- 2.6. Evaluation and continuous improvement

Unit 3: How to develop a classification system

- 3.1. Leadership and planning
 - 3.1.1. Objectives, milestones and resources
 - 3.1.2. Sales techniques
 - 3.1.3. Planning systems
 - 3.1.4. change management
- 3.2. Analysis of needs
 - 3.2.1. External context of the organization
 - 3.2.2. Internal context: Vision, mission
 - 3.2.3. Internal documented information
 - 3.2.4. Regulatory requirements
 - 3.2.5. Search and learn
- 3.3. Creation of the structure
 - 3.3.1. Detection of functions, activities and processes
 - 3.3.2. Elaboration of the hierarchical structure
 - 3.3.3. coding
- 3.4. Creation of auxiliary tools
- 3.5. Implementation operation
 - 3.5.1. Approval phases
 - 3.5.2. Control tools
 - 3.5.3. Establish maintenance tools
 - 3.5.4. Establish communication tools
 - 3.5.5. Establish responsibilities
- 3.6. Formation

3.7 Assessment and continuous improvement of the classification system

Unit 4: The classification system in a process environment

Unit 5: Filing systems

5.1. methods

5.2. Applicability

- 5.2.1. Choose the method according to the life cycle
- 5.2.2. Archiving processes and the archiving method
- 5.2.3. Archiving within the system
- 5.2.4. Archiving of outsiders
- 5.2.5. Optimization of spaces and control of deposits

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Elaboration of group classification practices	30	1.2	
Thematic development classes	44	1.76	
Visits and/or experiences of real cases	4	0.16	
Type: Supervised			
Evidence on the topic	22	0.88	
Type: Autonomous			
Preliminary study for the final work	20	0.8	

There will be thematic development classes that will combine practice and theory equally, with the idea that the concepts of classification and filing learned in class will be applied with practical experiences, both group and individual. These must serve as a basis for tackling the two final assignments: a group assignment and an individual one where the QdC and the entire classification and filing system that surrounds it will be applied. All this will be accompanied by visits and/or real experiences of professionals who have applied systems in their workplaces.

Language: The subject will be taught in Catalan.

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.

Assessment

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Activities linked to syllabus evidence	20	6	0.24	CA11, CA12, KA18, KA20, SA11, SA13, SA14
Final practical group work	40	12	0.48	CA11, CA12, KA18, KA19, KA20, SA11, SA13, SA14
Individual final practical work	40	12	0.48	CA11, KA18, KA19, KA20, SA11, SA13, SA14

CONTINUED AVALUATION

The evaluation system is made up of three activities that will make up the final mark of the subject. The activities are part of a continuous evaluation system, such as:

- The realization of evidence activities on the topics, with 20% of the weight of the grade.
- The completion of a final practical work in a group on the creation of a classification system by processes, with 40% of the weight of the grade.
- The completion of an individual final practical work on the creation of a personal fund classification system, with 40% of the weight of the grade.

In order to be able to calculate the final grade for the subject, you must obtain at least a 3.5 in all assessment activities.

In the event that 3.5 is not reached in one of the activities or one of them is not done, there will be a recovery process. As a recovery activity, analytical work will be carried out on current articles and studies on classification, and a proposal for the classification of a fund, which will ensure the achievement of the objectives and competences of the line.

UNIQUE ASSESSMENT

In the event that a student wishes to exercise the possibility of carrying out a single assessment, this will be based on the completion of the following evidence:

Evidence 1

- Descriptive title: elaboration of a work on the regulatory scope of the classification, the types of existing tables and their involvement in the different types of documentary funds.
- Weight of evidence in the subject as a whole: 20%
- Recovery:
The same recovery system will be applied as for the continuous assessment.
- Review of the final grade:
The review of the final grade follows the same procedure as for the continuous assessment.
- Extension: 10 pages

Evidence 2

- Descriptive title: preparation of a work on the classification table of the personal fund, following the same structure as in the case of the continuous evaluation.
- Weight of evidence in the subject as a whole: 40%
- Recovery:
The same recovery system will be applied as for the continuous assessment.
- Review of the final grade:
The review of the final grade follows the same procedure as for the continuous assessment.
- Extension: 20 pages

Evidence 3

- Descriptive title: Viewing two videos on classification and preparation of two analytical reports.
- Weight of evidence in the subject as a whole: 20%
- Recovery:
The same recovery system will be applied as for the continuous assessment.
- Review of the final grade:
The review of the final grade follows the same procedure as for the continuous assessment.
- Extension: 5 pages

Evidence 4

- Descriptive title: preparation of a critical study on archiving systems and the resulting problems in the digital environment, providing updated bibliography and references on current trends in this matter.
- Weight of evidence in the subject as a whole: 20%
- Recovery:
The same recovery system will be applied as for the continuous assessment.
- Review of the final grade:
The review of the final grade follows the same procedure as for the continuous assessment.
- Extension: 10 pages

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Software

A planning software will be used to make a gantt diagram and a diagramming program, in both cases free.

Language list

Name	Group	Language	Semester	Turn
(TE) Theory	1	Catalan	second semester	afternoon