

Records Creators II

Code: 44742
ECTS Credits: 6

2025/2026

Degree	Type	Year
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 are no pre-subject requirements.

Objectives and Contextualisation

The subject focuses on one of the main records and documents producers such as public administration. Public entities are undergoing a profound transformation in their organizational forms because of legislative, technological, social, and political changes. This transformation has a direct translation into information management and records production. Therefore, a broad vision is necessary to act on public historical documents and on the challenges of the new electronic administration and data management, through knowledge of the administrative processes that give rise to the production of documents and information.

Learning Outcomes

1. CA03 (Competence) Assess basic needs in the management of contemporary public and private collections and documents.
2. CA04 (Competence) Propose solutions to the challenges of managing contemporary public and private documentation.
3. KA08 (Knowledge) Identify public and private sector collections and producers in the contemporary era.
4. KA09 (Knowledge) Describe public administration and its transformation in the contemporary era.
5. KA10 (Knowledge) Recognise from their characteristics the producers of contemporary public and private collections and documents.
6. KA11 (Knowledge) Interpret the management of information and documentary production associated to the procedures performed by public administrations.
7. SA06 (Skill) Perform basic management of documentation associated to contemporary public and private institutions.
8. SA07 (Skill) Apply the legislation that affects the public administration in the field of document management.

Content

Part 1. Basic concepts

1. Data, information, record/document
2. Document, public record, administrative record
3. File, series, and fonds
4. Life cycle and records management

Part 2. The public administration. Historical evolution and future perspectives

1. Concept of public administration and historical evolution
2. City council organization
3. Electronic administration. Definition, characteristics, laws, and principles
4. Relationship channels of the electronic administration

Part 3. Public administration fonds

1. Identification of public administration fonds
2. Fonds organization
3. Public fonds in the archives

Part 4. Documents, processes, and procedures in public administration

1. Identification of record types
2. Functions and structure of public records
3. Administrative files
4. Administrative process
5. Data as evidence in public administration
6. The Catalan model of electronic administration: definition and tools

Part 5. The archive within the public administration

1. Laws on archives for public administrations
2. Archive and citizens: transparency and access to public information

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
In-class or virtual teacher's explanations	44	1.76	
In-class or virtual discussions, participations and presentations	16	0.64	
Readings of texts and articles	15	0.6	
Type: Supervised			
In-class or virtual individually or in groups practical exercises	22	0.88	
Type: Autonomous			
Practical exercises outside the classroom	23	0.92	

The teaching methodology will combine teacher's explanations in the classroom, joint debate and oral presentation activities, individual and group exercises in the classroom, and individual exercises outside the classroom, which can be evaluated. This methodological combination should facilitate the learning of the theoretical concepts necessary to pass the subject, as well as putting the theory and concepts into practice in the resolution of situations and making decisions when dealing with approaches and cases linked to the subject.

The subject will be taught in Catalan.

The inclusion of a gender perspective in this course will be implemented through the use of inclusive language in all teaching materials and the incorporation of female role models in readings and bibliography. The course will also involve the analysis of gender policies in public archives in order to identify areas for improvement in records management, such as the language used in archival processes.

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

Continuous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Final exam	40%	3	0.12	CA03, CA04, KA08, KA09, KA10, KA11, SA06, SA07
In-class or virtual individually or in groups practical exercises	30%	17	0.68	CA04, KA08, KA10, SA07
Interventions in the debate forums	10%	7	0.28	CA03, CA04, KA08, KA09, KA10, KA11, SA06, SA07
Oral presentation	20%	3	0.12	CA04, KA09, KA11

The evaluation system is made up of four activities that will make up the final mark of the subject. Three of the activities are part of a continuous assessment system, such as the interventions in the debate or forum spaces (10% of the grade), the practical exercises related to the theoretical subject (30% of the grade) and the group classroom presentations (20%). Then there will be a final exam or synthesis test on all the content taught in the subject which will represent 40% of the final grade. To be able to calculate the final grade for the subject, you must obtain at least a 3.5 in all assessment activities.

If 3.5 is not reached in one of the activities or one of them is not done, there will be a recovery system with a single final test or exam, the grade of which will be the final grade of the subject.

Unique assessment

The single assessment will consist of taking a final exam and handing in, on the same day of the exam, the practical activities that can be assessed with the following percentages:

- Final exam (40%)
- Practical assessment activities carried out throughout the course (35%)
- Recording of the oral presentation (25%)

The same recovery system as for continuous assessment will be applied.

Use of AI:

For this course, the use of Artificial Intelligence (AI) technologies is permitted exclusively in activities where it is explicitly stated that such use is allowed. In cases where it is permitted, the student must clearly identify which parts have been generated using this technology, specify the tools used, and include a critical reflection on how these tools have influenced the process and the final outcome of the activity.

Lack of transparency in the use of AI in this graded activity will be considered a breach of academic integrity and may result in partial or total penalties in the activity's grade, or more severe sanctions in serious cases.

Bibliography

Bibliografia:

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ÁLVAREZ BRUGADA, Isaac. «Producció documental als ajuntaments entre el 1834 i el 1844. La transició entre l'administració municipal d'antic règim i la liberal a l'inici del regnat d'Isabel II». A: Lligall, 2013, Núm. 36, p. 155-180.

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CAMPOS MARTÍNEZ, Pilar (2023): "Conjunt de dades, gestió documental i arxius: proposta de tractament". A: *Lligall*, núm. 46, p. 131-145.

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CERRILLO MARTÍNEZ, Agustí (2015) : "El govern obert. Els fonaments d'un nou model de relació amb la ciutadania". A: *Activitat Parlamentària*, núm. 28, p. 38-52.

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<https://revistasonline.inap.es/index.php?journal=GAPP&page=article&op=view&path%5B%5D=10515>

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Webgrafia:

La Administración electrónica:

<http://www.dpz.es/areas/area-de-asistencia-y-modernizacion-local/asistencia-a-municipios/ficheros/guia/Guia%20de%20asistencia-y-modernizacion-local.pdf>

Terminologia bàsica de l'administració electrònica i els processos:

<https://www.termcat.cat/es/diccionaris-en-linia/170>

Jordi Serra i Serra: La gestión documental digitalizada. Retos profesionales en el contexto de la transformación digital: https://www.youtube.com/watch?v=fr6oW_VHhKU

Software

There is no specific software.

Groups and Languages

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