

Classification

Code: 44745
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 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 / arrangement
- 1.2. What is classification
- 1.3. What is a classification scheme
- 1.4. What is a fonds scheme
- 1.5. Types of schemes
- 1.6. Levels of classification
- 1.7. Documentary types

Unit 2: Process theory

- 2.1. Processes and procedures
- 2.2. Process management: phases and planning
- 2.3. Creating a process-procedure sheet
- 2.4. The classification system in a process-based environment

Unit 3: How to develop a classification system

3.1. Leadership and planning

- 3.1.1. Objectives, goals and resources
- 3.1.2. Selling techniques
- 3.1.3. Planning systems
- 3.1.4. Change management

3.2. Needs analysis

- 3.2.1. External context of the organisation
- 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. Structure creation

- 3.3.1. Identifying functions, activities and processes
- 3.3.2. Developing the hierarchical structure
- 3.3.3. Coding

3.4. Development of supporting tools

3.5. Implementation operation

- 3.5.1. Approval phases
- 3.5.2. Control tools
- 3.5.3. Establishing maintenance tools
- 3.5.4. Establishing communication tools
- 3.5.5. Assigning responsibilities

3.6. Training

3.7. Evaluation and continuous improvement of the classification system

Unit 4: Filing systems

4.1. Methods

4.2. Applicability

4.2.1. Choosing the method according to the life cycle

4.2.2. Archival processes and the filing method

4.2.3. Filing within the system

4.2.4. Filing of outsiders

4.2.5. Space optimisation and storage control

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Participatory and interactive classes	46	1.84	CA11, CA12, KA18, KA19, KA20, SA11, SA13, SA14, CA11
Type: Supervised			
Practical work and exercises	35	1.4	CA11, CA12, KA19, SA13, SA14, CA11
Type: Autonomous			
Case study and analysis	15	0.6	CA11, KA18, SA11, SA13, SA14, CA11
Reading texts and articles	10	0.4	KA20, SA11, SA13, SA14, KA20

Thematic development classes will be held that will combine theory and practice in a balanced way. The objective is for students to be able to apply the classification and archiving concepts worked on in the classroom through practical activities, both individual and in groups. These activities will serve as a basis for facing the different evaluation tests. In addition, visits and/or experiences in real professional environments will be organized to learn first-hand the application of the systems in work contexts.

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

Continuous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Case study (group work)	45	20	0.8	CA11, CA12, KA19, SA13, SA14
Continuous assessment test	30	14	0.56	CA11, KA18, KA20, SA11, SA13

CONTINUOUS ASSESSMENT

The assessment system consists of three types of activities that will make up the final grade for the subject. The final grade is distributed as follows:

1. The resolution of a case study (group work) (45% of the final grade)
2. The continuous assessment test (30% of the final grade), which may include practical exercises from the different thematic blocks of the subject.
3. The resolution of practical exercises led by the teacher (25% of the final grade)

To pass the subject, the grade for the resolution of the case study must be equal to or greater than 4/10. The continuous assessment test must also be passed with a value equal to or greater than 5/10.

To pass the subject, the final grade of 5 must be equal to or greater than. The final grade is the result of the sum of the grades obtained in each of the assessable elements presented.

A value of 0 points is assigned to assessment activities that have not been carried out.

SINGLE ASSESSMENT

Students who take the single assessment must take the exam, which will consist of a theoretical part (40%) and two case studies (30% each).

To pass the subject, the final grade of 5/10 must be equal to or exceed.

Retake

Students who have taken assessment activities that account for 66.6% (two-thirds) or more of the final grade and who have obtained a weighted average grade equal to or greater than 3.5 will be eligible for retake.

When the final grade is delivered prior to the course minutes, the retake procedure will be communicated in writing. Teaching staff may propose a retake activity for each activity that has been failed or not taken, or they may group several activities into one.

Consideration of "not assessable"

A "not assessable" grade will be assigned when the assessment evidence provided by the student is equivalent, at most, to a quarter of the total grade for the course.

Irregularities in assessment activities

In the event of an irregularity (plagiarism, copying, impersonation, etc.) in an assessment activity, the grade for that assessment activity will be 0. In the event that irregularities occur in several assessment activities, the final grade for the subject will be 0.

Use of AI

For this course, the use of Artificial Intelligence (AI) technologies is permitted exclusively for support tasks, such as bibliographic or information searches, text correction, or translations. Students must clearly identify which parts were generated using such technologies, specify the tools employed, and include a critical reflection on how these tools influenced both the process and the final outcome of the activity. Lack of transparency in the use of AI in assessable activities will be considered academic dishonesty and may result in partial or full penalties on the activity's grade, or more severe sanctions in serious cases.

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- Decret 8/2021, de 9 de febrer, sobre la transparència i el dret d'accés a la informació pública

Software

No specific software is planned to be used.

Groups and Languages

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