

Degree	Type	Year
Archival Studies and Information Governance	OB	1

Contact

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Teachers

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Teaching groups languages

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

Prerequisites

It is recommended to have completed the module "Law and legal regime of documents", taught in the first semester of the Master.

Objectives and Contextualisation

The main objective of the course is for students to acquire skills and knowledge that allow them to manage information and documentation in the Public Administration. For this, there will be two training lines; Transparency and access to information (L1); and documentary evaluation (L2)

L1. In the first line of training, related to transparency and access to information, the objectives will be:

- Know the data and information that will be published to comply with the requirements of transparency in the new digital administration.
- Know the regulation of the right of access to public information in order to correctly attend to the requests that are presented in exercise of this right.
- Know the regulation of the right to the protection of personal data, so that these data are treated correctly, and the obligations imposed by the regulations on this matter are complied with.

L2. Records appraisal

That the students have theoretical knowledge and skills to evaluate the documentation and apply criteria to manage the records life cycle in real cases.

These skills are essential in order to manage, work and implement records management systems, taking into account that evaluation becomes one of the pillars of these.

At the end of the course students will have the ability to appraisal, apply the removal procedure and the Catalan disposition rules (TAAD), design retention schedules

and apply elimination and preservation policies.

To achieve the objectives the formative line is composed of theoretical and practical lessons in class as well as some individual exercises to be done outside the classes.

Learning Outcomes

1. CA16 (Competence) Assess an organisation's information, data and documents in order to decide whether to conserve or eliminate it.
2. CA17 (Competence) Establish mechanisms for access to the organisation's information within the parameters of transparency and data protection.
3. KA24 (Knowledge) Define theory on documentary assessment (analogue and digital).
4. KA25 (Knowledge) Identify conservation schedules and policies for the elimination and conservation of documentation and information.
5. KA26 (Knowledge) Compare the regulation of the right of access to public information against regulations on the right to protection of personal data.
6. SA18 (Skill) Apply the criteria of document life cycle management to an organisation.
7. SA19 (Skill) Apply the concepts and procedures of documentary assessment to an organisation.
8. SA20 (Skill) Process data in accordance with access and protection regulations.

Content

Course contents

L1.- Transparency, right of access to public information and data protection

1.- Transparency and active advertising

1.1.- Transparency of public administrations. Introduction.

1.2.- Scope of application.

1.3.- Active advertising.

1.4.- Reuse of public sector information.

1.5.- Interest groups

2.- The right of access to public information

2.1.- Right of access to public information.

2.2.- Limits to the right of access to information.

2.3.- Procedure for exercising the right of access to information.

2.4.- Means of guaranteeing the right of access to information.

2.5.- Other access rights (right of access of persons interested in the procedure, right of regulated access to data protection regulations, right of access of parliamentarians).

3.- The right to the protection of personal data

3.1.- Introduction to data protection regulations.

3.1.1.- Regulatory evolution

3.1.2.- Key concepts.

3.2.- Object and scope of application.

- 3.3.- The controller, joint controller and processor.
- 3.4.- Principles of data protection regulations and legal basis.
- 3.5.- Obligations for data processing.
 - 3.5.1.- Transparency and duty of information
 - 3.5.2.- Registration of Processing Activities
 - 3.5.3.- Security measures and national security scheme
 - 3.5.4.- Impact assessment and prior consultation
 - 3.5.5.- Notification of security breaches
 - 3.5.6.- International data transfers
 - 3.5.7.- The figure of the Data Protection Delegate
- 3.6.- The supervisory authorities in the field of data protection
- 4.- The rights of individuals in the field of data protection
 - 4.1.- The right of access
 - 4.2.- The right of rectification
 - 4.3.- The right to limitation of processing
 - 4.4.- The right of deletion
 - 4.5.- The right of opposition
 - 4.6.- The right to portability
 - 4.7.- The right not to be subject to automated individual decisions
 - 4.8.- Procedure for exercise the rights
- 5.- Processing of specific personal data
 - 5.1.- Processing of data for statistical purposes, archiving in the public interest and research purposes
 - 5.2.- Processing of personal data for police purposes and criminal enforcement
 - 5.3.- Video surveillance
- 6.- Artificial intelligence and data protection
 - 6.1.- Artificial intelligence and data protection.
 - 6.2.- The Artificial Intelligence Regulation.
 - 6.3.- Impact assessment on fundamental rights.

L2. Disposition

Topic 1. Document Evaluation. Introduction

Introduction to the theoretical foundations of document evaluation

General principles and basic terminology

The origin of document evaluation

Topic 2. Regulations and legal framework for document evaluation

State legislation

Catalan regional legislation

Municipal evaluation commissions and other evaluation boards

The Catalan National Commission for the Evaluation and Selection of Public Documents (CNAATD)

The Document Evaluation model in Catalonia

Topic 3. Theories, methods, and criteria for document evaluation

Theories, methods, and criteria

The values of archival documents and evaluation

Methodology of the document evaluation procedure. Model for submitting proposals to the CNAATD

Retention/disposal schedules in a records management system. Concept of Disposition

Document Preservation Policies Regarding Retention/Disposal

Topic 4. The Application of Document Evaluation

Study and Analysis of TAADs (Document Access and Evaluation Boards)

CNAATD Proposals and Resolutions

Evaluation Proposals to be Submitted to the CNAATD

Topic 5. The Disposal Procedure

The Document Disposal File

The Record of Disposed Documents

Document Sampling and Disposal Techniques

Topic 6. Evaluation of Other Media and Formats

Evaluation in Other Formats Such as Photographs or Videos

Topic 7. Evaluation in the Electronic Environment

Media Replacement. Secure Digitization, from Paper to Electronic Materials

The Application of the Concepts of Evaluation, Retention, and Disposition in Electronic Document Management Systems

Evaluation in a Date-Centric Model. How to Evaluate Data

Executing Disposal in the Electronic Environment. Auditing, Recording, and Traceability of Document Disposal

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
L1. Classes with student participation	35	1.4	CA17, KA26, SA20, CA17
L2. Classes with student participation	20	0.8	
Type: Supervised			
L1. Case solving	31	1.24	CA17, KA26, SA20, CA17
L2. Participation in discussion forums and debates	2	0.08	
L2. Work and practical exercises	18	0.72	
Type: Autonomous			
L.1 Final test: test of general knowledge of the subject.	8	0.32	CA17, KA26, SA20, CA17
L1. Reading materials	31	1.24	CA17, KA26, SA20, CA17
L2. Study and analysis of cases	9	0.36	

L1. Transparency, right of access to public information and data protection

The detailed calendar with the content of the different sessions will be displayed on the day of the subject presentation and will also be available on the subject's Virtual Campus, where students will be able to find the various teaching materials and all the information necessary for the proper follow-up of the subject.

The guided training activities will be theoretical classes with the participation of students. The supervised activities will be 2 practical exercises to do at home with the explanations received in class. And finally, the autonomous training activities will include reading materials and taking a final test (general knowledge test about L1 part).

Use of AI

For this subject, the use of Artificial Intelligence (AI) technologies is allowed exclusively in support tasks, such as bibliographic or information searches, text correction or translations. The student must clearly identify which parts have been generated with this technology, specify the tools used and include a critical reflection on how these have influenced the process and the final result of the activity. The lack of transparency in the use of AI in assessable activities will be considered a lack of academic honesty and may lead to a partial or total penalty in the grade of the activity, or greater sanctions in serious cases.

Note 1: The content of the subject will be sensitive to aspects related to the gender perspective and the use of inclusive language.

Note 2: 15 minutes of a class will be reserved, within the calendar established by the center/degree, for students to complete the surveys to evaluate the performance of the teaching staff and the evaluation of the subject.

L2. Disposition

The methodology for this training course is theoretical and face-to-face classes, combined with some practical classes, where students will have to solve some mandatory exercises. During the semester they will have to do 4 mandatory activities and participate in classes, forums and class debates, which make up the final grade.

The detailed calendar with the content of the different sessions will be displayed on the day of the subject presentation and will also be available on the Virtual Campus of the subject, where students will be able to find the various teaching materials and all the information necessary for the adequate follow-up of the subject. In the event of a change in teaching modality due to force majeure according to the competent authorities, the teaching staff will inform of the changes that will occur in the subject programming and teaching methodologies.

Note: The content of the subject will be sensitive to aspects related to the gender perspective and the use of inclusive language.

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
L1. Exercise 1. Practical case related to the resolution of a request for the right of access to public information on access to information and data protection	30%	9	0.36	CA17, KA26, SA20
L1. Exercise 2. Case study related to data protection	30%	9	0.36	CA17, KA26,

				SA20
L1. Final exam: test of general knowledge of the subject part 1	30%	9	0.36	CA17, KA26, SA20
L1. Participation in forums or debates	10%	3	0.12	CA17, KA26, SA20
L2. Conservation calendar practice	30%	6	0.24	CA16, KA24, KA25
L2. Document elimination proposal	30%	6	0.24	CA16, KA24, KA25, SA18, SA19
L2. Documentary assessment proposal (PAD)	30%	6	0.24	CA16, KA25, SA19
L2. Presentation of documentary evaluation tables	10%	3	0.12	CA16, CA17, SA19

L1. Transparency, right of access to public information and data protection

The assessment is continuous. Students must demonstrate their progress by carrying out the assessment activities: 2 practical exercises (60% of the final grade), a final test 30% (test of general knowledge of the subject part L1) and also participation in class, forums or other debates proposed (10% of the final grade).

CONTINUOUS ASSESSMENT

The assessment system is made up of three types of activities that will make up the final grade of the subject.

The final grade is distributed as follows:

1. The resolution of two practical cases (60% of the final grade)
2. The continuous assessment test (30% of the final grade), which will consist of a test of general knowledge of the subject part L1.
3. Participation in class forums or other debates proposed (10% of the final grade)

To pass the subject, the grades for the resolution of the practical cases must be equal to or greater than 5/10.

It is also necessary that the continuous assessment test be passed with a value equal to or greater than 5/10.

To pass the subject, the final grade must be equal to or greater than 5. 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.

Remediation

A student who finds himself in any of the following situations may take a remedial test that will be held for this purpose at the end of the syllabus, and which may concern any of the subjects studied in class:

- has not submitted/taken one of the continuous assessment tests (practical cases, test).
- having submitted/taken all the assessment tests, has an average grade of less than 5/10

The student will be considered to have failed the assessment if, once the recovery period has ended, one of the following situations occurs:

- has not submitted/taken at least the 3 continuous assessment tests;
- having submitted at least the 3 continuous assessment tests, the weighted average grade does not exceed 5/10.

Consideration of "not assessable"

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

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.

L2. Documentary assessment

The assessment system takes into account various activities and aspects. Four different activities carried out during the semester are assessed, in class and at home, with a weight of 100%, all four activities must be passed.

When students have not presented a minimum of 2/3 of the assessable activities, they will be considered as non-assessable and will not be able to make up.

In this subject, the use of Artificial Intelligence (AI) technologies is not allowed in any of its phases. Any work that includes fragments generated with AI will be considered a lack of academic honesty and may lead to a partial or total penalty in the activity grade, or greater sanctions in serious cases.

This subject/module does not provide for the single assessment system.

Remediation. A student who finds himself in any of the following situations may take a make-up test, which will be held for this purpose at the end of the syllabus, and which may cover any of the subjects studied in class:

- has not passed one of the continuous assessment tests.

- Having passed all the assessment tests, has an average grade of less than 5/10

It will be understood that the student has not passed the assessment if, once the recovery period has ended, one of the following situations occurs:

- has not passed at least 3 continuous assessment tests;

- having passed at least 3 continuous assessment tests, the weighted average grade does not exceed 5/10.

In the event that the student carries out any irregularity that may lead to a significant variation in the grade of an assessment act, this assessment act will be graded 0, regardless of the disciplinary process that may be instructed. In the event that several irregularities occur in the evaluation acts of the same subject, the final grade for this subject will be 0.

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Main organizations guaranteeing the right of access to public information

Comissió de Garantia del Dret d'Accés a la Informació Pública

<https://www.gaip.cat/ca/inici/index.html>

Consell de Transparència i Bon Govern

https://www.consejodetransparencia.es/ct_Home/ca/consejo/que-es.html

Data Protection Authorities

Autoritat Catalana de Protecció de Dades <https://apdcat.gencat.cat/ca/inici/index.html>

Agència Espanyola de Protecció de Dades <https://www.aepd.es/>

European Data Protection Board: <https://edpb.europa.eu>

European Data Protection Supervisor <https://edps.europa.eu/>

Regulations

Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR)

Llei orgànica 3/2018, de 5 de de desembre, de protecció de dades personals i garantia dels drets digitals (en endavant, LOPDGDD)

Llei 19/2013, de 9 de desembre, de transparència, accés a la informació pública i bon govern.

Llei 19/2014, del 29 de desembre, de transparència, accés a la informació pública i bon govern.

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

L2.Disposition

Identificació	Recurs
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Webgrafia

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CSCDA
(MinisterioCultura)

Metodologia
CNAATD http://cultura.gencat.cat/web/.content/dgpc/arxiu_i_gestio_documental/03_cnaatd/03_avaluacio_dispo

InterPares Project www.interpares.org/welcome.cfm
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Comissió
Municipal de
Barcelona <http://w110.bcn.cat/portal/site/ArxiuMunicipal/menuitem.a09d14181a8397aaca63ca63a2ef8a0c/?vgn>

Pais Basc http://eah-ahc.org/recursos_profesionales.php

Nova Zelanda http://archives.govt.nz/sites/default/files/appraisal_policy_0.pdf

ARMA <http://www.arma.org/r2/how-do-i--/how-to-build-a-retention-schedule>

Scottish Council
on Archives <http://www.scottisharchives.org.uk/scarrs>

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Calendaris de conservació

Arxiu Municipal
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Govern de
Navarra http://www.navarra.es/home_es/Temas/Turismo+ocio+y+cultura/Archivos/Sistema+archivistico/Comis

Ministeri de
l'Interior <http://www.interior.gob.es/ca/web/archivos-y-documentacion/archivo-general-sistema/sistema-archiv>

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Arxius de l'Estat
de Queensland

Registres d'eliminació

Ajuntament de Castellbisbal http://www.castellbisbal.cat/media/repository/arxiu/0801150521_registre-eliminacions-arxiu-castellbisbal

Ajuntament de Terrassa www.terrassa.cat/arxiu municipal
Eines d'arxiu: calendari de conservació 1996-2016

Ajuntament de Sant Cugat <http://dona.santcugat.cat/web/eines-de-larxiu>

Ajuntament de Salt <https://www.seu.cat/seue-fitxer?id=67096>

Norma Tècnica d'Interoperabilitat

Norma Tècnica de copiat i conversió de documents electrònics http://www.mpt.gob.es/dms/es/publicaciones/centro_de_publicaciones_de_la_sgt/GUIAS_NTI/text_es

Còpia autèntica Generalitat de cat <http://www20.gencat.cat/docs/governacio/Butlletins/dgpae/11/documents/e-copia.pdf>

Software

There is no specific program for this modul.

Groups and Languages

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