UAB
Universitat Autònoma de Barcelona

Records Management Systems

Code: 44753
ECTS Credits: 6

2025/2026

Degree	Type	Year
Archival Studies and Information Governance	OB	2

Contact

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Teachers

Carla Meinhardt Llopis

Teaching groups languages

You can view this information at the of this document.

Prerequisites

No prerequisits.

Objectives and Contextualisation

Student will be able to:

- Understand components, tools and instruments integral to RMS and their relations and interdependencies.
- Design a Records Management System (RMS) adequate for the necessities and resources of an Organization.
- Plan the implementation of RMS.
- Set up RMS.
- Evaluate and improve the RMS.

Learning Outcomes

1. CA29 (Competence) Evaluate the documentary structure, functions, needs and requirements of public and private organisations.
2. CA30 (Competence) Assess the status of the implementation of a DMS.
3. CA31 (Competence) Create an organisation's DMS.

4. KA42 (Knowledge) Identify the components, tools and instruments that make up a document management system (DMS) and their relationships and interdependencies.
5. KA43 (Knowledge) Identify methodologies for the design and implementation of a DMS.
6. SA35 (Skill) Analyse the documentary requirements and needs of organisations.
7. SA36 (Skill) Apply document management standards to the design and improvement of a DMS.
8. SA37 (Skill) Detect the specific needs and documentary requirements of an organisation.

Content

1. Introduction to general theory of Systems
2. Main principles of record management
3. Processes of RM
4. Tools to implement RM processes
5. Design and implementation of RMS
6. International standards for RM
7. Continuous improvement and monitoring of the System. Indicators for its evaluation
8. Digitalisation of companies and RM

Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Class	37	1.48	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37, CA29
Practical exercises	40	1.6	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37, CA29
Type: Supervised			
Case studies	25	1	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37, CA29
Type: Autonomous			
Readings	20	0.8	CA29, CA30, CA31, KA42, KA43, SA35, SA37, CA29

The teaching methodology combines virtual classes and face-to-face classes with a theoretical part and the work and resolution of practical cases in the classroom and autonomously by the student.

A detailed schedule outlining the content of each session will be presented on the first day of the course and will be available on the course's Virtual Campus, where students will find all teaching materials and necessary information for eǔective course monitoring. Should the teaching modality change for reasons of force majeure according to the competent authorities, the teaching staǔ will inform students of any modifications to the course schedule and teaching methodologies.

Note: The course content will be sensitive to issues related to 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
Exam	40%	2	0.08	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37
Practical exercises	60%	26	1.04	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37

Assessment is continuous. Single assessment is not considered.

Students must provide evidence of their progress by completing various tasks. It is necessary to obtain a minimum grade of 5 in the global evaluation and obtaining a minimum of 5 in the exam.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activitiesa student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

Students may not retake assessment activities in which they are found to have engaged in misconduct. Plagiarism is considered to mean presenting all or part of an author's work, whether published in print or in digital format, as one's own, i.e. without citing it. Copying is considered to mean reproducing all or a substantial part of another student's work. In cases of copying in which it is impossible to determine which of two students has copied the work of the other, both will be penalised.

For this course, the use of Artificial Intelligence (AI) technologies is permitted exclusively for bibliographic or information searches, text correction, or translations. Students must clearly identify any parts generated with these technologies, specify the tools used, and include a critical reflection on how AI has influenced the process and final outcome of the assignment. Failure to disclose the use of AI in this assessed activity will be considered a breach of academic integrity and may result in a partial or total penalty to the assignment grade, or more serious sanctions in severe cases.

Bibliography

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AENOR. UNE-ISO 30300. Información y documentación. Sistemas de gestión para los documentos. Fundamentos y vocabulario. AENOR.

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Software

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Groups and Languages

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