

Degree programme	Type	Course
Communication in Organisations	FB	2

Contact lecturer

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Prerequisites

None

Group languages

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

Objectives

Archives and Records Management will be in charge of:

- Providing students with the basic theoretical and practical knowledge aimed at developing records management skills in the processes of capturing, organizing, selecting and discriminating use of information.
- Recognizing information assets in organizations and differentiate between evidence, documents, information, and data.
- Understanding the conceptual and technical aspects for internal and external dissemination of the information generated by organizations.
- Access to records and archives.
- Understanding how information is structured in organizations so that students can retrieve and utilize it effectively.

Learning outcomes

- CM08 (Apply document search processes and qualitative and quantitative techniques for information management in organisations.) Apply document search processes and qualitative and quantitative techniques for information management in organisations.
- CM09 (Develop projects on transparency, access to information and accountability for organisations.) Develop projects on transparency, access to information and accountability for organisations.
- KM08 (Identify the fundamental concepts and principles of archiving and records management to develop transparency and access to information projects by organisations.) Identify the fundamental concepts and principles of archiving and records management to develop transparency and access to information projects by organisations.
- KM09 (Recognise international standards and recommendations on document and archive management.) Recognise international standards and recommendations on document and archive management.
- SM09 (Classify the documents generated by organisations according to their type so that they can be used in their communicative activities, if necessary.) Classify the documents generated by organisations according to their type so that they can be used in their communicative activities, if necessary.
- SM10 (Use the document types and the values and characteristics of the documents generated by the

organisations and apply information retrieval systems to them.) Use the document types and the values and characteristics of the documents generated by the organisations and apply information retrieval systems to them.

Contents

Topic 1. Fundamental Aspects of Information Governance in Organizations

Topic 2. Data, Information, Records, and Evidence

Topic 3. Records Management Systems in Organizations

Topic 4. Transparency, Access to Information, and Data Protection

Topic 5. Access to Archival Collections and Records

Topic 6. Newspaper Archives and Collections of Photographic and Audiovisual Records

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

Learning activities and methodology

Title	Hours	ECTS	Learning outcomes
Reading literature and materials	35	1.4	CM08, CM09, KM08, KM09, SM09, SM10
Exercises to be performed in class and outside class	29	1.16	CM08, CM09, KM08, KM09, SM09, SM10
Lectures, debates and discussions in class	45	1.8	CM09, KM08, KM09, SM09
Written assignments	35	1.4	CM08, CM09, KM08, KM09, SM10

To achieve the established objectives, this subject involves both lectures and practical classes.

Students must keep abreast of the news and information published on the Virtual Campus / Moodle.

The work students carry out mainly consists of lectures, debates and discussions in class, individual/group presentations in class, reading assignments, written assignments, exercises to be performed in class and outside class, and exams.

Some exercises will be individuals and other in groups.

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 the various teaching materials deemed appropriate by the instructors and necessary information for effective course monitoring.

Should the teaching modality change for reasons of force majeure according to the competent authorities, the teaching staff will inform students of any modifications to the course schedule and teaching methodologies.

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	Weight	Hours	ECTS	Learning outcomes
Practical exercises	35%	2	0.08	CM08, CM09, KM08, KM09, SM09, SM10
Exam	40%	2	0.08	CM08, CM09, KM08, KM09, SM09, SM10
Work assignment	25%	2	0.08	CM08, KM08, SM10

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 4 in the exam. To grade practical exercises, students must present a minimum of 4 activities. Students who complete 3 or fewer practical exercises will get a 0 in the rating corresponding to this part of the evaluation. Practical exercises are not recoverable.

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.

Any student suspected of submitting assignments that have been generated by AI, written by others or copied; include unattributed AI-generated content, or fall outside the permitted scope, may be asked to provide the preliminary work or other materials that can demonstrate it is original work and the result of their own authorship. They may also be asked to separately explain or justify their work. Teachers may also use AI detection systems or carry out any verification tasks they deem appropriate. If, after review, the instructor detects irregularities, the assignment may be graded zero, and the student may be subject to further disciplinary action.

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. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for.

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 activities a 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.

Second enrolment

In the case of a second enrolment, students can do a single synthesis exam/assignment that will consist of an theory and practical exam. The student who is in this situation must contact the teacher and communicate their desire to evaluate the subject following this method. The grading of the subject will correspond to the grade of the synthesis exam/assignment.

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.

Apart from this, a disciplinary process may be instructed to the student that incurs any of these irregularities.

Bibliography

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MAYER, Viktor; CUKIER, Kenneth (2013). *Big data. La revolución de los datos masivos*. Madrid: Turner Noema, 278p.

TÉRMENS, Miquel (2013). *Preservación Digital*. 1a ed. Barcelona: Editorial UOC. 109 p. (El profesional de la información; 16)

Software

Search in databases and specialised search engines on line.

Course groups and languages

The information provided is provisional until November 30. After this date, you will be able to consult the language of each group through this [link](#). To access the information, you will need to enter the course CODE

Type of teaching	Group	Language	Semester	Shift
(TE) Theory	7	Catalan	first semester	afternoon
(PLAB) Practical laboratories	71	Catalan	first semester	afternoon
(PLAB) Practical laboratories	72	Catalan	first semester	afternoon