

Degree programme	Type	Course
Archival Studies and Information Governance	OB	1

Contact lecturer

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Prerequisites

There is no mandatory prerequisite

Group languages

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

Objectives

This course focuses on the study of classification schemes as a fundamental component of information and records management. It examines their conceptual foundations, the different types of classification schemes, strategies for their analysis, design and implementation within organizational environments, the complementary tools associated with them, and their relationship with records filing and information retrieval methods.

Given its close connection to professional practice, special emphasis will be placed on the practical component of the course. The aim is to provide students with the knowledge and core strategies required to promote the approval, implementation and management of a classification scheme in any type of organization, whether public or private.

To understand the challenges, constraints and solutions associated with their implementation, students will collaboratively design and develop several classification schemes throughout the course. These models will be created from the ground up, taking into account all internal and external factors involved in their design, management and maintenance.

The course will also emphasize the importance of process management and functional and sequential analysis in the development of classification schemes. In addition, related concepts such as fonds-based classification schemes and record types catalogues will be introduced.

Learning outcomes

- CA11 (Classify documents, data and information in real archive settings and organisations.) Classify documents, data and information in real archive settings and organisations.
- CA12 (Report the use and management of the classification system in professional settings.) Report the use and management of the classification system in professional settings.
- KA18 (Interpret the document classification system for all varieties of information and data.) Interpret the document classification system for all varieties of information and data.
- KA19 (Explain strategies to implement corporate classification systems in any type of organisation.) Explain strategies to implement corporate classification systems in any type of organisation.
- KA20 (Relate the classification system to business procedures and other archival instruments and an organisation's transparency and access policies.) Relate the classification system to business procedures and other archival instruments and an organisation's transparency and access policies.

- SA11 (Apply legislation, regulations and standards for the management and use of documents in public and private archives.) Apply legislation, regulations and standards for the management and use of documents in public and private archives.
- SA13 (Produce classification charts and supporting tools for application to organisations.) Produce classification charts and supporting tools for application to organisations.
- SA14 (Analyse the documentary structure, functions, needs and requirements of organisations.) Analyse the documentary structure, functions, needs and requirements of organisations.

Contents

Unit 1: Conceptualization

- 1.1. What is classification?
- 1.2. Classification and arrangement
- 1.3. What is a classification scheme?
- 1.4. Types of classification schemes
- 1.5. Levels of classification
- 1.6. The fonds classification scheme
- 1.7. Documentary types

Unit 2: Functional and Process Analysis

- 2.1. Functional Analysis
 - 2.1.1. Functions, Activities and Transactions
 - 2.1.2. Methodologies for Functional Identification and Decomposition
 - 2.1.3. Advantages and Limitations of Functional Models
- 2.2. Process Analysis
 - 2.2.1. Concept of Process and Procedure, and Differences with Functions and Activities
 - 2.2.2. Strategic, Operational and Support Processes
 - 2.2.3. Process Analysis Techniques. Identification of Documents and Documentary Evidence Associated with Processes
 - 2.2.4. The Classification System in a Process-Oriented Environment
- 2.3. Current Challenges of Classification Systems in Information Governance Environments

Unit 3: Design and Implementation Phases of a Classification System

- 3.1. Leadership and Planning
- 3.2. Needs Analysis
- 3.3. Structure Development

3.4. Development of Supporting Tools

3.5. Implementation Operations

3.6. Training

3.7. Evaluation and Continuous Improvement of the Classification System

Unit 4: Filing Systems

4.1. Filing methods

4.2. Applicability of different filing methods

4.3. Space optimization and records storage control

Learning activities and methodology

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

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	Weight	Hours	ECTS	Learning outcomes
Guided practical exercises	25	10	0.4	CA11, KA18, SA11, SA13, SA14
Continuous assessment test	35	14	0.56	CA11, KA18, KA20, SA11, SA13
Case study (group work)	40	20	0.8	CA11, CA12, KA19, SA13, SA14

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) (40% of the final grade)
2. The continuous assessment test (35% 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, students must obtain a final grade equal to or higher than 5/10. 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.

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 official recording of grades, 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 (NA)"

A "Not Assessable (NA)" 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

Any irregularity committed during an assessment activity (academic fraud, plagiarism, or improper use of AI, unless such use is expressly authorized in the course syllabus) that may lead to a significant alteration of the grade will result in that assessment being graded with a mark of 0.

If the course syllabus establishes that obtaining a minimum grade in that assessment activity is an essential requirement for passing the course, or if multiple irregularities occur in assessment activities within the same course, the final grade for the course will be 0.

Furthermore, disciplinary proceedings may be initiated against any student who engages in any of these irregularities.

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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Software

No specific software is planned to be used.

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
(TEm) Theory (master)	1	Catalan	second semester	afternoon

PROVISIONAL