

Degree programme	Type	Course
Archival Studies and Information Governance	OB	1

Contact lecturer

Name : Anna Maria De la Fragua Cobo

Email : annamaria.delafragua@uab.cat

Teaching staff

Joana Judas Sánchez

Group languages

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

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

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

Contents

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

Learning activities and methodology

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

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.

Note 3: If the student commits any irregularity that could lead to a significant variation in the grade of an assessment, this assessment will be graded 0, regardless of the disciplinary process that may be initiated. If several irregularities occur in the assessment acts of the same subject, the final grade for this subject will be 0.

L2. Disposition

The methodology of this training line 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 debates in class, which make up the final grade.

The detailed calendar with the content of the different sessions will be displayed on the day of presentation of the subject and will also be available on the Virtual Campus of the subject, where students will be able to find the various teaching materials that the teaching staff deems appropriate and all the information necessary for the adequate monitoring 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 programming of the subject and in the teaching methodologies

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.

Note 3: If the student commits any irregularity that could lead to a significant variation in the grade of an assessment, this assessment will be graded 0, regardless of the disciplinary process that may be initiated. If several irregularities occur in the assessment acts of the same subject, the final grade for this subject will be 0.

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
L1. Final exam: test of general knowledge of the subject part 1	30%	9	0.36	CA17, KA26, SA20
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
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
L2. Document elimination proposal	30%	6	0.24	CA16, KA24, KA25, SA18, SA19
L1. Participation in class	10%	3	0.12	CA17, KA26, SA20
L1. Exercise 2. Case study related to data protection	30%	9	0.36	CA17, KA26, SA20
L2. Conservation calendar practice	30%	6	0.24	CA16, KA24, KA25

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 (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 (10% of the final grade)

To pass the subject, the grades for the resolution of the practical 2 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 weighted 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:

- 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.

The remedial test will be carried out for each of the continuous assessment activities (2 case studies and a general knowledge test for the subject) that have not been submitted and/or taken. For example, if a student has failed to submit and/or taken two of the three continuous assessment activities, the remedial test will consist of a test equivalent to those two activities.

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

When students have not presented a minimum of 3/4 of the assessable activities, they will be considered non-assessable and will not be able to recover.

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.

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

Retake. A retake test will be held for this purpose at the end of the syllabus, and may cover any of the subjects studied in class, if the student is in any of the following situations:

- 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 retake period has ended, one of the following situations occurs:

- has not passed at least the 4 continuous assessment tests;
- having passed at least the 3 continuous assessment tests, the weighted average grade does not exceed 5/10.

If the student commits any irregularity that could 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 assessment acts of the same subject, the final grade for this subject will be 0.

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.

The commission of any irregularity in an assessment act (academic fraud, plagiarism or improper use of AI, unless such use is expressly authorized in the teaching guide), which may lead to a significant variation in the grade, means that this act will be graded with a 0. In the event that the teaching guide provides that to pass the subject it is an essential requirement to have obtained a minimum grade in this assessment act or that several irregularities occur in the assessment acts of the same subject, the final grade for that subject is 0. Apart from this, a disciplinary process may be initiated against the student who incurs any of these irregularities.

Bibliography

L1. Transparency, right of access to public information and data protection
Berrocal, Lanzarot, Ana Isabel (2019). Estudio Jurídico-crítico sobre la Ley Orgánica 3/2018, de 5 de diciembre,

de protección de datos personales y garantía de los derechos digitales. Ed. Reus.

Cotino Hueso, Lorenzo i Boix Palop, Andrés. Los límites al Derecho de Acceso a la Información Pública. València i Tirant lo Blanch, 2021

FRA (Fundamental Rights Agency) Manual de legislación europea en materia de protección de datos (2018): https://fra.europa.eu/sites/default/files/fra_uploads/fra-coe-edps-2018-handbook-data-protection_es.pdf

Guichot Reina, Emilio i Barrero Rodríguez, Concepción. El Derecho de acceso a la información pública (2021). Editorial Tirant lo Blanch.

López, Calvo, José (2019). La adaptación al nuevo marco de protección de datos tras el RGPD y la LOPDGDD. Ed. Bosch

Rallo Lombarte, Artemi (dir.), Tratado de Protección de Datos: actualizado con la Ley Orgánica 3/2018, de 5 de diciembre, de protección de datos personales y garantía de los derechos digitales. Tirant lo Blanch, 2019.

Troncoso Reigada, A. (Dir.) (2017) Comentario a la Ley de Transparencia, Acceso a la Información Pública y Buen Gobierno. Ed. Civitas

Troncoso Reigada, A. (Dir.) (2021) "Comentario al Reglamento General de Protección de Datos y a la Ley Orgánica de Protección de Datos Personales y Garantía de los Derechos Digitales". Ed. Civitas

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
BERNAL 2002	2002 BERNAL, Angels, BORFO, Toni, BORRAS, Joaquim, MOYANO, Loli, VILALTA, Montse, "Una experiència d'avaluació en grup: els documents de les universitats". <i>Arxius. Butlletí del Servei d'Arxius</i> , num.36 Generalitat de Catalunya, 2002 p. 1-4
BOADAS 1989	BOADAS, JOAN, "La documentació dels arxius: eliminar per conservar". <i>Plecs d'història local</i> , 23, 1989, p. 38-41
CASELLAS 2017	CASELLAS, Lluís-Esteve, "Evaluación archivística, más allá de evaluar para conservar y eliminar", <i>Revista REDAR</i> , nº 4, año 2 (Julio-Diciembre 2017). Córdoba (Argentina): RED de Archiveros Graduados de Córdoba, p. 49-77
CASELLAS 2019	CASELLAS, Lluís-Esteve "L'avaluació arxivística en el nou context de les organitzacions", <i>La destrucció d'informació pública Una mirada multidisciplinària sobre l'eliminació ordenada de la documentació</i> . Barcelona, Oficina Antifrau i Associació d'Arxivers de Catalunya, 2019

CERMENO 2010	CERMENO, Lluís, RIVAS, Elena, <i>Valorar y seleccionar documentos. Que es y cómo se hace</i> . Editorial Trea, 2010. 166 p.
CNATD 1997	COMISSIO NACIONAL D'AVALUACIÓ I TRIA DE LA DOCUMENTACIÓ; <i>Normes i procediments de valoració documental per a arxius públics</i> , Barcelona, Departament de Cultura, 1997
COOK 1991	COOK, Terry; "Appraisal in the information age: a Canadian commentary" <i>Archives and Museum informatics</i> , 13 1991, p. 51-66
COOK 1998	COOK, Terry; "Macroappraisal and functional analysis: Appraisal theory, strategy and methodology for archivists", <i>L'évaluation des archives: des nécessités de la gestion aux exigences du témoignage</i> , Gira 1998, p. 27-33
COUTURE 1997	COUTURE, Carol, "L'avaluació dels arxius. Estat de la qüestió". <i>Lligall, Revista catalana d'arxivística</i> , núm. 11 (1997), p. 59-88.
COUTURE 1997	COUTURE, Carol, "Les calendriers de conservations: fondements theoriques et etat des pratiques", <i>Lligall. Revista Catalana d'Arxivística</i> , 12. (1997) p.184-189
COUTURE 1997	COUTURE, Carol, "Elaboració i aplicació dels calendaris de conservació", <i>V Conferència Europea d'Arxius. Les bases de la Professió. Lligall Revista catalana d'arxivística</i> , Barcelona, 1997, p 33-35
CSCDA 2003	COMISION SUPERIOR CALIFICADORA DE DOCUMENTOS ADMINISTRATIVOS; <i>Metodología</i> . Madrid, Ministerio de Cultura, 2003
COX 1994	COX, Richard J.; "The documentation strategy and archival appraisal principles: a different perspective", <i>Archivaria</i> , 38, 1994 p. 11-36
COX 2002	COX, Richard J.; "The end of collecting: towards a new purpose for archival appraisal" <i>Archival Science</i> , 2, num. 3-4, 2002, p. 287-309
CUMMINGS 2002	Cummings, Susan; "Reengineering NARA Records management policies" <i>Comma, International Journal on Archives</i> , 2002 1-2, p. 63-65
DUCHARME 1996	DUCHARME, Daniel, COUTURE, Carol, "L'evaluation en archivistique, evolution et tendances: etude bibliographique 1980-1995", <i>Archives</i> , vol 28 (1996-97), p. 59-98
DUCHEIN 1997	DUCHEIN, Michel, "Le principe de provenance et la pratiques du tri, du classement et de la description en archivistique contemporaine", <i>Lligall. Revista catalana d'arxivística</i> , 12 1997, p. 87-100
FINDLAY	FINDLAY, Cassie, "L'Avaluació: un instrument estratègic per a la gestió documental actual",

2018	<i>Lligall. Revista catalana d'arxivística</i> 41, 2018
HERNÁNDEZ 2002	HERNÁNDEZ OLIVERA, Luis, MORO, Manuela, "Procedimientos de valoración documental, ACAL, ", Salamanca 2002, 213p
HERNANDEZ 2010	HERNANDEZ OLIVERA, Luis. Del expurgo a la valoración: reflexiones sobre la terminología de valoración y selección de documentos. En: GARCÍA PALACIOS, JOAQUÍN (dir.). La terminología de la archivística. Gijón: Trea, 2010. p 71-88.
HULL 1981	HULL, Felix. Utilización de Técnicas de muestreo en la conservación de registros: Estudio del RAMP y directrices al respecto, Programa General de Información y UNISIST, París, 1981
LA TORRE 2000	LA TORRE MERINO, José Luis; MARTIN-PALOMINO, Mercedes, <i>Metodología para la identificación y valoración de fondos documentales</i> , Madrid, Ministerio de Educación, Cultura y Deporte, 2000, 213 p.
LÓPEZ 1998	LÓPEZ GÓMEZ, Pedro; "Identificación y valoración de documentos en España a partir de 1975", <i>Anales de Documentación</i> , 1 1998, 109 p.
LÓPEZ 1999	LÓPEZ HERNÁNDEZ, Maria Angeles, <i>La selección de documentos: problemas y soluciones desde una perspectiva metodológica</i> , Carmona: S&C Ediciones, 1999, 171 p.
RIVAS 2007	RIVAS PALÁ, Elena; "Valoración y selección en un sistema archivístico", <i>Legajos</i> , 10, 2007
RODRÍGUEZ 2013	RODRÍGUEZ COYA, Fátima. "Las juntas de expurgo en el contexto de la gestión de documentos judiciales". Jornadas Archivando: la valoración documental. León, 7 y 8 de noviembre 2013
SERRA 2008	SERRA I SERRA, Jordi, <i>Los documentos electrónicos. Que son y cómo se tratan</i> , Gijón, editorial Trea, 2008 (Archivos del siglo XXI, 11)
SOLER, 2009	SOLER JIMÉNEZ, Joan; <i>Del bit al logos, preservar documents electrònics a l'administració local</i> Barcelona; Diputació de Barcelona, 2009 (Col·lecció Estudis. Sèrie Recursos culturals, 4). 349 p.
SUQUET 1996	SUQUET I FONTANA, M. Àngels; PÉREZ I PENA, Josep, "Consideracions sobre l'avaluació i tria de les fotografies". A: Actes de les IV Jornades Antoni Varés, 1996
VVAA 2009	VVAA; <i>Manual d'Arxivística i gestió documental</i> , Associació d'Arxivers de Catalunya, 2009. 543 p.
CRUE 2012	"La valoración de los documentos electrónicos: estado de la cuestión". CRUE. Conferencia de Archiveros de Universidades Españolas. Grup de treball de documents electrònics, 2012
VOUTSSAS 2014	VOUTSSAS-M, Juan; BARNARD AMOZORRUTIA, Alicia, <i>Glosario de preservación archivística digital. Versión 4.0</i> . Universidad Nacional Autónoma de México, 2014

VVAA 2003	El refinado arte de la destrucción: la selección de documentos", Tábula, 6, 2003, 274p
-----------	--

Webgrafia

Identificació	Recurs
CNAATD	http://cultura.gencat.cat/ca/departament/estructura_i_adreces/organismes/dgpc/temes/arxius
CSCDA (MinisterioCultura)	http://www.mcu.es/archivos/MC/CSCDA/Presentacion.html
Metodologia CNAATD	http://cultura.gencat.cat/web/.content/dgpc/arxius_i_gestio_documental/03_cnaatd/03_avalu
InterPares Project	www.interpares.org/welcome.cfm - Appraisal task force report de InterPares2 - Record/Archives Appraisal in Latin America
Comissió Municipal de Barcelona	http://w110.bcn.cat/portal/site/ArxiuMunicipal/menuitem.a09d14181a8397aaca63ca63a2ef8a
Pais Basc	http://eah-ahe.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
Arxiu Municipal de Roses	http://www.roses.cat/la-vila/arxiu-municipal/dret-dacces-als-documents-publics
Calendaris de conservació	
Arxiu Municipal de Barcelona	http://w110.bcn.cat/portal/site/ArxiuMunicipal/menuitem.a09d14181a8397aaca63ca63a2ef8a
Govern de	

Navarra	http://www.navarra.es/home_es/Temas/Turismo+ocio+y+cultura/Archivos/Sistema+archivisti
Ministeri de l'Interior	http://www.interior.gob.es/ca/web/archivos-y-documentacion/archivo-general-sistema/sistem
Arxius de l'Estat de Queensland	http://www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Pages/GRDS.aspx
Registres d'eliminació	
Ajuntament de Castellbisbal	http://www.castellbisbal.cat/media/repository/arxiu/0801150521_registre-eliminacions-arxiu-c
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_NT
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.

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