

Degree programme	Type	Course
Archival Studies and Information Governance	OB	2

Contact lecturer

Name : Anahí Casadesus De Mingo

Email : anahi.casadesus@uab.cat

Teaching staff

Carla Meinhardt Llopis

Group languages

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

Prerequisites

No prerequisites.

Objectives

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

- CA29 (Evaluate the documentary structure, functions, needs and requirements of public and private organisations.) Evaluate the documentary structure, functions, needs and requirements of public and private organisations.
- CA30 (Assess the status of the implementation of a DMS.) Assess the status of the implementation of a DMS.
- CA31 (Create an organisation's DMS.) Create an organisation's DMS.
- KA42 (Identify the components, tools and instruments that make up a document management system (DMS) and their relationships and interdependencies.) Identify the components, tools and instruments that make up a document management system (DMS) and their relationships and interdependencies.

- KA43 (Identify methodologies for the design and implementation of a DMS.) Identify methodologies for the design and implementation of a DMS.
- SA35 (Analyse the documentary requirements and needs of organisations.) Analyse the documentary requirements and needs of organisations.
- SA36 (Apply document management standards to the design and improvement of a DMS.) Apply document management standards to the design and improvement of a DMS.
- SA37 (Detect the specific needs and documentary requirements of an organisation.) Detect the specific needs and documentary requirements of an organisation.

Contents

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

Learning activities and methodology

Title	Hours	ECTS	Learning outcomes
Practical exercises	40	1.6	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37
Case studies	25	1	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37
Class	37	1.48	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37
Readings	20	0.8	CA29, CA30, CA31, KA42, KA43, SA35, SA37

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 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.

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

Continuous assessment activities

Title	Weight	Hours	ECTS	Learning outcomes
Practical exercises	60%	26	1.04	CA29, CA30, CA31, KA42, KA43, SA35, SA36, SA37
Exam	40%	2	0.08	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. All assessable practical activities are mandatory. If one of the activities is not presented, the practical part will be failed and, therefore, the course will be failed.

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 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.

Misconduct in assessment activities

The performance of any irregularity in an evaluation act (academic fraud, plagiarism or improper use of AI, unless this use is expressly authorized by the teaching guide), which may lead to a significant variation in the grade, assumes that this act will be graded with a 0. In the event that the teaching guide foresees that in order to pass the subject it is an essential requirement to have obtained a minimum grade in this evaluation act or that there are several irregularities in the evaluation acts of the same subject, the final grade of this subject is 0. Apart from this, a disciplinary process may be instructed to the student that incurs any of these irregularities.

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

AENOR. UNE-ISO 15489-1. Información y documentación. Gestión de documentos. Parte 1: Conceptos y principios. AENOR.

AENOR. UNE-ISO/TR 26122 IN. Información y documentación. Análisis de los procesos de trabajo para la gestión de documentos.

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

AENOR. UNE-ISO 30301. Información y documentación. Sistemas de gestión para los documentos. Requisitos. AENOR.

AENOR. UNE-ISO 30302. Información y documentación. Sistemas de gestión para los documentos. Guía de implantación. AENOR.

Archives and Records Management Section of the United Nations. (2006). Manual for the Design and Implementation of Recordkeeping Systems (DIRKS). *Archives*, (June), 1-230.

ARMA International. (n.d.). *Evaluating and Mitigating Records and Information Risks*.

ARMA International. (2014). Generally Accepted Recordkeeping Principles, 1-10. Retrieved from <http://www.arma.org/r2/generally-accepted-br-recordkeeping-principles>

Bedford, D., & Morelli, J. (2006). Introducing information management into the workplace: A case study in the implementation of business classification file plans from the Sector Skills Development Agency. *Records Management Journal*, 16(3), 169-175. <https://doi.org/10.1108/09565690610713228>

Bell, H. (2005). A Review of EDRMS Resources in the UK and Europe. *Records Management Journal*, 15(3), 168. <https://doi.org/10.1108/rmj.2005.28115cae.002>

Brito Marquina, A. (2015). La normalización como elemento de competitividad y de potencial exportador. *Economía Industrial (EI)*, 396, 33-42.

Bustelo Ruesta, C. (2009). La Gestión de documentos y las evidencias en las organizaciones. Del plano operativo al plano estratégico: una propuesta desde la normalización. *Revista Española de Documentación Científica*, 32(4), 157-161.

Bustelo Ruesta, C. (2011). Serie ISO 30300: Sistema de gestión para los documentos, (2). Retrieved from www.sedic.es/DT-n2-SEDIC-ISO30300.pdf

Bustelo Ruesta, C. (2012). La normalización internacional en información y documentación: ¿una historia de éxitos? El caso de la normalización ISO en gestión de documentos. *Métodos de Información*, 3(4), 039-046. <https://doi.org/10.5557/IIMEI2-N2-039046>

Casadesús de Mingo, A. (2015). Gestión de riesgos aplicada a la gestión de documentos: una metodología para garantizar una rendición de cuentas confiable. *I Jornadas Fundación Olga Gallego*, 1(1), 119-135.

Casadesús de Mingo, A. (2017). La normalización en gestión documental más allá de los clásicos, 1-13.

Dikopoulou, A., & Mihiotis, A. (2012). The contribution of records management to good governance. *The TQM Journal*, 24(2), 123-141. <https://doi.org/10.1108/17542731211215071>

Grupo de Difusión del CTN 50-SC1. (2012). Normalización en el sector documental. *Revista Española de Documentación Científica*, 35(1), 175-178.

Hofman, H. (2006). Standards: Not "One Size Fits All". *The Information Management Journal*, 40.3(June). <https://doi.org/10.1080/19496591.2015.1067224>

Koga, T., & Ogawa, C. (2007). Implementation of the DIRKS Methodology by International Organizations: The Case of the United Nations. *Archives and Records Association of New Zealand (ARANZ) 2007 Conference in Auckland*.

Lemieux, V. (2004). *Managing Risks for Records and Information*. Lenexa, Kansas: ARMA International.

Llansó Sanjuan, J. (2009). El proceso de normalización en el AENOR/CTN50/SC1: Gestión de documentos y aplicaciones. *Arch-E. Revista Andaluza de Archivos*, (1).

Macintosh, S., & Real, L. (2007). DIRKS: Putting ISO 15489 to Work. *The Information Management Journal*, 50-56.

Moro Cabero, M. (2011). Certificación de calidad en los archivos. Análisis y prospectiva. *Revista Española de Documentación Científica*, 34(3), 447-460. <https://doi.org/10.3989/redc.2011.3.815>

National Archives of Australia. (2001). Dirks Step a - Preliminary, (September).

Núñez Fernández, E. (2007). *Archivos y normas ISO*. Gijón: Ediciones Trea.

Oliver, G. (2007). Implementing international standards: first, know your organisation. *Records Management Journal*, 17(2), 82-93. <https://doi.org/10.1108/09565690710757887>

Swan, K., Adrian Cunningham, Robertson, A., & Cunningham, A. (2002). Establishing a high standard for electronic records management within the Australian public sector. *Records Management Journal*, 12(3), 79-86. <https://doi.org/10.1108/09565690210454761>

Software

Records Management Systems.

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