

Electronic records management

Academic Year: (2018 / 2019)

Review date: 19-06-2018

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: CRUZ MUNDET, JOSE RAMON

Type: Compulsory ECTS Credits : 6.0

Year : 3 Semester : 1

OBJECTIVES

1. Know and manage the authorities and the relevant sources of information on the subject
2. Know and apply the fundamental principles and techniques for the electronic records management
3. Know, analyze and understand electronic records management models
4. Acquire the ability to design and manage electronic records management systems

DESCRIPTION OF CONTENTS: PROGRAMME

1. Concepts and definitions
2. Archival functions
3. Electronic Records Management
4. Electronic Records Management Software

LEARNING ACTIVITIES AND METHODOLOGY

The course will be divided into theoretical and practical classes in equal parts. The first will consist in the presentation of the topics by the teacher, and the second in the resolution of case studies.

ASSESSMENT SYSTEM

The assessment will consist of a continuous evaluation process, which will involve: the practical cases, the tests of the lessons and a coursework.

% end-of-term-examination:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

BASIC BIBLIOGRAPHY

- Cruz Mundet, José Ramón La gestión de documentos en las organizaciones, Pirámide, 2006
- Cruz Mundet, José Ramón Archivística. Gestión de documentos y administración de archivos, Alianza, 2017
- Cruz Mundet, José Ramón; Díez Carrera, Carmen Los costes de la preservación digital permanente, Trea, 2015
- Cruz Mundet, José Ramón; Díez Carrera, Carmen Los costes de la preservación digital permanente, Trea, 2015
- Eisneberg, J; Sproull, R.F. (Eds.) Building an Electronic Records Archive, The National Academies Press, 2005

ADDITIONAL BIBLIOGRAPHY

- Available during the course xx, xx.