

Academic Year: ( 2019 / 2020 )

Review date: 29-04-2020

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: PERIANES RODRIGUEZ, ANTONIO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 0

**REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)**

- Archival Science (210-15855).
- Records Management (210-15865).

**RELATED COURSES**

- Archives and Records Management in the Digital Environment (335-17296).

**OBJECTIVES****BASIC SKILLS**

CB8 Integrate knowledge and face the complexity of making judgements from information that, incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgements.

CB9 Communicate their conclusions and the latest knowledge and reasons that support them to specialised and non-specialised audiences in a clear and unambiguous way.

**SPECIFIC COMPETENCES**

CE1 To know and analyse the current state and future perspectives of technological progress and its application in archives.

CE5 Examine the main security problems of networked information as well as the knowledge of existing protection systems in this digital environment.

**LEARNING OUTCOMES**

This subject focuses on training students in the various technical and legal aspects of the resources that determine the tools to support information tasks and documentaries. A crucial aspect of training is that students acquire the skills necessary for the implementation of digital document management projects (EDRMS). To this end, the student will be given the necessary skills to plan, analyse and manage the implementation of an appropriate solution to typical scenarios within the framework of digital continuity and access to information in networks. It will be trained in basic skills to evaluate different technological alternatives for the creation of EDRMS ensuring their access by users and authorised institutions.

The student after passing the subject must:

- Know and understand the objectives of information security and the threats and vulnerabilities of information systems.
- Know and understand the problems of authentication and integrity of the digital documents and the tools to guarantee them.
- Know and apply the legal regime of administrative transparency and public information.
- Understand and apply the legal regime of information and documentation in public organisations.
- Select tools for the implementation of efficient and efficient document and file management systems.
- Analyse the most relevant technological resources in the treatment of digital information.
- Apply methods, techniques and tools in the implementation, development and exploitation of digital information systems and services.

**RESULTS OF LEARNING OF THE SUBJECT**

- Know the diversity of technologies for the management of documents and records.

- Select and evaluate the appropriate technologies for the implementation of management systems and preservation of digital objects.
- Identify the technological requirements for the creation, use, recovery and storage of digital documents.
- Apply methods and tools agile, effective, and measurable methods and tools in the management of documents and records.

## DESCRIPTION OF CONTENTS: PROGRAMME

### THEORY

- Technical basis of management systems.
- Introduction to an open source software for managing and organising digital documents and records.
- Document management with the programme chosen.
- Managing the life cycle of digital documents.

### ASSIGNMENTS

- Definition of a document management scenario.
- Documents and records management using a document management software.

## LEARNING ACTIVITIES AND METHODOLOGY

### TRAINING ACTIVITIES OF THE STUDY PLAN RELATED TO SUBJECTS

- AF1 Individual work for the study of theoretical and practical materials.
- AF2 Individual work for problem solving and case studies.
- AF3 Theoretical-practical classes.
- AF4 Tutorship.
- AF5 Group work.
- AF6 Active participation in fora of the course.
- AF7 Perform self-assessment tests for content review.

### TEACHING METHODOLOGY

- MD1 Oral presentations describing the main concepts of the subject.
- MD2 Critical reading of texts recommended (articles, reports, manuals and / or academic papers).
- MD3 Resolution of practical cases and problems.
- MD4 Class discussions of topics related to the subject and the case studies.
- MD5 Preparation of reports.
- MD6 Reading of theoretical and practical teaching materials.

### TUTORSHIP

The schedules of the tutorship are available at Aula Global. In addition to these officially tutorship, students may request and arrange additional tutorship with the teacher.

## ASSESSMENT SYSTEM

### EVALUATION SYSTEM

Assignment 1	20%
Assignment 2	30%
Final exam (*)	50%

(\*) The final exam will be held in face-to-face mode at the Carlos III University of Madrid, and must be passed to pass the subject.

### EXTRAORDINARY CALL

In this subject, in the absence of specific university regulations for postgraduate studies, if the student has not followed the continuous assessment, he will be entitled to a test that will allow him to obtain 60% of the final maximum qualification in the exam Ordinary In the extraordinary, the exam will allow you to get up to 75% of the final maximum score.

<b>% end-of-term-examination:</b>	50
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	50

#### BASIC BIBLIOGRAPHY

- García-Morales E Gestión de documentos en la e-administración, Barcelona: UOC, 2013
- Johnston GP, Bowen DV The benefits of electronic records management systems: A general review of published and some unpublished cases, Records Management Journal, 15 (3), p. 131-140. doi:10.1108/09565690510632319, 2015
- Llansó Sanjuán J Gestión de documentos electrónicos. La importancia de los sistemas de gestión de documentos. Nociones generales, Las Palmas de Gran Canaria: Anroart Ediciones, 2009
- Smith K Planning and implementing electronic records management: A practical guide, London: Facet Publishing, 2007