

Academic Year: ( 2020 / 2021 )

Review date: 21-01-2021

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: JUAREZ VALERO, EDUARDO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 0

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

None

**OBJECTIVES****BASIC COMPETENCIES OF THE SUBJECT**

CB6 - Students should know how to apply the acquired knowledge and their ability to solve problems in new or little-known environments within broader (or multidisciplinary) contexts related to their area of study.

CB9 - Students should know how to communicate their conclusions and the knowledge and ultimate reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way.

CB10 - Students have the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous.

**GENERAL COMPETENCES OF THE SUBJECT**

CG4 - To carry out advisory and technological consulting tasks for the implementation of basic services for the creation, treatment, storage, dissemination and conservation of information in digital format.

CG5 - To recognize the growing importance of teamwork in the world of work and demonstrate the ability to adapt and integrate in different work environments, maintaining fluid relationships and communications.

CG6 - To accept the need for constant self-learning and continuous training as instruments that facilitate adaptation to technological and organizational innovations.

CG7 - To Acquire a global and coordinated vision of the processes and services provided in libraries and archives and the impact that quality control has on the satisfaction of users.

CG8 - To Value rigorous and well-done work when planning, organizing, organizing and developing one's own activities, demonstrating initiative, creativity and a sense of responsibility, maintaining interest during the process and feeling personal satisfaction with the results obtained.

CG9 - To Integrate knowledge, formulate judgments and communicate their conclusions, as well as the knowledge and ultimate reasons that support them, to specialized and non-specialized audiences in a clear and unambiguous way.

CG11 - To get the ability to interpret, apply and innovate in context methodologies, technologies, policies and new methods of analysis, treatment and information retrieval.

**SPECIFIC COMPETENCES**

CE3 - To use the essential techniques of digitalization of documents and production of digital collections, as well as the preservation of digital objects obtained

**RESULTS OF THE LEARNING OF THE SUBJECT**

The student will learn about:

- The value of standards and their usefulness.
- The principles governing the development of standards.
- The regulatory framework and the role of entities such as ISO and AENOR in the definition of standards.
- The main norms dedicated to the management of documents and archives, and their grouping and typology.
- The design, organization, management of document management systems, including the selection and deployment of technical solutions.
- The technical and functional characteristics that must be satisfied by computer systems for document management.
- The rules that establish the characteristics that a document management system must fulfill in order

to guarantee the preservation of the assets of the organization and the continuity of the business.

- Best practices, methodologies and guides to evaluate the operation of document management systems and to anticipate risks that compromise their availability, continuity and efficiency.

The student will be able to understand the value of international standards, and their application in the field of document management.

## RESULTS OF LEARNING OF THE SUBJECT

The student, after passing the subject, must:

- Select and evaluate the most appropriate standards for the implementation of electronic document management systems.

- Apply the standards in the design, implementation and operation of a document management system.

- Interpret the rules and apply them in the specific context of different organizations.

- Be able to audit the implementation of standards in a document management system.

This subject has a strong link with subjects that have addressed mainly the subjects: Archival; Technical management of archival documents and automated systems in information units.

## DESCRIPTION OF CONTENTS: PROGRAMME

Subjects common to the subjects:

- Management of digital documents and data, its organization, preservation and social disclosure
- Standardization of documentary and information services.

Subjects specific to each subject:

Subject 5: Document management systems. Technical standards.

Theory

- The standardization process and standardization bodies in document management
- Document management systems in the context of management systems: ISO 3030X standards.
- Standards for the selection and deployment of IT solutions.
- Standards for the integrity and preservation of documents.
- Standards for digital continuity.
- Risk management and document management.

Practice:

- Analysis and discussion on the text of the rules.

Note: The title of the rules has been shortened in some cases.

Didactic unit 1. Rules for document management.

- UNE-ISO 15489-1: 2016. Document management. Part 1: General.

- UNE-ISO / TR 26122: 2008 IN. Analysis of work processes for document management.

Didactic unit 2. Document management systems in the context of management systems: ISO 3030X.

- UNE-ISO 30300: 2011. Management systems for documents. Foundations and vocabulary.

- UNE-ISO 30301: 2019. Management systems for documents. Requirements and

- UNE-ISO 30302: 2015. Information and documentation. Management systems for documents. Implementation guide.

Didactic unit 3. Rules for the selection and deployment of computer solutions.

- ISO / TR 22957: 2018. Analysis, selection and implementation of electronic document management systems (EDMS)

- UNE-ISO 16175-1: 2012. Principles and functional requirements for documents in electronic office environments.

Part 1: General and declaration of principles.

- UNE-ISO 16175-2: 2012. Principles and functional requirements for documents in electronic office environments.

Part 2: Guidelines and functional requirements for systems that manage electronic documents.

Didactic unit 4. Standards for the integrity and preservation of documents.

- UNE-ISO 23081-1: 2018. Metadata for document management. Part 1: Principles.

- UNE-ISO 23081-2: 2011. Metadata for document management. Part 2: Implementation and conceptual elements.

- UNE-ISO / TR 23081-3: 2012 IN. Metadata for document management. Part 3: Self-evaluation method.

- UNE-ISO / TR 13028: 2011 IN. Guidelines for the implementation of document scanning.

Didactic unit 5. Standards for digital continuity.

- UNE-ISO 19005-1: 2008. Electronic document file format for long-term preservation. Part 1: Use of PDF 1.4 (PDF / A-1).

- UNE-ISO / TR 15801: 2019 IN. Electronic image. Electronically stored information. Recommendations on veracity and reliability.

- UNE-ISO / TR 17068: 2020. Trusted third party repository for electronic documents.

- UNE-ISO 14641-1: 2015. Electronic file. Part 1: Specifications for the design and operation of an

information system for the preservation of digital information.  
 Didactic unit 6. Risk management and Document management.  
 - UNE-EN ISO 22301: 2015. Protection and security of citizens. Business Continuity Management System. Specifications. (ISO 22301: 2012).  
 - UNE-ISO 31000: 2018. Risk management. Principles and guidelines ..  
 - UNE-ISO / TR 18128: 2014 IN. Risk assessment in document management processes and systems.

## LEARNING ACTIVITIES AND METHODOLOGY

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

AF1 Individual work for the study of theoretical and practical materials developed and contributed by the teacher  
 AF2 Individual work for problem solving and case studies  
 AF3 Theoretical-practical classes  
 AF4 Tutorials  
 AF5 Group work  
 AF6 Active participation in forums enabled by the teacher in the virtual educational platform  
 AF7 Perform self-assessment test for content review

### Code

Activity Nº Total hours Nº Hours Presencial% Presencialidad Student

AF1 240 0 0

AF2 180 0 0

AF3 24 24 100%

AF4 20 0 0

AF5 240 0 0

AF6 8 0 0

AF7 8 0 0

TOTAL MATERIAL 720 24 3.3

TOTAL SUBJECT 90 3 3.3%

### TRAINING ACTIVITIES IN THE SUBJECT

The following training activities will be developed, which will be the basis of the evaluation:

- AF1 - Individual work for the study of theoretical and practical materials provided by the teacher
- AF2 Individual work for problem solving and case studies
- AF6 Active participation in forums enabled by the teacher in the virtual educational platform
- AF4 Tutorials
- AF7 Perform self-assessment test to review contents.

It is highlighted that:

- The contents that will be published in Aula Global for each didactic unit.
- Attendance or viewing of the sessions established for the subject. Three face-to-face sessions are established.
- Mandatory readings proposed for each didactic unit.
- Recommended bibliography.

### TEACHING METHODOLOGIES

MD1 Presentations in the teacher's class with support of computer and audiovisual media, in which the main concepts of the subject are developed and the bibliography is provided to complement the students' learning.

MD2 Critical reading of texts recommended by the teacher of the subject:

Press articles, reports, manuals and / or academic articles, either for later discussion in class, or to expand and consolidate the knowledge of the subject.

MD3 Resolution of practical cases, problems, etc., raised by the teacher individually or in a group

MD4 Exposition and discussion in class, under the moderation of the professor of subjects related to the content of the subject, as well as of practical cases

MD5 Preparation of individual and group work and reports

MD6 Reading of theoretical and practical teaching materials

The methodology in the subject is based on these actions:

- MD1 - Presentations of the teacher with support of computer and audiovisual media, in which the main concepts of the subject are developed and the bibliography is provided to complement the learning of the students.
- MD2 - Critical reading of texts recommended by the teacher of the subject.
- MD3 - Resolution of practical cases, problems, etc., raised by the teacher in an individual way.

- MD5 - Elaboration of works and reports individually or in group.
- MD6 - Reading of theoretical and practical teaching materials.

It is highlighted that:

- The communication will be managed through Global Classroom.
- Students can attend the face-to-face sessions.
- In the forum of notices or the forum of the subject of Classroom Global, will be communicated to the students those questions that affect to all enrolled in the subject. The students can make the general contributions in the forum of the subject or for questions that affect to some didactic unit, in the forums enabled for this purpose.
- Aula Global will be used exclusively to publish the materials and activities that the students must develop in the terms that are established.

#### TUTORIAL SCHEME.

- All questions that the students send by e-mail or through the forums (when the answer is of interest to the rest of the students) will be answered. It will try to respond in the shortest possible time, never later than 48 hours on school days. The response time may be higher when the questions are addressed during non-school days: weekends, public holidays or holidays.
- Physical tutorials can be organized, by appointment, on the days of the classroom sessions on the campus that the session is held (students

### ASSESSMENT SYSTEM

#### EVALUATION SYSTEMS:

- SE1 Participation in class and forums in virtual educational platform
- SE2 Individual or group work done during the course
- SE3 Carrying out evaluable and scoring questionnaires
- SE4 Exam or Final Work \*
- SE5 Presentation, content and public defense of TFM

(\*) 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.

System of

Evaluation Minimum Weighting (%) Maximum Weighting (%)

SE1	5	5
SE2	30	30
SE3	15	15
SE4	50	50

That final grade is distributed:

- SE1 Participation in class and forums in virtual educational platform. It assumes 5% of the evaluation.
- SE2 Individual or group work carried out during the course, consisting of the preparation of summaries and analysis of one of the mandatory readings proposed for each theoretical unit. They represent 30% of the evaluation.
- SE3 Completion of individual evaluable and scoring questionnaires, (test type), for each of the didactic units. These tests will review students' level of knowledge regarding the theoretical content of the subjects. They represent 15% of the evaluation.
- SE4 Individual final work and examination, for the realization of which will propose different topics related to the syllabus of the subject. The student can propose alternative topics. They account for 50% of the evaluation (30% work and 20% exam).

In this subject, if the student has not followed the continuous evaluation, he will be entitled to a test that will allow him to obtain 60% of the final maximum grade in the regular exam. In the extraordinary, the exam will allow you to get up to 75% of the final maximum score.

Once the deadline for deliveries of the different tasks has been completed, individual students will be able to see their grades in the Global Classroom. The communication times of these qualifications will never exceed 15 days from the end of the year.

On the schedule is a week of recoveries. The activities that can be recovered are those not delivered during the academic period of the subject or suspended.

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

#### BASIC BIBLIOGRAPHY

- AENOR Gestión de documentos en un entorno digital, Madrid: AENOR. CD-ROM. ISBN: 978-84-8143-789-8, 2012
- Cruz Mundet, J.R. La gestión de documentos en las organizaciones, Madrid: Pirámide, 2006
- Franks, Patricia C. Records and Information Management, ALA Neal-Schuman, 2013
- Gatell Sánchez, C., Pardo Álvarez, J.M. Auditoría de un sistema integrado de gestión, Madrid: AENOR, 2014
- Jones, V.; Barber, D. Emergency Management for Records and Information Programs (2nd ed.), ARMA International, 2006