Archives and records management in the digital environment

Academic Year: (2022 / 2023) **Review date: 10-06-2021**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: JUAREZ VALERO, EDUARDO

Type: Electives ECTS Credits : 6.0

Year : 1 Semester : 0

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Archival Science

OBJECTIVES

1. Understanding essentials in production, management and exploitation of information and documentation in organizations and digital storage.

2. Identification of challenges derived from paper generated records vs. digital and the requirements of both integrations.

3. Ensure students to face the main problems of records management in organizations.

4. Development of strategies of standardization management processes and documentation to ensure operating efficiency and organizational effectiveness .

5. Understanding key aspects of description techniques and international
ational rules.

6. Understanding and application of standards and rules applied to electronic records description.

7. Development of skills to allow students to manage correctly all the records created in an organization, essentially in the digital realm.

DESCRIPTION OF CONTENTS: PROGRAMME

UNIT 1: RECORDS MANAGEMENT IN THE STRUCTURE OF ORGANIZATIONS: PRINCIPLES AND METHODS

1. Basics of Archival Science and Records Management.
2. Components and processes of a Record Management System. Theory of Vital Cycle.
3. Capture and registry of records. Processes of creation and use of archival records.
4. Half active records. Identification, classification, order. Appraisal and disposal.
5. Archival description: concept, evolution and terminology.
6. Archival Description Rules: ISAD (G), ISAAR (CPF), ISDF, ISDIAH.

UNIT 2: DESIGN AND PRODUCTION OF E-RECORDS AND E-ARCHIVES

5. Models of Record Management Sytems. Introduction to E-Records management
6. Components and processes of a Electronic Record Management System.
7. Capture and registry
8. Description and classification
9. Appraisal and disposal

UNIT 3: DESCRIPTION AND DIFFUSION OF E-RECORDS
10. Description rules: EAD and EAC. Context, origin, development.
11. Other models of electronic records description metadata.
12. Planning description in the electronic archive: storage plattforms and repositories.
13. Information diffusion: internal/external, marketing and communication. Applications.

LEARNING ACTIVITIES AND METHODOLOGY

Explanations by the professor in the classroom in which the main concepts and subjects will be developed. Special bibliography to complement items will be also provided.
Critical readings of recommended texts to discuss in the classroom and enforce knowledge.
Resolution of practical cases (single or in small groups)
Daily intervention in the digital forum of the subject.
Special works or reports (single or in group)

The estimated number of working hours for 6 ECTS is about 180.

ASSESSMENT SYSTEM

EVALUATION SYSTEM

Tests and assignments 50%
Final exam (*) 50%

(*) The final exam will be held 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.
% end-of-term-examination: 50
% of continuous assessment (assigments, laboratory, practicals¿): 50

% end-of-term-examination: 50

% of continuous assessment (assigments, laboratory, practicals…): 50

BASIC BIBLIOGRAPHY

- null Information and library services, archive services and records management [Recurso electrónico], Lifelong Learning UK (LLUK) , 2008
- Alberch, Ramón. Manual d'arxivística i gestió documental, Associació de Arxivers de Catalunya, 2009
- Bailey, Steve Managing the Crowd : Rethinking Records Management for the Web 2.0 World , Facet, 2008

BASIC ELECTRONIC RESOURCES

- NARA . Electronic Records Management Initiative (ERM) : http://www.archives.gov/records-mgmt/initiatives/erm-overview.html
- NARA . Electronic Records Management Resource Guide : http://www.archives.gov/records-mgmt/publications/erm-resource-guide.pdf