Production of documents

Academic Year: (2022 / 2023)   **Review date: 06-05-2022**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: MARZAL GARCIA-QUISMONDO, MIGUEL ANGEL

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 0

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Archival Science
Records Management
Business Archives

OBJECTIVES

BASIC SKILLS
CB8 Students be able to integrate knowledge and face the complexity of making judgments from information that, incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments
CB9 Students know how to communicate their conclusions and the knowledge and latest reasons that support them to specialized and non-specialized audiences

GENERAL COMPETENCES
CG2 Identify lines of technological innovation in libraries and archives and documentation centers, and undertake possible projects for their development.
CG6 Accept the need for constant self-learning and continuous training as instruments that facilitate adaptation to technological and organizational innovations.
CG8 To value the rigorous and well-done work, in planning, organizing and developing one's own activities, demonstrating initiative, creativity and sense of responsibility, maintaining interest throughout the process, and feeling personal satisfaction with the results achieved.
CG9 Integrate knowledge, make judgments and communicate their conclusions, as well as the latest knowledge and reasons that support them, to specialized and non-specialized audiences in a clear and unambiguous way.

SPECIFIC COMPETENCES
CE1 Know and analyze the current state and future perspectives of technological progress and its application in libraries and archives
CE4 Manage the main digital text marking technologies necessary for storage and dissemination in computerized environments.
CE6 Use metadata vocabularies and other models of semantic schemes for the treatment of digital documents
CE9 Acquire the necessary knowledge to be able to elaborate the Master's Work, academic works, reports, memories or similar documents, from the formal point of view as well as from the content perspective

RESULTS OF THE LEARNING OF THE MATERIA
The student will acquire extensive knowledge about the procedures, means and typologies in which the documents of an administrative nature are currently produced in their different production contexts, the modalities and legal aspects of the reuse of information and the methods and languages ¿¿for their XML markup.

The student, after passing the subject, must:

- Understand the fundamentals of the production, management and exploitation of information and documentation in public and private organizations in all
Storage media, especially digital ones.
- Know the diversity of technologies dedicated to the management of documents and archives
- Select and evaluate the appropriate technologies for the implementation of electronic document management systems

- Know the legal and ethical principles and legislation that supports the reuse of information
- Know the main initiatives and projects in the field of re-use of information in the public sector at different administrative and geographical levels
- To be able to propose a project to reuse information and documents
- Know how to apply standards and tools that support the standardization and interoperability of data and documents

RESULTS OF LEARNING OF THE MATERIA

The student, after passing the subject, must attend to the achievement of competences, skills and abilities:

1. Competences of the materia

- Know the functions and relations of the producers and agents of documents of archives in the organizations
- Understand the processes for the optimization and rationalization of the genesis of file documentation for better storage on all media, greater efficiency in procedures, efficient reuse in digital environments
- Identify the technological requirements necessary for a necessary typification, by attributes and properties, of documentary types during its genesis for effective digital identification and application
- Know and understand the methods for the definition and design of models for the identification of elements according to the typologies of archival documents
- Know and understand well the definition of models and metadata schemes for archival documents, as a basis for the genesis and management of electronic archives, as well as the emerging schemes
- Know to effectively design classification systems ordering archival documentation in digital environments through an expert knowledge of the rules of description of archival documents in technological environments
- Know the fundamentals and strategic policies regarding the interoperability and security in the digital documentation of archives
- Know the criteria to select and evaluate the appropriate technologies for a more efficient application of the models of identification towards the electronic management

2. Skills and abilities of the materia

- To be able to know and to analyze with solvency the genesis of the information and documentation of archives to acquire the proactive capacity in the design of methods in the processes of management in the organizations
- To be able to analyze the functions of producers and agents in organizations, to infer models of a rationalization in the structuring of archival information, with the capacity to design a system of identification of appropriate elements in the digital management of organizations.
- To be able to formalize document types of files in technological environments for streamlining processes.
- To be able to apply methods and to design models of identification of document types of files in a digital system using schemes.
- To be able to use in an expert way the rules of description of archival documents in technological environments, based on an expert knowledge of the principles, benefits and utilities of classification and ordering systems of archival documents.
- To be able to adapt the principles of the National Interoperability and Security Schemes to the practice of archives and documentary genesis in the professional action organizations of their own.

DESCRIPTION OF CONTENTS: PROGRAMME
Subjects common:

- Analysis and design of processes, elements, techniques and controls necessary for the management, reuse and dissemination of open data, documents and digital evidence.

Subjects specific to each subject:

Production of documents
Theory

1. Production of records in different types of organizations.
2. Formalizing document types and metadata in the electronic environment.
3. Identification of record types.
4. Classification systems and management at the stage of formation documents. Tools
5. Description and representation of normalized production context. EAC-CPF and ISAAR (CPF). Tools for

diffusion
6. National Interoperability and Security.

Practice
1. Identification document types based on practical cases.
2. Standardized description of context on practical cases.
3. Designing models of record types.
4. Metadata.

LEARNING ACTIVITIES AND METHODOLOGY

LEARNING ACTIVITIES

AF1Individual work for the study of developed and provided by Professor theoretical and practical materials.
AF2 Individual work for problem solving and case studies.
AF3 Theoretical and practical classes.
AF4Tutoring .
AF5Workgroups.
AF6Active participation in forums enabled by the teacher in the virtual learning platform.
AF7 Making self-assessment test for review of content.

Activity code	Nº Total hours	Nº Attendance hours	% Student presence
AF1	90 (30)	0	0
AF2	66 (21)	0	0
AF3	9 (3)	9 (3)	100 (100)
AF4	7 (2)	0	0
AF5	90 (30)	0	0
AF6	4 (2)	0	0
AF7	4 (2)	0	0
TOTAL MATERIA	270 (90)	9 (3)	3,3 (3,3)

TEACHING METHODOLOGY

MD1 Exhibitions in class with teacher support and audiovisual media, in which the main concepts of the subject are developed and the literature is provided to supplement student learning .
MD2 Critical reading recommended by the subject teacher texts: Newspaper articles , reports , manuals, and / or scholarly articles , either for subsequent class discussion , either to expand and consolidate knowledge .
MD3 Solving practical cases , problems, etc. . posed by the teacher individually or in groups.
MD4 Presentation in the virtual forum for the course issues related to the content of the material, as well as case studies.
MD5 Preparation of papers and reports individually or in groups.
MD6 Reading of knowledge and developed and provided by the teacher in the virtual learning platform learning materials .

TUTORIALS

The schedules of the tutorials, adjusted to the provisions of the University, may be consulted in Aula Global. They will include two sections, one presential and the
other online. In addition to these officially fixed tutorials for the materia, the students can request and arrange with the teacher tutorials online or offline outside
those schedules

ASSESSMENT SYSTEM
SE1 Participation in class and forums in virtual educational platform
SE2 Individual or group work done during the course
SE3 Realization of evaluable and scoring readings
SE4 Final exam *
SE5 Presentation, content and public defense of TFM

* The final exam or work will be done in person, at the Carlos III university, and must pass it in order to be able to approve the corresponding materia.

System of Evaluation	Minimum Weighting (%)	Maximum Weighting (%)
SE1 Debate for Unity	5	5

Didactics
SE2
- Production Practice
And typing
- Practice of
Description and tools
- Labeling practice,

Dissemination and planning	30	30
SE3 - Three reading analysis Scientific and normative	15	15
SE4 Final Exam	50	50
Final Questionnaire	30	30
Formative Activity	20	20

The final grade is summative, but the final exam has to be surpassed to surpass the subject.

In this subject, in the absence of specific regulations of the University for postgraduate studies, if the student has not followed the continuous evaluation will have the right to carry out a test that allows him to obtain 60% of the final maximum qualification in the ordinary convocation . In the extraordinary, the exam will allow you to get up to 75% of the final maximum score.

Percentage weight of final exam 50
Percentage weight of the rest of the evaluation 50

% end-of-term-examination: 50

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

BASIC BIBLIOGRAPHY

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- SECO CAMPOS, I. Tipología documental administrativa en el municipio contemporáneo, Los Archivos de la Administración Local. Cuadernos de Archivos y Bibliotecas de Castilla - La Mancha. ANABAD. Castilla - La Mancha. Toledo, 1994

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