Digital Continuity Management and Assessment

Academic Year: (2022 / 2023) **Review date: 01-07-2021**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: NAVARRO BONILLA, DIEGO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 0

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Archival Science

OBJECTIVES

The students must have the correct skills to apply solving problems methodology.
They must:
- Provide expert knowledge on planning and design of strategies focused on digital continuity management to assure the highest quality of services and resources in organizations.
- Identify technological innovation in libraries and archives
- Lead and manage archives, libraries and digital information services
- Apply the international rules to the strategies of digital continuity
- Interpretate and apply the legal frame and international standards in the strategies of digital continuity.
- Use the tools to apply assessments and digital continuity audits

DESCRIPTION OF CONTENTS: PROGRAMME

Module 1. Introduction. Basic concepts. Regulatory framework

1.1. Concepts. Managing Change for digital continuity.
1.2. International initiatives. UK, Australia and the United States.
1.3. Legal context in Spain. Digital continuity in the National Interoperability and Security National Esquena
1.4. International technical standards. ISO standards

Module 2. Identification and assessment of risks to digital continuity

2.1. Strategies. Development of contingency plans Model analysis. Protocol to the National Insurance Scheme. Methodology for risk analysis MAGERIT Information Systems
2.2. Digital information assets. Essential documents
2.3 Integration of digital continuity in the management of information. Incorporation of digital continuity strategy information technology.. Dimensions valuation: Availability. Integrity. Confidentiality. Authenticity.
2.4. Digital continuity risks. Impact analysis. Measuring impacts and risks to the organization

Module 3. Development of a digital program continuity. Tools. Analysis of case studies.

3.1. Technological solutions. Introduction to the main tools. Features
3.2. Open source applications for analyzing risks related to information security: DRAMBORA ("Digital Curation Centre" in the UK), PILAR (National Cryptologic Center)
3.3. Open source applications for analyzing risks related to digital preservation: DROID (National Archives UK) XENA (National Archives of Australia).
3.4. Development of an action of digital continuity plan. Analysis of case studies.

LEARNING ACTIVITIES AND METHODOLOGY

TRAINING ACTIVITIES

AF1 Individual work for the study of theoretical and practical materials.
AF2 practical cases.
AF3 Theoretical-practical classes

AF4 Tutorship.
AF5 Final work.
AF6 Active participation in fora of the course. TEACHING METHODS
MD1 Oral presentations describing the key concepts of the subject.
MD2 Critical reading of texts recommended.
MD3 Resolution of practical exercises individually or in a group.
MD4 Class discussions related to the content of the subject and/or practical cases.
MD5 Preparation of individual and group work and reports.
MD6 Reading of theoretical and practical teaching materials.

TUTORSHIP SCHEME

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

Tests and assignments 50%
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.
% 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

- Archivo Nacional de Australia Implementation of Digital Continuity in the Australian Government, National Australia Archives, 2016
- Archivo Nacional de Reino Unido. Understanding Digital Continuity., National Archives, 2011
- Archivo Nacional de Reino Unido. Risk Assessment Handbook., National Archives, 2011
- Archivo Nacional de Reino Unido. Managing Digital Continuity. , National Archives, 2011
- Carvalho, Andrea Vasconcelhos Auditoría de inteligencia , TREA, 2012
- Gobierno de Queensland (Australia). Queensland Government Digital Continuity Strategy, Queensland Government, 2013
- Library of Congress. The National Digital Information Infrastructure and Preservation Program. , LOC, 2010
- MacLean, Margaretand Davis, Ben H. (eds.) Time & bits; managing digital continuity, Getty, 1999
- National Association of Government Archives and Records Administrators (NAGARA). Digital Continuity Checklist., NAGARA, 2013.

BASIC ELECTRONIC RESOURCES

- Archivos de Carolina del Norte . File format guidelines for management and long-term retention of electronic records: https://archives.ncdcr.gov/documents/file-format-guidelines-management-and-long-term-retention-electronic-records