

Academic Year: (2022 / 2023)

Review date: 22-04-2022

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: CRUZ MUNDET, JOSE RAMON

Type: Compulsory ECTS Credits : 6.0

Year : 3 Semester : 1

OBJECTIVES

1. Know and manage the authorities and the relevant sources of information on the subject
2. Know and apply the fundamental principles and techniques for the electronic records management
3. Know, analyze and understand electronic records management models
4. Acquire the ability to design and manage electronic records management systems

DESCRIPTION OF CONTENTS: PROGRAMME

1. Principles, models and standards
 - 1.1 Fundamental principles and concepts
 - 1.2 Records management models
 - 1.3 ERM standards
2. Design of an electronic records management system
 - 2.1 Methodology
 - 2.2 Strategy
 - 2.3 ERM policy
3. Document management processes. Structure
 - 3.1 Phases and characteristics
 - 3.2 Administrative production and process management
4. Records management processes. Technical processes
 - 4.1 Capture and registration
 - 4.2 Functional classification
 - 4.3 Description and access
 - 4.4 Disposal. Elimination
 - 4.5 Transfer and conservation
5. Metadata for ERM
 - 5.1 The General Metadata Scheme
 - 5.2 Building an application schema
6. Instrumental procedures
 - 6.1 Electronic signature
 - 6.2 Records scanning protocol
 - 6.3 Authentic copying of records
 - 6.4 Representation and printing of electronic records
7. Evaluation of systems for the ERM. Requirements models
 - 7.1 The DOD 5015 model
 - 7.2 The Moreq2010 model
 - 7.3 The ISO Model 16175

LEARNING ACTIVITIES AND METHODOLOGY

The course will be divided into theoretical and practical classes in equal parts. The first will consist in the presentation of the topics by the teacher, and the second in the resolution of case studies.

ASSESSMENT SYSTEM

The assessment will consist of a continuous evaluation process, which will involve: the practical cases, the tests of the lessons and a coursework.

% end-of-term-examination:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

BASIC BIBLIOGRAPHY

- Bustos Pretel, Gerardo (coord) La gestión del documento electrónico, Wolters Kluwer, 2018
- Cruz Mundet, José Ramón La gestión de documentos en las organizaciones, Pirámide, 2006
- Cruz Mundet, José Ramón Archivística. Gestión de documentos y administración de archivos, Alianza, 2017
- Cruz Mundet, José Ramón Archivística. Gestión de documentos y administración de archivos, Alianza, 2019
- Cruz Mundet, José Ramón; Díez Carrera, Carmen Los costes de la preservación digital permanente, Trea, 2015
- Cruz Mundet, José Ramón; Díez Carrera, Carmen Los costes de la preservación digital permanente, Trea, 2015
- Eisneberg, J; Sproull, R.F. (Eds.) Building an Electronic Records Archive, The National Academies Press, 2005
- Owens, Trevor The Theory and Craft of Digital Preservation, John Hopkins University Press, 2019

ADDITIONAL BIBLIOGRAPHY

- Available during the course xx, xx.