uc3m | Universidad Carlos III de Madrid

Archives and records management in the digital environment

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Archival Science

OBJECTIVES

The essential objective of the course is to put the student in the context of document management in the digital environment. For this, in addition to the processes of knowing the specific regulations and the essentials of technical management of documents and archives, students will be presented with the possibility of facing risk situations and decision-making in complex moments of the administration and management of documentary funds in environments hybrid and purely digital. The deficient adaptation of management systems to a new virtual, electronic and, by extension, digital reality, entails the need, therefore, to know both environments and achieve maximum efficiency in whatever situation it is to, ultimately, comply with the essential objective of whatever the fund, will act as document managers.

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

% end-of-term-examination/test: 50

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

EVALUATION SYSTEMS:

SE1 Participation in class and forums on the virtual educational platform
SE2 Individual or group work carried out during the course
SE3 Completion of evaluable and scoring questionnaires
SE4 Exam or Final Project*
SE5 Presentation, content and public defense of the TFM

* The final exam will be carried out face-to-face at the Carlos III University of Madrid, and must be passed to pass the course.

System of
evaluation Minimum Weighting (%) Maximum Weighting (%)
SE1 5 5
SE2 30 30
SE3 15 15
SE4 50 50

The final grade is distributed:
- SE1 Participation in class and forums on the virtual educational platform. It represents 5% of the evaluation.
- SE2 Practical assumptions during the course, consisting of decision-making in complex document management situations in hybrid environments. They represent 30% of the evaluation.
- SE3 Completion of individual evaluable and scoring questionnaires (multiple test). These tests will review the level of knowledge of the students in relation to the theoretical contents of the questioned topics. They represent 15% of the evaluation.
- SE4 Individual final work and exam, for which different objectives of analysis, diagnosis and proposal for improvement of SGDA's will be proposed. The student can propose alternative topics. They represent 50% of the evaluation (30% the work and 20% the exam).

In this subject, if the student has not followed the continuous evaluation, they will have the right to take an exam that allows them to obtain 60% of the maximum final grade in the ordinary call. In the extraordinary, the exam will allow you to obtain up to 75% of the maximum final grade.

Once the term for the deliveries of the different tasks is over, the students individually will be able to see their grades in Aula Global. The communication times of these qualifications will never be greater than 15 days from the end of the exercise.
In the schedule there is a week of recoveries. The activities that can be recovered are those not delivered during the academic period of the subject or those that are failed.

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