Production of documents

Academic Year: (2023 / 2024)   **Review date: 21/05/2023 17:16:34**

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 : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Archival Science
Records Management
Business Archives

OBJECTIVES

The subject is oriented towards the student being capable and competent, according to the didactic units that have been programmed, to:
1. Understand the fundamentals of the production, management and exploitation of information and documentation in public and private organizations, knowing the functions and relations of the producers and agents of archival documents in the organizations, as well as the processes for the optimization and rationalization of the genesis of file documentation for its better organization and order by efficiency in the procedures and its efficient reuse.
2. To Know the diversity of technologies dedicated to the management of documents and files, with the ability to evaluate and select the appropriate technologies for the implementation of electronic document management systems.
3.To Know the technological requirements necessary for a necessary typification, by attributes and properties, of documentary types during their genesis, through the knowledge of methods for the identification of elements according to the types of archival documents.
4. To Know and understand well the definition of metadata models and schemas for records in the genesis and management of electronic records.
5. To Know the classification systems, ordering of archival documentation and description standards for expert use in digital environments.
6. To Know, understand and be able to manage the challenges, potentialities and instruments that are being projected for better production processing from the edition of virtual content (Mixed Realities), its labeling (massive data and Artificial Intelligence techniques). , and also for its storage, dissemination and communication (data managers).
7. To Know the legal and ethical principles, as well as the legislation that supports the reuse of information, the main initiatives and projects on the reuse of information. You must be proactive in testing a project for the reuse of information and documents, through the application of standards and tools that help standardize and interoperate data and documents.
8. To Know the fundamentals and strategic policies regarding interoperability and security in digital file documentation

DESCRIPTION OF CONTENTS: PROGRAMME

Common topics of the subjects:

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

Subject-specific topics:
It recognizes two planes:

Theory:

Documentary genesis in organizations: production and producers of archival documents.
Analysis models for the identification of documentary types.
Formalization of documentary types and their metadata.
Classification and management systems during documentary genesis.
Formal and characteristic description for standardized representation in documentary production.
New contexts for document production: content representation and dissemination.
National interoperability and security schemes.

Practice:
Identification of documentary types based on practical assumptions.
Standard description of context on practical assumptions.
Design of models of documentary types.
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

% end-of-term-examination/test: 30

% of continuous assessment (assigments, laboratory, practicals…): 70

SE1 Participation in class and forums in virtual educational platform
SE2 Individual or group work done during the course

% end-of-term-examination/test: 30

% of continuous assessment (assigments, laboratory, practicals…):   70

SE3 Realization of evaluable and scoring readings
SE4 Final exam

evaluation systems

Denomination	Established
SE1	5
SE2	50
SE3	15
SE4	30

BASIC BIBLIOGRAPHY

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- COMUNIDAD DE MADRID. Consejería de Cultura y Deportes Compilación de manuales de tipología documental de los municipios, Madrid: CAM, 2005

- DELMAS, Bruno Manifeste pour une diplomatique contemporaine: Des Documents Institutionnels à l¿information organisée, Gazette des Archives, 1995

- DURANTI, Luciana Diplomatics: new uses for an old science, Lanham, Maryland, and London, 1998

- EUROPEAN COMMISSION Document management in the European Commission: collected decissions and implementing rules, Bruselas: Publication Office of the European Union, 2010

- HERNÁNDEZ-PÉREZ, Antonio, DAVID RODRÍGUEZ-MATEOS, BONIFACIO MARTÍN-GALÁN, MARÍA ANTONIA GARCÍA-MORENO El uso de metadatos en la administración electrónica española: los retos de la interoperabilidad, Revista española de Documentación Científica, Vol 32, No 4 , 2009

- LLANSO SANJUAN, Joaquín y otros Buenas prácticas en gestión de documentos y archivos. Manual de normas y procedimientos archivísticos de la Universidad pública de Navarra, Pamplona, Universidad Pública de Navarra, 2006

- MARCOS-MARTÍN, CARLOS; SORIANO-MALDONADO, SALVADOR-LUIS Reutilización de la información del sector público y open data en el contexto español y europeo. Proyecto Aporta, El profesional de la información, mayo-junio, v. 20, 2011

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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

- SMITH, Kevin Public sector records management: a practical guide, ASHGATE, 2007