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Academic Year: ( 2024 / 2025 )

Review date: 17-05-2024

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Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: PERIANES RODRIGUEZ, ANTONIO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

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## REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

- Archival Science (210-15855).
- Records Management (210-15865).

## RELATED SUBJECTS

- Archives and Records Management in the Digital Environment (335-17296).

## OBJECTIVES

### BASIC SKILLS

- Management of files, records and digital documents in e-administration.
- Access, openness and transparency of public information.
- Standards on authenticity and validation of digital documents.
- Work with Electronic Discovery Reference Model (EDRM) programmes for organising and preserving digital documents.

### LEARNING OUTCOMES

This subject focuses on training students in several technical and legal aspects of the resources to determine the tools supporting information tasks. A crucial aspect of training is that students acquire the necessary skills for implementing EDRMs. To this end, the student will be given the necessary skills to plan, analyse and manage the implementation of solutions to common scenarios within the framework of digital continuity. Students will be trained in basic skills to evaluate technological alternatives for the creation of EDRMs ensuring the access to authorised users and institutions.

The student after passing the subject must:

- Know and understand the objectives of information security and the threats and vulnerabilities of information systems.
- Know and understand the problems of authentication and integrity of digital documents and the tools to guarantee them.
- Know and apply the regulations about transparency and openness of public information.
- Understand and apply the regulations related to the information management in public administration.
- Select tools for the implementation of effective and efficient EDRMs.
- Analyse the most relevant technological solutions in digital information management.
- Apply methods, techniques and tools for implementing, developing and exploiting digital information systems and services.

### OTHER OBJECTIVES

- Know the diversity of technologies for the management of documents and records.
- Select and evaluate the appropriate technologies for the implementation of EDRMs.
- Identify the technological requirements for the creation, use, recovery and storage of digital documents.

- Apply flexible, effective, and measurable methods and tools for managing digital records.

## DESCRIPTION OF CONTENTS: PROGRAMME

### THEORY

- Basis of management systems.
- Introduction to an open source software for managing and organising digital documents.
- Use of an open source software for managing and organising digital documents.
- From document management to record management using an open source software.

### ASSIGNMENTS

- Information retrieval in databases.
- Implementation of an EDRM system.

## LEARNING ACTIVITIES AND METHODOLOGY

\* THE TRAINING ACTIVITIES ACORDING TO THE STUDY PLANIFICATION WILL BE:

AF1 Individual work for the study of theoretical and practical materials developed and contributed by the teacher.

AF2 Individual work for problem solving and case studies.

AF3 Theoretical-practical classes.

AF4 Tutorials.

AF5 Group work.

AF6 Active participation in forums enabled by the teacher in the virtual educational platform.

AF7 Perform self-assessment test for content review.

AF8 Synchronous online debates and colloquiums

Type of activity Is it synchronous? Total hours Hours of synchronous interactivity No. In-person hours %  
In-person attendance Student

|            |       |      |    |   |
|------------|-------|------|----|---|
| AF1<br>0   | NO    | 24,7 | 0  | 0 |
| AF2<br>0   | NO    | 22   | 0  | 0 |
| AF3<br>100 | SI    | 3    | 3  | 3 |
| AF4<br>0   | SI    | 3    | 3  | 0 |
| AF5<br>0   | NO    | 30   | 0  | 0 |
| AF6<br>0   | NO    | 1,3  | 0  | 0 |
| AF7<br>0   | SI    | 3    | 3  | 0 |
| AF8<br>0   | SI    | 3    | 3  | 0 |
|            | Total | 90   | 12 | 3 |
| 3,33%      |       |      |    |   |

\* TEACHING METHODOLOGIES:

MD1 Presentations in the teacher's class with support of computer and audiovisual media, in which the

main concepts of the subject are developed and the bibliography is provided to complement the students' learning.

MD2 Critical reading of texts recommended by the teacher of the subject:

Press articles, reports, manuals and / or academic articles, either for later discussion in class, or to expand and consolidate the knowledge of the subject.

MD3 Resolution of practical cases, problems, etc. Raised by the teacher individually or in a group.

MD4 Exposition and discussion in class, under the moderation of the professor of subjects related to the content of the subject, as well as of practical cases.

MD5 Preparation of individual and group work and reports.

MD6 Reading of theoretical and practical teaching materials.

## TUTORIALS SCHEME

The schedules of the tutorials, adjusted to the disposition by the University, can be consulted in the space of the course in the platform (Aula Global). They will include at least two sections, one for face-to-face and the other for online tutorials. In addition to these official tutorials, students can request and arrange with the teacher online or on-site tutorials outside those times.

## ASSESSMENT SYSTEM

|   |    |
|---|----|
| <b>% end-of-term-examination:</b>   | 50 |
| <b>% of continuous assessment (assignments, laboratory, practicals...):</b> | 50 |

## GRADE

Assignment 1 --> 20%

Assignment 2 --> 30%

Final exam --> 50%

## EXTRAORDINARY CALL

In this subject, in absence of specific university regulations for postgraduate studies, if a student has not followed the continuous assessment she will be entitled to a test that will allow her to obtain up to 60% of the final maximum grade in the ordinary call. In the extraordinary call, the exam will allow her to get up to 75% of the final maximum grade.

## BASIC BIBLIOGRAPHY

- García-Morales E Gestión de documentos en la e-administración, Barcelona: UOC, 2013
- Johnston GP, Bowen DV The benefits of electronic records management systems: A general review of published and some unpublished cases, Records Management Journal, 15 (3), p. 131-140. doi:10.1108/09565690510632319, 2015
- Llansó Sanjuán J Gestión de documentos electrónicos. La importancia de los sistemas de gestión de documentos. Nociones generales, Las Palmas de Gran Canaria: Anroart Ediciones, 2009
- Smith K Planning and implementing electronic records management: A practical guide, London: Facet Publishing, 2007