

25701 - Archive Organisation and Management

Syllabus Information

Academic year: 2024/25

Subject: 25701 - Archive Organisation and Management

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 9.0

Year: 1

Semester: Second Four-month period

Subject type: Compulsory

Module:

1. General information

The subject, of compulsory nature and 9 credits, aims to enable the student to understand the context of archives in order to acquire the skills to manage information in any public or private organization, regardless of its activity and information support.

2. Learning results

In order to pass this subject, the students shall demonstrate they has acquired the following results:

- Identifies and applies the fundamental terminology, theoretical principles, methodologies and practical procedures of records management and archives administration.
- Identifies the structure and functions of organizations to determine their document production processes.
- Applies the technical processes of identification, valuation and selection of documents created by the organizations to determine the processes of transfer, conservation, access or elimination of documentary units.
- Applies the relevant legal regulations to access the documents and the information they contain.
- Evaluates the quality of an information management system.
- Identifies the professional challenges and opportunities presented by e-Government and electronic document management.

3. Syllabus

Block 1. Archiving and document management

Block 2. Files, documents and media

Block 3. Information management / Document processing

Block 4. Legal environment and technical regulations for archives

4. Academic activities

The learning process that has been designed for this subject is based on the following: classroom with computers to carry out activities and access for all students to the ADD with all the necessary materials: Program, bibliography, resources, scripts of theoretical classes, etc.

The program offered to the student to help him/her achieve the expected results includes the following activities: - Content development through lectures.

- Reading and study of manuals, guidelines and standards.
- Carrying out exercises on practical cases.
- Visits to archives.
- Preparation of academic papers.

5. Assessment system

FIRST CALL

Continuous assessment: It consists of the following tests:

1. *Questionnaire:* Questions on the theoretical and practical contents of the subject. It will have a duration of 1 hour. The value of the test is 50% of the final grade.
2. *Case study:* Analysis questions on the collection, organization, management and access actions to be carried out in a

documentary collection . It will last 2 hours. The value of the test is 50% of the final grade.

Overall assessment system

Same as the continuous evaluation of the first call.

SECOND CALL

Global assessment test: identical to that of the first call.

Assessment criteria for both tests: quality and relevance of the answers, analytical skills, adequacy to international standards and national legislation, accuracy in the use of terminology and clarity of exposition.

No test will be averaged if it has not obtained at least 30% of the test grade.

6. Sustainable Development Goals

4 - Quality Education

5 - Gender Equality

17 - Partnerships for the Goals