

**COURSE DATA****Data Subject**

<b>Code</b>	33842
<b>Name</b>	Archival Science II
<b>Cycle</b>	Grade
<b>ECTS Credits</b>	6.0
<b>Academic year</b>	2021 - 2022

**Study (s)**

<b>Degree</b>	<b>Center</b>	<b>Acad. year</b>	<b>Period</b>
1007 - Degree in Information and Documentation	Faculty of Geography and History	2	Second term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1007 - Degree in Information and Documentation	6 - Technical management of archival documents	Obligatory

**Coordination**

<b>Name</b>	<b>Department</b>
CAPILLA ALEDON, GEMA BELIA	361 - Medieval History, Historiography Sciences and Techniques

**SUMMARY**

ARCHIVE SCIENCE II takes part of the required subjects of Technical management of archival documents. It aims to train the students in the analysis of archival documents, the basics notions of documental management, techniques of document processing and standardized description. Subject's distribution in practical and theorist credits make a complementary character between theorist notions and the specific application.

Aims:

1. Know an apply the phases, the processes and the archival processing techniques.
2. Know the theoretical principles and the basic techniques of the documental assessment and the problem of use-access to the documentation.
3. Know experiences about the organization, description, assessment and access to the documentation. Basically, archival management.



4. Know the laws of and the basic rules about assessment, description, access and use.
5. Know the structure, performance and trends of the technology about archival and documental management.

## PREVIOUS KNOWLEDGE

### Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

### Other requirements

## OUTCOMES

### 1007 - Degree in Information and Documentation

- Capacity to write analytical reports and summaries with regard to management and organisation of information.
- Have skills for information management.
- Be able to work in a team and to integrate into multidisciplinary teams.
- Be able to apply critical reasoning to the analysis and assessment of alternatives.
- Be able to learn independently.
- Be able to undertake improvements and propose innovations.
- Have skills for managing collections and archive resources in any format, by establishing policies and participating in the process of selection, acquisition, description and dissemination of such collections, as well as in the processes of preservation, conservation and physical treatment of these materials.
- Know the national and international legal and administrative framework for information management, and apply the legal and regulatory provisions and procedures relating to the information and documentation activity.
- Be able to detect the patterns of production and consumption of information in different areas (scientific, professional, business, citizen) and recognise the sources and resources of information available to assist users in their search for information.
- Be able to identify, authenticate and evaluate information sources and resources.

## LEARNING OUTCOMES



1. The student will know the phases, the process and the techniques of the archival treatment.
2. The student will be capable to manage the sources of the archive, in any format, setting up the parameters of description and diffusion, as well as the process of preservation, conservation and the treatments of the materials.
3. The student will know the theorists' principles and basic techniques of documental assessment and the use-access documental problems.
4. The student will know experiences related to the planning, description, assessment and access to the documents, definitely about archival management.
5. The student will know the archival system, the decree and the technic rules about assessment, description, access and using.
6. The students will know the structure, the operation and the technological trends of document management and archives.

## DESCRIPTION OF CONTENTS

### 1. The document of the archive

- 1.1. Characteristics, values and life cycle.
- 1.2. Documentary groupings
- 1.3. Administrative record
- 1.4. Typology of documents and its treatment.
- 1.5. Special media and new media

### 2. Techniques of documentary treatment

- 2.1. Identification and organization of funds.
- 2.2. Organization: classification and order. Concepts and systems.
- 2.3. Installation and signature.
- 2.4. Transfers and extraordinary incomes.
- 2.5. Description.
- 2.6. Assessment, documentary selection and elimination.

### 3. Normalized multilevel description

- 3.1. Previous descriptive practices in ISAD(G)
- 3.2. International normalization process: ISAD(G) rule. General international standard of archival description.
- 3.3. Different description and media rules.
- 3.4. Normalization process of description in Spain.



#### 4. Documental management in the organism.

- 4.1. Archival systems
  - 4.1.1. The Files System.
  - 4.1.2. Filesystem of Central Administration.
  - 4.1.3. File typology in Spain.
  - 4.1.4. Filesystem in Valencian Community.
- 4.2. Documents management system (SGDA)
- 4.3. Right of access and privacy
  - 4.3.1. Then information held by the Public Administration.
  - 4.3.2. The protection of personal data of citizens.
  - 4.3.3. The provision of information to citizens by the Public Administration.
  - 4.3.4. Access right of citizens to the public documentation. Regulations.
- 4.4. Assessment and documental selection.
  - 4.4.1. Introduction. Objective.
  - 4.4.2. Elements for the assessment of documents.
  - 4.4.3. Typology of documental selection.
  - 4.4.4. Regulation.
  - 4.4.5. Instruments.
- 4.5. Use and diffusion of documents.
  - 4.5.1. Users and communication
  - 4.5.2. Digitalization of documents
  - 4.5.3. Professional deontology. Universal file declaration.

#### 5. Electronic administration and information's society: introduction to the electronic document management

- 5.1. Electronic administration and information's society. Notion's meaning.
- 5.2. Electronic document and electronic document of the file. Availability and conservation problems.
- 5.3. Regulation about electronic administration in Spain. Law 11/2007 June the 22nd electronic access of citizens to the public services.
- 5.4. Standards on systems, types and formats: ISO 15489 rule, MoReq2
- 5.5. Electronic signature.

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theory classes	45,00	100
Classroom practices	15,00	100
Development of group work	10,00	0
Development of individual work	20,00	0
Study and independent work	10,00	0
Readings supplementary material	10,00	0
Preparation of evaluation activities	40,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY****TEACHING METHODOLOGY****THEORIST LESSONS**

There will be three hours of theorist lessons during the week, that is, the normal classroom work of the subject. The teacher will give you a dossier with all the information and schemes helped by the theorist items exposed during the class.

**PRACTICAL LESSONS**

There will be just an hour during the week. Practices in the class with the student's participation to achieve the relation between the theorist's notions and its practical application. There will be controlled assistance to the practical lessons, it is necessary to go to the exam with a minimum of the 80% of assistance.

**REQUIRED READING:**

The teacher will propose 3 texts; you will have to choose one of them as a required reading. The bibliographic references of the tests and the control reading data will be in the annex to the Docent Guide.

**PREPARATION OF THE INDIVIDUAL PRACTICAL ESSAYS**

Resolution of two practical cases. Complementary to the theorist and practical lessons, the student will have to do individually two practical essays which attend to your evaluation and they will be marked in the Docent Guide Annex of the curs.





## TEAMWORK

The students will have to make an exercises in group about a file that teacher will propose them, it will serve as well to evaluate the students and it has to be on the annex of the Docent Guide.

The groups will have to minimum 2 people and maximum 4 people.

## COMPLEMENTARY ACTIVITIES

Along the course and in the school hours will be developed two activities, the calendar will be posted on the annex in the Docent Guide, it will consist:

- Visit to the Historic Files of the Valencian's Cathedral and Central de la Consellería de Agricultura de la Generalitat Valenciana, and

Seminar-conference about a specialized topic related to the program.

## EVALUATION

### EVALUATION

1. Exam: Theorist exam in which you will be evaluated specially the precision and the severity in the data treatment, consistent of content posted and capability to relate notions. The exam will be in the day fixed by the center and will be the 50% of the entire mark. However, you need know that only the exams which are ok, (minimum 5) will be in the average.
2. Controlled reading: the student will have to do, during the school hours and in the day that will be posted in the annex to this guide, a required reading that will be evaluate by a multiple answer questionnaire. The control will add a 10% of the entire mark.
3. Individual practical work of evaluation: the students will have to present two practical works related to the subject program. In the annex of the Academic Guide are the details of the delivery of the essays. The evaluation of this practices are un 30% of the entire mark. The mark of the practical essays remains to the second call, and in no case will be recoverable.
4. Evaluation of teamwork: the students will have to present an exercise in group about the file related to the program of the subject. The annex to the Academic Guide are posted the characteristics that will have to have the essay and the delivery data.

This mark will be a 10% of the entire mark. The mark remains to the second call, and in no case will be recoverable.



The composition of the entire mark will be:

Exam 50

Required reading

Practical and theorist work 30

Teamwork 10

Entire mark: 100

This assessment is based on the premise that teaching at the University of Valencia is, by definition, classroom-based teaching. In this sense, students should be aware that attendance at both theory and practical sessions is essential for the proper understanding of the contents of the subject. Students must also bear in mind the possibility of part-time enrollments when they are unable to attend all the subjects that make up a complete academic year (60 credits). However, in duly justified circumstances, students may request to be assessed without attending none or some of the lessons. In such cases, the following procedure must be followed:

- At the start of the year, students must inform the course head lecturer(s) of the reason why they are unable to attend class by providing written proof.
- Based on this information, the head lecturer will decide on the possibility of exempting students from attending all or part of the classes.

To be assessed, students who are in this situation must submit all the assignments required by the lecturer (not necessarily identical to those required during the course). Also, they may be asked to defend their assignments orally in front of the lecturer, and they will have to pass a theory test. Assignments will be worth 50% of the final mark and the test will be worth the remaining 50%.

## REFERENCES

### Basic

- ALBERCH FUGUERAS, R. et alii, Manual dArxivística i gestió documental. Barcelona: AAC, 2009.

ALBERCH FUGUERAS, R., Entender el pasado, construir el futuro. Barcelona: UOC, 2013.

BLASCO DIAZ, J.L.- FABRA VALLS, M.J. (eds.), El documento electrónico. Aspectos jurídicos, tecnológicos y archivísticos. Castelló de la Plana: Universitat Jaume I, 2008.

BONAL ZAZO, J.L., La descripción archivística normalizada: origen, fundamentos, principios y técnicas. Gijón: ed. Trea, 2001.

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RUIZ RODRÍGUEZ, A.A. et alii, Manual de Archivística. Madrid: Síntesis, 1995

SERRA SERRA, J., Los documentos electrónicos: qué son y cómo se tratan. Gijón: ed. Trea, 2008.

#### Additional

- ALBERCH FUGUERAS, R., Los archivos, entre la memoria histórica y la sociedad del conocimiento. Barcelona: UOC, 2003.

ALBERCH FUGUERAS, R., Archivos y derechos humanos. Gijón: ed. Trea, 2008

ALBERCH FUGUERAS, R.- CRUZ MUNDET, R., La aventura de la información. De los manuscritos del Mar Muerto al imperio Gates. Madrid: Alianza ed., 2004.

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FREIXAS GUTIERREZ, G., La protección de datos de carácter personal en el derecho español. Aspectos teóricos y prácticos. Barcelona: ed. Bosch, S.A., 2001.

GARCIA MARCO, F.J. (ed.), La responsabilidad jurídica y social de los archiveros, bibliotecarios y documentalistas en la sociedad del conocimiento. Zaragoza: Prensas Universitarias de Zaragoza, 2008 (especialmente: EGEA

GILABERTE, J.F.-VELASCO DE LA PEÑA, E., El derecho de acceso y la protección de la intimidad en los archivos, pp. 85-108).

JIMENEZ PLAZA, M<sup>a</sup>.I., El derecho de acceso a la información municipal. Madrid: IUSTEL, 2006.

KEEFER, A.- GALLART, A., La preservació de recursos digitals. El repte per a les biblioteques del segle XXI. Barcelona: ed. UOC, 2007.

LÓPEZ GÓMEZ, P.- GALLEGO DOMINGUEZ, O., El documento de Archivo. Un estudio. A Coruña:





## **ADDENDUM COVID-19**

**This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council**

### **SEMI-PRESENTIAL TEACHING**

#### **1. Contents**

The contents initially included in the teaching guide are maintained

#### **2. Workload and time schedule**

The activities and their hours of dedication in ECTS credits marked in the original Course Guide will be kept.

Theoretical classes will be developed online and practical classes will have a 100% attendance. Teaching planning will be specified at the beginning of the term.

If the sanitary situation changes and no access to the University facilities is possible, all teaching activities will be carried out completely online. In this case, the adaptations will be communicated to the students through the Virtual classroom.

#### **3. Teaching Methodology**

Online theoretical classes through the Blackboard Collaborate or Teams platforms that can be complemented with different types of materials and activities in the Virtual classroom.

Face-to-face practical classes.

Some face-to-face sessions will be planned.

Tutorials will be done online (through the UV corporate mail) or face-to-face by prior appointment with the teacher.

If the sanitary situation changes and no access to the University facilities is possible, teaching and tutorials will be carried out completely online. In this case, the adaptations will be communicated to the students through the Virtual classroom.



#### **4. Evaluation**

The evaluation criteria established in the Course Guide are kept.

If the University facilities were closed on the dates set in the official calendar for the final exam, the face-to-face exam will be replaced by an online test.

#### **5. Bibliographic references**

The recommended bibliography in the Course Guide is kept. If the sanitary situation changes and the access to the recommended bibliography is not possible, it will be replaced by materials accessible online.