

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

<b>Code</b>	33844
<b>Name</b>	Public Administration Archives
<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	4	First term

**Subject-matter**

<b>Degree</b>	<b>Subject-matter</b>	<b>Character</b>
1007 - Degree in Information and Documentation	1 - Optional subjects	Optional

**Coordination**

<b>Name</b>	<b>Department</b>
VICIANO NAVARRO, PAU	361 - Medieval History, Historiography Sciences and Techniques

**SUMMARY**

Archives of the Public Administration is an optional subject of the Technical Management of archival documents, which aims to train the student in the management of archives par excellence, the archives of public administration, in the archives of the different instances of the public administration. To understand the operation and characteristics of the current public administration, the diversity of documents generated in the administration and the different types of archives are studied, through the study of the history of the Spanish administration, its evolution and transformation, the systems of management and organization of public archives: the central administration, the regional and local administrations, as well as the analysis of the administrative document.



## 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

- Optional subjects deal in greater depth with the competences already covered in compulsory subjects.

## LEARNING OUTCOMES

1. The student will know the evolution of the public administration as a producer of public archives.
2. He will know the diversity of documentary typologies generated by the public administration and their role in administrative procedures.
3. He will be able to identify and evaluate the problems that arise from the use and preservation of public documents.
4. He will know the life cycle of administrative documents and the legal provisions that regulate it.
5. He will be able to manage the public archival funds in any of its instances: central, autonomous or local.
6. he will know the implications in the file of the implantation of the electronic administration.

## DESCRIPTION OF CONTENTS

### 1. History of the administration in Spain

The origins of public administration. Public institutions in the medieval peninsular kingdoms. Evolution and transformation of public administrations.

### 2. Public administration

The state administration, the autonomous administration and the local administration. The hierarchy of the administration in Spain: organizational chart of the various administrations.

**3. Archival systems**

What is an archiving system? The archival organization before the state of the autonomies. The state archival system. The diversity of archival systems in the autonomous communities.

**4. The archives of public administrations.**

The quintessential public archive. The stages of the public archive. The life cycle of documents. Legislation on files, public documents and data protection.

**5. Administrative documentation**

The organization and management of public documents. Administrative procedures. The file. Typology of administrative documents.

**6. The electronic administration**

The introduction of electronic documentary systems is one of the main factors of change in public administration, which has fundamental implications for the production, management and preservation of public documents.

**WORKLOAD**

ACTIVITY	Hours	% To be attended
Theory classes	60,00	100
Development of individual work	15,00	0
Study and independent work	30,00	0
Preparation of evaluation activities	25,00	0
Preparing lectures	20,00	0
<b>TOTAL</b>	<b>150,00</b>	

**TEACHING METHODOLOGY****PRESENTIAL CLASSES:**

Four hours of classes will be given per week in the usual classroom of the subject.

**THEORETICAL CLASSES:**In the theoretical classes the teacher will present and explain those fundamental aspects that will guide the student in the study and understanding of the different topics.

**PRACTICAL CLASSES:**Various practices will be carried out in the classroom, with the participation of the student, to achieve a better understanding of the theoretical contents, one of which will be evaluated.

**TEAMWORK:** Students must carry out teamwork (maximum three students) related to the syllabus of the subject, as specified in the annex to the academic guide.



#### COMPLEMENTARY ACTIVITIES:

With the aim of deepening some aspects of particular relevance in relation to the program of the subject, the student must participate in various activities, specified in the annex of the academic guide, which will be subject to attendance and evaluation control.

#### TUTORIES:

Personal and / or group interview, where the teacher directs the student's autonomous learning for problem solving, bibliography comments, specific cases, academic orientation, etc.

### EVALUATION

The evaluation will be carried out through the evaluation of the knowledge, skills and competences acquired by the student, both individually and in the field of group work.

1. Exam: It will consist of a written test in which the precision and rigor in the knowledge and use of the specific terminology, the coherence in the presentation of contents and the ability to relate concepts and data will be especially valued. The exam will be held on the date and place set by the center and will constitute 50% of the final grade. However, it should be noted that only the median will be obtained with the rest of the qualifications of those exams that obtain at least a 5.

2. Evaluation of practices and complementary activities: the student will individually write a comment or answer a questionnaire about the practice, depending on its nature. Complementary activities will be evaluated with a written questionnaire. Each of the practices as well as each of the complementary activities will mean 10% of the final grade. In total the mark of the practices and the complementary activities will mean 30% of the final mark. The grade obtained will be maintained for the second call and in no case will it be recoverable.

3. Students must present a practical group work (maximum three students) related to the subject's program. The grade obtained in the work will mean 20% of the final grade for the course.

The composition of the final note will summarize the following table:

Exam

50%

Complementary practices and activities

30%

Team work

20%

TOTAL

100%

#### NOTE:

This evaluation starts from the premise that teaching at the University of Valencia is, by definition, face-to-face teaching. In this sense, the student must keep in mind that attendance, both in theoretical and practical classes, is essential for an adequate follow-up of the contents of the subject. The student must also bear in mind the possibility of part-time enrollment when it is not possible to attend all the subjects that make up a complete course (60 credits). However, the possibility will be established, in those cases that are adequately justified and for those students who request it, the possibility of being evaluated



without having to attend all or part of the classes. In these cases the student must proceed as follows: At the beginning of the course, the teacher / s responsible for the subject should be informed of the incidence for which it is impossible to attend class, which must be adequately justified in documentary form. The responsible teacher, in view of this information, will decide the possibility of evaluation without total or partial attendance to the classes of the subject. Students who are in this situation, must submit, to be evaluated, all the work required by the teacher (not necessarily identical to those required during the course) as well as may be called to defend them orally before the teacher himself, and They will take a test of acquired knowledge. The weight of the works in the final grade will be 50% and that of the knowledge test the remaining 50%.

## REFERENCES

### Basic

- CRUZ MUNDET, José Ramón MIKELARENA PEÑA, Fernando, Información y documentación administrativa. Madrid: Tecnos, 2006
- CRUZ MUNDET, José Ramón, La gestión de los documentos en las organizaciones. Madrid: Pirámide, 2006.
- GARCÍA RODRÍGUEZ, Antonio, Diplomática del documento administrativo actual: tradición e innovación. Caromona: S & C, 2001. (Biblioteca archivística ; 8).
- ROBERGE, Michel, Lo esencial de la gestión documental: sistema integrado de gestión de los documentos analógicos y de los documentos electrónicos. Quebec: Géstár, 2006.
- SENDÍN GARCÍA, M.A. GÓMEZ DÍAZ, R. (dir), Régimen jurídico de los documentos: aspectos administrativos, civiles, penales y procesales. Granada: Comares, 2009.
- MOLINA NORTES, J. LEYVA PALMA, V., Técnicas de archivo y tratamiento de la documentación administrativa. Guadalajara, Anabad, 2000.
- GENERELO LANASPA, J. MORENO LÓPEZ, A. (coord.), Historia de los archivos y de la Archivística en España. Valladolid:
- PEÑARRUBIA IZA, J.M., El derecho de acceso a los archivos y a los documentos de la administración militar. Madrid: Civitas, 1999.
- La administración de justicia en la historia de España. Actas de las III Jornadas de Castilla-La Mancha sobre investigación en archivos. Guadalajara: 1999.
- BELLO JIMÉNEZ, V.M., El hilo de Ariadna. Guía de los procedimientos para la adecuación y puestas en servicio del archivo municipal. Las Palmas de Gran Canaria: Anroat Ediciones, 2005.
- BOCANEGRA REQUENA, José Manuel- BOCANEGRA GIL, Borja, La administración electrónica en España. Implantación y régimen jurídico. Barcelona: Atelier, 2011.





### **Additional**

- ARXIUS I GESTIÓ DOCUMENTAL

<http://www20.gencat.cat/portal/site/CulturaDepartament/menuitem.01121f9326561a075a2a63a7b0c0e1a0/?vgn>

### **ADDENDUM COVID-19**

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

#### **ACADEMIC YEAR 2020-2021 (1st TERM)**

**Name and code: ARXIUS DE L'ADMINISTRACIÓ PÚBLICA 33844**

#### **PRESENTIAL / 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. If the classrooms capacity according to the sanitary norms allows it, the theoretical and practical class attendance will be 100% (if the capacity couldn't be guaranteed, the class attendance would be reduced). 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**



Theory and practice classes that may be complemented with different types of materials and activities in the Virtual classroom.

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.