VNIVERSITAT ID VALÈNCIA

COURSE DATA

Data Subject	
Code	33844
Name	Public Administration Archives
Cycle	Grade
ECTS Credits	6.0
Academic year	2022 - 2023

Study (s)			
Degree	**Center**	**Acad. year**	**Period**
1007 - Degree in Information and Documentation	Faculty of Geography and History	4	First term

Subject-matter		
Degree	**Subject-matter**	**Character**
1007 - Degree in Information and Documentation	1 - Optional subjects	Optional

Coordination	
Name	**Department**
CAPILLA ALEDON, GEMA BELIA	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 actuality of the functioning of the archives of the public administrations in the digital age.

2. Will know the implication and scope of the implementation of electronic administration at the archival level.

3. Will be able to manage the information related to file document management systems and electronic file document management systems at all levels of administration: central, regional and local.

4. Will be able to deal with the life cycle of administrative documents according to the different legal provisions that regulate them.

5. Will be able to handle the different types of documents generated by the administration in its normal operation.

6. Will be able to identify and anticipate problems of accessibility, use and conservation of public documentation.

DESCRIPTION OF CONTENTS

1. Electronic administration: the archives of the 21st century.

1.1. The EU and the 2030 horizon.
1.2. Digital documents.
1.3. Interoperability.
1.4. Files.
1.5. International standards.
1.6. Metadata and document trail.
1.7. Transparency, data protection and acces.

1.8. Archives, good government and power: e-governement.

2. The archives of the State Administration

2.1. Brief history: democracy and public archives in the Spanish State.

2.2. Royal Decree 1708/2011, of November 18, which establishes the Spanish Archives System and regulates the Archives System of the General State Administration and its Public Bodies and its access regime.

2.3. Main ministries and state agencies: organization chart, operation and procedures.

2.4. Law 39/2015, of October 1, of the PAC in the AA.PP.

2.5. The NTI of the electronic document, 2016 (2nd ed.).

2.6. The NTI of the electronic file, 2016 (2nd ed.).

2.7. The NTI application guides.

2.8 Authentication and validation. Selection, transfer and conservation.

2.9. Documents born digital. Digitization. File on paper, digital and hybrid file.

2. 10. Archives and transparency: CE 1978, Organic Law 15/1999, of December 13, on the Protection of Personal Data, Law 19/2013, of December 9, on transparency, access to public information and good governance and Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights .

2.11. Electronic administration and service to citizens.

3. The archives of the Autonomous Administration

3.1. Brief history: the statutes of autonomy.

3.2. The Valencian case: the Valencià Archive System and the document management policy of the Generalitat.

3.3. Law 3/2005 of June 15 on Archives of the Generalitat Valenciana and Decree 50/2018, of April 27, of the Consell, which regulates document management, organization and operation of the archives of the Generalitat .

3.4. The Comprehensive Digital Administration of Valencia and Law 3/2010, of May 5, on electronic administration of the Valencian Community.

3.5. Interoperability and SAVEX.

3.6. Law 4/2021, of April 16, of the Valencian Public Function.

3.7. The Ministry of Justice, Interior and Public Administration and the IVAP-Institut Valencià d'Administració Pública.

4. The archives of the Local Administration

4.1. Brief history: The Spanish file system and the files of the Local Administration.Law 7/1985, of April 2, Regulating the Bases of the Local Regime and Law 8/2010, of June 23, of the local regime of the Valencian Community.

4.2. Archives, local administration and legislation: functions, powers, insufficiencies and new proposals for the digital horizon.

4.3. The minimum services, the homogenization in the municipal management, the supports and the citizen access.

4.4. The example of Castellón: the collection of guides by and for the transparency of the Diputación de Castellón. Archive and Municipal Documentary Management.

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5. The typology of the administrative document

5.1. Administrative documents: concept and functions, characteristics and classes.

5.2. Administrative documents of initiation, instruction and termination.

5.3. Administrative documents issued within the framework of administrative procedures.

5.4. Decision documents: resolutions and agreements.

5.5. Transmission documents: notifications, publications, trades and internal notes.

5.6. Evidence documents: records and certificates.

5.7. Trial documents: reports.

5.8. Administrative documents verifying a previous one (copies).

5.9. Documents dictated within the framework of an administrative procedure.

5.10. TheValencian case: catalog of the documentary types of the Generalitat. The metadata scheme for the management of the electronic document or the e-emgde of the Generalitat. Guidelines for office files.

WORKLOAD

ACTIVITY	Hours	% To be attended
Theory classes	60,00	100
Study and independent work	40,00	0
Preparation of evaluation activities	30,00	0
Preparing lectures	20,00	0
TOTAL	150,00	

TEACHING METHODOLOGY

Face-to-face lessons:

Four hours of lessons a week will be given in the usual classroom for the subject. In them, the teacher will present, explain and develop the topics, with special emphasis on the most fundamental aspects of each of them and in order to guide the student in fully understanding them.

Since it is an eminently theoretical subject, as a complement to the master classes and with the firm objective of obtaining the consolidation of the theoretical contents, various activities will be developed in the classroom, such as legislative questionnaires, comments on press texts and/or debates as a result of them in order to deal more quickly and easily with the most difficult and/or novel aspects of public administration archives in the 21st century".

Mandatory readings:

In order to delve into the various most relevant aspects of the different topics, the teacher will propose five texts, one for each topic, which will be required reading and subject to evaluation. The bibliographic references to these texts and the dates of the reading control will be indicated in the Annex to the Academic Guide.

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. Mandatory readings: throughout the course there will be five required readings that will be evaluated by examination/reading control and will account for 50% of the final grade for the subject, each of them accounting for 10% of said total percentage. The titles, as well as the dates of completion of the specific test, will be detailed in the corresponding Annex to the Teaching Guide

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

Exam	50%
Mandatory readings	50%
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: Géstar, 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: Universidad de Valladolid, 1998

- 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
  https://www.culturaydeporte.gob.es/cultura/areas/archivos/mc/archivos/aga/portada.html,
  https://ceice.gva.es/va/web/archivos y https://archivopublicaciones.dipcas.es/es/.