

COURSE NAME (B-LEARNING GROUP): : C4.335.17297-1. GESTIÓN DOCUMENTAL. NORMAS TÉCNICAS

MASTER PROGRAMME: DIGITAL LIBRARIES, ARCHIVES AND CONTINUITY

YEAR: 1

TERM: 1

ECTS: 3

WEEK	CONTENT DESCRIPTION Professor (if more than one, indicate for each week)	Indicate needs other than the class recording classroom	WEEKLY PROGRAMMING FOR STUDENT		
			DESCRIPTION	CLASS HOURS (Date of class)	HOMEWORK HOURS (Max. 10h week)
1	<p>Introduction to the course: structure and contents of the space AG, methodology, schedule of activities (tests, theoretical or practical work, readings and discussions, exam...) and evaluation system. [Opening Session. Monday 18/09]</p> <p>Lesson 1: Document &amp; Records Mgmt Standards - ISO 15489-1:2016. Information and documentation. Records management . Part 1: General. - ISO/TR 26122:2008 IN. Information and documentation. Work process analysis for records.</p>	n/a	<p>Being familiar with the educational platform Study of teaching materials and additional readings. Test for the lessor and practical exercise for this lesson.</p>	<p>15 min. Course presentation.  1 h. (50') Face-to-fase session.</p>	6 h.
2	<p>Lesson 2. Document Management Systems in the context of the Management System Standards: ISO 3030X. - ISO 30300:2011. Information and documentation. Management system for records. Fundamentals and vocabulary . - ISO 30301:2019. Information and documentation. Management system for records. Requirements. - ISO 30302:2015. Information and documentation. Management systems for records. Guidelines for implementation</p>	n/a	<p>Study of teaching materials and additional readings. Test for the lessor and practical exercise for this lesson.</p>		6 h.
3	<p>Lesson 3. Standards for the selection and deployment of SW solutions for document management. - ISO/TR 22957:2018. Analysis, selection and implementation of electronic document management systems (EDMS) - ISO 16175-1:2012. Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 1: Overview and statement of principles. - ISO 16175-2:2012. Information and documentation -- Principles and functional requirements for records in electronic office environments -- Part 2: Guidelines and functional requirements for digital records management systems.</p>	n/a	<p>Study of teaching materials and additional readings. Test for the lessor and practical exercise for this lesson.</p>	<p>1 h. (50') Face-to-fase session.</p>	6 h.
4	<p>Lesson 4. Standards for the integrity and preservation of records and documents. - ISO 23081-1:2018. Information and documentation -- Records management processes -- Metadata for records -- Part 1: Principles. - ISO 23081-2:2011. Information and documentation -- Records management processes -- Metadata for records -- Part 2: Conceptual and implementation issues. - ISO/TR 23081-3:2012 IN. Information and documentation. Managing metadata for records. Part 3: Self-assessment method.</p>	n/a	<p>Study of teaching materials and additional readings. Test for the lessor and practical exercise for this lesson.</p>		6 h.

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	· ISO/TR 13028:2011 IN. Information and documentation - Implementation guidelines for digitization of records.				
5	Lesson 5. Standards for Business Continuity. · ISO 19005-1:2008. Document management -- Electronic document file format for long-term preservation -- Part 1: Use of PDF 1.4 (PDF/A-1). · ISO/TR 15801:2019 IN. Document management -- Electronically stored information -- Recommendations for trustworthiness and reliability. · ISO/TR 17068:2020. Information and documentation - Trusted third party repository for digital records. · ISO 14641-1:2015. Electronic archiving. Part 1: Specifications concerning the design and the operation of an information system for electronic information preservation.	n/a	Study of teaching materials and additional readings. Test for the lessor and practical exercise for this lesson.		3 h.
6	Lesson 6. Risk management and document & records management. · ISO 22301:2015. Societal security - Business continuity management systems - Requirements (ISO 22301:2012). · ISO 31000:2018. Risk management. Guidelines. · ISO/TR 18128:2014 IN. Information and documentation — Risk assessment for records processes and systems.	n/a	Being familiar with the educational platform Study of teaching materials and additional readings. Test for the lessor and practical exercise for this lesson.	15 min. Course presentation.  1 h. (50') Face-to-fase session.	3 h.
7	Period to review practical exercises and tests.	n/a	Period to review practical exercises and tests with the students.		
8	Week reserved to complete pending, final tasks, with the exceptio of the final exam.		Delivery of pending exercises and completion of pending tests through AG.		
16-17	Possibility of sending pending exercises. Final, mandatory exam (for the courses in the 1st Quarter, student may opt to take the exam at the 2nd Quarter with the rest of the courses' exams)	Computer room	Period to complete pending exercises Final exam.	1 h. exam	
<b>TOTAL</b>				<b>4,15</b>	<b>30 h.</b>