

**COURSE DATA****DATA SUBJECT****Code:** 33841**Name:** Archival Science I**Cycle:** Undergraduate Studies**ECTS Credits:** 6**Academic year:** 2025-26**STUDY (S)**

Degree	Center	Acad. year	Period
1007 - Degree in Information and Documentation	Facultat de Geografia i Història	2	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1007 - Degree in Information and Documentation	Technical management of archival documents	COMPULSORY

COORDINATION

CORTES ESCRIVA JOSEPA MARIA

SUMMARY

Archival science I, as part of the subject Technical management of archive documents, aims to provide students with the basic notions of the subject, setting a series of fundamental concepts: archive and archive document; Studying the process of formation of the archives; Analysing the evolution of the discipline; And, finally, examining the archival method and the techniques of classification and documentary description. This course is complementary to Archival science II.

PREVIOUS KNOWLEDGE**RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

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

OTHER REQUIREMENTS**COMPETENCES / LEARNING OUTCOMES**



1007 - Degree in Information and Documentation

Capacidad de análisis y de síntesis aplicadas a la gestión y organización de la información.

Capacidad de gestión de la información.

Capacidad de trabajo en equipo y de integración en equipos multidisciplinares.

Capacidad para detectar las pautas de producción y consumo de información en distintas áreas y reconocer las fuentes y recursos de información para asistir a los usuarios.

Capacidad para el aprendizaje autónomo.

Capacidad para emprender mejoras y proponer innovaciones.

Competencias para la gestión de fondos de archivo, en cualquier formato, estableciendo los parámetros de descripción y difusión, así como los procesos de preservación, conservación y tratamiento de los materiales.

Habilidad para la identificación, autenticación y evaluación de fuentes y recursos de información.

Razonamiento crítico en el análisis y la valoración de alternativas.

DESCRIPTION OF CONTENTS

1. Basic concepts

The basic issues of discipline will be discussed. Definition of the concept of archive, its functions, the various typologies of archives taking into account their origin and a brief history of the formation of archives of public institutions, ecclesiastical as well as certain typologies of private archives. On the other hand, the concept of archival document will be delimited, studying its characteristics, its value and the stages of production of the archival document. Finally, the process of formation of Archivists will be studied, with special attention to the evolution of its method.

2. The archival method: the principle of provenance

Study of the fundamentals of the archival method and its theoretical justification and practical application. The delimitation of archival funds and their organic nature. Critical analysis of other systems of archives organization. Practical application of the principle of provenance to the Valencian municipal archives.



3. Organization, classification and archival description

Study of mechanisms and timetables for transfer documents from production offices to archives, selection criteria and document destruction procedures. Regulation of the accessibility to the documents of archives and protection of the information.

The description of archival documents, international standards of description, levels of description and instruments of control and use of the file.

4. Support of documents and preventive conservation

Study of the evolution of different materials used throughout history as documentary support as well as the formats of written texts and non-textual documents.

International guidelines for document conservation and retrieval, and preventive conservation and restoration techniques.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	60,00
Total hours	60,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	4,00
Individual or group project	0,00
Independent study and work	66,00
Preparation of lessons	15,00
Preparation for assessment activities	5,00
Resolution of case studies	0,00
Total hours	90,00

TEACHING METHODOLOGY

· CLASSES:

Four hours of class per week will be taught in the usual classroom of the subject.



- THEORETICAL CLASSES:

In the theoretical classes will expose and explain those fundamental aspects that will guide the student in the study and understanding of the different subjects.

- PRACTICAL CLASSES:

Various practices will be carried out in the classroom, with the participation of the student, to obtain a good understanding of the theoretical contents.

- TUTORIALS:

Personal and / or group interview, in which the faculty directs the autonomous learning of the student for the resolution of problems, bibliographical comments, concrete cases, academic orientation, etc. Tutoring can also be done by e-mail.

- COMPLEMENTARY ACTIVITIES:

In order to deepen in some aspects of particular relevance in relation to the program of the subject, the student should read a proposed text, which will be object of control and evaluation. Control will be done through a written questionnaire. In addition, there will be a visit to an archive of the city of Valencia, which will be subject to attendance control and evaluation, and an individual practical work, outside the classroom, about documentation preservation.

EVALUATION

1. **Examination:** It will consist of a written test in which the accuracy and rigour in the knowledge and use of specific terminology, the coherence in the presentation of contents and the ability to relate concepts and data will be specially valued. The exam will be on the date and place fixed by the academic centre and will constitute 50% of the final grade. It is necessary to warn that only the average with the rest of the qualifications of those exams will be obtained a minimum of 5.
2. **Complementary activities: Visit to an archive, compulsory reading and practical work.** The visit to an Archive will be evaluated with a written questionnaire that the student will answer individually after the visit. In addition, the student must perform a compulsory reading subject to control and evaluation. The rating for the archive visit questionnaire will be 10% of the Complementary Activities rating, the reading commentary 15% and the rating for the practical work 25%. In total, the practical activities will account for 50% of the final rating. To take the



average with the exam note, the note of the complementary activities must be obtained a minimum of 5.

3. **Attendance to class:** The teaching of the University of Valencia is face-to-face. Taking this into account, you must attend at least 80% of the classes taught in order to be able to do the final exam.
4. **Alternative evaluation:** As it appears in the academic guide of the subject, those students who have justified with a document the impossibility of attending the classes and have obtained the waiver by the teacher (waiver that will have to be requested before October 18), must pass an alternative test to the 5 complementary activities. Said test will consist in the realization of an exam where the student will have to solve four practical exercises similar to those made during the course, besides the test of the obligatory reading. The grade of said test will be equivalent to 50% of the final grade. Therefore, the final grade will be the average of the two grades (exam and complementary activities), provided that you at least have a minimum of 5 on both.

The composition of the final note will, in summary, deal with the following table:

Exam	50%
Complementary activities	50%
TOTAL	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 I FUGUERAS, Ramon et alia, Manual d'Arxivística i gestió documental. Barcelona: Associació d'Arxivers de Catalunya, 2009.
- CRUZ MUNDET, José Ramón. Archivística. Gestión de documentos y administración de archivos. Madrid: Alianza ed., 2012.
- CRUZ MUNDET, José Ramón, Manual de Archivística. Madrid: Fundación Germán Sánchez Ruipérez, 2003. (1ª ed. Madrid: Pirámide, 1996).
- CRUZ MUNDET, José Ramón, ¿Qué es un archivero? Gijón: Editorial Trea, 2009.
- GENERELO, Juan José y MORENO LÓPEZ, Ángeles (coord.) Historia de los archivos y de la Archivística en España. Valladolid: Universidad de Valladolid, 1998.
- HEREDIA HERRERA, Antonia, Archivística general. Teoría y práctica. Sevilla: Diputación Provincial de Sevilla, 1995.
- HEREDIA HERRERA, Antonia, ¿Qué es un archivo? Gijón: Trea, 2007.
- LODOLINI, Elio, Archivística. Principi e problemi. Milà: Franco Angeli editore, 1984. [Archivística. Principios y problemas. Madrid: Anabad, 1993].
- MALHIRO DA SILVA, Armando, et alia, Arquivística. Teoria e prática de uma ciência da informação. Porto: Edições Afrontamento, 1999.
- ROMERO TALLAFIGO, Manuel, Archivística y archivos. Soportes, edificios y organización. Carmona: S & C, 1997. (Biblioteca archivística ; 1)

SUPPLEMENTARY

- Archivum (1951-2000); Comma. International Journal on Archives. (2000-)
- La Gazette des Archives. <http://www.archivistes.org/-La-Gazette-des-archives->
- Lligall. <http://208.79.233.16/~arxivers/index.php/publicacions/revista-lligall.html>
- Revista d'Arxius. <http://www.arxivervalencians.org/publicacions1.htm>
- The American Archivist. <http://archivists.metapress.com/home/main.mpx>
- Consell Internacional d'Arxius: <http://www.ica.org/en/es/Unesco>.
- Archives Portal: <http://www.unesco-ci.org/cgi-bin/portals/archives/page.cgi>
- Associació d'Arxivers Valencians: <http://www.arxivervalencians.org/>
- Associació d'Arxivers de Catalunya: <http://208.79.233.16/~arxivers/>
- Web de archiveros de la función pública. <http://www.aefp.org.es/>
- Servicios de Tecnología de la Información: <http://www.odei.es/inicio/inicio.shtml>
- Manuales digitales: <http://www.mcu.es/archivos/CE/RecProf/Manuales.html>
- ANABAD. <http://www.anabad.org/recursos-profesionales/documentos.html>