

## SUBJECT TEACHING GUIDE

M1814 - Documentary Heritage: Documents and Archives

Master's Degree in Historical and Territorial Heritage

Academic year 2016-2017

1. IDENTIFYING DATA					
Degree	Master's Degree in Historical and Territorial Heritage			Type and Year	Optional. Year 1
Faculty	Faculty of Humanities				
Discipline					
Course unit title and code	M1814 - Documentary Heritage: Documents and Archives				
Number of ECTS credits allocated	3	Term	Others		
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. HISTORIA MODERNA Y CONTEMPORANEA
Name of lecturer	FRANCISCO SAULO RODRIGUEZ LAJUSTICIA
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Other lecturers	

3.1 LEARNING OUTCOMES
- Ability to develop a proper historical summary with the most relevant documents of every age, from Middle Ages to nowadays.
- Ability to analyze different documents according their typologies, studying their contexts too.
- Ability to work in any type of archive thanks to an accurate knowledge of the most relevant document types.
- Ability to identify, classify, order, install and maintain documentary collections.
- Acquisition of basic knowledge to manage any group of documents, regardless of its age.

#### 4. OBJECTIVES

To give basic concepts to the students in the recognition and analysis of written documents, for both research and management.

To provide students with the capacity to discern the most typical documents of each historical period and to assign them correctly in context.

To provide students with a basic knowledge about the different types of documents available today, so that they are fully qualified to work on any archive (administrative, municipal, business, historical ...).

To train professionals who can make, with scientific criteria, tasks related to the organization of archives, applying in appropriate techniques in each of them.

To ensure a proper conservation of documentary heritage and its diffusion.

To have, after this course, several plenty qualified persons to work in a such necessary job as the archivists because they're accountable for proper custody and management of the Spanish documentary heritage.

#### 6. COURSE ORGANIZATION

##### CONTENTS

1	Concepts and definitions: document, documentary heritage, archives, collections, documentary series ...
2	Generalities about History of archives and archival.
3	Most frequent types of documents from the Middle Ages to the present day.
4	The work of an archivist and the management, conservation and dissemination of the documentary heritage.
5	Electronic documents and their administration.

#### 7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
It will be necessary to have attended 50% of classes in order to score in this section.	Others	No	No	20,00
Two recensions will be made, one of a book (4-5 pages) and another of an article (2-3 pages). They can be chosen among bibliographic references that will be given in class. Books and articles which are not included in the bibliography will be accepted if	Work	No	Yes	20,00
In the exam, there will be three questions to solve, one of them theoretical and the others practice. Each of them will be worth two points.	Written exam	Yes	Yes	60,00

TOTAL 100,00

##### Observations

In accordance with the regulations of the Universidad de Cantabria, any paper where evidences of plagiarism can be detected, will not be considered for rating, but will be rated as 'Fail, 0 out of 10'. Plagiarism includes the literal reproduction of information obtained from other sources without indicating it by means of references, citing, and quotation marks.

##### Observations for part-time students

## 8. BIBLIOGRAPHY AND TEACHING MATERIALS

### BASIC

- J. R. CRUZ MUNDET, Qué es un archivero, Trea, Gijón, 2009.

- M. GARCÍA RUIPÉREZ, Tipología. Series documentales. Cuadros de clasificación. Cuestiones metodológicas y prácticas, Anroart Ediciones, Las Palmas de Gran Canaria, 2007.

- A. HEREDIA HERRERA, ¿Qué es un archivo?, Trea, Gijón, 2007.

- M. ROMERO TALLAFIGO, Archivística y archivos: soportes, edificio y organización, S & C ediciones, Carmona (Sevilla), 1997 [3ª edición].

- M. ROMERO TALLAFIGO, Historia del documento en la Edad Contemporánea: la comunicación y la representación del poder central de la nación, Ediciones S & C, Carmona, 2002.