



InterPARES: The Brazilian Experience

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Record

“A document made or received in the course of a practical activity as an instrument or a by-product of such activity, and set aside for action or reference.”

(IP3 glossary).

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The InterPARES 2 Project

Glossary

(Current as of September 19, 2012)

acceptance

v., An agreement, either by express act or by implication from conduct, to the terms of an offer so that a binding contract is formed. [Government]

access

n., The right, opportunity, or means of finding, using or approaching documents and/or information. [Archives]

access privileges

n., The authority to access a system to compile, classify, register, retrieve, annotate, read, transfer or destroy records, granted to a person, position or office within an organization or agency. [Archives]

access privileges code

n., The indication of the person, position or office authorized to annotate a record, delete it, or remove it from the system. [Archives]

access restrictions

n., The authority to read a record, granted to a person, position or office within an organization or agency. [Archives]

access restrictions code

n., The indication of the person, position or office authorized to read a record. [Archives]

access rights

n., See: access privileges; access restrictions. [Archives]

accessibility

n., The availability and usability of information. [Archives]

accession

n., A body of records formally accepted into custody as a unit at a single time. [Archives]

v., To take legal and physical custody of a body of records and to document it in a register. [Archives]

accession record

n., A record documenting the preserver's acceptance of responsibility for preserving a clearly identified set of records. [Archives]

accessioned records

n., Acquired records whose authenticity and feasibility of preservation have been confirmed and have been registered in an accession record. [Archives]

accountability

Câmara Técnica de Documentos Eletrônicos – CTDE

GLOSSÁRIO

(Versão 5.1 – março de 2010)

AC

Ver também: [Autoridade certificadora.](#)

Acervo

Totalidade dos documentos de uma entidade produtora ou de uma entidade custodiadora.

Acessibilidade

Facilidade no acesso ao conteúdo e ao significado de um objeto digital.

(I) Accessibility.

Ver também: [Acesso.](#)

Acesso

Direito, oportunidade ou meios de encontrar, recuperar e usar a informação.

Ver também: [Acessibilidade](#); [classificação \(2\)](#); [credencial de segurança.](#)

Anexo

Um objeto digital que segue junto com uma mensagem de correio eletrônico ou um fluxo de trabalho. (I) Attachment.

Anotação

Informação acrescentada ao documento arquivístico após sua produção. Exemplo: "Urgente", "arquive-se", número do protocolo, código de classificação, temporalidade, data, hora e local da transmissão, indicação de anexos e outros.

AR

Ver também: [Autoridade de registro.](#)



Benchmark requirements for supporting the presumption of authenticity of electronic records

<< REQUIREMENT SET A >>

To support a presumption of authenticity the preserver must obtain evidence that:

REQUIREMENT A.1: Expression of Record Attributes and Linkage to Record

The value of the following attributes are explicitly expressed and inextricably linked to every record. These attributes can be distinguished into categories, the first concerning the identity of records, and the second concerning the integrity of records.

A.1.a Identity of the record:

A.1.a.i Names of the persons concurring in the formation of the record, that is:

- name of author^a
- name of writer^b (if different from the author)
- name of originator^c (if different from name of author or writer)
- name of addressee^d

A.1.a.ii Name of action or matter

A.1.a.iii Date(s) of creation and transmission, that is:

- chronological date^e
- received date^f
- archival date^g
- transmission date(s)^h

A.1.a.iv Expression of archival bondⁱ (e.g., classification code, file identifier)

A.1.a.v Indication of attachments

A.1.b Integrity of the record:

A.1.b.i Name of handling office^j

A.1.b.ii Name of office of primary responsibility^k (if different from handling office)

A.1.b.iii Indication of types of annotations added to the record^l

A.1.b.iv Indication of technical modifications^m

REQUIREMENT A.2: Access Privileges

The creator has defined and effectively implemented access privileges concerning the creation, modification, annotation, relocation, and destruction of records.

<< REQUIREMENT SET A (cont) >>

REQUIREMENT A.3: Protective Procedures: Loss and Corruption of Records

The creator has established and effectively implemented procedures to prevent, discover, and correct loss or corruption of records.

REQUIREMENT A.4: Protective Procedures: Media and Technology

The creator has established and effectively implemented procedures to guarantee the continuing identity and integrity of records against media deterioration and across technological change.

REQUIREMENT A.5: Establishment of Documentary Forms

The creator has established the documentary forms of records associated with each procedure either according to the requirements of the juridical system or those of the creator.

REQUIREMENT A.6: Authentication of Records

If authentication is required by the juridical system or the needs of the organization, the creator has established specific rules regarding which records must be authenticated, by whom, and the means of authentication.

REQUIREMENT A.7: Identification of Authoritative Record

If multiple copies of the same record exist, the creator has established procedures that identify which record is authoritative.

REQUIREMENT A.8: Removal and Transfer of Relevant Documentation

If there is a transition of records from active status to semi-active and inactive status, which involves the removal of records from the electronic system, the creator has established and effectively implemented procedures determining what documentation has to be removed and transferred to the preserver along with the records.

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InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Title: A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records

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Writer(s): Luciana Duranti, Jim Suderman and Malcolm Todd

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InterPARES 3 – TEAM Brazil

Direction:

National Archives

Test-bed Partners:

Chamber of Deputies

UNICAMP – University of São Paulo

Ministry of Health

State Archives of São Paulo

Porto Alegre Municipal Archives



TEAM Brazil case studies

Ministry of Health

CS01 - Hospital Internment Authorization (AIH) record

UNICAMP

CS02 – Photographic records

CS03 – Digital audiovisual programs records (TV programs)

CS04 - Digital master's dissertations and PhD theses

CS05 – Grades and attendance reports

CS07 – Staff paychecks

Chamber of Deputies

CS08 – Digital legislative propositions' dossier

State Archives of São Paulo

CS09 - Electronic recordkeeping system

Porto Alegre Municipal Archives

CS10 - Porto Alegre municipal government's management website

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Case study:

Preserving and managing record's life-cycle in a multiprovenance government digital environment (LA01)

Terminology database



Considerations

- CLAUD Team – dissemination in Brazil and Latin America
- National Archives initiatives influenced by InterPARES
 - AN Digital
 - Records management – government agencies

It's a long way which we are beginning to go through

Muchas Gracias

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