



# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Brasil



## University archives:

### the implementation of InterPARES guidelines in a Brazilian university

Neire do Rossio Martins, Central Archives of Unicamp's Archives System

## Introduction

Since 2004, the University of Campinas (UNICAMP) has been developing digital records preservation initiatives, which are being developed by the Archives System (SIARQ) and the Digital Records Committee established by the Rector's Office. Those initiatives led the university to take part in the InterPARES 3 Project, as a TEAM Brazil test-bed partner, by means of a covenant with the National Archives of Brazil. Based on the concerns of the Committee's members, representing various university units, six case studies were proposed; they regarded digital records created by some university administrative units, such as: photos, films, texts, database reports and architectural designs.

## Case studies

Digital Photographic Records, created by the Public Relations and Press Office (TEAM Brazil Case Study 02)



Image 1: "SIARQ Pesquisa" data base layout



Image 2: TV films list

Digital audiovisual records: TV programs, created by UNICAMP Radio and Television (TEAM Brazil Case Study 03)

Digital Theses and Dissertations, maintained by UNICAMP Library Network (TEAM Brazil Case Study 04)

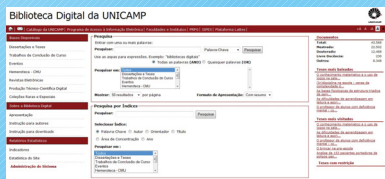


Image 3: Digital Library's new portal layout

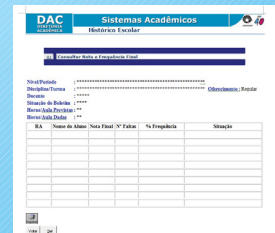


Image 4: undergraduate student's grades and attendance report

Undergraduate students' grades and attendance reports, created by the Academic Administration (TEAM Brazil Case Study 05)

Architecture and engineering projects, maintained by the Campus' administration office (TEAM Brazil Case Study 06)



Image 5: Architecture and engineering design

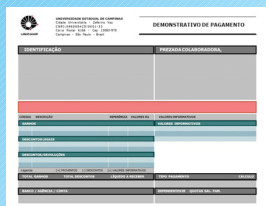


Image 6: Staff pay check

Staff pay check, created by UNICAMP Human Resources Management Dept. (TEAM Brazil Case Study 07)

## Goal

→ Share experiences and collaborate with InterPARES Project, applying and testing the methodology proposed, as well as disseminating the findings and interacting with peers.

→ Support the development of a corporate digital preservation policy for UNICAMP and also particular preservation plans for each body of records.

## Development and Results

- ✓ Creation of six case study teams, oriented by five members of UNICAMP's Central Archives and the National Archives' InterPARES researchers. Researchers and assistants from UNICAMP were selected among IT professionals and process managers involved in the creation of the records under study, reaching up to 20 attendees;
- ✓ Training of researchers by TEAM Brazil's Direction during the TEAM Brazil plenary workshops and some meetings held at UNICAMP;
- ✓ Discussion of case studies in the workshops that took place at the administrative units involved and at UNICAMP's Central Archives;



Image 7: UNICAMP and National Archives researchers' workshop

- ✓ In all cases under study, Diplomatic Analysis led to the conclusion that they were potential records. Although created to support and as a by-product of an institutional activity, they did not present all the five necessary characteristics of a record. Moreover, they lacked elements to guarantee reliability and authenticity in a digital environment.
- ✓ Formulation of specific action plans to solve the problems identified, which are now under way.
- ✓ Dissemination of TEAM Brazil's activities in six national and international events.