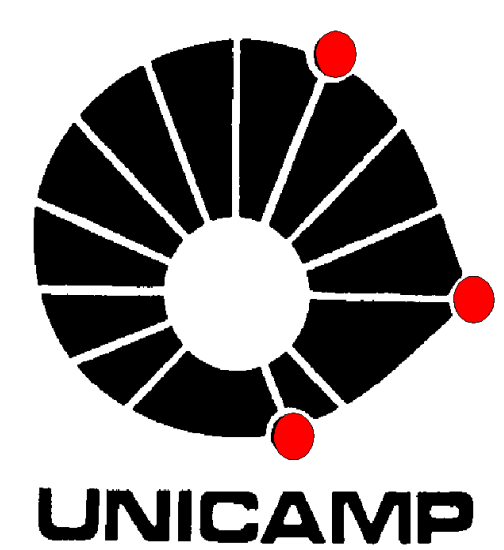


# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Brasil



## InterPARES studies on corporate information systems aimed at the long-term preservation of records

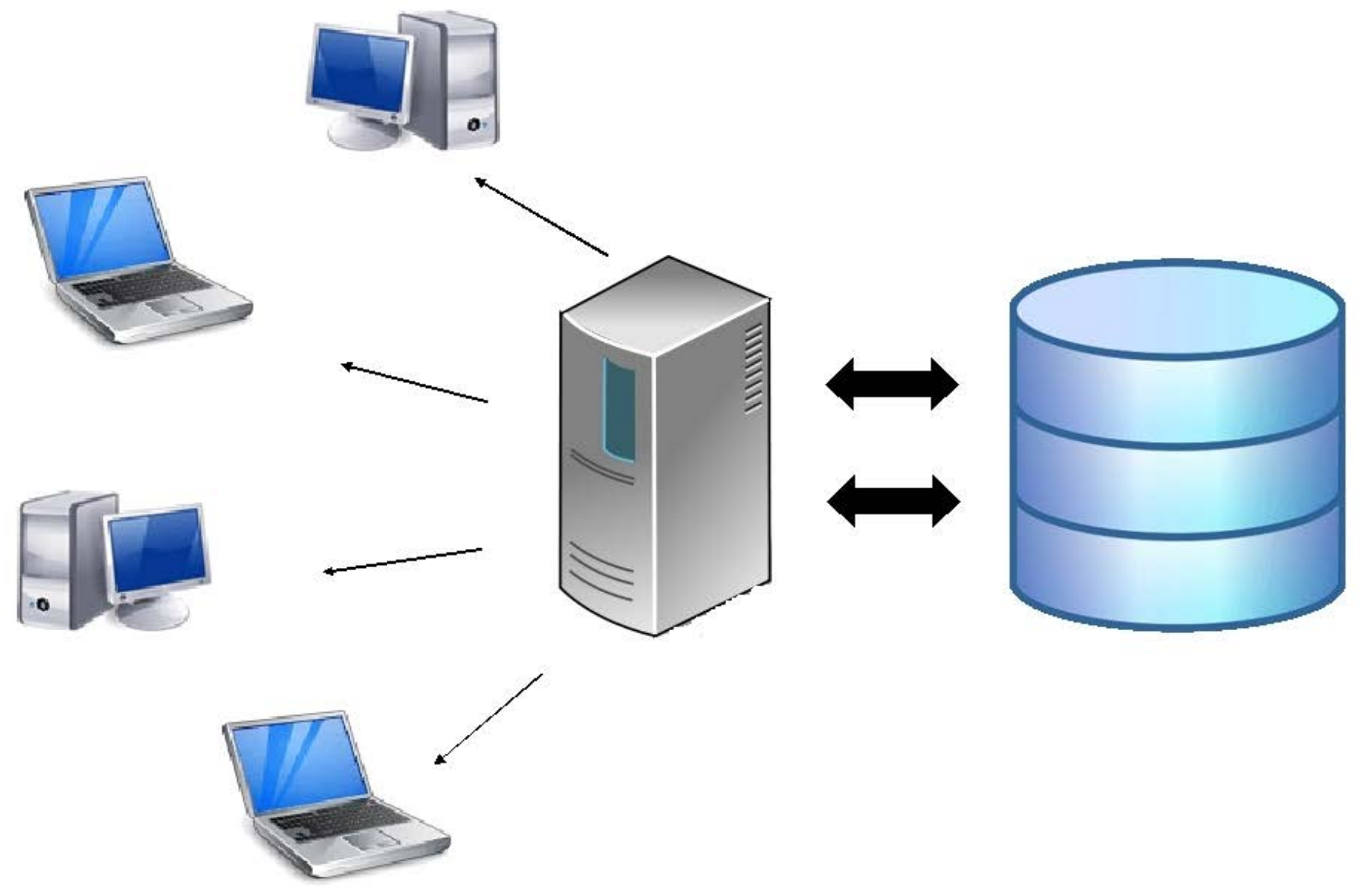
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Central Archives of UNICAMP's Archives System / UNICAMP's Human Resources Management Dept.

### Introduction

As one of InterPARES 3 / TEAM Brasil's test-bed partners, the University of Campinas (UNICAMP) is developing six case studies. Two of them are on records created and maintained within UNICAMP's corporate electronic systems: staff pay checks, created by UNICAMP's Human Resources Management Department (DGRH), and undergraduate students' grades and attendance reports, created by the Academic Administration (DAC).

The staff pay check is created in order to display for the employees the incomes and deductions in their salaries. The digital pay check is manifested as a response to a query made by a university employee on the Internet and is created from the payroll database tables after the monthly processing of the payment of salaries.

Image 1: Digital pay check



### Preliminary findings

After data collection and Diplomatic Analysis, both records were considered as potential records. Although they are created as a byproduct of a university action, in order to attend some legal requirements, they do not present all the necessary characteristics of a record. In both cases, the content is not stable and the archival bond with the other records that participate in the action is not explicit. Furthermore, the records' manifested form is not kept, i.e. each time a user interacts with the system, a new copy of the record is created, and we must consider that the documentary form of those copies can vary over time.

The action plans developed aimed to implement changes in the systems so that the digital entities are able to present all the necessary characteristics of a record and consequently be considered as one.

Researchers are analyzing and deciding on the preservation of the manifested or stored form of the records and which the best technical choices for each case are.

Data collection and the analysis of both digital entities are serving as basis for the formulation of preservation plans to be implemented by DGRH and DAC. In addition, they are supporting the design of a corporate preservation policy for UNICAMP's Central Archives and the university as a whole.

The undergraduate students' grades and attendance report is generated after the registration of student's attendance and grades by university teachers. The record is created from data inserted by the teacher, and it is maintained in separate data base tables exclusively for the

Image 2: undergraduate students' grades and attendance report

management of the grades. After the creation of the record, the data related to a student's grades are transferred to the academic corporate database, and the tables in which they are stored serve as components of other records, such as the student's school transcript.

### Research steps

- Training of researchers on InterPARES theory and methodology;
- Data collection and Diplomatic Analysis based on InterPARES templates aiming at the identification of the contextual information and characteristics of the digital entity under study;
- Iteration of: (1) proposition and implementation of action plans, (2) analysis and discussion of partial results with the other TEAM Brasil researchers;
- Dissemination in public events.