



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Brazil

InterPARES 3 Case Study Abstract

TEAM Brazil – Case study 07 - Human Resources Management Department of the State University of Campinas – Staff paychecks

Test-bed name: *Human Resources Management Department of the State University of Campinas – Staff paychecks*

Test-bed type: *state university archive (autonomous state authority).*

Topic/title: *Personnel paychecks.*

Case study type: *Record*

Start date: *July 2008.*

The test-bed concerns the Human Resources Management Department (DGRH) of the State University of Campinas (UNICAMP), created in 1963, in charge of producing reports aiming at reporting in detail all wage-related events, serving as proof of payments and discounts regarding staff, collaborators and all university personnel.

Paychecks are produced according to the Vetorh system, since January of 2001, resulting from the processing of payroll data stored in a database. Those records must remain reliable, authentic and accessible through time.

This InterPARES 3 case study aims at setting up the necessary management and preservation procedures relating to such records.