



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Brazil

InterPARES 3 Case Study Abstract

TEAM Brazil – Case Study no. 09

Test-bed name: *Comitê Gestor do SPdoc (Management Committee for SPdoc).*

Test-bed type: *State Archives.*

Topic/Title: *Sistema Informatizado Unificado de Gestão Arquivística de Documentos e Informações - SPdoc (São Paulo State Unified Electronic Records and Information Management System).*

Case study type: *Records, Systems.*

Start date: *November 2010.*

Established in 2010, the Management Committee for SPdoc aims the implementation and the improvement of the São Paulo State Unified Electronic Records and Information Management System, also known as SPdoc. The Committee is constituted by Public Administration representatives and is coordinated by the São Paulo State Archives, which is the central organ of the São Paulo State Archives System (SAESP) and whose Management Department of the São Paulo State Archives System (DGSAESP) holds responsibility for formulating and implementing the archival state policy.

SPdoc consists of a set of operations applied to the management of conventional and digital records produced, received and accumulated by the São Paulo State government. SPdoc is in conformity with the archival state policy and significantly contributes to the modernization, accuracy, accountability and transparency of the public administration, as well as to the preservation of the archival heritage and to the widespread public access to information. The resources required to implement and improve SPdoc are provided by the Committee's decisions.

DGSAESP hopes that this research will contribute to the development of SPdoc as well as to the development of the theoretical-methodological knowledge that is essential for formulating strategies, policies and standards capable of ensuring the long-term preservation of – and the access to – documents electronically managed or generated.