

## **InterPARES: The Brazilian Experience**

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Buenas tardes carisimos. Es una muy grande alegria estar de vuelta en Cuba, donde nació el CLAID Team. Gracias a todos los que lo hicieran posible. I muchas gracias a Luciana por todo: el apendido, el cariño y la oportunidad de participar de ese proyecto maravilloso.

### **[slide 1]**

My name is Claudia Lacombe Rocha. For 30 years I have been working at the National Archives of Brazil and since 2003 I am leading the team involved in digital recordkeeping and preservation. We have been working in partnership with the National Archival Council's Digital Records Committee and our work has been strongly influenced by InterPARES Project.

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From the beginning of our studies the theoretical findings of InterPARES 1 helped us to understand what a digital record is and how to identify a digital record among the wide diversity of digital entities created in the digital environment. InterPARES reaffirmed the classical concept of record, defined as **"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). The findings of the project made it clear that, although digital records have specific issues and are manifested differently compared to non-digital records, the concept of record and its basic characteristics do not change in the digital environment. Furthermore, we learned that the definition of record and the basic characteristics of a record are the key to identify them among other digital entities as well as to define a preservation plan addressed to them.

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In our Committee at the National Council on Archives, our first task was to prepare a glossary of archival and IT terms to guide professionals from both areas. This glossary was largely based and influenced by IntePARES glossary.

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From the beginning we also learned from InterPARES that digital preservation gotta start since the creation of records and that the best way to certify the authenticity of digital records over time is based on controlled procedures and on a trusted recordkeeping system. Thus we realized that our initiatives should begin directed to digital records management. Therefore, some normative instruments were formulated in the National Archival Council to guide the management and the transfer of digital records for permanent archives which include metadata definitions. The "Benchmark requirements supporting the presumption of authenticity of electronic records" presented in InterPARES 1 was the basis for the definition of the metadata schema used on those instruments.

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Another InterPARES product which was directly applied to our initiatives was the document entitled "A framework of principles for the development of policies, strategies and standards for the long-term preservation of digital Record". These principles were the basis for the Digital Preservation Policy of the National Archives which was defined to guide our Digital Preservation Program, started on 2010, called AN Digital.

The AN Digital is strongly influenced by InterPARES Project. The Preservation Policy was the first document to formalize the concepts and principles. After that, the Program advanced a lot and InterPARES is present in all definitions and decisions we make. The Benchmark and the Base line requirements were important guides for us when defining procedures for receiving the records, determining the metadata that must be sent with the records and establishing routines for the maintenance, preservation and access of records in our repository.

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Participation in the CLAID Team gave us an opportunity to deepen our learning in the knowledge developed by the InterPARES in its first two phases. When Luciana invited Brazil to take part in InterPARES 3 as a national TEAM we were very happy. It was an opportunity to continue learning and to collaborate for a project that had already supported a lot our initiatives.

The direction of TEAM Brazil was supported by Brazil National Archives, which served as the headquarters for the TEAM, the main co-investigators and administrative assistants.

The test-bed partners provided researchers from their own staff to work on each case study. TEAM Brazil researchers were not students (as in others TEAMS); some of them were archivists but most were IT professionals or employees involved in the activities that created the records or with the records management system under study. As the majority of researchers were not archivists nor had much knowledge of digital preservation, the first activities of TEAM Brazil were workshops to explain archival and digital preservation basics, InterPARES 1 & 2 findings, as well as the project methodology proposed for carrying out the case studies.

At the end of the training process, TEAM Brazil was comprised of a staff of co-investigators and research assistants with expertise on InterPARES findings and on the digital materials under study. It took time in the beginning until they were able to perform the methodology proposed, but at the end the creators were aware of the need to implement the plan. They were able to understand why it was so necessary to do the changes and were committed in implementing the actions.

#### **[slide 7]**

When the studies were completed the researchers realized that have improved their knowledge in digital preservation and managing digital records. They put InterPARES theory into practice and it proved to support them; the Diplomatic Analysis template proved to be very useful to help and guide creators and preservers in identifying the weakness of the digital entity under study, which guided them on the definition of actions that should be performed to guarantee the preservation of authentic records for the long term.

TEAM Brazil concluded nine case studies and all the final reports are available at InterPARES web site in Portuguese and in English.

When the fourth phase of InterPARES began, Brazil was represented again, but this time the National Archives developed only one case study and we also contributed to the terminology database.

InterPARES Trust was focused on the cloud environment. Brazilian case study was on preserving and managing record's life-cycle in a multiprovenance government digital environment. It is a government system that supports all administrative activities on personnel of all

agencies. The records are kept in a single database and the agencies have no control over their records.

The case study was developed according to InterPARES methodology and a formal report was sent to the Ministry of Planning with some recommendations. Last year the National Archives were contacted, and we began to work with them to improve the system.

## Final Considerations

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I can say that today handling and preserving digital records in Brazil is strongly influenced by InterPARES Project. Our participation in the CLAID Team, InterPARES 3 and InterPARES Trust were key to keep in touch and update us in the development of the research, and even to give the chance to make our small contribution.

Since the beginning of CLAID Team we have been working in a lot of dissemination in Brazil and other Latin America Countries. Today the Brazilian archival community at least know about InterPARES Project.

At the National Archives, I can say that the InterPARES gave us the theoretical and methodological basis for working with digital records:

The National Archives digital preservation initiative – AN Digital - is totally based in InterPARES principles, concepts and methodology.

Records Management National Archives initiatives are also based on InterPARES. Some key concepts that guide our work are digital record, fixed form, stable content, bounded variability, manifested digital record, stored digital record, authenticity, chain of preservation etc. And we also learned how to identify a digital record, the best/correct way to maintain its authenticity, the guidelines for preserving digital records...

I hope we can continue to learn and contribute. Digital preservation is a huge challenge and it's a long way which we are beginning to walk.

Muchas gracias