InterPARES 3 Project
International Research on Permanent Authentic Records in Electronic Systems
TEAM Brazil

UNICAMP staff paychecks:
the preservation of a record created and maintained in an interactive electronic system

Malaysia 2011
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TEAM Brazil Record Case Studies

Test-bed Partner	Record	Created and maintained in interactive electronic system
Ministry of Health	Hospital Internment Authorization	X
UNICAMP	Photos	
UNICAMP	TV films	
UNICAMP	Theses & dissertations	
UNICAMP	Students grade reports	X
UNICAMP	Architecture & engineering projects	

Static records output from interactive systems

✓ A digital record is static when "it does not provide possibilities for changing its manifest content or form beyond opening, closing and navigating within it."

✓ an electronic system contains a digital record when it has the capability of reproducing that record
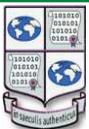
Context: UNICAMP

UNICAMP – Campinas State University

December, 1962 – formal creation - Law 7.655

1963 – Medical school installed

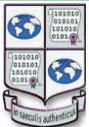1968 – first building inaugurated at university campus

Vista aérea UNICAMP - 1969

UNICAMP Presently:

✓ 5 campuses – 3 km ^{2} area

✓ 22 Colleges & Institutes

✓ 58 undergraduate courses

✓ 135 graduate courses

✓ 32,000 students

Vetorh System

Every month:

✓ Data input

✓ Process & calculate staff payment

✓ Payroll creation

Payroll sample

Folha de Pagamento

Página: 00001

Folha: 4331 Mensal maio/2007

| Cód.Fun Funcionário | | | | Admissão | | Salário/Tipo Função | | |

Departamento: 1 - ESCRITORIO

| PROVENTOS | | | | DESCONTOS | | | |
| incomings | | | | | | | deductions |

00002	FUNCIONARIO DEMONSTRAÇAO 1		02/02/2009		1.169,00 M TECNICO PROJECAO		
001	SALARIO NORMAL	30,00	1.169,00	503	I.N.S.S.	9,00	105,??
098	ARREDONDAMENTO	0,00	0,12	520	ASSISTENCIA MEDICA	0,00	215,35
				542	VALE TRANSPORTE	30,00	70,14
				548	ARREND.ANTERIOR	0,00	0,42

Proventos: 1.169,12   Descontos: 391,12   Líquido: 778,00   Sal.Contr. 1.169,00   FGTS: 93,52

net salary

00003	FUNCIONARIO DEMONSTRAÇAO 2		02/02/2009		1.169,00 M TECNICO PROJECAO		
001	SALARIO NORMAL	30,00	1.169,00	503	I.N.S.S.	9,00	105,21
098	ARREDONDAMENTO	0,00	0,37	520	ASSISTENCIA MEDICA	0,00	46,12
				542	VALE TRANSPORTE	30,00	70,14
				548	ARREND.ANTERIOR	0,00	0,90

Proventos: 1.169,37   Descontos: 222,37   Líquido: 947,00   Sal.Contr. 1.169,00   FGTS: 93,52

00004	SÓCIO DEMONSTRAÇAO 1		01/04/2010		4.000,00 P SOCIO(A) ADMINISTRADO		
043	PRO LABORE	30,00	4.000,00	504	IMPOSTO DE RENDA	22,50	208,10
098	ARREDONDAMENTO	0,00	0,76	520	ASSISTENCIA MEDICA	0,00	235,00
				548	ARREND.ANTERIOR	0,00	0,84
				690	INSS PRO LABORE	11,00	375,82

Vetorh System

Every month:

✓ Data input

✓ Process & calculate staff payment

✓ Payroll creation

Pay check sample
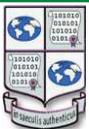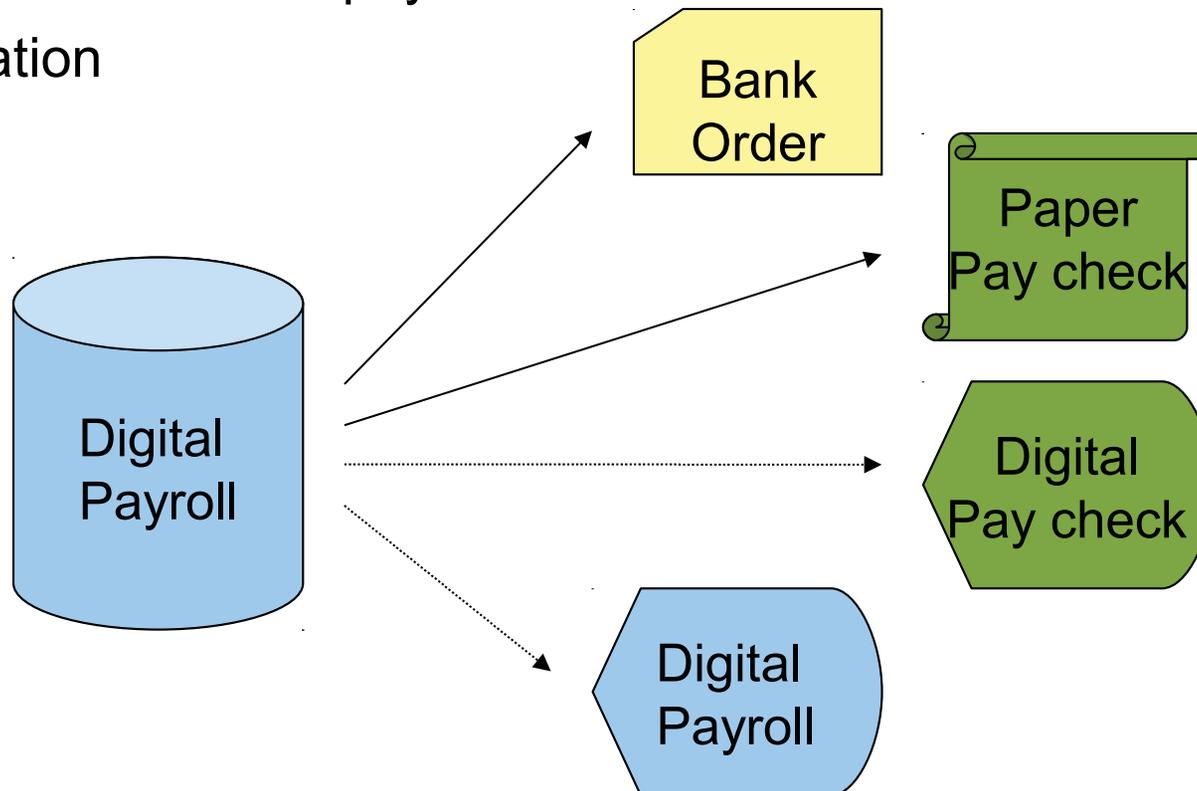
UNIVERSIDADE ESTADUAL DE CAMPINAS

UNICAMP

Cidade Universitária - Zeferino Vaz
CNPJ:046068425/0001-33
Caixa Postal 6166 - Cep 13083-970
Campinas - São Paulo - Brasil

DEMONSTRATIVO DE PAGAMENTO

Personal data

IDENTIFICAÇÃO	PREZADA COLABORADORA,

1▆▆9 - E▆▆▆▆▆▆▆▆▆A

PAEPE - Enfermeiro   NIVEL - 06-E

HC/DENF/CIN

DATA DE ADMISSÃO: ▆▆/06/1984
VÍNCULO - ESUNICAMP

MÊS: ABRIL/2011   CRÉDITO EM 05/05/11   LÍQUIDO A RECEBER: R$ 4.570,20

CÓDIGO	DESCRIÇÃO	REFERÊNCIA	VALORES R$	VALORES INFORMATIVOS		
GANHOS				**VALORES INFORMATIVOS**		
001	VENCIMENTO	220	4.100,38 +	0605 BASE IR		5.774,67
201	ADIC TEMPO SERVICO	25	1.025,10 +			
202	SEXTA-PARTE	0	926,91 +	**EMPRESTIMOS / PARCELAS** *(DESCRIÇÃO/PARCELAS/N. PARCELA)*		
205	INSALUBRIDADE	220	436,00 +	BANCO BRASIL	07 / 24	210,62
DESCONTOS LEGAIS						
302	IAMSPE	2	129,77 -			
304	IMPOSTO DE RENDA	4	864,08 -			
401	SPPREV	11	713,72 -			
DESCONTOS/DEVOLUÇÕES						
1184	BANCO BRASIL EMP PESSOAL	0	210,62 -			

incomings

deductions

Legenda: [+] PROVENTOS   [-] DESCONTOS   [v] VALORES INFORMATIVOS

Net salary

TOTAL GANHOS	TOTAL DESCONTOS	LÍQUIDO A RECEBER	TIPO PAGAMENTO	CÁLCULO
6.488,39	1.918,19	4.570,20	MENSAL ABRIL/2011	5741

BANCO / AGÊNCIA / CONTA			DEPENDENTES IR QUOTAS SAL. FAM.	
001 - BANCO BRASIL	/ ▆▆3 /	▆▆ - 9	00	00

Personal data

Data collection & Diplomatic Analysis

Data collection on:

✓Test-bed

✓Activities resulting in the creation of the digital entity under study

✓ Specific features of the digital entity under study

Digital
Pay check

Diplomatic analysis

✓ has stable content, fixed form, and is affixed to a stable medium;

✓ participates in an action and is a natural by-product of this action;

✓ possess an archival bond with the other records that also participate in the action (within or outside the system – it means, including paper records);

✓ the record creation must involve at least three persons (author, addressee and writer – and may include also the creator and the originator);

✓must possess five identifiable contexts (juridical-administrative, provenancial, procedural, documentary, and technological).

Diplomatic Analysis conclusions

Digital Pay check — Potential record

✓ participates in an action

✓ the record creation involve author, addressee, writer and creator

✓ possess five identifiable contexts (juridical-administrative, provenancial, procedural, documentary, and technological)

✓ Is affixed to a stable medium

✗ Does NOT have stable content, nor fixed form

✗ Does NOT present an archival bond with the other records that also participate in the action

Stored record & Manifest record

✓ <u>MANIFESTED RECORD</u>

A digital record that is visualized or rendered from a stored digital record and/or stored digital component(s) in a form suitable for presentation either to a person (i.e., in human readable form) or to a computer system (i.e., in machine language).
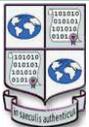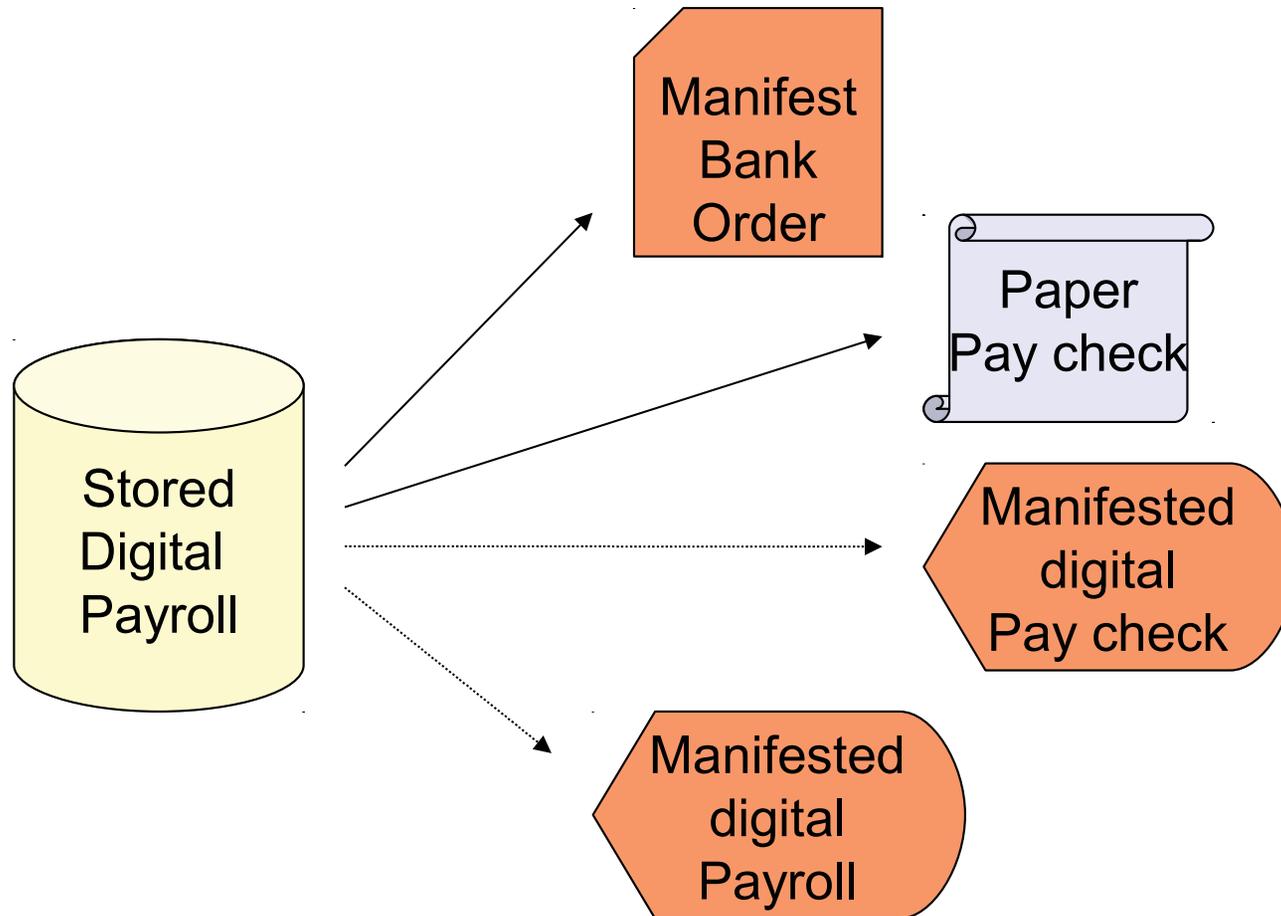
✓ <u>STORED RECORD</u>

A stored digital document that is treated and managed as a record.

A database set can be considered as a stored record if it is considered and treated as a record by the creator
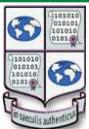
Stored record & Manifest record

Decisions

Records to keep:

✓ Stored digital payroll

✓ Manifested digital payroll

"the primary purpose of keeping the stored record is to be able to reproduce the manifest record, while the manifest record is preserved to communicate information to persons or other systems."
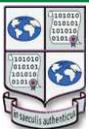
Changes in the system:

✓ include personal data on the stored payroll and

✓ maintain the previous presentation templates associated to the specific pay roll.
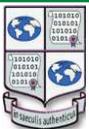
Final Considerations

➡ The completion of the case studies showed that IP 3 methodology helped the researchers

◆ to identify the weaknesses on the creation and maintenance of the digital records under study,

◆ to find the electronic system aspects and records characteristics that should be changed in order that those entities could really be considered as records (and not only digital entities),

◆ to define a preservation plan.

➡ The researchers felt supported by consistent methodology and theoretical base to analyze the cases and take the decisions to be proposed.

Thank you