



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**

Barcelona 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

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



UNICAMP Presently:

- ✓ 5 campuses – 3 km² 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

Relatorios da Folha de Pagamento

File Page Zoom

Page 1 of 2 Zoom 120.0 %



Folha de Pagamento

Folha: 4331 Mensal maio/2007

Página: 00001

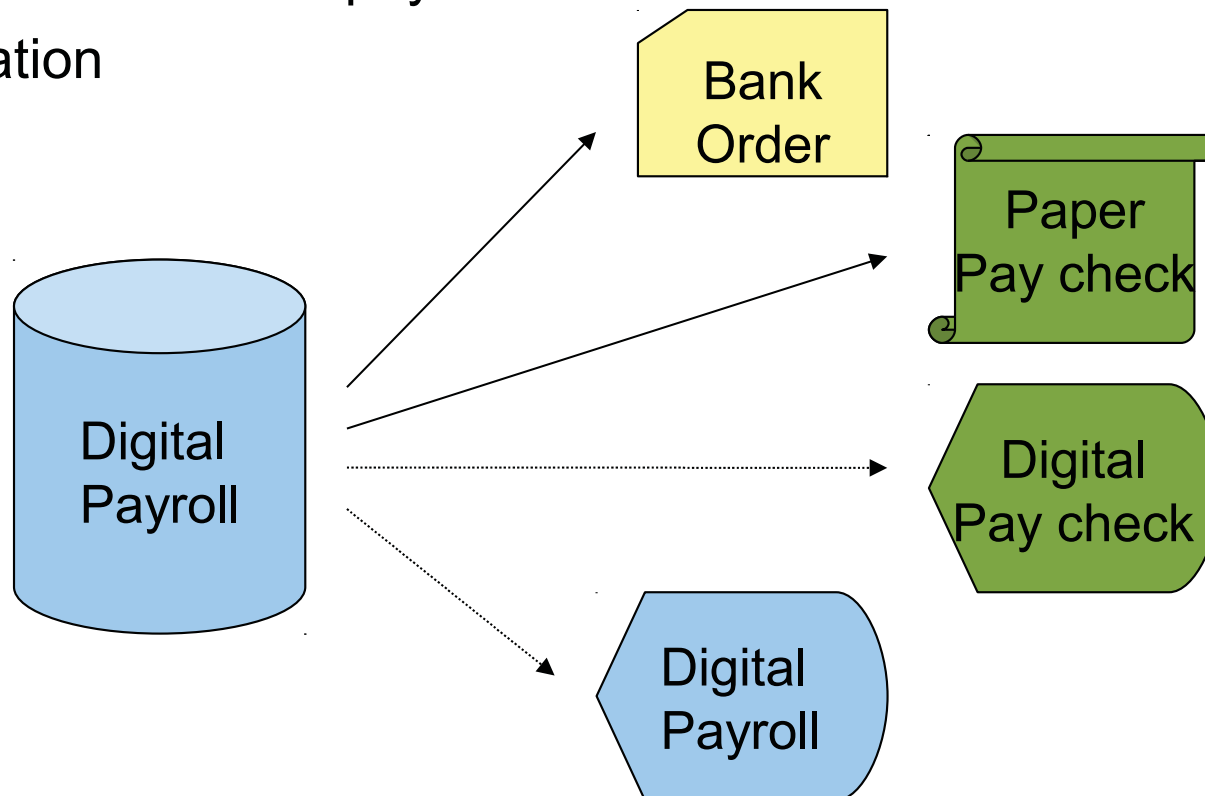
Departamento: 1 - ESCRITORIO

Cód.Fun	Funcionário	Admissão	Salário/Tipo Função	PROVENTOS <i>incomings</i>		DESCONTOS <i>deductions</i>	
00002	FUNCIONARIO DEMONSTRAÇÃO 1	02/02/2009	1.169,00 M TECNICO PROJECAO				
001	SALARIO NORMAL	30,00	1.169,00	003	I.N.S.S.	9,00	105,21
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	
			Liquido:	778,00	Sal.Contr.:	1.169,00	FGTS:
							93,52
<i>net salary</i>							
00003	FUNCIONARIO DEMONSTRAÇÃO 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	
			Liquido:	947,00	Sal.Contr.:	1.169,00	FGTS:
							93,52
00004	SÓCIO DEMONSTRAÇÃO 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
 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[REDACTED]9 - E [REDACTED]A PAEPE - Enfermeiro NIVEL - 06-E HC/DENF/CIN DATA DE ADMISSÃO: [REDACTED]/06/1984 VÍNCULO - ESUNICAMP	

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

CÓDIGO	DESCRIÇÃO	REFERÊNCIA	VALORES Rs	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 (REDACTED)
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 -	

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

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 / [REDACTED] 3 / [REDACTED] - 9			00 00	

Net salary

incomings

deductions

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



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

✓ MANIFESTED RECORD

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).

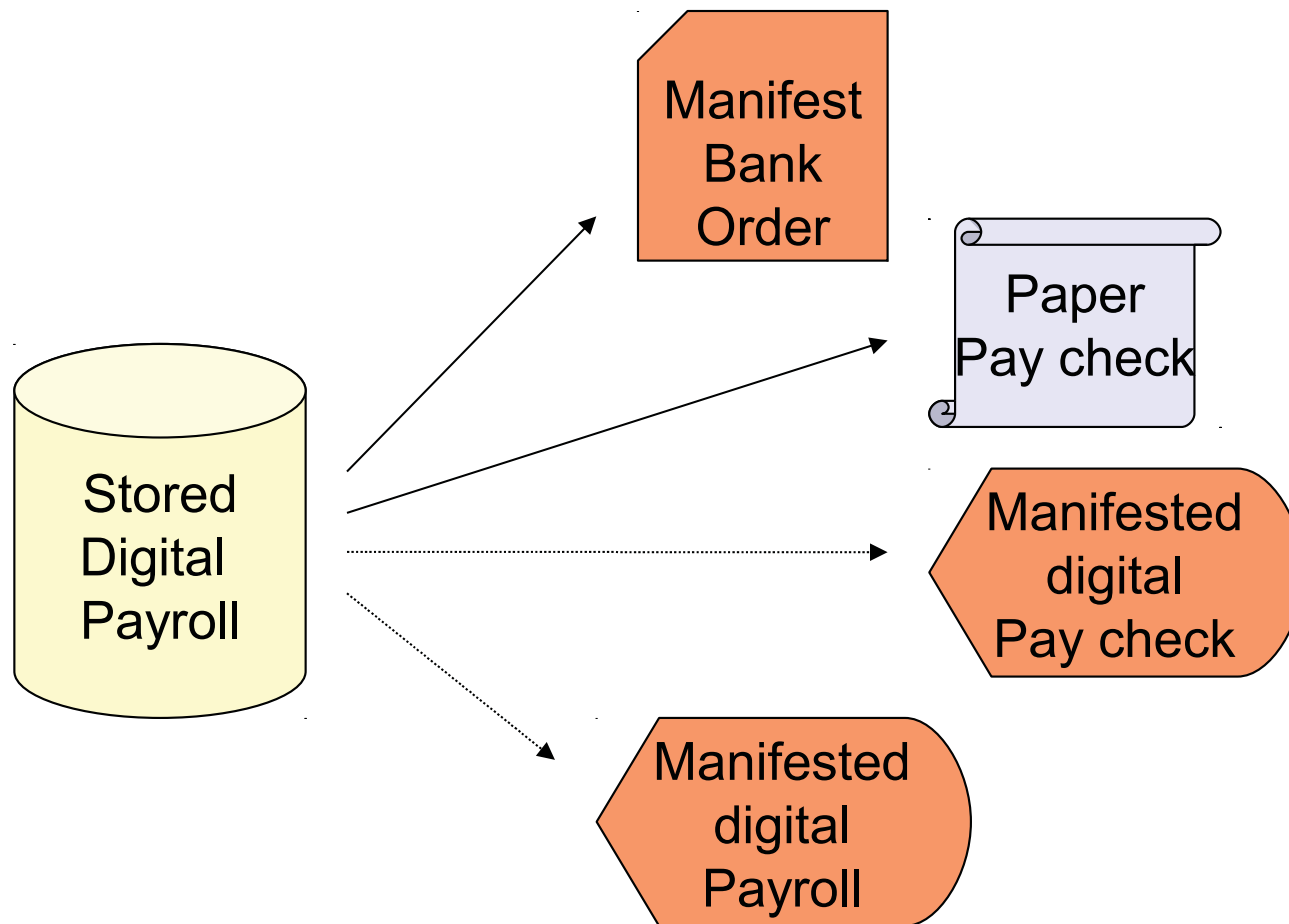
✓ STORED RECORD

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.

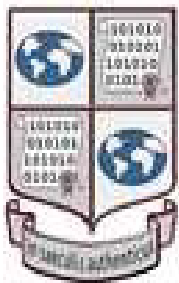


Final Considerations

- 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.
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Thank you



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