



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Brazil

Digital photographic records: UNICAMP Public Relations and Press Office case study

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Claudia Lacombe Rocha – National Archives – Rio de Janeiro - Brazil - IP3 TEAM Brazil director

UNICAMP Case Studies

5 Case Studies

- ✓ CS BR02 – Digital Photographic Documents
- ✓ CS BR03 – Digital audiovisual records: TV Programs
- ✓ CS BR04- Digital Master's dissertations and PHD Theses
- ✓ CS BR05 – Undergraduate student`s grades and attendance reports
- ✓ CS BR07 – Staff Paychecks

Reuse the findings on similar situations within the university.



Context: UNICAMP

UNICAMP – Campinas State University

December, 1962 – formal creation - Law 7.655

1968 – first building inaugurated at university campus



UNICAMP Presently:

- ✓ 3 *campi* – 3 km² area
- ✓ 22 Colleges & Institutes
- ✓ 66 undergraduate courses
- ✓ 144 graduate courses
- ✓ 40,000 students



Context: ASCOM

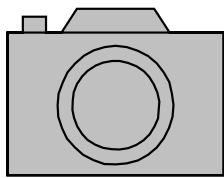
- ✓ ASCOM : University Public Relations and Press Office
- ✓ created 80`s
- ✓ subordinated to the Rector Cabinet

- ✓ Mission:
 - 1- mediate the relationship among UNICAMP and the media;
 - 2- promote the dissemination of scientific knowledge and technology generated at UNICAMP;
 - 3- disseminate clearly and objectively information about the university which are of interest of the academic community.



Creation and Maintenance: procedures in use before the study

1- TAKING PHOTO



JPEG



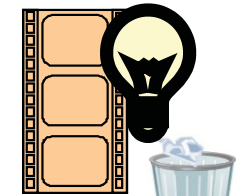
2- RAW MATERIAL STORAGE



JPEG



3- PRELIMINARY SELECTION



JPEG

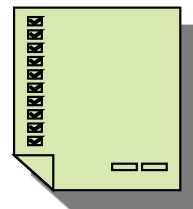


4- ARCHIVING



JPEG

5- DESCRIPTION



ISAD(g)

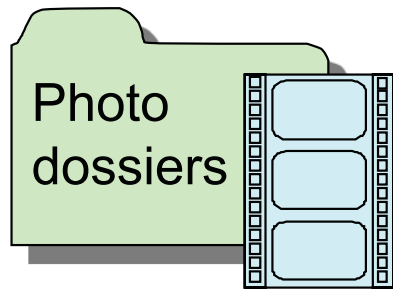
6- MAINTENANCE



JPEG



Diplomatic Analysis conclusions



Compliant to all characteristics of a record

- ✓ Present fixed form, stable content and are fixed to a stable media;
- ✓ participate of an action: publication and dissemination of UNICAMP activities information;
- ✓ possess archival bond - explicitly by the relational metadata “photo mission code ” and “publication” + all the photographic records that are created in a “photo mission” are kept together in the same dossier;
- ✓ involve the participation of an author, a writer, an addressee and a creator;
- ✓ Possess identifiable context.





Photo
dossiers

Changes: new file format

JPEG:

✗ lossy compression algorithm: information is permanently discarded.

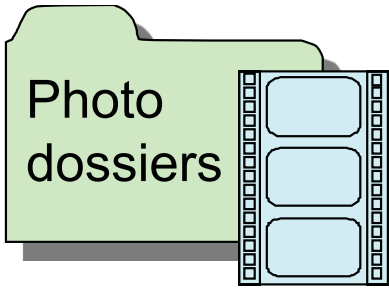
TIFF:

- ✓ provides lossless compression ;
- ✓ backwards compatible;
- ✓ hardware/software independent.

RAW:

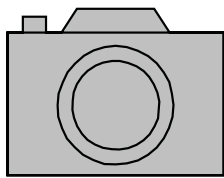
- ✓ photographers favor the RAW format ;
 - ✗ proprietary format with specifications determined by each camera manufacturer ;
 - ✗ specifications are not made available to the public ;
 - ✗ limited by its reliance on converters and plug-ins to download files and remains unsupported by some image software applications.
-





Changes: new file format

1- TAKING PHOTO



RAW



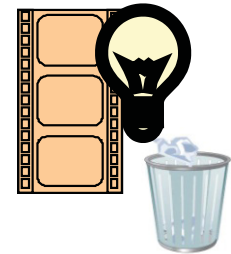
2- RAW MATERIAL STORAGE



RAW



3- PRELIMINARY SELECTION



RAW → TIFF



4- ARCHIVING

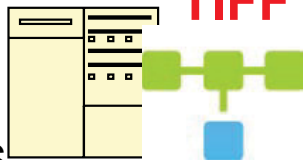
ASCOM



RAW



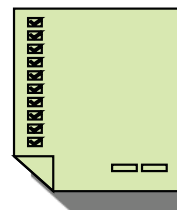
CENTRAL ARCHIVES



TIFF + PDF



5- DESCRIPTION



ISAD(g)

TIFF + PDF



6- MAINTENANCE



TIFF + PDF





Photo
dossiers

Changes: security increment

- ✓ Implementation of agent metadata and an audit trail – to identify the users of the repository and all actions taken by them on the records;
- ✓ Official definition of a security and access control policy;
- ✓ Implementation of a ruled backup routine.





Photo
dossiers

Changes: improvement of technical & human resources

- ✓ Acquisition of professional cameras;
- ✓ Training of ASCOM personnel according to the new procedures.

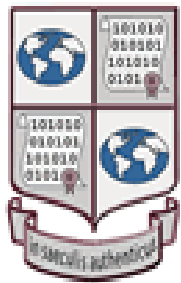


Final Considerations

- ➔ The case study supported the archivists in the assurance that the ASCOM digital photos are records and evidenced that many procedures in use were appropriate.
- ➔ However, the study was also important to evidence some aspects that needed to be improved in order to assure the longevity and the authenticity of those records, as the change of file formats and the security improvements of the digital repository.
- ➔ The awareness of ASCOM personnel on digital preservation was also a major gain.
- ➔ Hope that this study may serve as an example for other similar situations.



Thank you



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