

## **Documentos digitais: o efêmero precisa se tornar perene** **Digital documents: the ephemeral must become perennial**

Day after day, more and more information is produced and made available in a digital environment, with the most varied subjects possible. Consequently, digital documents are gaining social, cultural and historical relevance, thus serving as a source of evidence and information.

In this perspective, digital preservation is essential to ensure the guarantee of access to these documents. Therefore, it should enable a technological platform of the future to be able to correctly interpret documents produced in the past.

In view of the advances in information technology, it can be said that contemporary society depends on digital media, much for the practicality provided. However, it should be noted that information technology tools have expanded at an accelerated rate, being present in the most diverse sectors of commerce, industry, service provision and science.

“If we really want to live in a society of information, - the best there is, of the knowledge -, we tend to have it built every day, with every new event; not because it is a fashion, not because of technology, but because we believe that this can change our reality for good.” (VOUTSSÁS MÁRQUEZ, 2012, p. 110).<sup>1</sup>

In general, information technology is an irreversible path, so the formulation of preservation policies and plans is the responsibility of the professionals responsible for the management and preservation of information. Such professionals may be from areas such as administration, archival science, library science, computer science, museums and others capable of establishing an interdisciplinary dialogue.

Furthermore, when thinking about managing and preserving digital documents in the long term, it is necessary to consider the standards involved in this process. Among these standards, the following can be cited: ISO 15489, ISO 30300 family, ISO 14721 and ISO 16363. The synergy made possible by these studies allows the establishment of reliable management and preservation environments, which preserve the integrity of documents and ensure their presumption of authenticity .

Regarding the preservation environment, it is observed that ISO 14721 assists in the implementation of a Trusted Digital Repository (RDC) that will be audited by ISO 16363 to prove its level of reliability. At this stage, the literature on digital preservation has highlighted the importance of access to information, seeking to bring collections closer to the public. Therefore, the need to provide authentic documents and information is evident, so that the collection is seen as a reliable source of information. This issue is increasingly important in view of the growing cases of fake news on social media.

---

<sup>1</sup> Preservación del patrimonio documental digital en el mundo y en México – [http://ru.iibi.unam.mx/jspui/handle/IIBI\\_UNAM/L49](http://ru.iibi.unam.mx/jspui/handle/IIBI_UNAM/L49)

“Information technologies have the power to establish new operating markets for organizations, as well as connect them to the world through the exchange of information. Such possibilities for interaction were provided by the modern economy and the advent of globalization. However, the same globalization that reduces distances, can also disseminate sensitive data of an organization, causing a series of fusses to erupt about it. ” (SANTOS; KRAWSZUK, 2020, p. 120).<sup>2</sup>

It should be noted that security and access control are increasingly relevant for organizations that hold collections. The advent of the internet has facilitated the dissemination of content, so that platforms that help users in general to access the desired information can be used. However, the collections management must consider that such platforms can be invaded, so that documents are deleted. In addition, a series of confidential documents and information may be improperly disseminated, creating insecurity and organizational discomfort, sometimes unprecedented.

When discussing topics related to digital information, several developments are perceived: management, preservation, access, secrecy, presumption of authenticity, combating “Fake News”, digital inclusion, knowledge management, digital curation, e-Science, big data, and many other possible themes.

Preserving digital documents initially requires the definition of digital preservation policies, which take into account the permanence of information from the moment it is produced and captured by computerized systems. It is emphasized that such systems must maintain conformity with the standards enshrined in the technical literature, with this, it will be possible to maintain reliable digital environments that make custody of authentic documents.

“Digital material providers, over time, need to invest to create documentation and metadata, generating new forms of material to maintain access. This investment must be taken into account when discussing the rights to use and reuse digital objects. Likewise, among the aspects that must be identified in any preservation strategy is the need for hiring and training personnel. If there is no administrative plan to cover these items, no maintenance of long-term collections will be successful ”(MÁRDERO ARELLANO, 2004, p. 22).<sup>3</sup>

It is noteworthy that digital preservation depends on a series of investments to develop the appropriate infrastructure and training the team responsible for executing the technical procedures. Equally, one must think about the access mechanisms, so that the documents are properly indexed to facilitate the search and recovery process.

Thus, the RDC becomes a reference for users in general, being an environment that guarantees the preservation and uninterrupted access for authentic digital documents. Therefore, it is up to the administrators of the RDC to demonstrate the consistency of the methods employed, and thus, win the confidence of the general public.

---

<sup>2</sup> Gestão do conhecimento organizacional: tratamento arquivístico para reuso da informação administrativa - <https://www.researchgate.net/publication/340323976>

<sup>3</sup> Preservação de documentos digitais - <https://www.scielo.br/pdf/ci/v33n2/a02v33n2.pdf>

Finally, the content made available on the internet access platforms must reflect the quality of those that are preserved in the repository, and may use authentication mechanisms, such as, for example, digital signatures. In addition, collections in general must be positioned close to the public, always with the objective of offering quality content. By disclosing the standards and methods used by the collection, it is possible to develop a critical sense in users, who will understand their scientific solidity. A user with a critical sense will know how to differentiate reliable information from "Fake News", thus avoiding disseminating arguments that deny historical facts.

In accordance with these issues, it is worth mentioning the activities developed by the Historical Archive of Computer Materials for Education - ASMI Project <sup>4</sup>. This project aims to collect and disseminate via Internet, the computer materials that were produced by the Teaching System, and that are no longer used.

Such a project aims to promote access and diffusion of authentic contents that contribute to the strengthening of social memory and the consequent development of human activities. It is essential that previous skills and experiences are preserved, as their losses cause an impoverishment of the disseminated knowledge. The absence of such records opens knowledge gaps, which can be filled with inaccurate information and even "Fake News".

The project is in the preliminary stage, it is still necessary to define how the materials will be made available to the public, using an international indexing standard. It is noteworthy that indexing is essential to optimize search precision. Likewise, the standardization of these methods allows to improve the level of interaction between the user and the collection platform, in addition to reaching a wider audience.

The Convention - Agreement with the Archives Portal Europe - European Archives Portal <sup>5</sup> has already been signed, which disseminates information on archival documentation from several European countries and on archival institutions on the continent. At the moment it has been studied how the procedures for inclusion and indexing will be in the database of the Portal of the European Archives.

In general, the ASMI Project is aligned with the practices of access and dissemination of documents and information to society. The main challenge is to develop dissemination strategies, aiming to reach the largest possible audience. As it is a historical archive, there will be no difficulties to demonstrate the reliability of the source, given that archives, libraries and museums are institutions with extensive experience in preservation.

**Henrique Machado dos Santos**

Arquivista da Universidade Federal do Rio Grande (FURG)

---

<sup>4</sup> [Archivio storico di materiali informatici per l'istruzione – ASMI](#)

<sup>5</sup> [Archives Portal Europe - Portale europeo degli archivi](#) disseminates information on the archival documentation of numerous European countries and on the archival institutions of the continent.