Strategies to safeguard and communicate records management - the case of Instituto dos Registos e Notariados

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Abstract
Institute of Registries and Notary (Instituto dos Registos e dos Notariados, I.P.) is a public organization that provides nationwide civil identification, nationality and passport services and also civil, land, vehicle, ship, commercial and legal persons register services. Everything is done and made for the citizens and is part of everyday life. It has central services and more than 450 registries and notaries in Portugal, Europe. The main goal of this presentation is to explain what and how the Archive Service of Instituto dos Registos e Notariados (called Unidade de Gestão Documental, Arquivo e Expediente) has been doing to preserve and safeguard historical records from the nineteenth century through today, and what strategies have been implemented to assist in this endeavor.

About the authors:
Sofia Santos is an archivist and coordinator of the Document Management Unit, Archive Service at the Institute of Registries and Notaries, I.P. in Lisbon, Portugal. She previously worked at the Porto Regional Health Administration, I.P. and at the House of Prince Henry, the Navigator at the City Hall of Oporto. She has also worked as an information professional in relation to the Educational Service/Cultural Extension in the Regional Archive of Madeira (Portugal). Santos holds a PhD in Retrospective Bibliography and Documentation in Humanities (Bibliografía y Documentación Retrospectiva en Humanidades) from the University of Alcalá Madrid, Spain (2012). She was awarded the Certificate of Advanced Studies in the scope of the already mentioned PhD course (2009), and Post-Graduate in Documentation Science, Archive, at Universidade Autónoma, Lisbon, Portugal (2000/2002). Sofia Santos has also lectured at the University of Madeira, teaching undergraduate sources (Level IV) in the technological area of Cultural Heritage. Additionally, she has written and published several articles about cultural and memory heritage.