

PRESENTATION- Who we are?

1. The portuguese Institute of Registries and Notary (IRN) is a portuguese public institution under indirect State administration, endowed with administrative autonomy and with jurisdiction extending throughout national territory. Is an agency subordinated to the Ministry of Justice.

MISSION -What we do?

2. Its main mission is present in the life of citizens since birth. From that moment on, people’s life events such as marriage, acquiring nationality, purchasing a car, purchasing a house, inheriting estate, incorporating a company, and eventually death, are requested and registered in Register Offices in order to establish authenticity and ensure legal certainty. Whenever a citizen needs to submit proof of relevant legal facts related to a life event, IRN issues certificates, being the only entity entitled to do so.



Figure 1. Its service is made for more then 450 Registres across the country (except Autonomous Region of Madeira)

THE RECORDS - What documents and information we



Figure 2. Examples of historical documents – citizens identification from 20th century

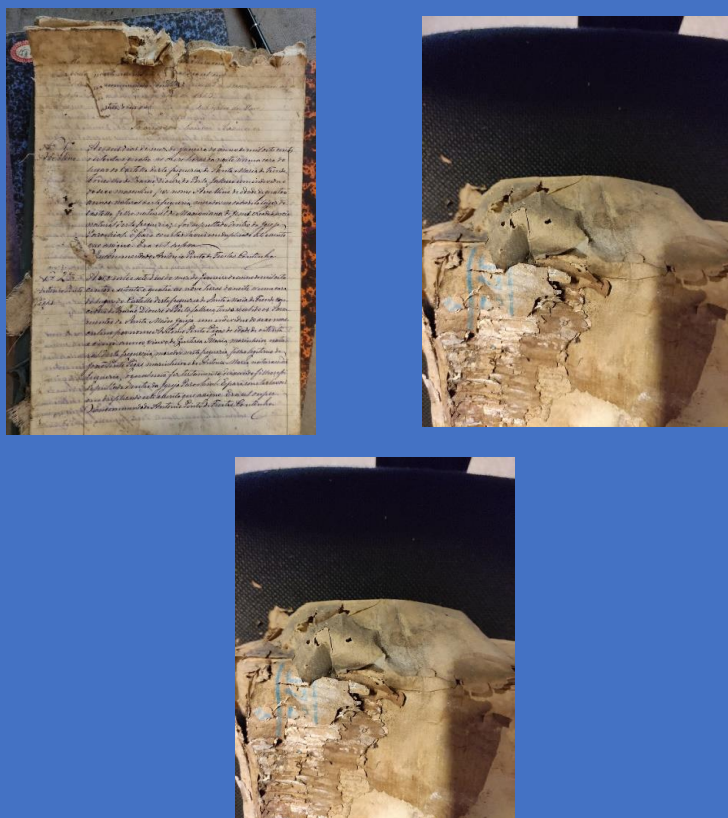


Figure 3. Examples of physical damage

THE STATE OF ART – What we made for safeguard the historical documents?

- 7. 2021/ 2022 – Criated the Archive Service (Unidade de Gestão Documental, Arquivo e Expediente) with two Archivists
- 9.2022/2023- Evaluation, Selection and Elimination of documentation
- 10. 2023 - Study the phisical conditions of the documents. Were deted space problems due to the enormous growth of records and to the inadequate and often antiquated archival buiding; lack of specialised administrative staff and priority given to other issues
- 11. 2023/ 2024 - Considerind the “Justiça + Próxima 20 | 23 plan” and the EU co-financing - The Recovery and Resilience Plan was presented the “Digital Plan of Historical Records of IRN – Pilot Project”



Figure 4. Digitalizon of three Registres from Braga, Santa Maria da Feira and Loulé

SRATEGIES AND OPERATIONAL OBJETIVES - What are the main goals?

- 10. Increased efficiency and productivity
- 11. Increased internal and external clients satisfaction
- 12. Encourages an Environment of Employee Excellence
- 13. Encourages collaboration and improves communication among all services
- 14. Increased transparency
- 15. Allowed to preserved and safeguard the documents

Conclusion:

We just began our journey but despite the several problems it is possible to do a better service for preserve and safeguard the information that is made by and for the citizens.