

Archival Policies And The Archivist's Competence In The Penal And Socioeducational System

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Abstract:

Background: It's a study on how the competence of the Archivist operates in the face of Archival Policies in the Penal and Socioeducational System of the State of Santa Catarina. The general objective is to identify the competence that the Archivist needs concerning Archival Policies in the Penal and Socioeducational System of the State of Santa Catarina. The specific objectives aim to: a) present the concepts of Archival Policies; b) identify the competence of the Archivist from the perspective of Archival Science and Information Science; c) characterize the role of this professional within the scope of the Santa Catarina Prison System. The elaboration of the study is justified by the possibility of contributing to the production of theoretical and informative material in the field.

Materials and Methods: The research is characterized as basic and bibliographical, constituting a qualitative case study.

Results and conclusion: It turns out that the Archivist utilizes their competence to provide guidance on archival policies within the prison system of Santa Catarina. They contribute to the production and receipt of official state documentation, assess and classify documents by degrees of confidentiality, preserve informational assets, and disseminate strategic knowledge to assist fellow security institutions. This, in turn, supports decision-making by managers in the Prison and Socioeducational Administration in favor of public safety.

Key Word: Archivist; Competence; Archival Policies; Penal and Socioeducational System.

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I. Introduction

Global advancements impact various mechanisms of human expression and reflect on cultural, economic, political, technological, and sustainable aspects in society. The current moment in human history is characterized by constant and accelerated global progress in numerous fields of science, particularly in robotics and automation. These advancements enable the intersection of the cognitive capacity of the human mind with Artificial Intelligence (AI), machine learning, and deep learning¹.

This scenario modernizes perspectives on work organization and challenges the implementation of training and service management models in a flexible and changing market based on competence. The author Lian emphasizes that the versatile core of Archival Science is directed towards the need to reflect its trends of innovation and progression as a science, a field of knowledge, and as a professional environment².

The significant element in this globalized scenario is the ability to adapt to changes and learn new things to keep pace with this information-flooded era, where clarity is power¹. This situation poses challenges to various professions in the job market, and for Information professionals, it pertains to informational management and combating misinformation.

Information is the essential, constant, and flowing element in government agencies, given that its dissemination is deemed strategic to support decision-making by managers. In the prison context, the collection, processing, and dissemination of information are key procedures in the fight against crime and in ensuring governmental and population security. In the Penal and Socioeducational System, the role of the Archivist is crucial to contribute to and meet emerging informational demands, disseminating strategic knowledge that aids decision-making by managers and contributes to citizenship and the state^{3, 4}.

The Archivist needs to participate in the actions and progress of society in the exercise of their profession, as they are trained to critically engage with information from its genesis to its transformation into knowledge. Additionally, they are equipped to identify changes, technological advancements, and other global complexities that impact the needs of the Information Society⁵. This professional must carry out their duties with the awareness that the recognition of their profession in society depends on their competence.

The research delimitation is characterized by the examination of the integration of Archival Science into the field of Public Security. It qualifies as a bibliographical study and a qualitative case study, aiming to identify the competence of the Archivist regarding Archival Policies in the Penal and Socioeducational System. The problem delimitation leads to the following question: What competence is required of the Archivist in the face of Archival Policies within the prison system?

To address this inquiry, the overall objective is defined as: to identify the competence required of the Archivist regarding Archival Policies in the Penal and Socioeducational System of the State of Santa Catarina. The specific objectives established to achieve this general objective are: a) present the concepts of Archival Policies; b) identify the competence of the Archivist from the perspective of Archival Science and Information Science; c) characterize the role of this professional within the scope of the Santa Catarina Prison System.

This study is justified from a scientific perspective, aligning with the potential to contribute to scientific productions and publications in the fields of Archival Science and Information Science. It also holds social significance by providing insights to society through the study's results. From a personal perspective, it presents the motivating aspects of the researcher concerning the explored theme in a particular and individual manner.

The scientific justification pertains to the opportunity to produce informative and theoretical material that contributes to the promotion of studies in Archival Science and Information Science. It also encourages the exchange of knowledge among professionals, areas of expertise, and users of archival practices within the national prison context. Agreeing with the author Gilliland, it is emphasized that archival studies are relevant, broad, and continuous in the academic environment, as they encompass multidisciplinary investigations, a context in which this study falls⁶.

In light of the social justification, the aim is to enhance the relevance of archival policies in the numerous work scenarios pertinent to the Archivist, particularly in the context of the Santa Catarina prison and socioeducational administration. This is because these policies are oriented towards social interests and information needs in society.

In the personal aspect, the researcher's affinity with topics relating the Archivist to the field of Public Security is highlighted. During her undergraduate studies in Archival Science, she explored archival actions in this work scenario. Subsequently, her research expanded into a master's dissertation in Information Science, which investigates the integration of the Archivist into the prison system of the State of Santa Catarina.

Based on this introductory content, the study is divided into the section on Archival Policies, which provides the foundation for the theme; methodological aspects, outlining the guiding methods for conducting the study and achieving the objectives; and the section on the competence of the Archivist, contextualizing the data acquired through bibliographic research. This is complemented by the final considerations that demonstrate the results obtained from the case study in the specified scenario.

II. Literature Review

To mention Archival Policies, initially, there is a need to become familiar with the theme and the theoretical and conceptual contributions that constitute this study. Therefore, it is essential to explain that Public Policies are government actions established in a system that assists the power of the State in addressing public issues. This interaction between the government and the population occurs through guidelines and principles that guide dynamics reflected in the lived reality. These policies aim to address a specific demand from society, involving the formulation of initiatives to solve challenges and the pursuit of successful outcomes⁷.

The authors Howlett, Ramesh, and Perl mention the term "Policy Cycle" to define Public Policies, as it integrates a continuous political-administrative process consisting of agenda-setting, policy formulation, evaluation, decision-making, and implementation⁸.

In this context, it is understood that Archival Policies are characterized as a set of initiatives related to the execution of functions and the fulfillment of principles in the field aimed at preserving and disseminating information to society. They are government actions related to the production, handling, and informational preservation in favor of administrative, legal, scientific, cultural, and technological interests of the population⁹.

In Brazilian territory, Archival Policies are provided for in the governmental sphere by the promulgation of the Constitution of the Federative Republic of Brazil of 1988, Section II, Article 216 and § 2, which stipulates that document management and consultation in the State are the responsibility of the public administration. Indeed, the Constitution serves as a legal framework for Archival Policies in the country.

That in Brazil, Archival Policies are considered a set of actions or attitudes thought out and taken by the government to create strategies, goals, and also to standardize the production, organization, use, preservation, and access to documents produced during the administrative functions of certain public or private entities¹⁰.

The author Jardim mentions that a common aspect in organizations is to confuse archival legislation with Archival Policies. However, he explains that the legislation in this field provides standardizing aspects and

subsidies based on legal grounds so that initiatives and actions can be developed to address informational demands that constitute the Policies applied in an organization. The author reports that national and international experiences gained from the implementation of Archival Policies legitimize and empower an institution. In Information Units, the absence of this applicability does not interfere, disqualify, or make the work of the Archivist unfeasible. However, it promotes the exercise of management with greater effectiveness and efficiency when implemented^{11, 12}.

According to e-Arq Brasil, the formulation of Archival Policies needs to be related to the organization's demands. In order to determine actions and initiatives, an analysis of the institutional profile becomes essential, covering legal-administrative aspects and specifics such as organizational structure, mission, competence, and responsibilities, among others. In addition to focusing on the needs of the organization, the global context requires Policies that align with systems and information security¹³.

On the other hand, the reality of the country shows that certain institutions do not implement Archival Policies, even with a broad and current informational flow and document mass. This context poses challenges to Archivists, who are highlighted as key figures in providing guidance on the relevance of these practices in organizations.

III. Methodological Procedures

The characterization of this study is classified as basic research, with a qualitative approach, and employs bibliographic procedures.

The methodological procedures of this study consisted of conducting a Systematic Literature Review (SLR) to gather scientific studies related to the explored theme. In the data collection process, searches were performed in national and international databases in the field of Information Science: Scientific Electronic Library Online (SciELO), the Referential Database of Articles in Information Science (BRAPCI), as well as the Institutional Repository (RI) of the Federal University of Santa Catarina (UFSC), and journals in Archival Science, Information Science, and the national Penal sphere.

In the process of obtaining data, keywords, descriptors, and operators were applied to assist in retrieving scientific literature relevant or related to the theme. During the analysis and treatment of the data, the publications resulting from the searches were classified based on the similarity of title, abstract, and keywords to the present study.

The case study assisted in understanding the empirical reality of the prison system to contribute to the reflection on the integration of the Archivist's role in this context at the state level.

Regarding the achievement of the general objective and specific objectives, Table 1 is presented:

Table 1 – Conclusion of the research objectives

	OBJECTIVE	CONCLUSION
GENERAL	Identifying the Archivist's competence regarding Archival Policies in the Penal and Socioeducational System of the State of Santa Catarina.	Bibliographic research and case study
SPECIFIC	Presenting the concepts of Archival Policies	Bibliographic research
	Identifying the competence of the Archivist from the perspective of Archival Science and Information Science	Bibliographic research
	Characterizing the performance of this professional in the scope of the prison system in Santa Catarina	Case study

The bibliographic research aided in contextualizing the competence of the Archivist within the perspectives of Archival Science and Information Science, while the qualitative approach resulted in the interpretation of the investigated phenomenon.

The Archivist is categorized as the population in this study, aiming to explore their competence in the prison sphere, while the Penal and Socioeducational System of the State of Santa Catarina constitutes the sample, intending to highlight the multidisciplinary role of this professional in this scenario.

Notwithstanding the analogous themes produced in Information Science, it is noteworthy that there is a lack of research relating to the multidisciplinary role of Information professionals with Prison Officers or Correctional Officers, and with Socioeducational Security Agents in the penal and socioeducational sphere. This pertains to the common purpose of producing, disseminating, preserving, and mediating information to help combat adverse actions that threaten the security of the government and society.

IV. Results and Discussion

The author Bahia asserts that competence is related to the personal and professional profile of each individual in the performance of their job according to specific situations⁵. Therefore, competence requires appreciation and encouragement in the professional profile to promote learning and professional and organizational growth.

When related to information, competence is characterized as a compilation of motivation and promotion for the development of cognitive skills, independence, critical and logical thinking, autonomy, and encourages lifelong learning and learning to learn. The main foundation is to reaffirm the relationship between personal empowerment and qualification linked to work¹⁴.

The author Cunha defines that institutions benefit from the presence and competence of the Archivist when considering information to enhance public security and when engaging in dialogue and exchanging expertise among sister institutions¹⁵. The goal is to verify the provenance, integrity, and reliability of activities and adverse events that help combat crimes.

The authors Mischiati and Valentim emphasize that when working with a multidisciplinary team, the Archivist needs to: apply archival policies; carry out their duties according to archival functions and principles, as well as compliance with the Access to Information Law (LAI) and Archives Law; collaborate in the use of resources and tools of the profession to meet the intrinsic and extrinsic demands of the team and the public/users or for the work environment itself; adhere to the ethics taught during their education; comply with the guidelines and regulations regulated by their institution; and present a personal-professional profile with competence oriented to current aspects of society, technology, culture, information, and communication.

The Archivist needs competence in organizing archival techniques and methods; collaboration in a multidisciplinary team; an attitude for efficient decision-making focused on results; mastery of ethics and openness to change and improvement in their effectiveness and efficiency; a solid cultural, theoretical, and technical foundation to work with documentary production from different historical periods; the development of critical thinking and flexibility; and regular updating to work with information and communication technologies, as we live and operate in the information age⁵.

Given the informational flow derived in this predominant technological and digital era worldwide, the prison sphere turns its perspectives to the acquisition of technological devices and the respective training instructions for use; the creation and development of systems that support decision-making in the Penal and Socioeducational System; integration, strengthening, and efficiency of its services for agility and ease in security, safeguarding, and informational recovery. In this same scenario, there is the motivation to apply Law No. 13,709, of August 14, 2018, the General Data Protection Law (LGPD).

In this context, the relevance of the Archivist's digital competence and accessibility to informational resources is considered in the current moment of interaction between individuals and technologies. This is crucial for solving real challenges and selecting new sources of technological innovations with the aim of performing tasks or achieving goals related to information. This is especially important as new technologies have expanded the desire, access, and dissemination of information in the Information Society^{5, 17}.

Regarding competence with a focus on the Access to Information Law (LAI), the ethical responsibility of the Archivist is emphasized in providing access to information to the population. The law allows for the expansion and visibility of archives and archival professionals in the face of informational accessibility in society. This serves to streamline environments, generate improvements in information units, and understand the Archive as a space for collection, preservation, knowledge acquisition, and culture that activates the aspect of citizenship in social settings as a whole¹⁸.

In the prison context, the Archivist needs the following characteristics to compose their competence: Adaptability; Attention; Attitude for decision-making; Up-to-date knowledge; Research, reading, analysis, and data interpretation skills for knowledge production; Commitment; Communication; Reliability; Emotional and psychological control; Creativity; Discipline; Discretion; Willingness to embrace new technologies; Mastery of the determinations of the Access to Information Law (LAI); Digital literacy; Ethics; Ability to work with a multidisciplinary team; Continuous education; Absence of criminal, civil, or administrative proceedings; Moral and ethical integrity; Proactivity^{3, 4}.

In this context, the Archivist is presented with the opportunity to: assist in the search, acquisition, evaluation, classification, and dissemination of information related to events occurring in the prison system that threaten the security of the population and the government; manage information for the production of strategic knowledge to benefit administrative and operational services, as well as to provide support for decision-making by prison and socioeducational administration managers; produce official state documentation with legal and administrative value; contribute to the effectiveness and efficiency of information retrieval; perform actions of document preservation and conservation; manage electronic documents in databases used in the security of Santa Catarina; implement a national-level database for the prison system; facilitate access to information as long as there is no ongoing secrecy; assist in the implementation of the LGPD in the state of Santa Catarina.

Santa Catarina's Penal and Socioeducational System

In Santa Catarina, the prison system is overseen by the State Secretariat for Prison and Socioeducational Administration (SAP), initially titled the State Secretariat of Justice and Citizenship (SJC). It was created by Complementary Law No. 534, dated April 20, 2011, which amended directives of management

and organizational structure of the Public Administration of the State¹⁹. Its revocation through Complementary Law No. 741, dated June 12, 2019, regulates, in Article 30, Section II, the attributions of SAP.

I – plan, formulate, standardize, and execute public policies for the state's prison system;

II – implement the state policy for socioeducational assistance [...];

III – administer and promote internal and external security of penal establishments;

IV – promote the increase in education and vocational training for inmates;

V – plan, formulate, standardize, and execute actions, programs, and projects aimed at ensuring the social reintegration of the convicted; [...] and execute programs, projects, and governmental actions in the field of prison and socioeducational administration;

VII – execute decisions regarding sentence suspension, parole, pardon, amnesty, and rights of the convicted;

VIII – plan, formulate, standardize, and execute the state policy for the promotion and defense of the rights of juvenile offenders;

IX – maintain institutional relationships [...] related to the competencies of the Secretariat;

X – establish partnerships with public and private, national and international entities;

XI – develop and implement projects and programs for training, updating, and training courses [...] at all levels; and

XII – coordinate and implement programs and actions to protect threatened victims and witnesses¹⁹.

With headquarters in Florianópolis, SC, the SAP (State Secretariat for Prison Administration and Socioeducational) comprises prisons and socio-educational units located in the state and is subordinate to two organizational subdivisions: the Department of Prison Police (DPP), responsible for the custody and social reintegration of inmates, and the Socioeducational Administration Department (DEASE), responsible for addressing criminal actions by adolescents who have committed infractions, whether in detention or under restricted freedom. Additionally, DEASE aims to contribute to the formation of autonomous young citizens who can structure life projects and enjoy full family and social integration, thereby facilitating the process of resocialization^{19, 20}.

Due to being an agency responsible for the penal and socio-educational administration of the state, the flow of information and documents generated within SAP is constant and extensive. However, SAP does not have Archivists included in its roster of permanent employees, and there is no provision for a public tender for these professionals. Information is obtained and disseminated without archival management and treatment, a context that diverges from the perspective of effectiveness and efficiency in managing data considered strategic, relevant, and probative for the decision-making power of managers.

V. Conclusion

Although the Archivist is the professional qualified to deal with informational demands arising in the prison environment^{3, 4}, the reality in the Penal and Socioeducational System of the State of Santa Catarina is different. In the current context, the System relies on the work of Information professionals such as Librarians, Historians, and Museologists, hired through public tender for positions as Prison Police or Socioeducational Security Agents. Consequently, the duties of their occupation do not align with the functions of their academic backgrounds. The absence of Archivists hired through this mode of admission is notable. Additionally, there is a lack of positions specifically designated for Information Science in the public tender announcements within the SAP's scope.

In the case of permanent employees hired by SAP through public tenders, regardless of whether they perform activities related to their academic background or utilize their competence over a certain period, legitimacy and recognition for their tasks are directly and exclusively linked to the position for which they were permanently hired (Prison Police or Socioeducational Security Agent).

There is a possibility of Information professionals being present in the system through other forms of admission, such as commissioned positions, outsourced roles, or Temporary Admission (ACT). However, the functions in these categories do not align with the responsibilities of the Information field. The occupations in these categories include Administrative Support, Technical Assistant, Administrative Activities Technician, Administrative Technical Analyst, Computer Instructor, and IT Analyst. Outsourced or commissioned positions and simplified selection processes at SAP do not include roles specifically related to Information Science. It is noteworthy that in this modality, there is one Archivist admitted, who utilizes her professional competence and performs archival tasks; however, the responsibilities of her academic background are not officially recognized in her current position.

Given this scenario, there is an identified need for the creation of the Archivist position within the scope of the Santa Catarina Penal System. The requirements for classification and hiring are based on Law No. 6,546, dated July 4, 1978, which permits the practice of this profession exclusively by graduates of higher education courses in Archival Science in Brazil, recognized in accordance with the law²¹.

It's believed that the highlighting of the need to establish the position of Archivist in the Penal and Socioeducational System of Santa Catarina is a suggestion with the potential for future success, impelled by the development of scientific studies exploring the presence of the Archivist in the prison environment and in conjunction with the guidance provided by the SAP Archivist, even though she operates as a collaborator and not through formal admission, a circumstance that implies authority or discretion in the implementation of proposals.

The advocacy for establishing the position of Archivist within the Santa Catarina Penal and Socioeducational System is viewed as a potentially successful recommendation for the future. This belief is substantiated by the implementation of scientific studies examining the role of Archivists in the prison context and aligning with the guidance given by the SAP Archivist. It's noteworthy that the SAP Archivist operates as a collaborator rather than through formal admission, a circumstance that entails authority or discretion in the execution of proposals.

A suggestion has been put forth to create the position of Archivist within the Santa Catarina Penal and Socioeducational System, based on the belief that there is a demonstrated need for such a role. This suggestion is backed by scientific studies exploring the presence of Archivists in the prison environment and is aligned with the guidance provided by the Archivist from SAP, even if her role is that of a collaborator and not through official admission—a circumstance that implies authority or discretion in the implementation of proposals.

The proposal to create the Archivist position in the Santa Catarina Penal and Socioeducational System seems to be grounded in solid evidence, emphasizing the importance of having this professional in these contexts. The foundation of this proposal, derived from scientific studies exploring the role of Archivists in the prison environment, and the collaboration of the SAP Archivist, even in a non-official capacity, suggests a strategic approach to strengthen document and information management in these sectors.

The reference to authority or discretion for the implementation of proposals highlights the need to consider not only the suggestion itself but also the feasibility and acceptance of this proposal within the institutional environment. The collaboration of the SAP Archivist, even in a collaborative capacity, can provide valuable insights and contribute to the acceptance of the proposal.

Once inserted into the Penal and Socioeducational System of Santa Catarina, this professional is faced with the opportunity to identify and develop sets of Archival Policy actions for implementation in prison and socioeducational administration. With this initiative, they can instruct departments and their respective technical scopes on the importance of archival treatment for documents produced, received, and accumulated in the course of institutional activities. This includes emphasizing the implementation of informational management with effectiveness and efficiency.

Just as numerous and diverse public institutions can benefit from the presence of an Archivist, the same applies to the Penal and Socioeducational System of the State of Santa Catarina, especially regarding activities related to document treatment and management, information retrieval and accessibility, as well as the preservation, conservation, and dissemination of information.

The presence of the Archivist in areas of Public Security is considered a link between contemporary informational needs and the quality service provided to ensure government and public safety. The case study conducted in the SAP highlighted the opportunities that the Archivist could assist within the institution. The instruction and planning of actions for the future implementation of Archival Policies in the state's prison system emerged as one of the organization's needs.

The SAP considers the use of information as a strategic element of its duties, and the dissemination of data to sister security institutions is a routine task within the organization. Therefore, it emphasizes the need to implement policies to qualify, standardize, and optimize the production, acquisition, and dissemination of information.

Nevertheless, the need for the presence of this professional is identified to apply the evaluation, classification, and description of produced documents, as well as to instruct on the importance of document arrangement and safeguarding for the preservation, accessibility, and ease of information retrieval.

It's understood that in this context, the Archivist leverages their expertise to promote archival policies. In direct relation to the penal service, they contribute to the production, reception, and dissemination of official documents, ensuring the classification of levels of informational secrecy. Additionally, they preserve and conserve information, assist in the data acquisition process, interpretation of information, and the production of strategic knowledge. This aims to disseminate information to partner institutions in the Public Security of Santa Catarina and provide support for decision-making by managers and authorities of the penal and socio-educational system in Santa Catarina, in favor of ensuring governmental and population security.

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