

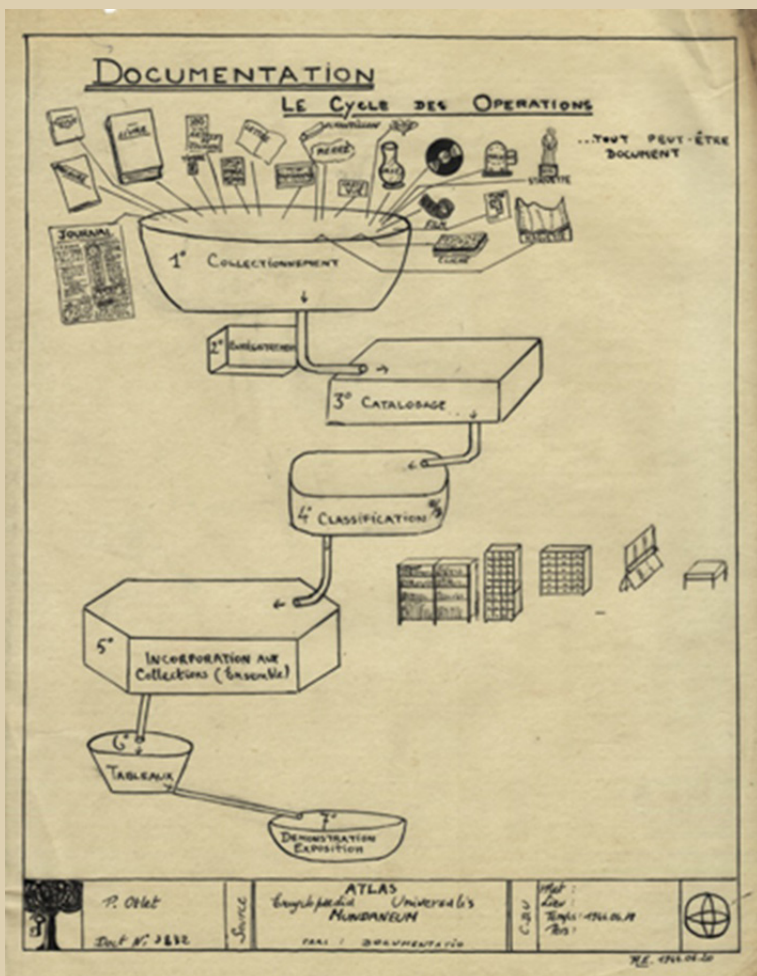
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Contributi

Identification of types of documents and knowledge organization: transparency and access in records management

Bianca Therezinha Carvalho Panisset*, Lucia Maria Velloso de Oliveira**, Leticia Souza da Costa Sampaio***, Camilla Campoi de Sobral****

Abstract: This study focuses on archival knowledge organization practices applied to the management of electronic records at Fundação Casa de Rui Barbosa (FCRB), a Brazilian public institution dedicated to preservation, research, and education. This research presents results from the project “Electronic document management in FCRB”, developed under the Program to Incentive the Production of Technical and Scientific Knowledge in the Area of Culture. The methodology involved document analysis, literature review, and the survey of active types of records in the Electronic Information System (SEI). As an illustrative case, six types of archival records related to scientific research development activities were selected. The results include the identification of the producing activity and the proposal of concepts for 237 types of records. The study concludes that the adopted approach contributes to record standardization, transparency, and public information access.

Keywords: Knowledge organization, Records management, Archival records, Typology of records, Fundação Casa de Rui Barbosa.

1. Introduction

In Brazil, the use of electronic systems for conducting administrative processes within the federal public administration began in 2015. Since then, a government software called the Electronic Information System (SEI), which was originally developed for use in the Judicial System, and afterwards its use was expanded to the Federal Executive Branch. The implementation of this system has led to the digitization of administrative procedures in public institutions and has significantly increased the production of digital records,

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prompting reflections on how to organize, describe, and retrieve these records in an efficient, transparent, and accessible way. In this context, the articulation between Knowledge Organization (KO) and archival records management practices becomes strategic for structuring information flows and strengthening public transparency. This study aims to analyze how the identification and standardization of types of archival records, based on theoretical foundations of KO, can contribute to the improvement of born-digital records management, focusing on expanding access to information and promoting user autonomy.

To this end, the article presents results from the project “Electronic Document Management in FCRB”, developed under the Program to Incentive the Production of Technical and Scientific Knowledge in the Area of Culture of Fundação Casa de Rui Barbosa (FCRB), a Brazilian public institution of preservation, research and education. The project proposes a typological analysis of the records produced in SEI, aiming to align archival and classification concepts with the reality of Brazilian public administration. As an illustrative case, the study details the types of archival records related to scientific research development activities at the institution, demonstrating how conceptual structuring and standardization of these records can enhance process traceability, institutional efficiency, and commitment to information access.

2. Knowledge Organization and Archival Records Management Practices

Recent studies align KO with archival practices, such as appraisal, classification, and description of archival records, aiming to promote transparency and access (Barros and Sousa 2019; Oliveira et al. 2020). In this study, we analyze how the typological analysis of records, associated with knowledge organization, strengthens transparency and access to archival records. The research is based on the understanding of archival records as persistent representations of the activities that generate them (Yeo 2008).

The study by Silva and Tognoli (2022) highlights the emergence of a Brazilian discourse community dedicated to the articulation between Archival Science and KO, proposing a significant shift in the recognition of the archival domain as a legitimate and productive part of the KO field. The authors demonstrate that, although KO initially developed under the strong influence of Librarianship, focusing on content-oriented systems, Archival Science – with its emphasis on the context of production and the principles of provenance and original order – offers its own theoretical and methodological foundations that enrich this interdisciplinary field.

Their analysis of International Society of Knowledge Organization (ISKO) events points to the consolidation of Brazilian research that has contributed to this theoretical and practical convergence, especially regarding archival classification and description as knowledge organization processes. This perspective broadens the possibilities for integrating archival systems with representation models, providing a foundation for more contextualized, interoperable, and sensitive practices aligned with the specificities of archival records (Silva and Tognoli 2022).

Tognoli et al. (2019) define the conceptual structures of archival knowledge based on three elements: the concept of fonds, which refers to the grouping of records by shared provenance; the documentary form, which encompasses the intrinsic and extrinsic elements of the records; and the context of production, which considers the activities and functions that originated the records. Understanding these conceptual structures contributes to the study of records typology, since this analysis is carried out through the examination of the producer and the production context (Oliveira 2009).

According to Hjørland (2022), a KO should be understood as an activity deeply rooted in epistemological, historical, and social contexts, being inseparable from the theoretical perspectives that underpin it. The author argues that every organization system carries with it assumptions about what is relevant, true, or valid within a given domain (Hjørland 2022).

This line of thought reinforces the idea that KO processes are not neutral, but rather constructions that reflect scientific paradigms and social interests. In the context of the FCRB project, this approach helps justify typological analysis as a practice that must consider not only the administrative functionality of the records but also the assumptions guiding their representation and retrieval.

Gnoli (2008) proposes a conceptual expansion of KO by suggesting that classification systems should incorporate ontological, epistemological, cultural, and temporal dimensions. This approach goes beyond the traditional disciplinary framework and favors the representation of phenomena in their complexity, allowing greater flexibility in information retrieval. By considering that the content of records results from multiple factors and perspectives, it is also possible to reflect on the contributions of this perspective to the management of digital records, since understanding these dimensions supports a more dynamic, plural, and contemporary methodology for the identification and classification aligned with the demands of public administration.

KO, when structuring systems for information representation and retrieval, often adopts philosophical assumptions about the nature of meaning and language. Astaneh (2023) draws attention to the predominant representationalist character in many theoretical models, in which meaning is conceived as a direct correspondence between mental concepts and elements of reality.

This approach, although still present in traditional archival practices, has been criticized for ignoring the dynamic role of context, communicative intentions, and social practices in the production and interpretation of records (Astaneh 2023).

In the field of records management, this approach implies considering classification and description as constructions influenced by multiple semantic, technical, and institutional layers. Thus, the integration of KO with archival practices demands continuous reflection on the adopted representation models, to encompass not only the logical structure of the records but also the pragmatic conditions of their production, use, and retrieval.

The integration between archival practices and knowledge organization models has benefited from the development of standards that promote semantic interoperability and the reuse of classificatory structures. As an example, the Simple Knowledge Organization System (SKOS), as discussed by Smith (2022), presents itself as a flexible and accessible solution for representing controlled vocabularies, allowing archival concepts to be formalized as entities endowed with unique identifiers and relational properties.

By adopting a logic based on hierarchical and simple associative relationships, SKOS enables the description of record types with multiple linguistic and contextual labels, which broadens its potential use in digital records management environments (Smith 2022). This approach can be relevant in the context of institutions dealing with born-digital collections and seeking to implement standardized information representation systems, promoting access, preservation, and transparency through structures that respect both the complexity of archival arrangements and the demands of contemporary technological interoperability.

The understanding of information as a construction that depends on the mediation between concepts, language, and social context is essential for the development of effective knowledge organization systems applied to records management. Fugmann (2022) argues that information cannot be reduced to a set of mechanically transmitted data, as it acquires meaning only when considered relevant by a situated receiver.

This perspective directly relates to the reality of archives, where the representation of records requires identifying their formal properties, their records-producing activity, and the relationship of this activity to the functions performed by their creator, while also considering the multiple interpretations and uses these records may assume over time. Indeed, by recognizing that different social groups associate diverse meanings to the same informational object, archival practice is challenged to adopt more flexible and contextually sensitive approaches in the naming and conceptualization of record types.

The discussions outlined throughout this section allow us to reflect that the intersection between KO and records management within archival practices

demands an approach that is both conceptually critical and sensitive to the multiple dimensions of information. These theoretical contributions collectively guide the proposal presented in this study, which explores an applied experience of identifying and standardizing record types within the FCRB. By bridging theory and practice, the project seeks to contribute to the promotion of transparency, access, and intelligibility of the institution's administrative and scientific processes.

3. Methodology

This study is characterized as exploratory research, based on qualitative methods of data analysis and processing. The methodological strategy adopted was bibliographic research, with a literature review of articles and books, aiming to theoretically support the discussions presented.

Within the scope of the project developed at FCRB, the record types active in the SEI were identified, aiming to enhance control over their creation, processing, and use. This approach aligns with Geoffrey Yeo's (2008) understanding, which conceives records as persistent representations of the producing activities.

Initially, a preliminary study about institutional functions and goals was conducted on the producing agency, as well as an analysis of technical documents as the classification scheme, the retention schedule, the Vocabulary Control rules and an analysis of the record types available in the SEI were done. After surveying the record types produced and received by the system, bibliographic research was carried out using reference papers, legislation, scientific articles, government manuals, and institutional materials, with the purpose of supporting the identification of the respective producing activities and the proposal of concepts for each record type. For this, specialized dictionaries and glossaries related to the analyzed records were used, complemented by searches in institutional portals and glossaries prepared by public entities with recognized authority, such as public archives, courts, and institutions linked to public administration.

4. Results and discussion

This text presents the results of the project "Electronic Document Management in FCRB", part of the Program to Incentive the Production of Technical and Scientific Knowledge in the Area of Culture of FCRB, a Brazilian public institution of Preservation, Research and Education (PIPC). As said before, the institution is dedicated to preservation, research, and education, affiliated with the Ministry of Culture. The project seeks to improve the archival ma-

nagement of the institution's born-digital records through the study of record types produced in the SEI, a government software adopted in Brazilian public administration for the creation, processing and maintenance of administrative procedures.

Since November 2023, a preliminary study was conducted on the 784 active records in the SEI, considering FCRB's classification scheme and retention schedule. To identify the records' producing activities and develop concept proposals, bibliographic and documental research was carried out, using specialized glossaries, dictionaries, institutional materials, and Brazilian legislation as primary sources.

By July 2025, the project's results include the development of 237 concept proposals associated with the producing activities of the records, in addition to 87 suggestions for reduction (exclusion or merging) of redundant record types, types incompatible with the producing activity, or those whose legislation justifies their deactivation. The project's development aims to broaden access to information, as well as to promote greater knowledge about the institution and its activities.

By defining the activity, the type, and establishing its concept, it is possible to standardize its production and use, improving communication with users and their autonomy, thereby increasing administrative transparency and access. It is important to emphasize that incorrect selection of record types hinders information retrieval and results in lack of access. The standardization of record types by public administration has been a recent demand aimed at enhancing the transparency of public actions.

As an example, the document types identified during the research within the scope of FCRB research programs are presented here. The types in question represent the distinct phases of implementation, monitoring, and development of research grants.

The research activities at FCRB occur through programs such as the Program to Incentive the Production of Technical and Scientific Knowledge in the Area of Culture which aims to educate, train and qualify human resources in various areas of research. Its activities encompass institutional, scientific and technological development in different areas of knowledge such as outreach activities, preservation and technical processing of materials from the institution's museum, archives, libraries and architectural collections. Each project and scholarship hiring generates an administrative process.

Among the project's results, the development of concept proposals for record types linked to the scientific research development activities at FCRB stands out. These record types reflect the different phases of the research grant awarding process and representationally express the archival records that materialize the institution's administrative and academic actions. Based on the identification of the producing activity and the construction

of specific concepts, the aim was to highlight the institutional functions associated with each type, in order to promote their standardization, recover their production logic, and ensure greater transparency and traceability of the processes. The table below presents six representative record types of this workflow, along with their respective producing activities and concept proposals, illustrating the exemplary case of the research.

The six record types presented in Table 1 are persistent representations of activities carried out within the phases of entry, management and monitoring, and completion of research scholarships. These are: *FCRB Scholarship Application Form*, *Letter of Interest to Participate in Research*, *Certificate of Activity Performance*, *Partial Research Report*, *Research Scholarship Performance Review* and *Final Research Report*.

Record Type	Producing Activity	Concept Proposal
Letter of Interest to Participate in Research	Statement of justification by a researcher or student expressing interest in participating in a research project with or without a scholarship.	Archival record that presents the justification of interest from a researcher or student to join a research project with or without a scholarship. It should include the candidate's name, project identification, explanation of reasons, and academic and/or professional experience in the area.
Certificate of fulfilment of research obligations	Certification of fulfilment of research obligations and activities carried out by a scholarship holder at the Foundation.	Archival record that certifies the fulfilment of research activities by a scholarship holder, required for scholarship payment. It must include the project name, type of scholarship, and the signature of the advisor or legal substitute.
FCRB Scholarship Application Form	Registration of a candidate's application in the call for scholarship selection for the Foundation's research programs.	Archival record that registers a candidate's application for the FCRB scholarship selection. It must contain personal and academic data, chosen project, and description of supporting documents required by the call. It is completed via the FCRB GOV.BR portal.

Record Type	Producing Activity	Concept Proposal
Research Scholarship Performance Review	Advisor's assessment of the partial or final report and the scholarship holder's performance, submitted to the Advisory Committee.	Archival record in which the advisor evaluates the scholarship holder's report and performance during the scholarship period. It should include scholarship holder's data, project information, period, advisor's assessment, signature, and date.
Final Research Report	Presentation of the scientific research journey, activities, and results achieved at the end of the scholarship.	Archival record prepared by the scholarship holder presenting the research journey, including project title, period, names of the scholarship holder and advisor, structured with introduction, development, and conclusion, methodology, results, productions, events, and final considerations.
Partial Research Report	Presentation of scientific research progress, activities, and partial results every six months.	Archival record prepared by the scholarship holder, mandatory for project continuation.

Table 1. Record types related to scientific research development activities within the research programs at FCRB (Authors' own).

The entry process into the research programs at FCRB begins with the submission of the *FCRB Scholarship Application Form*, which registers candidates' applications to research projects. This form is completed with personal and academic data and is generated through the FCRB GOV.BR portal.

The form (Fig. 1) is a record type generated from the activity of applying to scholarship selection calls. It records the candidate's personal, academic, and supporting data, serving as the initial document in the administrative process for scholarship granting. Attached to this record are various documents requested in the project's call, including the *Letter of Interest to Participate in Research*, where the candidate presents justification and reasons for participating in the research project, detailing their experiences.

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Figure 1. Model of the record type *FCRB Scholarship Application Form* (SEI/FCRB 2025).

As described in Table 1, the letter of interest (Fig. 2) is a record type produced as part of the application process. This letter formalizes the candidate's expression of interest, presenting motivations, affinities with the project, and academic background, and is essential for evaluating the merit of the application.

Eu, [REDACTED], estudante do segundo período do curso de Letras, na universidade PUC do Rio de Janeiro, tenho grande interesse em participar do projeto "A gramatização no Brasil - obras de referência: 1822-1930".

O projeto dialoga com áreas de conhecimento em que pretendo me especializar, principalmente a Linguística e segmentos similares. Acredito que o estudo lexicográfico comparado de um período relativamente extenso possa ser proveitoso para a minha graduação.

Sobre a segunda opção, o projeto "História e Memória da AMLB: 50 anos", oferece a oportunidade de ter contato com o rico acervo da Fundação Casa Rui Barbosa. Representa um trabalho de extrema importância, já que, segundo Jacques Le Goff, historiador francês, uma das bases da História é a constituição da memória. Se, para a língua, cinquenta anos podem não representar mudanças radicais, para a historiografia são outros os parâmetros.

Reafirmo a minha vontade em participar de todas as etapas dos estudos mencionados, e declaro que minha primeira opção seria o projeto "A gramatização no Brasil", visto que gostaria de aprofundar meus conhecimentos da língua.

Figure 2. Model of the record type *Letter of Interest to Participate in Research* (SEI/FCRB 2025).

After the evaluation and implementation process, the management and monitoring of the scholarships is carried out through the preparation of reports by the scholarship researchers, the advisor's evaluation of the project, and the review by the Advisory Committee. According to FCRB Ordinance No. 03/2024, the PIPC Advisory Committee at FCRB is composed of researchers, technologists, and analysts from the FCRB staff. This committee coordinates the internal selection process for projects requiring scholarship holders, assesses demands regarding academic suitability and merit, and organizes the candidate selection process. Additionally, the committee monitors the academic performance of scholarship holders, approves partial and final reports, organizes the presentation of results, and resolves issues not foreseen in contracts.

Activities arising from this stage include the *Partial Research Report*. The document shown in Figure 3 is prepared by the scholarship holder after the first six months of activities, reporting the progress of the research. It constitutes a mandatory step for continuing in the program and expresses institutional control over the project's development.

Based on the analysis of the partial or final report, the advisor prepares the *Research Scholarship Performance Review* (Fig. 4), assessing the scholarship holder's performance. This document formalizes that evaluation and is submitted to the Advisory Committee as part of the scholarship program's governance.

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Atesto que XXXXXXXXXXXXXXXX (nome do bolsista), bolsista tipo XXXXX do programa XXXXXXXXXXXXXXXX (nome do programa), da Fundação Casa de Rui Barbosa - FCRB, tem desenvolvido regularmente suas atribuições no projeto XXXXXXXXXXXXXXXX (nome do projeto), sob minha orientação.

Solicito o pagamento da respectiva bolsa de pesquisa relativa ao mês de agosto de 2014, e posterior devolução do processo ao XXXXXXXX (setor responsável) para acompanhamento.

Figure 5. Model of the record type *Certificate of Activity Performance* (SEI/FCRB 2025).

At the closing stage of the scholarship period, the scholarship holder must submit the *Final Research Report* (Fig. 6), where they present the entire research journey, activities carried out, and results achieved. With a technical-scientific structure, the document formalizes the results obtained and becomes part of the institutional collection.

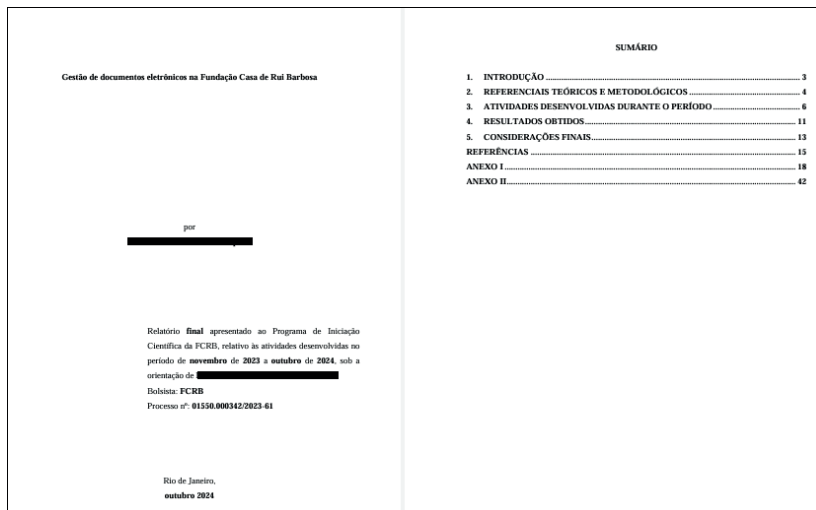


Figure 6. Model of the record type *Final Research Report* (SEI/FCRB 2025).

The standardization and organization of record types at FCRB promote transparency in the stages of scholarship selection, implementation, monitoring, and completion. This records flow ensures that all phases of the process are clear and traceable, from the initial application to the submission of the final report, facilitating management, transparency, and access to information. Thus, the integration of conceptual knowledge organization frameworks with

archival practices enhances administrative efficiency and strengthens the institutional mission of FCRB.

5. Conclusions

This study highlighted the importance of integrating the foundations of KO with archival practices to enhance the management of born-digital records in public institutions. Through the analysis of record types produced in the SEI at FCRB, it was possible to propose concepts based on the study of the producing activities, thereby contributing to the standardization, transparency, and traceability of institutional records. The experience demonstrated that the employed typological identification methodology expands access to information and strengthens the role of archives in promoting institutional memory and ensuring rights. In addition to presenting a proposal applicable to the reality of public administration, the results discussed here reinforce the relevance of projects that articulate theory and practice, contributing to the consolidation of a critical, contextualized, and interdisciplinary approach to archival knowledge organization.

While this case study is rooted in the specific context of a Brazilian public institution, the core principles and methodological approach are highly transferable to other international contexts. Public administration and cultural heritage institutions globally face similar challenges in managing the deluge of born-digital records. The strategy of analyzing producing activities to standardize record types is a universally applicable framework that can be adapted to different environments to enhance administrative efficiency and promote public trust.

In addition to presenting a proposal applicable to the reality of public administration, the results discussed here reinforce the relevance of projects that articulate theory and practice, contributing to the consolidation of a contextualized and interdisciplinary approach to archival knowledge organization.

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