



OSWALDO CRUZ FOUNDATION
PRESERVATION POLICY
FOR SCIENTIFIC AND CULTURAL
COLLECTIONS OF FIOCRUZ

Updated September 18, 2020

Defines the principles, guidelines, and objectives orienting the activities in the creation, preservation, integrated management, and access to the scientific and cultural collections under the custody of Fiocruz. Specifies the collections to which it applies, and lists the agencies responsible for the policy's implementation and revision.

Fundação Oswaldo Cruz

Preservation Policy
for Scientific and Cultural
Collections of Fiocruz

Rio de Janeiro
Fiocruz-COC
2020

OSWALDO CRUZ FOUNDATION

Presidency

Nísia Trindade Lima

Vice-Presidency of Environment, Healthcare and Health Promotion

Marco Antonio Carneiro Menezes

Vice-Presidency of Research and Biological Collections

Rodrigo Correa de Oliveira

Vice-Presidency of Education, Information and Communication

Cristiani Vieira Machado

Vice Presidency of Production and Innovation in Health

Marco Aurelio Krieger

Vice-Presidency of Administration and Institutional Development

Mario Santos Moreira

Elaboration:

Working Group responsible for the elaboration of the policy for the creation, preservation, integrated management, and dissemination of the scientific and cultural collections of Fiocruz, under Ruling no. 265/2016-PR of March 17, 2016, and Ruling no. 407/2017-PR of March 23, 2017.

Marcos José de Araújo Pinheiro – COC/ Coordination of Working Group

Barbara Dias IOC/ Biological Collections

Carla Maria Teixeira Coelho - COC/ Architectural, Urban, and Archeological Collection

Caroline Perez - VPPCB/ Biological Collections

Felipe Almeida Vieira - COC/ Archival Collection

João Guilherme Nogueira Machado - ICICT/ Audiovisual Collection

Liene França Barbosa Wegner - COC

Luiz Fernando Castro Mattos - VPGDI - CQuali

Manuela da Silva - VPPCB/ Biological Collections

Marcelo Pelajo Machado - IOC/ Biological Collections

Monica Garcia - ICICT / Bibliographic Collection

Paloma Shimabukuro - René Rachou/ Biological Collections

Pedro Paulo Soares - COC/ Museum Collection

Raquel Aparecida Ferreira - René Rachou/ Biological Collections

Tania Santos - ICICT/ Audiovisual Collection

Rapporteurs:

Felipe Almeida Vieira | Liene França Barbosa Wegner | Marcos José de Araújo Pinheiro

Translation:

Christopher Peterson

Collaboration:

Working Group for the Formulation of the Digital Preservation Plan of Fiocruz (Ruling 061/2014-PR of January 16, 2014, and Ruling 405/2017-PR of March 23, 2017)

Working Group for the establishment of standards and guidelines for buildings and infrastructures

housing scientific and cultural collections (Ruling 062/2014-PR of January 16, 2014, and Ruling 406/2017-PR of March 23, 2017).

Update:

Preservo Management Committee – Complex of Fiocruz Collections created by Ruling 015/2018-PR of August 21, 2018, altered by Ruling 6013/2019-PR of August 16, 2019, and regulated and renamed by Ruling 6012/2019-PR and 6014/2019-PR of August 16, 2019.

Cover, graphic project, and layout:

Silmara Mansur

© 2018 Oswaldo Cruz Foundation. All rights reserved. Partial or total reproduction of this work is permitted as long as the source is cited and the reproduction is not for sale or commercial purposes. Sale is prohibited. Free distribution. The technical area is responsible for the copyrights on the texts and images in this work. The contents of this and other works by Fiocruz can be accessed at: www.arca.fiocruz.br

Circulation: 2nd Edition – 2020 – online version only

Version approved by CD Fiocruz – March 23, 2018.

Elaboration, distribution, and information:

OSWALDO CRUZ FOUNDATION

Av. Brasil, 4365, Manguinhos, CEP 21040-900– Rio de Janeiro, RJ, Brazil

Website: www.fiocruz.br

Printed in Brazil

Cataloging-in-Publication Data

F981 Fundação Oswaldo Cruz.

Preservation policy for scientific and cultural collections of Fiocruz /
Fundação Oswaldo Cruz. 2nd. ed. – Rio de Janeiro : Fiocruz, 2020.
Digital edition.

ISBN 978-65-87465-14-2.

1. Heritage. 2. Preservation. 3. Memory (Heritage). 4. Brazil. I. Pinheiro,
Marcos José de Araújo (coord.).

CDD 363.96

TABLE OF CONTENTS

Introduction	6
Definitions	11
Objective	13
Principles	14
Overall Guidelines	17
Responsibilities	20
Financing	23
Architectural, Urban, and Archeological Collection	24
Description	24
Guidelines	27
Responsibilities	28
Archival Collection	28
Description	28
Guidelines	32
Responsibilities	33
Bibliographic Collection	34
Description	34
Guidelines	37
Responsibilities	38
Museum Collection	38
Description	38
Guidelines	40
Responsibilities	41
Biological collections	41
Description	41
Guidelines	46
Responsibilities	47
Preservation and Physical Access	47
Preservation and Digital Access	49
Specific Policies and Programs	53
Preservation and Management Policy for Cultural Collections in the Sciences and Health (Casa de Oswaldo Cruz)	53

Manual for Organization of Biological Collections	55
Regulation of the Network of Fiocruz Libraries	55
Revision	56
Standards	56
References	56
Attachment I - Standards	58
General Legislation	58
Overall Fundamental Standards	58
Specific standards that apply to the Architectural, Urban, and Archeological Collection	59
Legislation	59
Fundamental standards	60
Specific standards applied to the Archival Collection	62
Legislation	62
Fundamental standards	62
Specific standards applied to the Bibliographic Collection	64
Legislation	64
Fundamental standards	64
Specific standards applied to the Museum Collection	65
Legislation	65
Fundamental standards	65
Specific standards applied to the Biological Collections	66
Legislation	66
Fundamental standards	67
Specific standards for research and development in preservation	68
Legislation	68
Fundamental standards	68
Specific standards for education in preservation and management of collections	68
Legislation	68
Fundamental standards	69

INTRODUCTION

This second edition of the Preservation Policy for Scientific and Cultural Collections of Fiocruz aims to update the online version published in 2018. It was produced by the Preservo Management Committee to update the composition of the Network of Libraries, alter the status of the Biological Collections, and report on how they are organized and where they are located. Various websites were updated that pertain to the documentations cited in this policy.

The [Oswaldo Cruz Foundation – Fiocruz](#) was founded in 1900 as the “Federal Serotherapy Institute”, with its headquarters in Rio de Janeiro, Brazil. In more than a century of history, Fiocruz has established itself as an outstanding institution in research, education, technological development, and innovation in health, producing and conserving valuable collections of knowledge in its information systems. The institution has created and preserved buildings, historic archives, libraries, biological collections, iconographic collections, instruments, and equipment, currently representing unique cultural and scientific collections in the sciences and health. The institution’s campuses are also home to significant natural heritage and important archeological sites.

Over time, these collections were developed and conserved separately according to the organizational culture of Fiocruz, with autonomy for its technical and scientific units, now referred to officially as unique specific agencies. As the collections acquired new values beyond their original functions and were conserved and organized based on their typology, they generated their own cultures for preservation and access, while still maintaining their potential as sources for the generation of knowledge. Currently, given the institution’s need for greater national integration and the growing demands for communication, science dissemination, and

integrated information searches, this model has been assessed in the search for strategic and integrative solutions capable of properly highlighting such relevant collections and responses to pressing cultural and policy challenges.

In light of the above, the institution realized the need to establish integrated management of its scientific and cultural collections, and it thus developed the program called *Preservo – the Integrated Collections of Fiocruz*, the objectives of which are: a) to establish an enhanced level of organization and greater integration of activities in the creation, preservation, management, and availability of collections between the different institutional units; b) provide the institution with adequate and modern infrastructure for the preservation of the institution's scientific and cultural heritage; and c) expand physical and digital access to the collections and to the knowledge produced from them. The program has become the link for building, orienting, and advising the shaping of a network among the units with custody of the Fiocruz collections, and not as an organizational structure per se. Its development and implementation include four dimensions: a) conceptual; b) procedural, that is, for normative and reference documentation; c) preservation and physical access; and d) preservation and digital access. To properly deal with these dimensions requires establishing an explicit preservation policy for the institution as a whole.

Although Fiocruz did not previously have a documented preservation policy for the entire institution, it was nevertheless successful in establishing a long tradition in conserving its collections by taking an active and innovative role in preserving and valuing its cultural and scientific heritage and by adopting a political position of acknowledging its heritage and memory as strategic assets. In the institution's early years, still under the

name of the Oswaldo Cruz Institute, it created a museum for its biological collections and later a second museum dedicated to the memory of Oswaldo Cruz after his death in 1917. In the late 1980s, based on the expanded concept of health that reaffirmed the importance of economic, cultural, social, and political dimensions in the production of health, Fiocruz created a special unit, Casa de Oswaldo Cruz (House of Oswaldo Cruz), the mission of which includes the production and dissemination of historic knowledge, preservation, and valorization of the cultural heritage and the memory of the institution and the field of health, and another unit, the Institute of Scientific and Technological Communication and Information in Health, whose responsibilities include the coordinated management of the foundation's bibliographic collection, amassed since the early 20th century. And the year 2010 witnessed the creation of the Technical Chamber on Biological Collections, a collegiate and advisory body consisting of the curators of the institution's biological collections. These initiatives, together with the on-going work by the units holding the collections themselves, were responsible for various reference documents for the collections' preservation and valorization and for building a base that allowed the institution to formulate the current policy.

The Preservation Policy for the Scientific and Cultural Collections of Fiocruz mirrors the [mission statement](#) of Fiocruz, especially Chapter 1, Article 1, item X of the institution's Bylaws, approved under [Executive Order No. 8.932](#) of December 14, 2016, of the Office of the President of Brazil, establishing as one of its goals to preserve, value, and disseminate the historic, cultural, and scientific heritage of FIOCRUZ and to contribute to preservation of the memory in the areas of health and the biomedical sciences. The policy reflects the institution's experience and maturity in its work processes and management and planning instruments. The

policy is consistent with Brazilian and international concepts and practices that adopt preventive conservation, risk management, quality management, integrated conservation, and sustainable preservation as central guidelines, while affirming research and education as fundamental and strategic for developing preservation policies. The policy acknowledges that both its financial planning and the definition of the parties responsible for its administration are essential for its implementation.

The Preservation Policy for the Scientific and Cultural Collections of Fiocruz assumes the broad concept of cultural heritage as defined in Brazil's 1988 Constitution, Article 216, especially item III, which includes scientific, artistic, and technological creations, item IV, which includes works, objects, documents, buildings, and other spaces dedicated to artistic and cultural manifestations, and item V, referring to urban complexes and sites with historic, landscape, artistic, archeological, paleontological, ecological, and scientific value.

The policy proposes the integrated management of its diverse types of collections, establishes overall guidelines for specific policies and programs, and medium and long-term plans, defines responsibilities, and provides for their assessment and updating.

The policy's elaboration considered the different ways each type of collection was organized in the technical and scientific units and how the concepts, techniques, and methods for preservation and management were developed over time. This was relevant given the collections' specificities and the fact that they originated at different times and with distinct organizational structures. The challenge was to establish consensus on conceptual definitions referenced on the accepted standards and practices in the different fields of preservation of cultural assets, while also

reflecting the institution's own reality.

The document is organized in three main sections. The first section contains the definitions used, the objectives, and the typology of the collections covered by this policy, lays out the overall principles and guidelines of the actions to be developed, and lists the parties responsible for the policy's implementation and revision. The second section describes the types of collections held by Fiocruz and presents the specific guidelines and responsibilities for each type. The third section develops the chapters on preservation and physical access, preservation and digital access, and finally the currently existing specific policies and programs.

According to the adopted methodology, an institutional policy should contain the vision, principles, and objectives orienting the activities of the object in question and its relationship to the institution's planning and responsibilities, as well as its target public. Such an institutional policy should be anchored in a set of documents, such as specific policies, programs, plans, and manuals for the development and rollout of necessary actions for the policy's implementation.

The policy's elaboration involved writing the proposal by the Working Group established under the ruling by the Office of the President, its evaluation by the Technical Chambers on Management and Institutional Development, Information and Communication, and Biological Collections, its submission for internal review in the institution, and approval by the Executive Board of Fiocruz on March 23, 2018.

This policy is linked to the institutional policies and documents, existing or under development, in the fields of information,

dissemination, and popularization of science, institutional memory, and other areas, and especially to the policies already established for [Communication](#) and [Open Access to Knowledge](#) at Fiocruz.

DEFINITIONS

The following definitions are used for the purposes of this policy:

Collection: A set of goods or assets constituting the heritage of an individual, institution, or nation, grouped by value attribution, according to their cultural or scientific nature and following an organizational logic.

Scientific collection: A scientific collection is one with exceptional value from the point of view of science, where this particular value stands out among other values the collection may possess. It also includes living organisms, representatives of biodiversity, or human samples.

Cultural collection: Refers to a collection that possesses cultural value, that is, related to a given culture, interpreted in its expanded definition as *“a set of distinctive spiritual, material, intellectual, and affective traits that characterize a society or social group and that includes both the arts and letters and lifestyles, ways of living together, value systems, traditions, and beliefs”* (UNESCO, 2002). According to this conception, cultural values include historic, artistic, and/or scientific values, among others.

Biological collection: a set of biological material, duly treated, conserved, and documented according to standards that guarantee the safety, accessibility, quality, longevity, integrity, and

interoperability of the collection's data, belonging to a teaching and/or research institution with the objective of supporting activities in teaching, services, research, technological development, innovation, and science dissemination, in addition to ex situ conservation. Such collection may also present valuable material of historic importance. Biological collections include collections of plants, animals, fungi, and microorganisms (current or fossil) as a whole or in parts, products, and remains. Exceptions are teaching collections and living collections housed in zoos, breeding sites, aquariums, oceanariums, laboratory animal facilities, centers for the screening, rehabilitation, or recovery of animals, and plant nurseries.

Conservation: actions performed directly on scientific and cultural collections with the aim of interrupting or delaying processes of deterioration.

Archival document: any document created (produced or received and conserved for action or reference) by a physical or legal person in the course of a practical activity as an instrument and byproduct of this activity (DURANTI, 2005, p. 7)

Management: set of tasks that aim to guarantee efficiency in work processes and efficacious allocation of all the resources made available by the organization in order to achieve the predetermined objectives for preservation of the collections.

Plan: set of methods, activities, tasks, actions, and measures by which the goals and objectives (of a program) can be achieved.

Policy: set of aspirations, principles, and objectives that provide the basis for planning and actions.

Preservation: measures and actions defined with the objective of

safeguarding scientific and cultural collections and guaranteeing their integrity and accessibility for present and future generations. Includes actions involved in identification, cataloguing, description, dissemination, conservation, and restoration.

Program: designing of activities with a view towards achieving certain objectives and goals (of a policy).

Quality: delivery of products and services with excellent quality in keeping with the evolution of technical and scientific knowledge and aimed at the best institutional performance, that is, doing better with each passing day to respond optimally to the target publics' needs.

Restoration: actions performed directly on an asset that has lost part of its value or function due to deterioration and/or previous interventions, with the objective of allowing its appreciation, use, and enjoyment. Should be performed exceptionally and based on respect for the preexisting material.

Risk: effect of uncertainty on the objectives, expressed as the combination of the probability of occurrence of a given event and the consequences (positive or negative) in case it occurs. (ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS, 2009)

OBJECTIVE

This policy establishes the overall principles, guidelines, and objectives orienting the activities in the creation, preservation, integrated management, and access to the scientific and cultural collections under the custody of Fiocruz. The policy objective

applies to the architectural, urban, archival, bibliographic, museum, and biological collections and specifies the responsibilities and orients the development of policies, programs, plans, and procedures aimed at preservation of these collections.

PRINCIPLES

In its relationship to society, this policy reaffirms the institutional values upheld by Fiocruz: commitment to today's society and future generations; full citizens' rights; solidarity; respect for ethnic and sociocultural diversity; socioenvironmental commitment; free, public, and open access to the knowledge produced; democratization of knowledge; education as an emancipatory process; ethics; and transparency. According to the policy, the representations of a group's memory and identities should be preserved and accessible to current and future generations as testimony to the human actions that produced them, and as objects both for reflection and as research sources. The policy assumes the historic, scientific, artistic, social, and educational values in their direct relationship with the collections. In keeping with these values, Fiocruz should express solidarity and commitment to the identification and preservation of cultural collections in the area of sciences and health, especially those at risk; to the valorization of its institutional memory; and to the production of knowledge on health's cultural and scientific heritage. To achieve these goals, the institution adopts preventive conservation, risk management, quality management, integrated conservation, sustainable preservation, access to information, preservation of biodiversity, research and development in preservation of collections, and heritage education as fundamental guidelines, defined as follows:

Access to information: preservation activities aim to guarantee permanent access to the collections, considering information as a public good and one of the social determinations of health.

Integrated conservation: Considers society's participation and demands access to complete, objective, and sufficient information to support citizens' contributions. Requires the promotion of methods, techniques, and skills in restoration and conservation, as well as investment in research and training of qualified personnel at all levels and from a multidisciplinary perspective.

Preventive conservation: Set of measures and actions defined from a multidisciplinary approach with the objective of avoiding and minimizing the deterioration and loss of value of cultural assets. Such measures are mainly indirect, without interfering in the objects' material or structure. Includes actions in research, documentation, inspection, monitoring, environmental management, storage, programmed conservation, and contingency plans.

Heritage education: Includes structured educational activities related to the preservation of cultural collections and valorization of memory, to be designed using linkage with other institutional policies, and through cooperation and solidarity with society and with the range of actors in the field of cultural heritage. It should further allow society to claim its cultural heritage, empowering citizens as historic protagonists in the process of producing and preserving this heritage.

Quality management: Quality management can be defined as any coordinated activity to lead and oversee an organization in the sense of fostering improvement in products/services in order to ensure that specific standards such as the preservation of

historic and cultural heritage are achieved. Quality management principles are focused on users, leadership, personal involvement, process approach, and systems approach to management and continuing improvement.

Risk management: Risk management offers the field of heritage preservation a methodology based on technical and scientific knowledge that allows an integrated vision of the risks and harms affecting cultural assets. It provides backing for decision-making optimization for conservation of cultural heritage. It sets priorities for action and resource allocation to mitigate the various types of risks to cultural heritage.

Research and development in preservation of collections:

Knowledge production should support the definition and on-going improvement of strategies for conservation of collections. It should consider the collective expertise in preservation and the materials comprising the collections, as well as focusing on technological innovation. It should be carried out through strategic planning and provide for the research and development of techniques and methodologies to occur in an integrated, interdisciplinary, and multidisciplinary way.

Preservation and conservation of biodiversity: Set of actions and measures taken with the purpose of safeguarding representative samples of biodiversity, its processes, patterns, and standards, guaranteeing the preservation of biological variety at all levels from phenotypical to genotypical variation between individuals, favoring access to the preserved biological material and the associated information. The existing actions and mechanisms to preserve/conservate biodiversity include biological collections, breeding facilities, aquariums, and plant nurseries, among others.

Sustainable preservation: Based on the premise that the methods and techniques for preservation should aim at efficient use of natural resources and decrease the environmental impact. Sustainable preservation values the sociocultural meanings of cultural and natural heritage and relates conservation to its material base, with its character, identities, values, and beliefs built over time. Through revitalization and intervention actions, it fosters citizenship, cultural and ethnic valorization, and sustainable local development.

OVERALL GUIDELINES

This policy adopts the following guidelines for its full implementation:

1. Whenever possible, follow the principle of minimal intervention in preservation measures, respecting the object's artistic, historic, scientific, and technical characteristics.
2. The alterations performed should be identifiable and whenever possible reversible.
3. Actions in curative conservation and restoration should only be adopted when the preventive actions were unable to avoid the damage caused by the processes of deterioration.
4. Elaborate preventive conservation and risk management plans for each of the architectural and urban collections, including the movable collections and the collections housed in them. These plans should also be elaborated for other buildings that house cultural and scientific collections.

5. Monitor and document the actions in preservation to assess the effectiveness, efficiency, and efficacy of the solutions adopted and furnish backing for planning future actions as well as for communication, dissemination, research, and education.
6. The collections' management should be a combined process.
7. Encourage actions that expand access to the collections through digital information systems, oriented according to this policy's provisions concerning [Preservation and Digital Access](#), as a strategy for the collections' preservation and increased access to information and [open access](#).
8. Ensure the full recovery of information from the different collections in the information management systems.
9. Promote research on preservation of techniques and methodologies and training and qualification of the professional staff to improve the preservation of collections and optimal use of resources.
10. Define priority research in the area of preservation of scientific and cultural collections linked to graduate studies and to establishing mechanisms to stimulate technical and scientific production in the area.
11. Develop and implement matrix-based programs in heritage education as a strategy for the sustainability of the collections' preservation and linkage.
12. Train in-house human resources in the units responsible for Fiocruz collections and external collections in the field of preservation of cultural heritage in the sciences and health

through activities in teaching, education, training, and valorization.

13. Adopt cooperation with public and private Brazilian and international institutions, especially those responsible for scientific and cultural collections, as a strategy to facilitate sharing information, methods, and techniques, training human resources, exchange, lending between collections, and the development of actions in the preservation and management of collections.

14. Encourage cooperation among the units of Fiocruz and develop integrated actions in the management and preservation of collections for enhanced use of resources and institutional competencies.

15. Conduct and constantly update the inventory of rare and special bibliographic collections in science and technology in health at the Oswaldo Cruz Foundation and that are not under the specific custody of the institution's libraries.

16. Take measures to guarantee the safekeeping, security, and preservation of the bibliographic collections resulting from the *in situ* inventory.

17. Conduct *in situ* inventories, taking measures to guarantee the safekeeping, security, and preservation of artifacts with historic and scientific value.

18. Consider/acknowledge/develop/explore/preserve the dimension of immaterial culture through oral history programs that allow audiovisual or sound recording of the professional careers of scientists and technicians, methods, practices, and techniques used at the institution.

19. Develop and encourage actions in the units' institutional memories in order to identify and value the territorial, sociocultural, scientific, and historic diversity of Fiocruz as a strategic component for the consolidation of a nationally representative foundation.
20. Actions in institutional memory should be part of a memory policy in the institution.
21. Establish technical criteria and guidelines for the retirement of scientific equipment, devices, and instruments in order to identify items that may be indicated for incorporation into the permanent collections.
22. Adjust and adapt the buildings and infrastructures currently housing cultural and scientific collections according to the guidelines for [Preservation and Physical Access](#) in this policy,
23. Buildings scheduled for constructions and installations to be acquired and installed should comply with this policy.
24. Provide for resources in the institution's long-term and pluriannual development and budget plans for the implementation of this policy's guidelines.

RESPONSIBILITIES

Implementation of the Preservation Policy for the Scientific and Cultural Collections of Fiocruz is the responsibility of the Office of the President and the technical and scientific units responsible for the custody and management of collections, with articulation and orientation from the [Preservo Management Committee](#).

Preservo – Integrated Fiocruz Collections is a network that involves the Office of the President and the technical and scientific units that have custody of scientific and/or cultural collections, acting to formulate, orient, and collaborate to achieve the following institutional objectives: a) establish a new threshold of organization and greater integration of actions in the creation, preservation, management, and availability of collections among the institution’s different actors; b) equip the institution with adequate and modern infrastructure for the preservation of scientific and cultural heritage; and c) expand physical and digital access to the collections and to knowledge produced from them. Its work is coordinated by a Management Committee, a permanent collegiate advisory body.

The creation of the Management Committee is the Fiocruz President’s responsibility, and its functioning is subject to [specific regulations](#) drafted by its members and approved by the Office of the President. It is up to the Executive Board of Fiocruz to approve the nominations of the Management Committees members. The Preservo Management Committee should consist of at least representatives of the Offices of the Vice Presidents in charge of action in information and communication and those related to the biological collections. The committee should also include representatives of COGETIC and COGIC, as well as representatives of the different types of collections covered by this policy.

The Executive Board of Fiocruz is responsible for receiving the assessments by the Technical Chambers for Management and Institutional Development, Information and Communication, and the Biological Collections, in addition to an internal consultation in the institution, and for approving the content of this policy and its revisions.

As for the buildings and infrastructures required for the safekeeping of collections, the responsibility is that of the technical and scientific units in charge of custody and management of the respective collection, as well as of the General Coordinating Division of Campus Infrastructure ([COGIC](#)). For buildings located in heritage preservation areas or historic constructions, Casa de Oswaldo Cruz is also responsible, as determined in the [Plan for Occupation of Preserved Areas – POAP](#). For buildings located on the Manguinhos campus, it is also the responsibility of the Master Plan Management Committee (CGPD), as specified in the [Manguinhos Master Plan](#). In all these cases, the actions should be cleared with the [Preservo Management Committee](#) and must comply with the provisions of this policy, especially the topic on [Preservation and Physical Access](#).

Digitization of biological collections is the responsibility of the Technical Chamber on Biological Collections of Fiocruz, having consulted the curators of the institutionally acknowledged collections and following the specifications of the [Digitization Manual](#), the establishment of selection criteria for collections, in keeping with each collection's typology concerning elements amenable to digitization and their order of priority. The curators of each Biological Collection are in charge of the specific indication of the specimens to be referred for digitization according to these criteria.

Digitization of Bibliographic Collections is the responsibility of ICICT, through the [Fiocruz Network of Libraries](#), setting the criteria for what is to be digitized in partnership with the other units.

As for digitization of the archival, architectural, urban, and museum collections, Casa de Oswaldo Cruz sets the criteria for

what will be digitized and the order of priority for the collection under its custody.

[VideoSaúde](#) – The Fiocruz/ICICT audiovisual distributor, sets the criteria for what is digitized and the order of priority for the audiovisual collection under its custody.

The Coordinating Division for Technological Information Management ([COGETIC](#)) should be consulted when establishing the above-mentioned criteria as to the necessary capacity for storage and infrastructure for data transmission for production of the digital material. COGETIC is responsible for planning, providing, and updating the infrastructures in Information and Communication Technology as needed in the entire chain of production, preservation, and digital access to the collections.

In all cases, digitization must comply with the [Digitization Manual](#), the [Digital Preservation Plan](#), and this policy's provisions, especially in the topic on [Preservation and Digital Access](#). In case of doubt, the Preservo Management Committee should be consulted.

FINANCING

The main source of budget funding for Fiocruz is the Brazilian Federal government (National Treasury). These funds, provided under the terms of the Annual Budget Law, are targeted to financing activities to be executed in meeting the guidelines, objectives, and goals set out in the Four-Year Plan. The plan expresses the essential routine activities for fulfilling the institution's mission as well as strategic actions aimed at

achieving the vision laid out according to a given timeline. Financing for routine and strategic activities also comes from other sources, mainly funds raised through fiscal incentive laws, calls for projects by public and private funding institutions, sponsorship, and grants. Preservation of scientific and cultural heritage is part of the Fiocruz mission and financing of the corresponding routine activities, oriented by this policy and defined in the institution's Four-Year Plan and the units, funded mainly by the National Treasury.

ARCHITECTURAL, URBAN, AND ARCHEOLOGICAL COLLECTION

Description

The [Architectural, Urban, and Archeological Collection](#) under the responsibility of the Oswaldo Cruz Foundation consists of built assets (buildings, gardens, and archeological remains) related to the institution's history and the land where its campuses are located and to the history of sciences and health and/or with outstanding architectural qualities. It includes national landmark buildings (declared by IPHAN – the National Institute of Historic and Artistic Heritage), state landmarks (INEPAC – State Institute of Cultural Heritage), or municipal landmarks (Rio de Janeiro City Government), and other relevant assets for preservation identified by COC/Fiocruz.

The initial core landmark collection consisted of eclectic buildings remaining from the institution's original architectural complex, located on the Manguinhos campus and designed in the early 20th century by architect Luiz Moraes Junior under the guidance of Oswaldo Cruz himself. Based on historic studies by the

Department of Historic Heritage at COC on the formation of the campus, the collection later incorporated modernist buildings from the 1940s and 1950s, representative of the institution's expansion phase. The Manguinhos Fiocruz campus includes the following properties for preservation (POAP, 2011):

- Oswaldo Cruz Path (since 1900);
- Moorish Pavilion and garden (1905-1918) – national landmark building;
- Clock Pavilion (1904-1905) – national landmark building;
- Stable (1904); national landmark building;
- Figueiredo de Vasconcelos Pavilion, or Quinine Pavilion (1919);
- Teahouse (c. 1905) and Annex (c.1920);
- Pasteur Square (c. 1910);
- Dovecote (1904) ;
- Yellow House (1922);
- Evandro Chagas Hospital (1912-1918);
- Rockefeller Pavilion (1935-1937);
- Arthur Neiva Pavilion and garden (1947-1951) – state landmark building; the tile panel by artist Burle Marx is a municipal landmark;
- Carlos Augusto da Silva Pavilion (1948) – state landmark;
- Henrique Aragão Pavilion and garden (1954-1960);
- Gatehouse on Avenida Brasil and garden (1954-1955);
- Archeological remains of the old wharf of the Oswaldo Cruz Institute on the campus expansion;
- Archeological remains of the stables and waste incineration ovens on the Science Square and surroundings.

Designation as national heritage on the Manguinhos campus also includes a polygon around these buildings, known as a preservation area.

In 1998, Fiocruz was granted usufruct on a late 19th-century

palace built as the summer home of Italian designer and builder Antonio Jannuzzi, in addition to its annex buildings. Located in the neighborhood of Valparaíso in Petrópolis, Rio de Janeiro State, this compound currently houses the Itaboraí Forum. Property considered relevant for preservation in Petrópolis includes:

- Viscount of Itaboraí Palace and garden (1892) – extension of the national heritage designation for the architectural and landscape complex on Avenida Koeller;
- Annex to the Itaboraí Palace and garden (c. 1890) – state landmark;
- Caretaker's house (c. 1892).

In the early 2000s the collection incorporated buildings located on the Fiocruz Atlantic Forest Campus in the Jacarepaguá neighborhood in Rio de Janeiro. These include ruins from the old Our Lady of Remedies sugar mill and the Juliano Moreira Psychiatric Colony, which occupied the area starting in 1919.

The following on the Fiocruz Atlantic Forest Campus are classified as relevant for preservation:

- Our Lady of Remedies Pavilion (c. 1940)
- Agricultural Pavilion (1962)
- Stables/ Barns
- Remains of the water catchment system from the old Our Lady of Remedies sugar mill (1664-1839) – site registered in the National Registry of Archeological Sites.

Since 1990, the Professor Hélio Fraga Reference Center (CRPHF), part of the old Curicica Sanatorium Complex, designed by architect Sérgio Bernardes (1919-2002) and dedicated to the treatment of tuberculosis patients, belongs to the Sergio Arouca National School of Public Health (ENSP/Fiocruz). The National Tuberculosis Campaign (CNCT), created in 1946 to coordinate all

the government and private activities in the fight against TB in Brazil, worked in the construction of the Curicica Sanatorium, inaugurated in 1952, and in the implementation of the CRPH in 1984. The CRPHF is currently Brazil's reference institution for the Unified National Health System for tuberculosis and other lung diseases, playing an outstanding role as support agency for national public health activities.

The Curicica Sanatorium Compound has been recommended for designation as a municipal landmark by the Rio de Janeiro Municipal Council for the Protection of Cultural Heritage. The following buildings recommended for designation inside the Compound belong to the CRPHF:

- House of the Director;
- Dormitories;
- Clinical Research Pavilion;
- Outpatient Clinic;
- Administration;
- Teaching Research Pavilion and Auditorium/IT;

Guidelines

In addition to this policy's [overall guidelines](#), the following specific guidelines apply to this type of collection:

The preservation actions for the architectural, urban, and archeological collection should comply with the established principles in normative documents and with the specific legislation on the preservation of cultural heritage.

In the case of historic buildings that house movable collections,

preservation actions should seek a balance between the building's conservation needs and the needs of the movable and immovable collections.

The uses and occupations of the preserved buildings and urban spaces will be defined according to the master plans and occupation plans, taking into consideration the characteristics of the property to be preserved and the institution's needs;

The measures focused on security, access, and publicity of the collection should guarantee accessibility to and enjoyment of the Architectural, Urban, and Archeological Collection, taking into consideration the infrastructure of installations and the property's capacity.

Responsibilities

It is the responsibility of the [Department of Historic Heritage \(DPH\)](#) to implement and oversee the establishment of the preservation policy for the architectural, urban, and archeological collections of Fiocruz, as well as the execution and follow-up of the programs and actions comprising this policy.

ARCHIVAL COLLECTION

Description

The collection and preservation of the archival heritage of Fiocruz, resulting from its functions, actions, and activities, as well as by the incorporation of institutional and personal archives that are

relevant to the history of sciences and health in all its material forms, is the responsibility of Casa de Oswaldo Cruz, under the Department of Archives and Documentation.

Since the 1990s, in an integrated approach to the whole life cycle of the archival documents, Fiocruz established the [Management System for Documents and Archives \(SIGDA\)](#). Under the coordination of Casa de Oswaldo Cruz, SIGDA links the institution's different services, centers, and sectors to draft policies and guidelines for achieving common technical objectives. Officially established by the Office of the President (Ruling no. 353/2009 PR), SIGDA serves to support the administration, preservation of the documental heritage of Fiocruz, and sharing and access to public information.

The permanent [Archival Collection](#) of the Oswaldo Cruz Foundation, under the custody of Casa de Oswaldo Cruz (COC), consists of funds and collections of documents in text, images, maps, and sound and audiovisual recordings, with records ranging from the mid-18th century to the present, predominantly from the 20th century. The themes are aligned with the institution's mission, encompassing the life sciences, which involve the health sciences, biomedical sciences, biological sciences, and the human and social sciences. The sets of documents comprising the collection can be described as follows

a) Institutional funds – documents of permanent value produced and accumulated by Fiocruz, including the documental heritage of the institutes and units that constituted it in 1970 and of other units subsequently created and incorporated;

b) Personal archives – documents from scientists, public health professionals, physicians, and other outstanding professionals in

the areas of work by the Oswaldo Cruz Foundation (Fiocruz) and the collection's thematic lines;

c) Funds from other institutions – documents originally belonging to the archives of now-defunct institutions with activities in the areas of health and the biomedical sciences, incorporated into the Fiocruz collection, particularly in the absence of an organization capable of conserving such a collection;

d) Collections – documents for which the context of production is unknown or that were gathered according to a specific theme.

The initial core of the institution's archival collection was formed in 1986, with the creation of Casa de Oswaldo Cruz and through initiatives dedicated to the establishment of historic research sources, valorization of the memory and preservation of the cultural heritage of Fiocruz itself, as well as its fields of work, such as the project "Treatment and Expansion of the Iconographic Collection of the Museum of the Oswaldo Cruz Institute".

The same period witnessed the initial gathering of personal archives through projects aimed at constituting oral sources for research in the history of health and the sciences, namely: "Development of the Collection of Oral Testimonials on the History of the Oswaldo Cruz Foundation and Practices in Public Health - Memory of Manguinhos" and "Memory of Medical Care under the Brazilian Social Security System", both launched in 1986. These projects allowed the identification and gathering of private archives belonging to outstanding personalities in the fields of biomedical sciences and public health. Beginning in 1991, the archives of scientists Carlos Chagas and Evandro Chagas were transferred to Fiocruz, donated by Carlos Chagas Filho, who also donated his own personal archives to the institution several

years later. A large portion of the documents now comprising the personal archives of Oswaldo and Walter Oswaldo Cruz, which had been in the custody of the Oswaldo Cruz Museum, were transferred to Fiocruz in 1990.

Since then, the institution has maintained a practice of receiving personal archives of scientists and public health and health professionals and technicians whose careers contributed to the history of sciences and health, oriented by the [Preservation and Management Policy of Cultural Collections in the Sciences and Health of Casa de Oswaldo Cruz](#), especially its [Incorporation Program](#). As with the institutional funds, since 1995, with the implementation of the [Management System for Documents and Archives \(SIGDA\)](#), the documents produced and accumulated by the institution in the course of the activities in its various units are collected.

Given their importance for the history of sciences and health, the following sets of documents belonging to the Fiocruz archival collection were nominated to the UNESCO Memory of the World Program: Oswaldo Cruz Archives in 2007, Carlos Chagas Archives in 2008, and the glass negatives of the Oswaldo Cruz Institute Fund in 2012.

VideoSaúde – The official distributor of Fiocruz, created in 1988 under Ruling 054/88 of the Office of the President of Fiocruz, is affiliated with the Institute of Scientific and Technological Communication and Information in Health (ICICT) and registered with the Brazilian National Patent and Trademark Office (INPI), the National Film Agency (ANCINE), and the National Council on Archives (CONARQ). The distributor is a space for safekeeping, research, gathering, cataloguing, storage, preservation, production, promotion, distribution, and circulation of audiovisual

material in health produced by Fiocruz, other institutions, and independent producers, with the aim of contributing to the strengthening of the Unified National Health System (SUS) and to the improvement of living and health conditions for the Brazilian population.

The collection of VideoSaúde – Fiocruz Distributor – consists of two sets of records: a collection of titles specialized in the area of health and an archive of inhouse audiovisual productions. This collection serves a broad network of users with a wealth of content, recording a diversity of themes and aesthetic and cultural approaches anchored in the expanded definition of health, in efforts to support the on-going development of a network of producers, distributors, and users of audiovisual materials in health, and in conquering new spaces to increase the visibility of work by numerous producers.

The preservation of audiovisual materials produced by the Fiocruz units includes the same stages in the management of documents as the institution in general, namely, classification, evaluation, transfer, elimination, and storage at Casa de Oswaldo Cruz for the materials with permanent value.

Guidelines

In addition to this policy's [Overall Guidelines](#), the following specific guidelines apply to this type of collection:

The strategic actions in the preservation of the Archival Collection should be aligned with the National Policy for Archives, the prevailing legislation on cultural heritage, the principles involving the right to information and personal privacy, and the Access to Information Law (Law no. 12.527/2011 and Decree no. 7.724/2012),

besides complying with the standards and guidelines of the International Council on Archives (ICA) and the Brazilian National Council on Archives (CONARQ);

Activities in the preservation of the archival collection should comply with the principles of provenance, unicity, organicity, and respect for the funds established in archival science, in order to maintain the organic relationship between the documents themselves and the elements determining their specificity.

Responsibilities

Casa de Oswaldo Cruz, through the [Department of Archives and Documentation \(DAD\)](#), is responsible for identifying, collecting, collating, preserving, organizing, providing access to, and disseminating the permanent archival heritage of Fiocruz, and the institutional and personal archives pursuant to the history of sciences and health, in any material base or format, as well as for the guidelines and procedures for the collection's management, incorporation of new sets of documents, and coordination of SIGDA.

The [Management System for Documents and Archives \(SIGDA\)](#) is the “network of archive services’ responsible for establishing guidelines for the management of archival documents and aims to ensure the efficient production, administration, maintenance, and allocation of the documents produced by Fiocruz.

The Permanent Commission for the Evaluation of Archival Documents drafts, authorizes, and orients the Time Table, which sets the time frames for custody and final destination of the archival documents.

The duties of the Permanent Commission for Collections of Casa

de Oswaldo Cruz are to establish and periodically revise the thematic areas orienting the growth of the archival collection, assessing and reporting on the incorporation of new documents into the collection.

The Institute of Scientific and Technological Communication and Information in Health, through [VideoSaúde](#), is responsible for the custody, production, preservation, and dissemination of the institute's audiovisual collection and for the implementation of guidelines and procedures for the collection's management.

BIBLIOGRAPHIC COLLECTION

Description

The Bibliographic Collection of Fiocruz libraries supports the creation and development of scientific research. This includes the documents made available for knowledge-building, necessary for technical, scientific, and educational activities. The Bibliographic Collection of Fiocruz consists of books, book chapters, periodicals, manuscripts, articles, pre-prints, term papers, theses, and dissertations, videos, audios, photographs, conference and congress proceedings, games, technical manuals and procedures, research reports, research data, educational resources, and patents, on a physical and/or digital base.

In 1900, with the creation of the Federal Serotherapy Institute, the first materials were acquired for the formation of the bibliographic collection, probably brought from Europe by the Baron of Pedro Afonso, Director-General of the Institute. In 1902, when Oswaldo Cruz took over the Institute, the collection experienced important

growth, and the Library of the Oswaldo Cruz Institute was created, now known as the Manguinhos Library. As the initial core of this collection, the A. Overmeer Rare Works Section of the Manguinhos Library aims to preserve the institutional and scientific memory of Fiocruz, housing rare and special works dating from the 17th century onward. Preservation of this memory is associated with the integrated heritage established between the bibliographic collection and the site it originally occupied.

Other libraries emerged over time in step with the institution's growth, based on the perceived need to meet the specific demands from new lines of research. The year 1924 witnessed the inauguration of, the Library of the Arthur Bernardes Shelter, currently the Library for Women and Children's Health in the Fernandes Figueira Institute, followed in 1954 by the Lincoln de Freitas Filho Library, now called the Public Health Library of the Sergio Arouca National School of Public Health.

The three libraries were affiliated with the Center for Technical Support (CATE), under the Office of the President of Fiocruz. Since the 1980s, they are under the responsibility of the Institute of Scientific and Technological Communication and Information in Health (ICICT).

With the purpose of gathering and disseminating the institution's bibliographic and documental collection, the Integrated System of Libraries (SIBI) was created in 1986 (Act no. 123/88 of May 15, 1988, of the Office of the President), under the Office of Scientific and Technological Information (SICT). The SIBI consisted of the three above-mentioned libraries plus the libraries of the Fiocruz regional centers, now the following institutes: [Aggeu Magalhães](#), [Gonçalo Muniz](#), and [René Rachou](#).

During the 3rd Meeting of Fiocruz Librarians in September 2002, a motion was passed to create the Network of Fiocruz Libraries, including (besides the SIBI member libraries) the libraries of [Casa de Oswaldo Cruz](#), the [National Institute of Quality Control in Health](#), the [Joaquim Venâncio Polytechnic Health School](#), and the [Leônidas and Maria Deane Institute](#), the latter created in 2002.

As approved by the 6th Internal Congress of Fiocruz, in 2006 the coordination of the Network of Fiocruz Libraries was designated to the Institute of Scientific and Technological Communication and Information in Health, expanding the access to information through the collective construction of new forms of scientific communication, as well as fomenting the policy of incorporation and creation of documentation centers and libraries. The Fiocruz Network of Libraries currently consists of 19 libraries. As the institution expands and based on internal demands, other libraries may be established. For an updated list, see <http://www.fiocruz.br/redebibliotecas/>.

Currently, the following belong to the Network of Libraries:

- [Library of the Center for Studies in Workers' Health and Human Ecology](#) (ENSP/CESTEH):
- [Library of the Fiocruz Regional Office in Brasília](#) (Fiocruz Brasília)
- [Eurydice Pires de Sant'Anna Library of Biomedical Sciences](#) (Fiocruz Bahia)
- [Prof. Zigman Brener Library of Health Sciences](#) (Fiocruz Minas)
- [Iloni Seibel Library of Science Education and Dissemination](#) (COC/MV)
- [Library of the History of Sciences and Health](#) (COC)
- [Manguinhos Library](#) (ICICT)
- [Library of Drugs and Phytomedicines](#) (Farmanguinhos)
- [Library of Public Health](#) (ENSP)

- Library of the Carlos Chagas Institute (Fiocruz Paraná)
- [Library of the Aggeu Magalhães Research Institute](#) (Fiocruz Pernambuco)
- [Dr. Antônio Levino Library](#) (Fiocruz Amazônia)
- [Emilia Bustamante Library](#) (EPSJV)
- [Library of the National Institute of Quality Control in Health](#) (INCQS)
- [Free Library of the Itaboraí Forum](#) (Fiocruz Petrópolis)
- [Library of Women and Children's Health](#) (IFF)
- [Walter Mendes Library of the Professor Hélio Fraga Reference Center](#) (ENSP/CRPHF)
- [Center for Documentation of the Coordination of Technological Management](#) (GESTEC-CDG)
- [Jorge Careli Department of Studies on Violence and Health](#) (CLAVES)

Guidelines

In addition to this policy's [Overall Guidelines](#), the following specific guidelines apply to this type of collection:

Activities in preservation of the bibliographic collection should be oriented by ICICT;

Management of the bibliographic collection should be oriented according to uniform standards for description, classification, and indexation, considering library science standards in the documents' descriptive and thematic representation;

Activities in the preservation of the bibliographic collection should be aligned with the Standards for Buildings and Infrastructures with Custody of Collections.

The environmental and physical conditions of the bibliographic collections should be assessed periodically by the Management of Bibliographic Collections/ICICT for the identification and performance of preservation measures.

Responsibilities

ICICT is responsible for the preservation of the bibliographic collections in the Fiocruz Libraries;

The Management Division for Bibliographic Collections is responsible for orienting the libraries in hiring companies to provide preservation services for the bibliographic collections of the Fiocruz Libraries.

It is the responsibility of the Network of Fiocruz Libraries to promote dialogue between the institutional actors to optimize the preservation processes and to strengthen partnerships.

The Fiocruz Libraries are responsible for custody and access to their collections, as well as for the implementation of management guidelines and procedures.

MUSEUM COLLECTION

Description

Oswaldo Cruz proposed the creation of a science museum at the Federal Serotherapy Institute when the institution was originally designed according to the principles of experimental medicine and public health in the early 20th century. Conceived along the lines of European museums of the time, the museum was closed

to the public and dedicated to forming and maintaining biological collections related to the institution's activities.

After the death of Oswaldo Cruz in 1917, his workroom was transformed into the Oswaldo Cruz Museum, launching the beginnings of a historic collection with his personal belongings and work objects. The original collection was expanded with more of the scientist's objects, donated by his family members and by companies, and with the incorporation of scientific equipment and instruments from the Oswaldo Cruz Institute.

In the 1970s, museum scientists were hired to reorganize the Oswaldo Cruz Museum. This launched a new phase, marked by the first systematic approach to museum practice, with the identification, selection, incorporation, and documentation of old objects and equipment that had been retired and replaced with more modern equipment in the institution's various unit. This work resulted in a new historic collection, representative of the activities developed at Fiocruz.

The creation of the Casa de Oswaldo Cruz in 1986 expanded the activities in preservation and valorization of the memory and cultural heritage of Fiocruz and its fields of work. The subsequent implementation of the Museum of Life as a department of COC in 1994 allowed the reformulation of the old museum based on new policies and methods for the custody and preservation of its collection, culminating in the organization of the Museum Technical Storage.

Classified in the area of science and technology in health, the [Museum Collection](#) emphasizes institutional history. It covers the period from the mid-19th century to the present and consists of laboratory instruments and equipment, materials and equipment

used in the production of medicines and vaccines, medical instruments, furniture, clothing and uniforms, personal objects of the institution's scientists, and a collection of paintings.

Guidelines

In addition to this policy's [overall guidelines](#), the following specific guidelines apply to this type of collection:

The activities in the preservation of the museum collection should be oriented according to thematic areas covering the fields of work of Casa de Oswaldo Cruz and Fiocruz, in addition to the history of the life sciences;

Activities in the preservation of the museum collection should comply with the principles of provenance and authenticity in order to maintain the relationship between the objects and their characteristic elements, determining their specificity and value as museum objects;

Activities in the preservation of the museum collection should be aligned with the prevailing standards dealing with cultural and scientific heritage and the principles that guarantee the right to information and personal privacy;

Activities in the preservation of museum collection should conduct the identification, inventory, safekeeping, security, and preservation of the museum heritage in Science and Technology in Health of the Oswaldo Cruz Foundation, with emphasis on the notion of historic and scientific value, through *in situ surveys* of scientific objects (instruments and equipment).

Responsibilities

The [Museum of Life](#), through the Museology Service, is responsible for custody and access to the museum collection and for the implementation of guidelines and procedures for the collection's management.

BIOLOGICAL COLLECTIONS

Description

[Biological Collection](#) is a set of organisms or parts of organisms organized with adequate techniques in order to furnish information on their provenance, collection, and identification of each of the specimens, which defines the collection's scientific status. The specimens comprising the collection provide the basis for consultations and research and are representative of the biodiversity in different areas of science. The collections provide the foundations for scientific research, educational activities, and services and also present valuable material with historic importance.

At Fiocruz, the oldest collections began in the early 20th century with biological material from different regions of Brazil, collected and analyzed during the scientific expeditions conducted by the institution's researchers. This material was deposited in these biological collections as part of the institutional policy in the fight against parasitic diseases caused by bacteria and protozoa and transmitted by arthropods, mollusks, and other vectors.

The year 2006 saw the beginning of a movement for the organization and institutional recognition of the Biological Collections belonging to Fiocruz, with the creation of the Permanent Forum of Biological

Collections of Fiocruz, consisting of representatives from the technical and scientific units and the Coordinating Division of Technological Management ([GESTEC](#)).

The Office of the Vice-President for Research and Reference Laboratories (VPPLR), which was replaced by the Office of the Vice-President for Research and Biological Collections ([VPPCB](#)), continued this process and in 2009 turned the Forum into the Technical Chamber on Biological Collections of Fiocruz. One result of this movement was the [Institutional Document for the Development of a Policy for Biological Collections at the Oswaldo Cruz Foundation](#), the basis for launching the process of official institutional recognition through the [Manual for Organization of Biological Collections of Fiocruz](#) and Ruling [327/2010-PR](#), which approves the Manual.

The collections at Fiocruz, provide services in preservation, maintenance, deposit, supply, characterization, and taxonomic identification of biological material for the development of research in science, technology, and innovation, and in epidemiological surveillance, according to the prevailing Brazilian and international standards and legislations.

The Biological Collections of Fiocruz consist of service collections that undergo a process of evaluation according to the Manual for Organization of Biological Collections. Collections that meet the requirements are acknowledged institutionally and monitored annually. The result of the annual evaluation can alter the status of the institutionalized Biological Collections. The number of collections may thus vary from one year to the next, also considering the institutional acknowledgement of new collections. Therefore, it is always recommended to consult the webpage on Biological Collections in the Fiocruz Portal, via the link <https://>

portal.fiocruz.br/colecoes-biologicas.

The Collections are currently organized and located as follows:

A. Microbiological Collections

Oswaldo Cruz Institute (IOC)

I. COLLECTIONS OF BACTERIA

- Collection of Bacteria from the Environment and Health ([Fiocruz/CBAS](#))
- Campylobacter Collection ([Fiocruz/CCAMP](#))
- Collection of Hospital Bacteria Cultures ([Fiocruz/CCBH](#))
- Culture Collection of Genus Bacillus and Related Genera ([Fiocruz/CCGB](#))
- Leptospira Collection ([Fiocruz/CLEP](#))
- Listeria Collection ([Fiocruz/CLIST](#))

II. COLLECTIONS OF FUNGI

- Culture Collection of Filamentous Fungi ([Fiocruz/CCFF](#))

III. COLLECTIONS OF PROTOZOA

- Collection of Trypanosoma from Sylvatic and Domestic Reservoirs and Vectors ([Fiocruz/COLTRYP](#))
- Leishmania Collection ([Fiocruz/CLIOC](#))
- Protozoa Collection ([Fiocruz/COLPROT](#))

National Institute of Quality Control in Health (INCQS)

I. COLLECTIONS OF BACTERIA

- Collection of Reference Bacteria in Health Surveillance ([Fiocruz/CBRVS](#))

II. COLLECTIONS OF FUNGI

- Collection of Reference Fungi in Health Surveillance ([Fiocruz/CFRVS](#))

Evandro Chagas National Institute of Infectious Diseases (INI)

I. COLLECTIONS OF FUNGI

- Collection of Pathogenic Fungi ([Fiocruz/CFP](#))

Aggeu Magalhães Institute (IAM)

I. COLLECTIONS OF BACTERIA

- Culture Collection of Yersinia spp. ([Fiocruz/CYP](#))

Leônidas and Maria Deane Institute (ILMD)

I. Collections of Bacteria

- Collection of Bacteria from Amazonia ([Fiocruz/CBAM](#))

II. COLLECTIONS OF FUNGI

- Collection of Fungi from Amazonia ([Fiocruz/CFAM](#))

B. Zoological Collections

Oswaldo Cruz Institute (IOC)

I. ENTOMOLOGICAL COLLECTIONS

- Entomological Collection of the Oswaldo Cruz Institute ([Fiocruz/CEIOC](#))

- Triatomine Collection of the Oswaldo Cruz Institute ([Fiocruz/CTIOC](#))
- Simuliidae Collection of the Oswaldo Cruz Institute ([Fiocruz/CSIOC](#))
- Culicidae Collection ([Fiocruz/CCULI](#))
- Collection of Apterygota Arthropod Vectors of Community Health Interest ([Fiocruz/CAVAISC](#))
- Ceratopogonidae Collection ([Fiocruz/CCER](#))

II. MALACOLOGICAL COLLECTIONS

- Mollusk Collection of the Oswaldo Cruz Institute ([Fiocruz/CMIOC](#))

III. HELMINTHOLOGICAL COLLECTIONS

- Helminthological Collection of the Oswaldo Cruz Institute ([Fiocruz/CHIOC](#))

René Rachou Institute (IRR)

I. ENTOMOLOGICAL COLLECTIONS

- Phlebotomine Collection ([Fiocruz/COLFLEB](#))
- Collection of Chagas Disease Vectors ([Fiocruz/COLVEC](#))
- Collection of Neotropical Mosquitos ([Fiocruz/CMN](#))

II. MALACOLOGICAL COLLECTIONS

- Medical Malacology Collection ([Fiocruz/CMM](#))

C. Histopathologic Collections

Oswaldo Cruz Institute (IOC)

MUSEUM OF PATHOLOGY

- Collection of the Anatomical Pathology Section ([Fiocruz/CSAP](#))
- Yellow Fever Collection ([Fiocruz/CFA](#))
- Collection of the Pathology Department ([Fiocruz/CDEPAT](#))

D. Botanical Collection

Institute of Pharmaceutical Technology (Farmanguinhos)

- Botanical Collection of Medicinal Plants ([Fiocruz/CBPM](#))

E. Arqueopaleontological Collection

National School of Public Health (ENSP)

- Paleoparasitology and Recent Animal Faeces Collection ([Fiocruz/CPFERA](#))

Guidelines

In addition to this policy's [Overall Guidelines](#), the following specific guidelines apply to this type of collection, as defined in the Manual on Organization of the Biological Collections of Fiocruz, in conformity with the prevailing Brazilian and international standards and legislations.

Responsibilities

Fiocruz assumes the responsibility for the maintenance and safekeeping of its biological collections. The agency in charge of advising the Office of the President in proposing policies for the Biological Collections in the short, medium, and long term in the institution is the Technical Chamber on Biological Collections, coordinated by the [VPPCB](#).

The collections are organized in functional structures called Curatorships, which are the responsibility of Fiocruz staff researchers or technologists, as curator and assistant curator. For more information on the technical team involved, readers can access each collection's website.

PRESERVATION AND PHYSICAL ACCESS

Preservo provides for the dimension of preservation and physical access in its development. This dimension aims to support the buildings and infrastructures needed to conserve the collections, including all the institutional actors responsible for the collections' custody, all those in charge of conservation of the collections, and all those in charge of modernization and/or development of new projects involving buildings and/or infrastructures housing collections. As the reference and normative documental base, an integral part of this preservation policy is the document Standards for Buildings and Infrastructures with Custody of Collections, which aims to establish specific standards, references, and programs for buildings and infrastructures that house cultural and scientific collections, in keeping with the principles of preventive conservation, risk management, and quality management in

the preservation of cultural heritage, as applies both to existing buildings and infrastructures and their adjustments, and to buildings and infrastructures to be built or acquired.

Physical access to the architectural and urban collection can be achieved according to the routine functioning of each campus and *conditioned on the building's use*. Not all the buildings are open to public visitation, and special requests for access must be submitted through the General Coordinating Division for Campus Infrastructure (COGIC). Photographic essays and film shoots must be scheduled in advance with the Coordinating Division for Social Communication of Fiocruz (CCS) and follow the instructions of the Department of Historic Heritage/COC and COGIC.

Most of the documents in the archival collection in the custody of COC are open to consultation with unlimited access or via authorization following a review of the objectives and purposes of the proposed research. Direct consultation of the collection is done in the [Consultation Room](#)/DAD.

Physical access to the VideoSaúde collection is by request for copies or loans of the audiovisual materials, following the user's registration, and which can be done via the [online form](#).

Access to the physical collections of the Fiocruz Libraries is allowed in accordance with each Library's rules.

The museum collection in the custody of the Museum of Life Technical Storage is available for consultation by formal request, via completion of a specific form. Direct consultation is by prior appointment under staff supervision by the Museology Service of the Museum of Life.

Physical access to the Biological Collections should be requested directly with each collection. Requests are made by completing and submitting a specific form provided by the collection. All the necessary information for the request and other services can be found on the website of each respective [collection](#).

PRESERVATION AND DIGITAL ACCESS

Preservo provides for the long-term preservation and digital access of the digital objects produced and generated by Fiocruz. This dimension aims to support and orient the production, preservation, and continuous access to digital collections, whether consisting of documents already produced in digital format, called born-digital documents, or analog documents converted to digital format, called digital archival representations.

Digital preservation is defined as the set of actions that include both the technical procedures and the political and administrative aspects that condition its execution, aimed at maintaining the assumptions of the digital collections' authenticity, reliability, and accessibility over time, with all their physical, logical, and conceptual characteristics.

It is thus important that in order to assume the guarantee of continuity, existence, trustworthiness, singularity, and integrity of both the born-digital documents and digital representations, it is necessary to establish criteria and means, not only for the process of production and digitization, but also for the maintenance, with the objective of avoiding at all cost the possible losses of content which in many cases may be irreversible, to the continuous access and recovery of this information.

More and more born-digital documents are being produced, as texts, databases, spreadsheets, e-mail messages, still or moving images, sound recordings, graphic material, websites, and high-resolution digital photographs of samples in the biological collections, among others. The advantages of the use of digital documents are obvious, allowing now only faster transmission and thus more streamlined decision-making, but also saving physical space and expediting the retrieval of information.

Still, despite the positive aspects associated with electronic or magnetic bases, preserving documents in these media is more complex and painstaking than preserving documents in conventional media. Meanwhile, in addition to the need for long-term or permanent preservation, the media in which digital objects are recorded have a short lifespan, and due to the continuous technological advances, the formats, hardware, and software quickly become obsolete. It is also necessary to consider the multiplicity of stakeholders, the costs of preservation measures, and the inherent security issues, since information has to be stored in such a way that it cannot be modified inadvertently or maliciously. This implies that ease in the production of digital objects is inversely proportional to the capacity to ensure their preservation.

Digitization has also been increasingly demanded as a way of promoting dissemination, exchange between institutions, and public access to cultural and scientific collections, as well as to provide security and conservation of the non-digital original by minimizing its handling and the need to send the physical item to external environments from its place of safekeeping. Importantly, if digitization is planned and structured and if strategic guidelines and normative instructions are adopted for its execution, it allows cross-linked searches between different information systems.

Therefore, in order for preservation to occur effectively, it is important to study and consolidate in specific detail the technical standards and procedures that need to be adopted even before producing the born-digital documents and digital archival representations. Digitization also requires the establishment of criteria and responsibilities for the selection of what is to be reproduced and the order of priority, focusing on the respective collection's relevance, value, state of conservation, and organization.

As for the archival, architectural, urban, and museum collections under the responsibility of COC and the bibliographic collection under the responsibility of ICICT as coordinator of the Network of Fiocruz Libraries, these two technical and scientific units are in charge of establishing the criteria for what will be digitized and the order of priority, in compliance with this preservation policy and the specific policies, plans, and respective manuals, having consulted the [Preservo Management Committee](#) and the [General Coordinating Division for Information Technology](#).

Since the biological collections require great data storage capacity and are under the responsibility of different technical and scientific units, these criteria should be established a specific instrument, first in the Technical Chamber for Biological Collections, consulting the Preservo Management Committee and the Coordinating Division for Technological Information Management.

Importantly, the [Digitization Manual](#), an integral part of this preservation policy, should be the documental and normative reference for the digitization process, conducted with both the inhouse staff and equipment as well as by outsourced services, for the processes of digital capture, studies and standardization of equipment, standards and references for coding explanatory annotations for interpretation of the digital documents (technical

and descriptive metadata), standards for the formats to be adopted for the production and preservation of digitized and born-digital documents.

In relation to digital preservation, having ensured the criteria and the necessary and sufficient means for the production of digital representations and born-digital documents in accordance with the [Digitization Manual](#), standardized management practices should be adopted for the digital objects and their technical and descriptive metadata, emphasizing systems' interoperability and preservation practices for long-term access. Over time, archival formats that are currently popular can become obsolete. It is thus necessary for these digital objects to be uploaded into an information system specific to the type of collection, making the collection accessible for consultation and the data stored in the institution's Datacenter, in addition to maintaining a security copy. The [Digital Preservation Program](#) should be adopted as the normative instrument for methodological requirements to minimize the effects of technological obsolescence and to guarantee the retrieval and authenticity of the information.

Considering that these collections in digital format will be loaded into information systems and that their long-term retrieval requires guaranteeing the authenticity and accessibility of the information vis-à-vis the technological challenges, it is necessary to assemble a specific forum whose membership includes the technical staff member or curator in charge of the various collections' information systems, plus the information technology expert in charge of each of them and professionals from the General Coordinating Division for Information Technology (COGETIC), establishing curators of preservation or digital repositories, in charge of implementing the [Digital Preservation Program](#). For this purpose, the members should always be

trained and informed on the technological updates and changes in the software and hardware. The establishment of this forum is the responsibility of the Office of the President of Fiocruz, and its functioning is the object of specific regulation with follow-up by the [Preservo Management Committee](#).

SPECIFIC POLICIES AND PROGRAMS

The full implementation of Preservo provides for the development of four dimensions: a) conceptual; b) procedural, or related to normative and reference documentation; c) preservation and physical access; and d) preservation and digital access. Normative and reference documentation includes the Preservation Policy for the Scientific and Cultural Collections of Fiocruz and all the specific policies, programs, plans, and manuals already developed or to be developed in the institution that refer to its scientific and cultural collections. This intends to ensure the autonomy of the areas and units in their activities in the collections' organization, preservation, and custody, lending efficiency and effectiveness to the information according to the interests of the research and the researcher, and encouraging the development of specific documentation capable of giving greater depth and detail to the various processes pertaining to the collections' preservation. The following documents are part of this policy.

Preservation and Management Policy for Cultural Collections in the Sciences and Health (Casa de Oswaldo Cruz)

This policy establishes the general principles, guidelines, and responsibilities and orients the development of specific policies, programs, plans, and procedures aimed at preservation of the

architectural, urban, and archeological, archival, bibliographic and museum collections under the custody of Casa de Oswaldo Cruz.

The [Preservation and Management Policy for Cultural Collections in the Sciences and Health](#) is available in the portal of Casa de Oswaldo Cruz in [Portuguese](#), [English](#), and [Spanish](#). Attachment I contains the specific programs and plans for the collections.

Accession Program

Orients the identification of new assets for the unit's collections; defines responsibilities, criteria, and forms of incorporation into (and retirement from) the collection, aligned with the codes of ethics of Brazilian and international agencies, the mission of Casa de Oswaldo Cruz, and the thematic lines of its [collections](#), as defined by the [Permanent Commission for Collections](#).

Technical Processing Program

Determines the procedures and methodologies for the collection's documentation. Specifies the standards used for the collections' organization.

Conservation and Restoration Program

Establishes responsibilities and guidelines for the conservation and restoration of collections. Defines strategies to minimize deterioration and the use of materials and to guarantee the security and safety of the collections, staff, and users.

Access, Loans, and Reproduction Program

Defines criteria, standards, and instruments for accessibility to the collections. Determines criteria, conditions, and procedures

for handling, lending, and reproduction of the collections.

Cultural Dissemination Program

Defines priority actions for the dissemination of the collections and the knowledge related to them. Adopts plans for the dissemination of knowledge related to the collections and production of publications and other products and actions, both among peers and for the non-specialist public, aimed at heritage valorization.

Manual for Organization of Biological Collections

The Manual formally establishes various processes in the organization and management of Fiocruz biological collections, including the definitions, institutional responsibility for the collections' maintenance and safekeeping, basic organizational structure, evaluation process, responsibility of curators and assistant curators, and presents the policy for access to data and information on biological collections as an attachment.

The online version of the [Manual for Organization of Biological Collections](#) is available on the Fiocruz portal.

Regulation of the Network of Fiocruz Libraries

The [Regulation of the Network of Fiocruz Libraries](#) describes its organizational and competencies, aimed at organizing and managing the actions performed by the Network – convening, linking, and integrating the Fiocruz Libraries to serve the needs and demands for information by the scientific and technological community in health, and society at large.

REVISION

The revision and updating of the Preservation Policy for the Scientific and Cultural Collections of Fiocruz will be conducted at a maximum of every four years under the orientation of the [Preservo Management Committee](#), advised by the Technical Chambers on Information and Communication, Biological Collections, and Management, and with participation by technical and scientific units with custody of the collections, and should be approved by the Executive Board of Fiocruz.

STANDARDS

For the legislation and fundamental standards that apply to the scientific and cultural collections under the responsibility of Fiocruz, see [Attachment I](#).

REFERENCES

- ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS. **NBR ISO 31000: Gestão de riscos: princípios e diretrizes**. Rio de Janeiro, 2009.
- CASA DE OSWALDO CRUZ. **Uma política para o acervo museológico**. Rio de Janeiro, 1996.
- CASA DE OSWALDO CRUZ. **Plano de ocupação da área de preservação do campus Fiocruz** — Manguinhos (POAP). Rio de Janeiro, 2011.
- CASA DE OSWALDO CRUZ. **Política arquivística do departamento de arquivo e documentação da COC** (1ª versão). Rio de Janeiro, 2012.
- CASA DE OSWALDO CRUZ. **Política de preservação e gestão de acervos culturais das ciências e da saúde**. Rio de Janeiro, 2013. Disponível em: [←http://www.coc.fiocruz.br/imagens/PDF/politica_preservacao_gestao_acervos_coc.pdf→](http://www.coc.fiocruz.br/imagens/PDF/politica_preservacao_gestao_acervos_coc.pdf).

- CURY, Isabelle (Org.). **Cartas patrimoniais**. Rio de Janeiro: IPHAN, 2000.
- FUNDAÇÃO OSWALDO CRUZ. Política de seleção da rede de bibliotecas da Fiocruz. Rio de Janeiro, 2003.
- FOOT, Mirjam M. **Building Blocks for a Preservation Policy**. London: National Preservation Office, 2001.
- FOOT, Mirjam M. **Building a Preservation Policy**, London: British Library, 2013.
- LIPOVEC, N. C. **Preventive conservation in the international documents: from the Athens Charter to the Icomos Charter on structural restoration**. Leuven: Raymond Lemaire International Centre for Conservation, 2008.
- MUSEU DE ASTRONOMIA E CIÊNCIAS AFINS. **Política de preservação de acervos institucionais**. Rio de Janeiro, 1995.
- MUSEU DE ASTRONOMIA E CIÊNCIAS AFINS. **Política de segurança para arquivos, bibliotecas e museus**. Rio de Janeiro, 2006.
- PRAZERES, Paulo Mundin. **Dicionário de termos da qualidade**. São Paulo: Atlas, 1996.
- RANGANATHAN, S. R. **The five laws of library science**. Madras: The Madras Library Association, 1931.
- SILVA, Maria Celina Soares de Mello e; REGO, Vera Lúcia da Ascensão Lopes. **Basic guide for the preservation of laboratory archives**. Rio de Janeiro: MAST, 2010.
- THE ASSOCIATION FOR PRESERVATION TECHNOLOGY. **New Orleans Charter for joint preservation of historic structures and artifacts**. Washington, 1992.
- UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION. **Guidelines on preservation and conservation policies in the archives and libraries heritage**. Paris, 1990.
- UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION. **Declaração universal sobre a diversidade cultural**. Paris, 2002.

PRESERVATION POLICY FOR SCIENTIFIC AND CULTURAL COLLECTIONS OF FIOCRUZ

ATTACHMENT I - STANDARDS

The following list of **legislation** specifies the standards that apply to collections under the custody of Fiocruz. The list also includes as **fundamental standards** those of a technical nature or involving dialogue with this Policy's underlying principles and that orient the actions related to the collections.

General Legislation

BRASIL. Lei nº 9610, February 19, 1998. Amends, updates, and consolidates the copyright legislation and makes other provisions. Diário Oficial da União, Brasília, DF, December 20, 1998. Available at: [←http://www.planalto.gov.br/Ccivil_03/LEIS/L9610.htm→](http://www.planalto.gov.br/Ccivil_03/LEIS/L9610.htm).

BRASIL. Decreto-Lei nº 25, November 30, 1937. Organizes the protection of Brazil's national historic and artistic heritage and creates the heritage designation institute. Diário Oficial da União, Brasília, DF, December 6, 1937. Available at: [←http://www2.camara.leg.br/legin/fed/declei/1930-1939/decreto-lei-25-30-novembro-1937-351814-norma-pe.html→](http://www2.camara.leg.br/legin/fed/declei/1930-1939/decreto-lei-25-30-novembro-1937-351814-norma-pe.html).

BRASIL. Constituição (1988). Art. 216. Rules on Brazil's material and immaterial cultural heritage. Available at: [←http://www.stf.jus.br/arquivo/cms/legislacaoConstituicao/anexo/CF.pdf→](http://www.stf.jus.br/arquivo/cms/legislacaoConstituicao/anexo/CF.pdf).

Overall Fundamental Standards

FUNDAÇÃO OSWALDO CRUZ. Objetivos Estratégicos para o período 2014-2018. In: **Relatório Final do VII Congresso Interno Fiocruz**: conhecimento e inovação para a saúde, o desenvolvimento e a cidadania: addresses the strategic objectives to be developed by the institution during the period, listing objectives and specific expected results. Available at: [←http://congressointerno.fiocruz.br/→](http://congressointerno.fiocruz.br/).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES-BRAZIL. **Declaration of Curitiba**. 2009.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION.

Convenção para a proteção do patrimônio mundial, cultural e natural. Paris, 1972.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION.

Recommendation for the protection of movable culture property. Paris, 1978.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION.

Declaração sobre as responsabilidades das gerações presentes em relação às gerações futuras. Brasília, 1997.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION.

Memória do Mundo: diretrizes para salvaguarda do patrimônio documental. 2002.

Specific standards that apply to the Architectural, Urban, and Archeological Collection

Legislation

SÃO PAULO (Estado). Decreto-Lei nº 149, August 15, 1969. Rules on the designation of heritage assets, for the protection of state historic and artistic heritage. Diário Oficial do Estado de São Paulo, São Paulo, SP, August 15, 1969. Available at: [←https://www.al.sp.gov.br/repositorio/legislacao/decreto.lei/1969/decreto.lei-149-15.08.1969.html→](https://www.al.sp.gov.br/repositorio/legislacao/decreto.lei/1969/decreto.lei-149-15.08.1969.html).

RIO DE JANEIRO (Município). Decreto nº 22.872, May 7, 2003. Requires mandatory prior archeological surveys in urban intervention works. Diário Oficial do Município do Rio de Janeiro, Rio de Janeiro, RJ, May 8, 2003. Available at: [←http://www0.rio.rj.gov.br/patrimonio/anexos/DEC2287207052003.pdf→](http://www0.rio.rj.gov.br/patrimonio/anexos/DEC2287207052003.pdf).

RIO DE JANEIRO (Estado). Lei nº 509, December 3, 1981. Rules on the State Council on Heritage Designation and makes other provisions. Diário Oficial do Estado do Rio de Janeiro, Rio de Janeiro, RJ, December 3, 1981. Available at: [←http://alerjln1.alerj.rj.gov.br/CONTLEI.NSF/0/35c06ac10d770031032565830061cb130OpenDocument→](http://alerjln1.alerj.rj.gov.br/CONTLEI.NSF/0/35c06ac10d770031032565830061cb130OpenDocument).

BRASIL. Lei nº 3.924, July 26, 1961. Rules on archeological and prehistoric monuments. Diário Oficial da União, Brasília, DF, July 7, 1961. Available at: [←http://www.planalto.gov.br/Ccivil_03/leis/1950-1969/L3924.htm→](http://www.planalto.gov.br/Ccivil_03/leis/1950-1969/L3924.htm).

Fundamental standards

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Instrução Normativa nº 1, November 25, 2003. Rules on accessibility to immovable cultural assets protected at the federal level, and other categories, as specified. Brasília, DF, 2003. Available at: [←http://portal.iphan.gov.br/uploads/legislacao/Instrucao Normativa n 1 de 25 de novembro de 2003.pdf→](http://portal.iphan.gov.br/uploads/legislacao/Instrucao_Normativa_n_1_de_25_de_novembro_de_2003.pdf).

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Portaria nº 299, July 6, 2004. Creates the Plan for Preservation of Urban Historic Sites. Brasília, DF, 2004. Available at: [←http://portal.iphan.gov.br/uploads/legislacao/Portaria n 299 de 6 de Julho de 2004.pdf→](http://portal.iphan.gov.br/uploads/legislacao/Portaria_n_299_de_6_de_Julho_de_2004.pdf)

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Portaria nº 32, January 12, 1981. Rules on the designation by IPHAN of the Fiocruz Moorish Pavilion, Clock Pavilion, and Stable. Diário Oficial da União, Brasília, DF, January 14, 1981.

INSTITUTO ESTADUAL DO PATRIMÔNIO CULTURAL. Resolução nº 50, October 17, 2001. Rules on the designation by INEPAC of the Arthur Neiva Pavilion and Carlos Augusto da Silva Pavilion. Diário Oficial do Estado do Rio de Janeiro, Rio de Janeiro, RJ, October 22, 2001.

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Records the Vale do Mosquito site in the National Registry of Archeological Sites (CNSA). Brasília, DF, 1962

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Records the Manguinhos site in the National Registry of Archeological Sites (CNSA). Brasília, DF, 1966.

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Portaria nº 230, December 17, de 2002. Rules on the provision of contracts in heritage education program. Diário Oficial da União, Brasília, DF, December 18, 2002. Available at: [←http://portal.iphan.gov.br/uploads/legislacao/portaria_n_230_de_17_de_dezembro_de_2002.pdf→](http://portal.iphan.gov.br/uploads/legislacao/portaria_n_230_de_17_de_dezembro_de_2002.pdf).

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Portaria nº299, de July 6, 2004. Creates the Preservation Plan for Urban Historic Sites. Brasília, DF, 2004 Available at: [←http://portal.iphan.gov.br/uploads/legislacao/portaria_n_299_de_6_de_Julho_de_2004.pdf→](http://portal.iphan.gov.br/uploads/legislacao/portaria_n_299_de_6_de_Julho_de_2004.pdf).

INSTITUTO DO PATRIMÔNIO HISTÓRICO E ARTÍSTICO NACIONAL. Portaria nº 07, December 1, 1988. Addresses requirement for permission to conduct field research for excavations in the execution of projects that directly or indirectly affect archeological sites. Diário Oficial da União, Brasília, DF, December 15, 1988. Available at: [←http://portal.iphan.gov.br/uploads/legislacao/portaria_n_07_de_1_de_dezembro_de_1988.pdf→](http://portal.iphan.gov.br/uploads/legislacao/portaria_n_07_de_1_de_dezembro_de_1988.pdf).

gov.br/uploads/legislacao/Ordenanza_n_007_de_1_de_dezembro_de_1988.pdf→.
CONSELHO FEDERAL DE ENGENHARIA E AGRONOMIA. Decisão Normativa nº 83, September 26, 2008. Rules on procedures for inspection of professional exercise and activities related to monuments or sites of cultural values and their surroundings or grounds. Diário Oficial da União, Brasília, DF, October 9, 2008. Available at: [←http://normativos.confea.org.br/ementas/visualiza.asp?idEmenta=41098&idTipoEmenta=1&Numero=→](http://normativos.confea.org.br/ementas/visualiza.asp?idEmenta=41098&idTipoEmenta=1&Numero=).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES. Venice Charter. Venice, 1964. Available at: [←http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Ven%20e%201964.pdf→](http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Ven%20e%201964.pdf).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES. Florence Charter. Charter on Historic Gardens. Florence, 1981. Available at: [←http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Floren%20ca%201981.pdf→](http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Floren%20ca%201981.pdf).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES. Washington Charter. Charter for the Conservation of Historic Towns and Urban Areas. Washington, 1986. Available at: [←http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Washington%201987.pdf→](http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Washington%201987.pdf).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES. Lausanne Charter. Charter for the Protection and Management of the Archeological Heritage. Lausanne, 1990. Available at: [←http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Lausanne%201990.pdf→](http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Carta%20de%20Lausanne%201990.pdf).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES. Declaration of Amsterdam. Amsterdam, 1975. Available at: [←http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Declaracao%20de%20Amsterda%201975.pdf→](http://portal.iphan.gov.br/uploads/ckfinder/arquivos/Declaracao%20de%20Amsterda%201975.pdf).

INTERNATIONAL COUNCIL ON MONUMENTS AND SITES. Declaration of Xi'an. International Charter on the Conservation of the Heritage Structures, Sites, and Areas. China, 2005. Available at: [←https://www.icomos.org/xian2005/xian-declaration-por.pdf→](https://www.icomos.org/xian2005/xian-declaration-por.pdf).

Specific standards applied to the Archival Collection

Legislation

BRASIL. Lei nº 8.159, January 8, 1991. Rules on the national policy for public and private archives. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, January 9, 1991. Available at: [←http://www.planalto.gov.br/ccivil_03/Leis/L8159.htm→](http://www.planalto.gov.br/ccivil_03/Leis/L8159.htm).

BRASIL. Lei nº 12.527, Nov. 18, 2011. Regulates access to information as provided in item XXXIII of Art. 5, item II line 3 of Article 37, and line 2 of Article 216 of the Federal Constitution; amends Law 8.112 of Dec. 11, 1990; repeals Law 11.111 of May 5, 2005 and provisions of Law 8.159, of Jan. 8, 1991; and makes other provisions. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, Nov. 18, 2011. Available at: [←http://www.planalto.gov.br/ccivil_03/_ato2011-2014/2011/lei/l12527.htm→](http://www.planalto.gov.br/ccivil_03/_ato2011-2014/2011/lei/l12527.htm)

INTERNATIONAL COUNCIL ON ARCHIVES. Legislação arquivística brasileira.

Compilation provided by CONARQ of the Brazilian legislation applicable to archival documents and their custodial institutions. Rio de Janeiro, 2008. Available at: [←http://www.conarq.arquivonacional.gov.br/cgi/cgilua.exe/sys/start.htm?sid=49→](http://www.conarq.arquivonacional.gov.br/cgi/cgilua.exe/sys/start.htm?sid=49)

Fundamental standards

CONSELHO NACIONAL DE ARQUIVOS. NOBRADE: Brazilian standard archival description. Rio de Janeiro: Arquivo Nacional, 2006.

INTERNATIONAL COUNCIL ON ARCHIVES. ISAD(G): General International Standard Archival Description. 2nd Ed. Rio de Janeiro: Arquivo Nacional, 2000. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/isad_g_2001.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/isad_g_2001.pdf).

INTERNATIONAL COUNCIL ON ARCHIVES. ISDIAH: International Standard for Describing Institutions with Archival Collections. Rio de Janeiro: Arquivo Nacional, 2009. Available at: [←http://www.academia.org.br/sites/default/files/conteudo/norma_internacional_para_descricao_de_instituicoes_com_acervo_arquivistico.pdf→](http://www.academia.org.br/sites/default/files/conteudo/norma_internacional_para_descricao_de_instituicoes_com_acervo_arquivistico.pdf).

INTERNATIONAL COUNCIL ON ARCHIVES. ISDF: International Standard for Describing Functions. Rio de Janeiro: Arquivo Nacional, 2008. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/ISDF.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/ISDF.pdf).

INTERNATIONAL COUNCIL ON ARCHIVES. ISAAR (CPF): International Standard Archival

Authority Record for Corporate Bodies, Persons, and Families. Rio de Janeiro: Arquivo Nacional, 2003. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/isaar_cpf.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/isaar_cpf.pdf)

CONSELHO NACIONAL DE ARQUIVOS. Carta para a Preservação do Patrimônio Arquivístico Digital, Rio de Janeiro, 2005. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Carta_preservacao.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Carta_preservacao.pdf).

CONSELHO NACIONAL DE ARQUIVOS. Diretrizes para a gestão arquivística do correio eletrônico corporativo. Rio de Janeiro, 2012. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Correio_eletronico_completo_2.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Correio_eletronico_completo_2.pdf).

CONSELHO NACIONAL DE ARQUIVOS. Diretrizes para a presunção de autenticidade de documentos arquivísticos digitais. Rio de Janeiro, 2012. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/conarq_presuncao_autenticidade_completa.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/conarq_presuncao_autenticidade_completa.pdf).

CONSELHO NACIONAL DE ARQUIVOS. e-ARQ Brasil: model requirements for computerized archival document management systems. Rio de Janeiro: Arquivo Nacional, 2011. Available at: [←http://www.siga.arquivonacional.gov.br/images/publicacoes/e-arq.pdf→](http://www.siga.arquivonacional.gov.br/images/publicacoes/e-arq.pdf).

CONSELHO NACIONAL DE ARQUIVOS. Recomendações para digitalização de documentos arquivísticos permanentes. Rio de Janeiro, 2010. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Recomendacoes_digitalizacao_completa.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Recomendacoes_digitalizacao_completa.pdf).

CONSELHO NACIONAL DE ARQUIVOS. Recomendações para o resgate de acervos arquivísticos danificados por água. Rio de Janeiro, 2012. Available at: [←http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Recomendacoes_resgate_collections_completa.pdf→](http://www.conarq.arquivonacional.gov.br/images/publicacoes_textos/Recomendacoes_resgate_collections_completa.pdf).

FUNDAÇÃO OSWALDO CRUZ. Portaria PR 371/2007. Approves the use of classification code for archival documents of the Oswaldo Cruz Foundation. Rio de Janeiro, 2007. Available at: [←http://www.portaria.fiocruz.br/Doc/P371_2007.pdf→](http://www.portaria.fiocruz.br/Doc/P371_2007.pdf).

ARQUIVO NACIONAL. Portaria No- 69, de 8 de agosto de 2007. Approves the Classification Code for Archival Documents of the Oswaldo Cruz Foundation. Diário Oficial da União, Brasília, DF, Aug. 9, 2007. Available at: [←http://pesquisa.in.gov.br/imprensa/jsp/visualiza/index.jsp?jornal=1&pagina=24&data=09/08/2007→](http://pesquisa.in.gov.br/imprensa/jsp/visualiza/index.jsp?jornal=1&pagina=24&data=09/08/2007).

FUNDAÇÃO OSWALDO CRUZ. Portaria PR 353/2009. Established the Management

System for Documents and Archives of the Oswaldo Cruz Foundation. Rio de Janeiro, 2007. Available at: [←http://www.sigda.fiocruz.br/images/Portaria/P353_2009.pdf→](http://www.sigda.fiocruz.br/images/Portaria/P353_2009.pdf).
CONSELHO NACIONAL DE ARQUIVOS. Resolução CONARQ nº 14 de 24 de outubro de 2001. Approves the revised and expanded version of Resolution no. 4 of March 28, 1996, ruling on the Classification Code for Archival Documents for the Public Administration: Intermediate Activities, to be adopted as a model for current archives of participating agencies and organizations in the National System of Archives (SINAR), and the time frames for custody and destination of documents established in the Basic Table of Time Frames and Destination of Archival Documents Pertaining to Intermediate Activities in the Public Administration. Diário Oficial da União, Brasília, DF, Feb. 8, 2002. Available at: [←http://pesquisa.in.gov.br/imprensa/jsp/visualiza/index.jsp?jornal=1&pagina=2&data=08/02/2002→](http://pesquisa.in.gov.br/imprensa/jsp/visualiza/index.jsp?jornal=1&pagina=2&data=08/02/2002).

Specific standards applied to the Bibliographic Collection

Legislation

BRASIL. Lei nº 4.084, June 30, 1962. Rules on the profession of librarian and regulates its exercise. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, July 2, 1962. Available at: [←http://www.planalto.gov.br/ccivil_03/leis/1950-1969/l4084.htm→](http://www.planalto.gov.br/ccivil_03/leis/1950-1969/l4084.htm).

BRASIL. Lei nº 10.753, Oct. 30, 2003. Establishes the National Book Policy. Diário Oficial da União, Brasília, DF, Oct. 31, 2003. Available at: [←http://www.planalto.gov.br/CCivil_03/leis/2003/L10.753.htm→](http://www.planalto.gov.br/CCivil_03/leis/2003/L10.753.htm).

Fundamental standards

FUNDAÇÃO OSWALDO CRUZ. Rede de Bibliotecas da Fiocruz. Rules on the composition of the organizational structure of the Network of Fiocruz Libraries and establishes the competencies pertaining to participating Libraries. Available at: [←http://www.fiocruz.br/redebibliotecas/media/regimento_rede.pdf→](http://www.fiocruz.br/redebibliotecas/media/regimento_rede.pdf)

FUNDAÇÃO OSWALDO CRUZ. Rede de Bibliotecas da Fiocruz. Regulation for the

network of libraries of the Oswaldo Cruz Foundation. Rules on procedures for the management of collections constituting participating libraries in the network. Available at: [←http://www.fiocruz.br/redebibliotecas/media/regimento_rede.pdf→](http://www.fiocruz.br/redebibliotecas/media/regimento_rede.pdf).

CASA DE OSWALDO CRUZ. Normas e procedimentos da Biblioteca de História das Ciências e da Saúde. Rules on consultation and use of the bibliographic collection and sets penalties for its misuse. Available at: [←http://www.coc.fiocruz.br/index.php/informacao-e-comunicacao/biblioteca-de-historia-das-ciencias-e-da-saude→](http://www.coc.fiocruz.br/index.php/informacao-e-comunicacao/biblioteca-de-historia-das-ciencias-e-da-saude).

Specific standards applied to the Museum Collection

Legislation

BRASIL. Lei nº 11.906, Jan. 20, 2009. Creates the Brazilian Institute of Museums – IBRAM and makes other provisions. Diário Oficial União, Brasília, DF, 21 Jan. 2009. Available at: [←http://www.planalto.gov.br/ccivil_03/_ato2007-2010/2009/lei/l11906.htm→](http://www.planalto.gov.br/ccivil_03/_ato2007-2010/2009/lei/l11906.htm).

BRASIL. Lei nº 11.904, Jan. 14, 2009. Establishes the Statute of Museums and makes other provisions. Diário Oficial da União, Brasília, DF, Jan. 15, 2009. Available at: [←http://www.planalto.gov.br/ccivil_03/_ato2007-2010/2009/lei/l11904.htm→](http://www.planalto.gov.br/ccivil_03/_ato2007-2010/2009/lei/l11904.htm).

Fundamental standards

BRASIL. Ministério da Cultura. Política Nacional de Museus: memória e cidadania. Brasília, DF, 2003. Available at: [←https://www.museus.gov.br/wp-content/uploads/2010/01/politica_nacional_museus.pdf→](https://www.museus.gov.br/wp-content/uploads/2010/01/politica_nacional_museus.pdf).

INSTITUTO BRASILEIRO DE MUSEUS. **Plano Nacional Setorial de Museus - 2010/2020**. Brasília, DF, 2010. Disponible en: [←http://www.museus.gov.br/wp-content/uploads/2012/03/PSNM-Versao-Web.pdf→](http://www.museus.gov.br/wp-content/uploads/2012/03/PSNM-Versao-Web.pdf).

INTERNATIONAL COUNCIL OF MUSEUMS. **Professional standards**. Disponible en: [←http://icom.museum/professional-standards/→](http://icom.museum/professional-standards/).

Specific standards applied to the Biological Collections

Legislation

BRASIL. Lei nº 13.123, May 20, 2015. Rules on access to genetic heritage, protection of and access to the associated traditional knowledge, and sharing of benefits for conservation and sustainable use of biodiversity; repeals Executive Order 2.186-16 of August 23, 2001; and makes other provisions. Diário Oficial da União, Brasília, DF, May 14, 2015. Available at: [←http://www.planalto.gov.br/ccivil_03/ato2015-2018/2015/lei/l13123.htm→](http://www.planalto.gov.br/ccivil_03/ato2015-2018/2015/lei/l13123.htm).

BRASIL. Decreto nº 8.772, May 11, 2016. Regulates Law 13.123 of May 20, 2015, which rules on access to genetic heritage, protection of and access to the associated traditional knowledge, and sharing of benefits for conservation and sustainable use of biodiversity. Diário Oficial da União, Brasília, DF, May 12, 2016. Available at: [←http://www.planalto.gov.br/ccivil_03/ato2015-2018/2016/decreto/D8772.htm→](http://www.planalto.gov.br/ccivil_03/ato2015-2018/2016/decreto/D8772.htm).

INSTITUTO BRASILEIRO DO MEIO AMBIENTE E DOS RECURSOS NATURAIS RENOVÁVEIS. Instrução Normativa nº 146, de 10 de janeiro de 2007. Establishes criteria for standardization of procedures pertaining to fauna in the area of environmental licensing of projects and activities with impacts on wildlife. Diário Oficial da União, Brasília, DF, 11 Jan. 2007. Available at: [←www.ibama.gov.br/licenciamento/modulos/arquivo.php?cod_arqweb=IN146→](http://www.ibama.gov.br/licenciamento/modulos/arquivo.php?cod_arqweb=IN146).

INSTITUTO CHICO MENDES DE CONSERVAÇÃO DA BIODIVERSIDADE. Instrução Normativa nº 03, de 01 de setembro de 2014. Sets standards for use of the System for Authorization and Information in Biodiversity – SISBio, according to the guidelines and conditions set out in this Normative Instruction, and regulates the availability, access to, and use of data and information received by the Chico Mendes Institute for the Conservation of Biodiversity through the SISBio. Available at: [←http://www.icmbio.gov.br/sisbio/images/stories/instrucoes_normativas/INSTRU%C3%87%C3%83O_NORMATIVA_ICMBio_N%C2%BA_3_DE_2014_com_retifica%C3%A7%C3%A3o_do_DOU18062015.pdf→](http://www.icmbio.gov.br/sisbio/images/stories/instrucoes_normativas/INSTRU%C3%87%C3%83O_NORMATIVA_ICMBio_N%C2%BA_3_DE_2014_com_retifica%C3%A7%C3%A3o_do_DOU18062015.pdf)

INSTITUTO BRASILEIRO DO MEIO AMBIENTE E DOS RECURSOS NATURAIS RENOVÁVEIS. Instrução Normativa nº 160, de 27 de abril de 2007. Establishes the National Registry of Biological Collections (CCBIO) and rules on the transportation and

exchange of biological material consigned to the collections. Diário Oficial da União, Brasília, DF, April 30, 2007.

Fundamental standards

SANTOS, Paulo Roberto Elian dos (Org.). Manual para gestão de documentos e arquivos de laboratórios das ciências biomédicas: arquivos de laboratórios: recomendações para organização dos documentos. Rio de Janeiro: Casa de Oswaldo Cruz, 2011.

ORGANIZATION FOR ECONOMIC COOPERATION AND DEVELOPMENT. Brazilian version of the OECD guidelines for good practices for centers of biological resources: DOQ-CGCRE-034. Available at: [←https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/DOQ-Cgcre-34_00_traducao_guia%20de%20boas%20praticas%20CRB_OECD.pdf→](https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/DOQ-Cgcre-34_00_traducao_guia%20de%20boas%20praticas%20CRB_OECD.pdf).

WORLD FEDERATION FOR CULTURE COLLECTIONS GUIDELINES. For the establishment and operation of collection of cultures of microorganisms. 3rd Ed. Brussels, 2010. Available at: [←https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/Guidelines_wfcc.pdf→](https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/Guidelines_wfcc.pdf).

INSTITUTO NACIONAL DE METROLOGIA, QUALIDADE E TECNOLOGIA. Requisitos sobre a acreditação dos laboratórios de ensaio e dos produtores de materiais de referência dos centros de recursos biológicos: norma nº Nit-Dicla-061. Rio de Janeiro, 2012. Available at: [←www.inmetro.gov.br/legislacao→](http://www.inmetro.gov.br/legislacao).

SOCIEDADE BRASILEIRA DE MICROBIOLOGIA. Recomendações para operação e gerenciamento de coleções de culturas de microorganismos: guia para operação de coleções de culturas. São Paulo, 2006. Available at: [←https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/sbmgerenciamentocolecoesculturas.pdf→](https://portal.fiocruz.br/sites/portal.fiocruz.br/files/documentos/sbmgerenciamentocolecoesculturas.pdf).

Specific standards for research and development in preservation

Legislation

BRASIL. Lei nº 10.973, Dec. 2, 2004. Rules on incentives for innovation and scientific and technological research in the field of production and makes other provisions. Diário Oficial da União, Brasília, DF, May 16, 2005. Available at: [←http://www.planalto.gov.br/ccivil_03/ato2004-2006/2004/lei/l10.973.htm→](http://www.planalto.gov.br/ccivil_03/ato2004-2006/2004/lei/l10.973.htm).

BRASIL. Lei nº 8.112, Dec. 11, 1990. Rules on the legal framework for public employees in Federal agencies, authorities, and foundations. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, April 19, 1991. Available at: [←http://www.planalto.gov.br/ccivil_03/Leis/L8112cons.htm→](http://www.planalto.gov.br/ccivil_03/Leis/L8112cons.htm).

Fundamental standards

CONSELHO NACIONAL DE SAÚDE (Brasil). Resolução nº 196, Oct. 10, 1996. Rules on guidelines and standards regulating research involving human subjects.

WORLD CONFERENCE ON RESEARCH INTEGRITY, 2., 2010, Singapore. The Singapore Statement on Research Integrity. Singapore, 2010.

Specific standards for education in preservation and management of collections

Legislation

BRASIL. Lei nº 12.343, Dec. 2, 2010. Establishes the National Culture Plan – PNC, creates the National System of Cultural Information and Indicators – SNIIC and makes other provisions. Diário Oficial da União, Brasília, DF, Dec. 3, 2010. Available at: [←http://legislacao.planalto.gov.br/legisla/legislacao.nsf/Viw_Identificacao/lei%2012.343-2010?OpenDocument→](http://legislacao.planalto.gov.br/legisla/legislacao.nsf/Viw_Identificacao/lei%2012.343-2010?OpenDocument).

BRASIL. Lei nº 9.394, Dec. 20, 1996. Establishes the guidelines and basis for education

in Brazil. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, Dec. 23, 1996.

Available at: [←http://www.planalto.gov.br/ccivil_03/leis/l9394.htm→](http://www.planalto.gov.br/ccivil_03/leis/l9394.htm).

CONSELHO NACIONAL DE EDUCAÇÃO (Brasil). Resolução CNE/CEB nº1, Jan. 21, 2004. Establishes National Guidelines for the organization and performance of student internships in Vocational Education and Secondary Schools, including the modalities of Special Education and Youth and Adult Education.

BRASIL. Lei nº 8.112, Dec. 11, 1990. Rules on the legal framework for public employees in Federal agencies, authorities, and foundations. Diário Oficial [da] República Federativa do Brasil, Brasília, DF, April 19, 1991. Available at: [←http://www.planalto.gov.br/ccivil_03/Leis/L8112cons.htm→](http://www.planalto.gov.br/ccivil_03/Leis/L8112cons.htm).

BRASIL. Decreto nº 5.707, Feb. 23, 2006. Establishes the Policy and Guidelines for the Development of Personnel in the Federal direct public administration, authorities, and foundations, and regulates the provisions of Law 8.112 of December 11, 1990. Diário Oficial da União, Brasília, DF, Feb. 24, 2006. Available at: [←http://www.planalto.gov.br/ccivil_03/_ato2004-2006/2006/decreto/d5707.html→](http://www.planalto.gov.br/ccivil_03/_ato2004-2006/2006/decreto/d5707.html).

Fundamental standards

INTERNATIONAL LABOUR ORGANIZATION. Human Resources Development Recommendation R195, 2004. Geneva 2005.

ENCONTRO NACIONAL DE EDUCAÇÃO PATRIMONIAL, 2., 2011, Ouro Preto, MG.

Documento Final do II Encontro Nacional de Educação Patrimonial. Ouro Preto, 2011.

CASA DE OSWALDO CRUZ. Política de preservação e gestão de acervos culturais das ciências e da saúde. Rio de Janeiro, 2011. Available at: [←http://www.coc.fiocruz.br/images/PDF/politica_preservacao_gestao_acervos_coc.pdf→](http://www.coc.fiocruz.br/images/PDF/politica_preservacao_gestao_acervos_coc.pdf).



Ministério da Saúde

FIOCRUZ

Fundação Oswaldo Cruz