

La transferencia documental como instrumento Archivístico en la Universidad de Guantánamo

Documentary transfer as an archival instrument at the University of Guantanamo Bay

María Magdalena Beneitez-Oconor; Francisco Bayeux-Guevara

Universidad de Guantánamo, Cuba

Correo(s) electrónico(s)

mariab@cug.co.cu

fbayeux@cug.co.cu

ORCID: <https://orcid.org/0009-0009-8864-3222>

<https://orcid.org/0000-0001-6828-0625>

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Resumen

No es posible escribir la historia de la Universidad de Guantánamo sin adentrarse en los resultados de los procesos sustantivos apoyados en la transferencia documental. Por esta razón, el presente artículo aborda la problemática que presenta el instrumento archivístico Transferencia del fondo documental, en interés de elevar la calidad en la preparación de las secretarías. Tiene como propósito el diseño de un sistema de acciones para contribuir en la capacitación de las secretarías para realizar la transferencia documental de acuerdo con sus requisitos, para que no se pierda la memoria histórica y continuar el ciclo de vida de los documentos. La metodología utilizada permitió una obra novedosa que aporta un acercamiento a la importancia de la transferencia documental y permite prestar servicio de calidad a los trabajadores y estudiante, demuestra que existe desde la antigüedad y hoy es una necesidad tener una visión holística contemporánea.

Palabras clave: Transferencia; Tabla de retención; Comisión de valoración; Conservación; Memoria histórica; Documento; Expediente.

Summary

It is not possible to write the history of the University of Guantánamo without delving into the results of the substantive processes supported by the documentary transfer. For this reason, this article addresses the problems presented by the archival instrument Documentary Fund Transfer, in the

interest of improving the quality of secretaries' training. Its purpose is to design a system of actions to contribute to the training of secretaries to carry out the documentary transfer in accordance with their requirements, so that the historical memory is not lost and the life cycle of the documents continues. The methodology used allowed a novel work that brings an approach to the importance of document transfer and allows providing quality service to workers and students, demonstrating that it has existed since ancient times and today it is a necessity to have a contemporary holistic vision.

Key words: Transfer; Retention table; Valuation commission; Conservation; Historical memory; Document; File.

Introduction

Document management comprises all the processes associated with the life cycle of documents, from their creation or receipt to their final disposal, so that the implementation of an adequate document management system ensures that documents maintain their integrity, accessibility, confidentiality and transparency. In this regard, it is important to emphasize that documents are an evidentiary resource and evidence of administrative, academic and research transactions, which is why it is essential to comply with certain principles in the transfer of documents with the required quality.

In our country, document management is an element of strategic importance for the development of different research, whose legal support is based on the Guidelines of the Economic and Social Policy of the Party and the Revolution. The volume of information generated daily requires the use of methodological norms, tools, formats, procedures and document transfer to contribute to the efficient management of information, so that documents can serve as evidence of all acts, responsibilities and as an unquestionable means for decision making.

According to the new trends of document treatment in each of the stages of the life cycle of documents and in accordance with current standards, the need to deepen the training of secretaries and managers of each substantive process at the University of Guantánamo (UG) has arisen, which is a defining aspect to carry out the document transfer. In this sense, the article contains a synthesis of the history of archives from antiquity to the present day, showing that the transfer has always existed and through it today we can know yesterday.

It also shows how the Central Archive of the (UG) was born with a description of its archival instruments; it provides the basic technical concepts that will serve as a guide for a better understanding of the subject and explains the transfer process with a clear and simple language.

With respect to the research context, it was learned that since the school year (1993-1994), the documentary collection was archived in the library of the Higher Pedagogical Institute, which was transferred a few years later to the General Secretariat of the same institution until the Central Archive Group was approved and the documents were transferred to it.

Scientific methods and techniques are applied that promoted the novelty of the article and the foundation of the action system to offer differentiated attention to the deficiencies detected from the diagnosis made.

The research problem arises from the need to raise the quality of the secretaries' training in the transfer process, as it will allow maintaining the history of the University.

With respect to the background of the research, according to the inquiries made, no specific publications on this subject were found, since it is a newly created archive and there is no significant tradition in the institutional archival activity.

Based on the above, a system of actions is proposed to have a favorable impact on the training of the secretaries to whom it is addressed and thus contribute to respond to the projection made and maintain the life cycle of the documents and thus achieve the preservation of the institutional historical memory, so that the research and historicity needs of the institution are satisfied.

Due to the volume of information, the need to avoid unduly purging documents of primary, secondary or permanent value and the need to raise the level of preparation of the secretaries, it is proposed as an objective to design a system of actions through the training of the secretaries to deepen the process of documentary transfer of the different institutional substantive processes.

Development

The transfer of the documentary fund in the Institutional System of Management and Archives is the most important process in terms of the preservation of documents, since it allows the history of the University in all its substantive processes not to be lost. It consists of the entry of all documents to the Central Archive, according to their retention period; it is the action of changing their physical custody and giving continuity to their conservation and restoration in order to maintain their life cycle. It is characterized by two previous processes that support its development: the preparation of the Retention Table and the work of the Valuation Commission.

Its applicability consists of offering testimony, justifying facts, attesting events and legitimizing the procedure of the activity performed, as well as the fulfillment of its attributions; likewise, it justifies

and explains the operations in correspondence with the place where they are performed, perpetuating the historical memory that supports the future research of teachers and students, serves to know the historical, academic, scientific evolution and of the remaining university substantive processes.

In this way, they facilitate decision-making based on background information and are timely in responding to queries and requests made by teachers, students and the general public. Their success depends on the degree of involvement of the governing bodies and the preparation of the secretaries working at the UG.

It is necessary to remember that this archival work or instrument has its antecedents in antiquity, which allows us today to know the past and take it as a reference, which marks its importance. The following is an abstract of its historical evolution.

Archival work in antiquity

To preserve the memory of the public authorities, mainly the kings and princes according to the socio-political structure of ancient times and the priests, it is for the documents of international treaties of property titles, list of livestock, statistics of people who were necessary for the administration, for the governments of the empires in which only the public authorities consulted.

For its part, in the middle Ages after the fall of the Roman Empire there was a progressive decline of writing and procedures, it is not until the twelfth century, on the occasion of the progressive restoration of Roman law, that collections of letters and documents are organized, which constitute a true archive deposit.

In Latin America

The term archive is taken in the sense of prevailing historical and administrative significance, in its beginning its organization was traditional - empirical, little by little the methods and procedures of the science of archival science have been extended with consequent lack of adequate training of archival personnel.

Emergence and development of archives in Cuba

According to the literature consulted, since the foundation of the city of San Cristobal de La Habana in 1519, archives were created and destroyed by a French corsair who attacked the city. The conservation of the island's documentation was a matter of concern for Philip II, who recommended the care of the books of the Royal Treasury and prohibited access to outsiders.

In the year 1857 it had its first official seal, by decree law 366 and in December 1904 the name of National Archive was made official, entering in 1906 the most important documentary funds; as a preventive measure the extraction of documents was prohibited and the system of cataloguing by cards was initiated.

During the revolutionary period, the National Archive was in charge of the custody, conservation and organization of the documentation of state institutions, natural persons, legal entities, provinces and institutional document management systems.

In 1960, Law 714 on archives was enacted to facilitate the future development and growth of the National Archive. In 1963, the National Archive became part of the Cuban Academy of Sciences. Subsequently, it became part of the Institute of History as a cultural and research institution. The network of modern archives was methodologically conceived and made available to all citizens.

In February 1968, the Matanzas Historical Archive was founded, thus initiating a network of provincial archives in Cuba, and on July 24, 1993, the Provincial Historical Archive was inaugurated in the city of Guantánamo, named after the Guantánamo historian Rafael Emilio Polanco Bidart.

In 2001, the National Archives System was created, which established the general rules for the protection of the nation's documentary heritage, and Decree-Law No. 221 and No. 265 were approved in 2009.

In the Constitution of the Republic of Cuba, approved in 2019, Article 53 provides that all persons have the right to request and receive truthful, objective and timely information from the State, and to access that which is generated in State bodies and entities, in accordance with the established regulations. On the other hand, number 97 recognizes the right of all persons to access their personal data in records, files or other databases and information of a public nature.

After learning about the importance of the conservation and transfer of the documentary collection in the preceding stage, the operation of the Central Archive at the University of Guantánamo is addressed.

Emergence of the Central Archive at the University of Guantánamo

As part of the improvement at the University, the archival work is legalized through different legal documents, among which are Decree Law No.3/020 of the National System of Documentary Management and Archives of the Republic of Cuba, dated February 20, 2020, approved by the president of the National Assembly of People's Power, as well as Decree Law No.7/020, of the Prime

Minister, dated June 4, 2020, which approves the Regulations of the National System of Documentary Management and Archives of the Republic of Cuba.

For its part, the Ministry of Science, Technology and Environment issues the following resolutions: Resolution 201/20 of February 20, 2020, which approves the Guidelines for the Conservation of Documentary Sources, which establishes the technical and administrative guidelines that allow reducing the level of risk and minimizing the deterioration of documents in all types of support, and Resolution 202/20 which approves the General Guidelines for the digitization of the Documentary Sources of the Republic of Cuba with the objective of guideline the digitization processes that guarantee the functions of safeguarding and socializing the documentary sources.

The Rector, Dr. C. Alberto Turro Breff, approves through Resolution No. 1349/20 the Central Archive Group, with its staff, functions and the appointment of the Head of the Group.

Functioning of the Central Archive

The organization of the Documentary Fund of the Central Archive begins, carrying out the archival treatment, consisting of its disinfection and restoration to apply the corresponding archival instruments, among them: the Organizational Chart, Classification Chart, Ordering through the Identification-Classification, Folio, and preparation of the Retention Table, Catalog, making the Description of the Documents, Topographic Signatures, Inventory and File.

All of the above is done with the purpose of preserving the life cycle of the documents in order to continue their use and thus be able to transfer them to the Historical Archive of this Province at the appropriate time, thus maintaining the history of the university processes.

Characterization of the secretaries working at the UG

To ensure the effectiveness of this important activity, the work of the secretaries is required, taking into account their classification and the involvement of their managers. In addition, they must receive adequate preparation or training for the performance of their duties, as shown in Table 1, since they are linked to all the substantive processes from which transfers are made, as shown in Table 2.

Table No. 1 Classification and distribution of the secretaries' training

No	Clasificación	Participan	Distribución de la superación

1	Ejecutivas	Secretarias subordinadas a los Directores generales, Decanos y vice-rectores	Mensual (según sistema de trabajo)
2	Docentes	Secretarias docentes y Técnicas de Gestión Documental	Mensual (según sistema de trabajo)
3	Administrativas	Las subordinadas a los directores de áreas.	Mensual (según sistema de trabajo)
4	De los Centros Universitarios Municipales (9)	Secretarias docentes	Mensual (según sistema de trabajo)

Fuente: Elaboración propia

Table 2 Substantive processes and areas included

Nº	Proceso sustantivo	Áreas que incluye
1	Formación de Pregrado	Dirección de Formación de Pregrado, Dirección de Residencia Estudiantil, Departamento de Enseñanza Militar, Dirección de Extensión Universitaria y la Dirección de Historia y Marxismo Leninismo.
2	Formación de Posgrado	Dirección de Educación de Posgrado, Dirección de Relaciones Internacionales, Grupo Administrativo Sede “Regino Eladio Boti”
3	Ciencia, Tecnología e Innovación	Grupo de Observatorio Científico, Grupo Universidad-Empresa, Grupo de Prevención de Riesgos, Grupo de Transferencia Tecnológica
4	Recursos Humanos	Grupo de Atención y Capacitación, Departamento de Recursos Laborales, Grupo de Organización Trabajo, Salario y Nómina

5	Extensión Universitaria	Dirección de Extensión Universitaria
6	Información, Comunicación e Informatización	Dirección de Informatización, Dirección de Información Científico Técnica, Grupo de Gestión Documental y Archivo, Grupo de Comunicación Institucional, Grupo de Información y Estadísticas.
7	Internacionalización	Grupo de Proyectos Internacionales, Grupo de Exportaciones y Comercialización
8	Aseguramiento Material y Financiero	Dirección de Logística, Departamento de Servicios Generales.

Source: Own elaboration

Each process encompasses different activities, whether teaching or administrative, where documents containing the history of the University are generated, initiating their life cycle that ensures their permanence for a period of time in the Management Archive according to the rules of the Retention Table and the validation performed by the Valuation Commission to carry out the transfer according to the schedule.

Next, as established in the Secretary's Manual (2011), the basic concepts that should be known and duly used by managers and secretaries are presented, so that they become a useful tool for the training and better performance of those who perform the documentary transfer to the Central Archive of the UG, as shown in Table No. 3.

Table 3 Basic terms and concepts

No	Término	Conceptos
1	Documento	Es un testimonio escrito que sirve para justificar o acreditar la información de la realidad objetiva, se redacta según los requisitos que establece la ley, utilizando diversos medios

		y formatos.
2	Documento de valor permanente	Documento que por su valor pertenece al fondo estatal de archivo y no puede ser destruido.
3	Documento de valor primario	Valor del documento durante la fase activa de su ciclo de vida, o sea mientras que sea interés de la unidad productora.
4	Archivo	Lugar que guarda los documentos confeccionado, transferido de valor permanente, que reúnen requisito y equipamiento para la conservación de los documentos.
5	Archivo Gestión	Lugar que guarda los documentos que producen las oficinas y que son sometidos a su continua utilización y consulta hasta que se venza el plazo de retención.
6	Archivo Central	Lugar que guarda los documentos transferidos por los archivos de Gestión, siendo fuente de completamiento del Archivo Histórico.
7	Transferencia	Procedimiento de ingreso de fondos documentales según su plazo de retención, es la acción de cambiar su custodia física
8	Conservación de documentos	Conjunto de medidas tomadas para garantizar el buen estado de los documentos la cual puede ser preventiva o curativa.
9	Ciclo vital de los documentos	Etapas por la que sucesivamente pasan los documentos desde que se produce hasta su conservación permanente.
10	Plazo de retención	Tiempo que los documentos permanecen en los diferentes archivos desde su confección.
11	Valoración documental	Proceso en el cual se determina los valores primarios y permanentes de los documentos.
12	Fechas extremas	La fecha más antigua y la más reciente del documento.

Fuente: Elaboración propia

Procedures for the transfer of documents

In accordance with the Documentary Treatment Procedures Manual, once the previous processes have been completed (analysis of the Retention Table and the result of the Valuation Commission), the documents are transferred in order to avoid the agglomeration of documents in the offices and to ensure that all of them receive the appropriate treatment. The Transfer Record is made up of the copy of the delivery reports that the Central Archive returns to the Management Archive.

It is also indicated that the transfer is carried out taking into account the principles of provenance, which ensure that the documents produced by one institution are not mixed with another, from which derives the principle of respect for the structure that establishes that the internal classification of documents responds to the organization of that structure and the principle of respect for the original order that establishes that it should not alter the organization given to the fund by the institution;

It is transferred because given the development of contemporary administrations, together with the progressive increase of human activity, there is an exponential growth of documentation that makes it necessary, once the period of time has expired, to transfer all the documents that have met their retention periods.

It is transferred when the documentation is ready to be transferred according to the rules of procedure in addition to its identification, valuation and its algorithm, consisting of:

- Reviewing all files to be transferred, their contents and description instruments.
- Check that no document is missing from each file and that it is correctly organized.
- If any document is missing, there must be a record of its departure in order to proceed to claim it.
- Files should be transferred in folders free of clips, binders or any other type of material that may degrade the paper.
- The files should be placed in standardized cardboard and PH neutral boxes, and care should be taken to ensure that none of them are divided into different boxes.
- Give a consecutive number to all the boxes, which will allow the identification of each of these units in the description of the contents that appears in the delivery list model.
- All the description instruments prepared in the sender's archive will be delivered with the documentation.

- The delivery list will be sent in triplicate to the receiving archive.

The population to be studied includes the 20 secretaries that generate documents related to the different substantive processes developed at the UG, as well as in other administrative areas. The sample selected randomly in the 2022 school year was composed of 14 secretaries.

In order to improve the quality of the secretaries' performance in terms of document management, a system of actions was designed with the purpose of deepening the aforementioned process and thus promote the training of the secretaries, scientific methods and techniques were used to obtain valid information and thus diagnose the potentialities and weaknesses prevailing in the secretariats of the UG, in the interest of promoting consistency between the work being done and the work of Document Management, specifically in Document Transfer, and the result was as follows.

From the theoretical level:

Historical and logical: it allowed analyzing the performance that the secretaries have had since the integration of the UG (September 2014) to the present and determining their main deficiencies in the documentary transfer process.

Analysis and synthesis: made it possible to determine the essential elements around the review of documents, instruments and archival treatments applied.

Induction-deduction: It was used to assess the competencies for the performance of transfers and their algorithm.

Documentary study: It was used to elaborate the historical-logical basis of the problem and the procedures that allow knowing the performance of the secretaries, based on the documents consulted: reports, files prepared with series and sub-series, classification table, the Manual of Procedures for Documentary Treatment and the retention table.

At the empirical level: Interviews were conducted with the selected secretaries and managers to assess their level of competence in terms of the training received and its usefulness for the performance of their functions related to the document transfer process.

Surveys: they were applied to the secretaries involved in the study to collect criteria and evaluations regarding their performance in the document transfer process.

Observation: it was carried out with the purpose of observing their performance in terms of the procedures they perform in order to carry out an efficient document transfer process.

The scientific novelty consists of the system of actions proposed in the interest of contributing to improve the training of the secretaries and thus achieve a better management and performance of the work in the Central Archive of the UG as a recently created working group for the preservation of the institutional historical memory.

Basis of the system of actions

In order to achieve the proposed objective, a system of actions was designed with the intention of deepening the process of Documentary Transfer to improve the quality of the training of the secretaries, based on the diagnosis carried out and which showed the existence of the following deficiencies:

1. The need to offer a differentiated attention in the training of secretaries. Insufficient knowledge of the procedures established for the transfer of documents.
2. Deficiencies in the use of document techniques.
3. Lack of the necessary holistic vision regarding the preservation of documents at the present time.

The following system of actions is proposed to contribute to their better integral preparation, as shown in Table 4.

Table 4 System of proposed actions

No	Acciones	Objetivo	Fecha de cumplimiento	Responsable
1	Diagnosticar, de manera personalizada, las causas de las potencialidades e insuficiencias existentes en cada secretaria.	Caracterizar, de manera integral e individual, el nivel de desempeño de las secretarias acerca de la transferencia documental.	Según plan de superación	Especialista del Archivo Central y jefe inmediato superior
2	Taller de socialización acerca del proceso	Explicar el procedimiento para realizar el algoritmo del	Según plan de superación	Especialista del Archivo Central

	de transferencia documental	proceso de transferencia documental.		
3	Seminario acerca de la utilización de las técnicas documentarias.	Fundamentar las técnicas documentarias en los diferentes contextos.	Según plan de superación	Especialista del Archivo Central
4	Conferencia acerca de la nueva visión de la conservación de los documentos	Valorar acerca de la nueva visión holística sobre la conservación de los documentos	Según plan de superación	Especialista del Archivo Central
5	Actividad práctica integradora	Evaluar el desempeño de las secretarías a partir de la preparación recibida en la estrategia diseñada.	Según plan de superación	Especialista del Archivo Central y jefe inmediato superior.

Fuente: Elaboración propia

Conclusions

The proposed system of actions was structured and contextualized from the results provided by the diagnosis obtained from the methods and techniques carried out, the implementation of which could raise the level of preparation of the secretaries. The practical implementation of the proposed actions can promote the flow of information from the Management Archives to the newly constituted Central Archives and the preservation of the university's history. The proposal made has the required qualities to help the process of document transfer to be applied in accordance with the regulations and in correspondence with the peculiarities of the UG.

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