

DIGITIZING PUBLIC OR PRIVATE DOCUMENTS

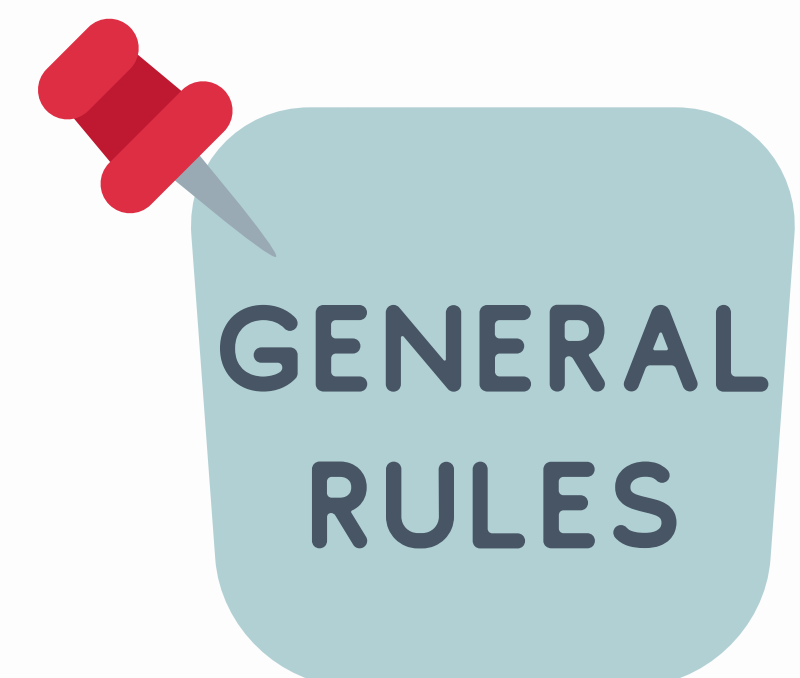
SCOPE OF APPLICATION



The provisions of Decree 10278/2020 set forth the technique and requirement for digitalization of documents produced by government entities (federal, state, district and municipal) and individuals and legal entities

The procedures and technologies used in digitization must ensure:

- the integrity, and reliability of documents
- the traceability, and auditability of the procedures
- quality, and legibility
- interoperability of systems



When digitization involves documents originating from public entities, they must be digitally signed with digital certification according to the Brazilian Public Key Infrastructure standard - ICP-Brasil

When involving a relationship between private parties, the parties will be able to choose any means capable of proving authorship, confidentiality and integrity for digitization. If there is not choice, the same standard use by public entities will be used.

Documents digitally stored **must be protected against alteration, destruction and unauthorized reproduction.** In addition, they must be indexed with metadata that allows the document to be located and managed.



After the process, physical documents that have no historical value may be discarded, subject to the statutory deadlines.

EXCEPTIONS



The provisions of Decree 10278/2020 do not apply, among others, to documents referring to operations and transactions carried out in the national financial system, identification documents, and documents that must be carried with the person.

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