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EDITORIAL

This issue of INSAR, the 10th overall, is the first regular issue to be published since the summer of 2001. Much has happened since then. One major change took place on 1 May 2004 when 10 new Member States joined the European Union. INSAR 10 introduces the national archives of each of these new Member States to its readers.

Earlier this year archivists from all the Member States, old and new, completed their *Report on archives in the enlarged European Union*. This report, the result of a resolution adopted by the EU Council of Ministers on 6 May 2003, examines the situation of public archives in the European Union and their probable evolution in the years ahead. The report will be published this autumn.

The report addresses the situation of public archives in the Member States and the institutions of the European Union. It takes account of the enlargement and suggests ways of improving document and archives management and archive services for the citizens of the European Union. The report contains a number of orientations for increased cooperation between archives as well as suggestions for priority actions. The main proposed priority actions are described in the executive summary of the report which can be found inside this issue of INSAR.

The promotion of standards and specifications for archives buildings is one of the actions recommended by the report in order to help preserve and avoid damage to our archives. In the past INSAR has published numerous articles on archives buildings. In this issue INSAR introduces the new building of the Greek National Archives in Athens and the new building which is shared by the National Archives of the Czech Republic and Central Bohemia's Regional State Archives.

Just as in the previous issue four years ago, INSAR 10 has the honour of once again announcing a DLM Forum. After the success of previous DLM Forums in Brussels in 1996 and 1999 and in Barcelona in 2002, the fourth DLM Forum, *Electronic Records Supporting e-Government and Digital Archives*, will take place in Budapest from 5 to 7 October this year. The DLM Forum 2005 is being organised by the Hungarian Prime Minister's Office and the Hungarian Archives with the support of the DLM Forum. The full programme is included in this issue.

This is the first INSAR that is also published online. The articles published in INSAR 10 as well as some additional ones not included in this issue, can be found on the EUROPA website at http://europa.eu.int/comm/secretariat_general/edoc_management/insar/insarindex_en.htm

The online publication of INSAR can be consulted for updates and new developments.

ANNOUNCEMENT OF THE DLM FORUM CONFERENCE BUDAPEST 2005



Electronic records supporting e-government and digital archives



The fourth multidisciplinary European DLM (document lifecycle management) Forum Conference on electronic records will take place in Budapest on 5–7 October 2005.

The DLM Forum Conference will welcome specialists and executives representing a range of interests: public administration, archives, research, the ICT industry and other private and voluntary sector organisations. A large number of participants from the 25 EU Member States, regions and other countries are expected.

The DLM Forum Conference 2005 will be organised by the Hungarian Prime Minister's Office and the Hungarian Archives with the support of the DLM Forum.

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INFORMATION SYSTEMS OF CZECH ARCHIVES

ARCHIVES IN INTERNATIONAL CONTEXT

A conference marking the 50th anniversary of the foundation of the Central State Archives in Prague

Background

The conference 'Archives in international context' was part of the celebrations marking the 50th anniversary of the foundation of the Central State Archives in Prague. The conference was held in the Archives in Clusone, Prague from 29 September to 1 October 2004 and included a special exhibition which was accompanied by a representative book. The main topic of the conference was 'Different forms and possibilities of cooperation between Czech archives and international partners'. Six themes were chosen that highlighted the perspectives of Czech archival science and theory. Many archivists, both from the Czech Republic and other countries, attended the conference.

The conference was opened on 29 September with speeches by the Director of the Central State Archives in Prague, Eva Drešarová, and the Director-General of the Administration of Archives Department, Václav Bobáček.

Research projects

Karel Müller opened the proceedings on the first theme with a paper which gave details about the systematic research that is being carried out in Silesian archives, mainly in Włodow, Katowice and Opole. An ongoing project in these archives, dating from 1970, is based on research of documents on Czech State history. The results of this research are collected in the Provincial Archives of Opole and are regularly published.

Karel Winkler spoke about a similar research project being carried out in the archives of Rovania that began in 1985. Thus far, research has focused on written documents up to 1800 and copies and microfilms of these documents are collected by the Regional State Archives in Pilsen. The production of a printed catalogue of this archival material is being considered.

Another region where Czech studies have a long tradition is in Italy. The director of the State Archives in Florence, Ms Rosella Moro Iadi, spoke about forms of Czech-Italian cooperation in the field of archives. Ms Alena Puzderová then presented a summarising paper 'Czech studies organised by the Central State Archives in Prague and its predecessors'. Details about research carried out by two Austrian archives were presented by Ms Anna Kublová.

Documents relating to Czech history held in foreign archives

In this part of the conference, foreign archivists gave papers which outlined important series of documents relating to the history of the Czech State that are deposited in their archives. Eric Héjbl discussed sources from the period of the so-called First Czechoslovak Republic that are deposited in Riga. Amy Schmidt, archivist from the National Archives of the United States, focused on the period of World War II and mainly on important written documents from the Ministries of Foreign Affairs, Defence and Propaganda. Finally Gražina Šluková gave a paper called 'Reflections of Italian-Czech relations (1918–1939)' in the archival documents.

Possibilities for international cooperation

At the opening of the second day, there were official speeches given by deputies from the Czech Ministries of the Interior and Foreign Affairs. The President of the International Council on Archives, Director-General of the Austrian State Archives, Professor Lothar Mikolitzky, also spoke and greeted the participants on behalf of the International Council on Archives.

The papers given in this part of the conference concentrated on the new possibilities for international cooperation within the framework of globalisation. Charles Claude Biedermann reminded participating archivists of the international searching service, which was founded in 1943 for the purpose of documenting the persecution of the inhabitants during World War II. He also outlined the collections of original documents and copies of documents which can be used for research.

In his paper, Jens Boel highlighted the need for more everyday and easier communication on professional issues between archivists working in different countries. Christine Martínez gave a paper on professional development and training in the

The network of archives in the Czech Republic currently consists of 43 archives services in total. An enormous quantity of documents are deposited in these services which, as in other countries, are arranged according to the provenance principle of archive fonds (archive groups). This means that collections of historical records (which include documents on different types of media) were created and maintained for specific purposes such as administrative, business or legal needs and they were preserved because they held long-term archival value. There are also archive holdings, in lesser quantities, that arose on the pertinence principle, i.e. by intentional collection-building activities regardless of who the records creators were.

Registration of historical records

In the Czech Republic, the storage of historical records is subject to relatively strict rules which are generally not known to the public. The quantity of records is so formidable that it is not always easy for the archivists themselves to get a good grasp of such a wealth of documents. For this reason, the compulsory registration of archive fonds and collections in the Czech Republic has existed since the 1950s. All archive fonds and collections in the territory of the Czech Republic, which are thus registered, are under the protection of the Archives Act which is a part of the so-called National Archive Heritage (Narodní archivní dědictví – hereinafter NAD).

This registration originally took the form of traditional index cards and in the course of the 1990s an electronic registration system was developed and implemented which is the database system known as PEVA – Program pro evidence archivů (Programme for archive registration). This database system was compiled by a small group of experts (I. Hora – programmer, M. Wanner and O. Macek) who are based in the Administration of Archives Department within the CR Ministry of the Interior (Mol) in cooperation with the archivists from all the archives services in the Czech Republic. The system was gradually built up from 1992 and from 1998 it routinely functions in all CR archives. When it was started, it was a unique system containing unified items of information on all historical records held in the State. Today analogous systems exist in Sweden, Poland, Spain and Great Britain. To this day, PEVA is one of the most complex systems of its kind in Europe and it is continually being developed.

After 1998, other registers and functions were added to the PEVA system such as the registration of accessions and discarded material. These supplementary registers interact which means that the data are automatically updated. The system provides a plentiful supply of statistical data.

As regards the quality of the database, the general inventory of the archival collections held in the country which was made in 2001 was very important and most CR archives participated in it.

Finding aids

Linked to the registration of archival collections is the registration of finding aids which consist of different types of inventories, catalogues and registers. Basic data on the finding aids are contained in the PEVA system. Each citizen can thus not only learn whether finding aids to a given archival collection exist but also what type of finding aid it is and where it can be consulted. Duplicates of important finding aids from district State archives are submitted to the regional State archives of the relevant region and also to the Administration of Archives Department within the Ministry of the Interior in Prague. Other archives services also send the duplicates of their finding aids to this department.

There are approximately 20 000 finding aids in the Administration of Archives Department in Prague. This library is also widely used by researchers who search the finding aids to determine where the documents they want to view are located. The aids deposited in this library are also registered in PEVA system and the data are regularly updated and distributed to individual archives services. In the future, data held on individual historical records that are described in the finding aids should also be integrated into the system.

System of data updating

Using the method set by CR Ministry of the Interior, officials working in archives services throughout the country can register archival collections and finding aids into the database. There are three officials from the Mol Administration of Archives Department and around 150 archivists throughout the State who participate in the augmentation of this database.

The data are updated at yearly intervals. At the end of February of the following year, the data are brought together at the Mol, Administration of Archives Department, where the nationwide database is compiled and the database is then transferred to individual archives services. Each service is thus informed in detail of the historical records that are held in other services. In future, registration will be widened to include the historical records that are held in museums and other cultural institutions. At present, the database of archival collections contains data on historical records that are held in 77 museums and art museums.

The development of the database has gradually brought

certain modifications. The PEVA system, from which both the archivists and the public can obtain information, is being continually developed and utilised by all archives services. However, it primarily serves the needs of archivists who register specific types of national property. The data created by operators in the PEVA programme may become, and in some cases already have become, the basis of automated information systems of individual archives. The information contained in this system is also provided to the public on request, yet the information intended for the public is increasingly being delivered via the Internet.

Review of archival collections that are presented on the Internet

The PEVA programme holds a unique set of information that is useful for professionals as well as for the public. However, the system is complex and it performs many purely professional functions which are not particularly useful for general researchers. To address this issue, the Administration of Archives Department prepared in 2002, in cooperation with Mol Public Relations Department, the web presentation of key data from the database which are at the address: www.mvcr.cz/archivy/peva

To date, this database contains information relating to more than 146 833 archival collections and this equates to 711 653 shelf meters of historical records. This can be visualised by imagining a row of standard archive boxes containing historical records stretching from Prague to Copenhagen. Data on approximately 144 435 finding aids were also released.

Released data

The web database contains the following information: the name of an archival collection, who the creators were, the time span of the records, the number of shelf meters the collection occupies and whether the collection is processed and catalogued. A researcher can thus learn in which archives service an archival collection is held, what the date-span of the records is and whether they are processed or not, this being one of the main criteria for making an archival collection available for research. A brief description of the procedure for data searching, supplemented by examples, is also part of the presentation.

In the web application, data can generally be found on the fonds and collections that are held in the National Archives in Prague, in the seven regional State archives and the 72 district State archives. The database further contains data from five municipal archives and from the main representative and constitutional bodies, universities, scientific institutions and archives services that specialise in certain type of collections (e.g. the National Museum Archive and the Lit-

erary Archive of the Museum of National Literature) or archives with specific types of record (e.g. the National Cinematographic Archive, Czech Radio Archive, Czech TV Archive).

Public response to the database and up-to-date experience

The official announcement about the release of this database was issued primarily by electronic mail and it was sent not only to all archives services but also to important libraries, art museums and research centres both in the Czech Republic and in foreign countries. In the first three months of operation, there was considerable interest shown in the database. The usefulness of the data is also substantiated by the fact that references to the database can be found in a number of websites of partner institutions and organisations both in the Czech Republic and in foreign countries and by letters of thanks that were sent from a number of archives and research institutes in foreign countries.

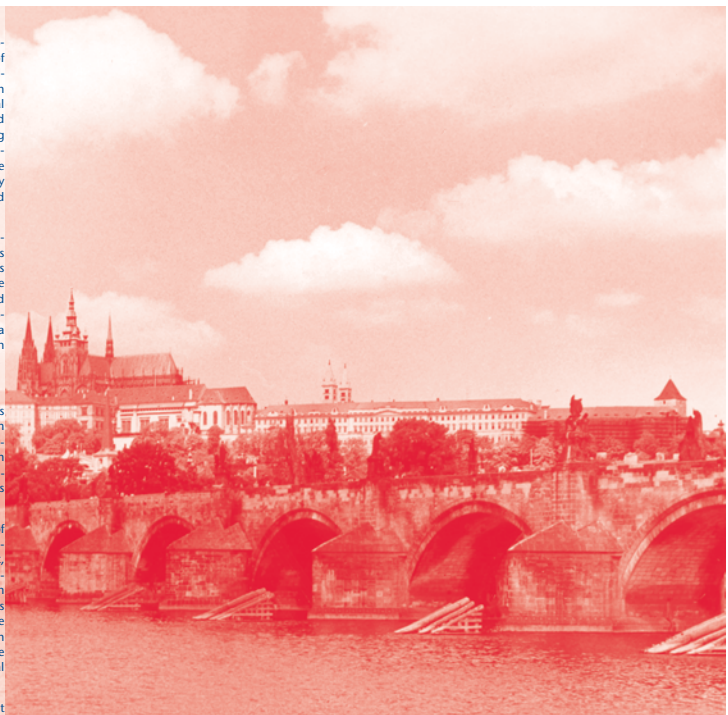
The above experience as well as the comments from archivists and the general public formed the basis for further development of the web presentation. Since 2003, the description of search methods has been available in several languages, English, French and German. The search conditions should nevertheless be entered in Czech, as the translation of such an extensive and continually developing set of data files would be technically and financially prohibitive and also purposeless, since a researcher must know the name of the archival collection and other data in Czech. These modifications again increased the number of visitors to the web database, where the number of searches has reached tens of thousands per month.

There were some problems encountered by those members of the public who used the system in the beginning. A relatively high percentage of them found they could not get the data they required and this was mainly due to a lack of experience of the structure of the archival collections which meant that incorrect search terms were entered. This shortcoming has been dealt with because researchers may now send enquiries (also in English, German and French) to a special e-mail address of the Mol, Administration of Archives Department (arch@mvcr.cz), where they can get further information.

Both of these information systems have thus brought closer to both the Czech population and to people of other nationalities the extensive archival riches that are deposited in Czech archives.

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A view of Prague.





ANNOUNCEMENT OF THE DLM FORUM CONFERENCE BUDAPEST 2005



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Aims and objectives of the DLM Forum (1) Conference Budapest 2005

Now that electronic documents and records are becoming widely used, the DLM Forum Conference 2005 will address the issues that come to the fore: information governance in the e-government environment, standards for interchange and preservation of digital information as evidence and historical records, the challenges of widespread take-up by users and realisation of benefits.

The objective of the DLM Forum Conference is to present, discuss and advance best practices and solutions. To this end, presentations and discussions will focus on solutions, proven practical applications and ongoing projects.

The aspects of enterprise electronic document and records management and of digital records preservation will play an important role at the DLM Forum Conference.

Industry White Papers will be presented at the DLM Forum Conference covering key technology and application areas as requested in advance by participants and under the Call for Papers.

Users will have the opportunity to discuss their experiences and needs with representatives of the ICT industry as the DLM Forum Conference will include an exhibition of leading suppliers of enterprise electronic document, records and content management systems. The exhibition will give participants an opportunity to see the latest technologies available for the practical and effective capture, management, delivery and preservation of electronic information.

Programme

The conference will take place from midday Wednesday 5 October till midday Friday 7 October 2005. The intended audience includes users from all sectors, information and records management, and IT specialists.

The DLM Forum Conference 2005 will consist of plenary sessions and parallel general and specialist sessions all with simultaneous language translations.

The programme has the following major themes:

- governance in organisations' electronic working environments and requirements for public access to information,
- standards for transfer and preservation of digital information as evidence and historical records, and
- the challenges of change management to achieve widespread take-up by users and realisation of benefits.

Wednesday 5 October, afternoon

14:00 Hosts' official opening of the conference by senior representatives of the Hungarian government

14:40 KEYNOTE SPEECHES

European Commission introduction: The history of the DLM Forum, the MoReq Project and European Commission support to the DLM Forum
Frank Brady, European Commission

The EU Report and the DLM Forum
Sarah Tyacke, Chair of the DLM Forum

15:30 Break and suppliers' exhibition visit

16:00 KEYNOTE SPEECHES (continued)

The view from the ICA (International Council On Archives) on DLM Forum work and standards
George Mackenzie, ICA Lead on Electronic Records

Electronic Records and Digital Government, an Australian View
Stephen Ellis, National Archives of Australia

Trends in electronic records management and related technologies with examples from EU countries
Eric Woods, Government Practice Director, OVUM

18:00 Reception and suppliers' exhibition visit

(1) The DLM Forum was originally based on the conclusions of the Council of the European Union (*Official Journal of the European Communities* C 235 of 17 June 1994) concerning cooperation in the field of archives. It has flourished and is now an association of members from public sector, research, and private sector organisations across the EU States and includes the EC. DLM is now an acronym for document lifecycle management.

Thursday 6 October, morning

8:30 Coffee and suppliers' exhibition
9:30 e-GOVERNMENT AND E-GOVERNANCE (choice of two parallel streams)

A – PUBLIC POLICY AND LEGISLATION	B – LEGAL ASPECTS AND AUTHENTICITY
Chair: Viktoras Domarkas, Deputy Director-General, Lithuanian Archives	Chair: Professor Seamus Ross, Glasgow University
E-Governance <i>Prof Dr Angelika Menne-Haritz, Bundesarchiv, Germany</i>	Data protection, privacy & EU directive <i>Malcolm Todd, the National Archives of the UK</i>
CARMEN Group: Archival control of the electronic memory <i>Maria Luisa Conde, National Archives of Spain for the Expert Working Group on Electronic Records</i>	The Italian government 'Digital Protocol' initiative <i>Lucilla Garofalo, Archivio centrale dello Stato Roma, Italy</i>
EURBICA: The database of EU legislation affecting records management and archives. <i>Christine Martinez, Archives de France</i>	The EU e-signatures directive and authenticity. <i>Hannelore Dekeyser, Interdisciplinary Centre for Law and ICT (ICRI), Belgium</i>

11:00 Break and suppliers' exhibition

11:30 e-GOVERNMENT AND e-GOVERNANCE: MANAGING ELECTRONIC RECORDS (Plenary session)

Chair: Sarah Tyacke, Chair of the DLM Forum

Plans for MoReq (Model requirements for management of electronic records). A report on scoping of a MoReq2
Ian Macfarlane, National Archives of the UK

The DOMEA concept
Andrea Wettmann, Sachsisches Staatsarchiv, Germany

How normal is normalisation? On the use of MoReq as a starting point for standardising software specifications for records management software in the Netherlands.
Hans Waalwijk, Archiefschool, Netherlands

13:00 Lunch and suppliers' exhibition

Thursday 6 October, afternoon

14:30 STANDARDS & INTERCHANGE (choice of two parallel streams)

A – Chair: Jean-Pierre Teil, Archives de France	B – Chair: Malcolm Todd, The National Archives of the UK
Cooperation models to ensure the preservation of digital heritage: the case of Estonia <i>Raivo Ruusalepp, Estonian Business Archives</i>	Archival requirements in record-keeping systems <i>Markus Merenmies, National Archives of Finland</i>
A process oriented approach to record-keeping metadata <i>Peter Horsman, Archief-school, Netherlands</i>	The Archival version – How it is made and what it looks like <i>Jan Dalsten Sorensen, National Archives, Denmark</i>
Metadata ISO standard and revision of ISO15489 <i>Hans Hofman, National Archives of the Netherlands</i>	Standard messages for interchange of records – A concept to improve interoperability <i>Karl Wessbrandt, Statkon-toret, the Swedish Agency for Public Management</i>

16:00 Break and suppliers' exhibition

16:30 PRESERVATION AND DIGITAL ARCHIVES (choice of two parallel streams)

A – Chair: Harmut Weber, Director-General, Bundesarchiv, Germany	B – Chair: Joze Skofljanc, Slovenian Archives
Keeping electronic records accessible – How the Federal Archives of Germany preserves the digital heritage of the East German Republic; a case study <i>Andrea Haenger, Bundesarchiv, Germany</i>	The PRONOM service: a technical registry to support long-term preservation <i>Adrian Brown, the Digital Preservation Unit, The National Archives of the UK</i>
A digital repository for the Rotterdam municipal archives: learning by experience <i>Klaartje Pompe, Rotterdam, Netherlands</i>	The DAVID digital preservation strategy: motivation and implementation <i>Filip Boudrez, Antwerp Archives, Belgium</i>
Towards a national digital repository <i>Osmo Palonen, Mikkeli Polytechnic, Finland</i>	The ArchiSafe Project – legally secure and scalable long-term record keeping complying with the requirements of the German electronic signature law <i>Siegfried Hackel, 'BundOnline 2005', Germany</i>

18:00 End of Day

Friday 7 October, morning

8:30 Coffee and suppliers' exhibition

9:30

A – EDUCATION AND COST BENEFITS	B – IMPACTS AND DEMANDS ON RECORDS MANAGEMENT
(choice of two parallel streams)	
Chair: Daria Nalecz, Director-General, National Archives of Poland	Chair: Atle Skjekkeland, AIIEM Europe
Records and archival education <i>Prof Mariela Guercio, University of Urbino</i>	The impact project: FOI and records management in the UK <i>Elizabeth Shepherd, University College London</i>
The organ-grinder and the monkey: making a business case for sustainable digital preservation <i>James Curral, Glasgow University</i>	Mobile working – Issues and records management responses <i>Sari Mäkinen, University of Tampere, Finland</i>
A cost model for digital preservation <i>Remco Verdegem, National Archief of the Netherlands</i>	ERM compliance review methodology <i>Richard Blake, the National Archives of the UK</i>

11:30 Break and suppliers' exhibition

12:00 CLOSING PLENARY SESSION

The Chair of DLM Forum will preside over this session which will take the form of a question and answer session with a panel. 'Next Steps' will be the core topic. There will also be summary reports from each session

13:00 END OF THE CONFERENCE

For conference updates from the organisers and information for participants see: <http://hungary.hu/DLMforum2005>
Information on the conference and exhibitions by IT suppliers can be found on: <http://www.dlm-network.org/>
Up-to-date information and links to other relevant sites are also available on EUROOPA: http://europa.eu.int/comm/secretariat_general/doc_management/dlm_forum

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field of archives and mentioned special education programmes developed within the framework of the European archives structures. Lejos Kómedy spoke about programmes of reciprocal cooperation such as the exchange of microfilms between archives services and collectively issued publications. Stefano Vitali, Chairman of an ICA committee, then presented a paper on the 'Descriptive standards for archives'.

Deana Kovacec gave a paper on 'International cooperation in the Croatian State Archives'. Władysław Szeplaniak spoke about the regular working meetings of *Colloquia Język Słowacki* dedicated, which have been held since 1995 and in which Czech archivists have started to successfully participate in recent years. Ewa Roszwa presented a second paper from a Polish perspective giving details of the expectations of Polish archivists upon Poland's entry into the European Union. A practical example of international cooperation, in this case Czech-Slovakian, was described in the paper of Izabel Hous and Michal Duvazek: *ICA Commission on Protection of the Archival Documents in the Temperate Climatic Zone. The Past and the Future*.

Professional experiences of archivists

Speakers on this theme summarised their views on the archivist's profession from the perspective of their national viewpoint. In the majority of countries, archivists are facing new tasks connected mainly with the mass introduction of information technology, requests for the quick dissemination of information and new trends in education. Peter Kantous discussed the position of Slovakian archivists, Valerija Juskeviciute talked about the situation in Latvia, Pille Noodelop presented her paper on the profession of the archivist in Estonia and Nina Zupanic Dubravac described the profile of Slovenian archivists. The final speaker in this group, Mr Art in't Hout, surprised the audience by presenting his paper called 'Archives in Prague and The Hague' in the Czech language. He summarised some of the results of his doctoral thesis which compared Czech and Dutch archives legislation and terminology.

Information technology and electronic documents

On this theme, the participants heard papers which related to the use of IT in the archives and the problems associated with electronic documents. In a theoretical paper, Frank M. Bischoff pointed out the need for a greater concentration on teaching IT in the university education of archival science and gave examples of his own experiences during his teaching at the Archival School in Marburg. Nils Briloch summarised the possibilities and future of current descriptive standards of archival groups. The importance of the quick exchange of information and the need for access to records via the Internet was the topic of 'Herman Weber's' paper. Oskar Masek and Michel Wassen presented the results of a grant project that concentrated on the long-term preservation of documents in digital form. Helena Sedláčková, who also represents the Czech Republic at the International Committee on Sigillography, presented details of a non-unique project relating to the digital cataloguing of seals. The last speaker of the second day was Maria Pia Rinaldi Moriconi who presented a paper entitled 'Possibilities of cooperation in the archives'. This paper also emphasised the need for quicker information exchange.

Archives of international organisations

The final day of the conference was dedicated to the presentations given on the subjects of archives of international organisations and archives of Czechs living abroad. Micaela von Boven gave a paper on the 'Changing role of the Dutch archivists' stressing the need for flexibility when dealing with the public. Other lectures included 'Archives of the European Parliament' by Secondo Sabbioni, 'Archives of the European Council' by Françoise Benjamin Palamidi and a paper presented by Fredrik Sallman entitled 'Open society archives in Budapest'. This society is in charge of the collections of Radio Free Europe and Freedom.

Jiri Mestrim introduced papers about the archives of Czechs living abroad. He summarised the update experience of the central archives in this sphere and at the same time he pointed out the possibilities for cooperation with foreign competitors. Papers were also given by representatives of unions of companies, Jiri Kraus (Switzerland), Vlasta Valeš (Austria) and Goran Hvezda (Croatia). The conference ended with discussions on the papers given in the final session and on ideas which would aid future closer cooperation in different spheres of archival work.

Conclusion

The main objective of the conference was to cement the cohesiveness of the founding of the central archives and to highlight Czech archival science and practice. The delegates were given a general view of the current trends and problems in European and world archives and information was given about different projects and programmes. The importance of acting upon the valuable ideas discussed at this conference was stressed.

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The proceedings of the conference and the book 'Nothing and nobody should be forgotten' are available to order at the address of the National Archives in Prague.

TOWARDS THE CONSTRUCTION OF MODERN ARCHIVES BUILDINGS IN EUROPE

REPORT FROM THE INTERNATIONAL CONFERENCE IN ANNECY, 26–27 MAY 2003

NEW BUILDING OF THE NATIONAL ARCHIVES AND REGIONAL ARCHIVES IN PRAGUE

Background to the construction of the building

The new building of the National Archives (Národní archiv (the NA)) and Central Bohemia's Regional State Archives (Státní oblastní archiv Praha (the RSA)) was ceremonially opened in Chodov, Prague, in September 2001. It is one of the biggest modern archive buildings in Europe. The architects from the Department of the Czech Society for Science and Technology in the NA had devoted many years to the preparation of its concept. Therefore, they were able to extensively participate in all the steps of pre-project and project preparations and significantly influence the design of the building. The first study was prepared in 1989 and construction began in 1992 when the foundation stone of the 'archival complex' was laid. Two repository blocks with jointed and adjacent acquisition and processing departments were constructed during the period 1993 to 1994. The final repository block and the rest of the administrative and operational areas were finished in the second period of construction from 1995 to 2001.

The relocation of archival holdings from the old premises to the new building started at the very beginning of 1995. This new building gave the NA and the RSA a solution to their problems relating to the storage of their archives. Prior to this, the NA had been storing over 93 000 m of archive boxes in 12 unsuitable buildings as well as the holdings which were stored in the building of the former Archives of the Bohemian Lands that was built in the 1930s. The RSA had been using up to 43 similar buildings for the storage of their holdings during the past 50 years. Since those times, the amount of standard archive records has grown to 112 500 m of archive boxes stored in three functional buildings of the NA. At the same time, the RSA is preserving almost 32 000 m of archive boxes.

Location of the building

The new premises of both archives services are located in a suburban district of Prague, easily accessible by public municipal transport. This location is out of reach of industrial sites and areas that are liable to be affected by floods, which means that the risk of possible damage to the archives is minimised. It was thought that there would be a negative impact on the site due to the distance between the archive premises and the cultural, government and education institutions in the centre of Prague, however, this has not proved to be the case. The very close vicinity of the buildings with the corresponding premises of the Archives of the City of Prague forms a unique concentration of both central and regional archive institutions.

The layout of the archive premises and basic concept

In line with the principal demand of the archives, the designer chose a block design for the archive building. The block design allows complete separation of the repository areas which are intended for the permanent storage of archive materials, from the other areas, as well as the separation of the sectors that are open to the public. The complex comprises four functionally and architecturally distinctive parts and one connecting 'neck'. Each part consists of one or more independent blocks for reasons of fire prevention.

The dominant feature of the premises are the repository blocks. These are connected with each other in a communication hub, which is linked to the eastern side of the largest repository block. This repository part is connected on the ground level to the two-storey acquisition and arrangement block, where there are extensive areas for the reception, disinfection and sorting of archive materials. On the other side of the repository block, there is located a two-storey 'service block' which houses two gas boilers. The slender communication 'neck' links the first repository block from the west with the administrative-operational premises (ground plan of 6 000 m²), where the main entrance, all the public spaces, offices and other specialised working areas are located.

The location of the repository blocks in the centre of the whole building between the acquisition block on one side and the administrative-operational block on the western side has achieved short transport routes, taking into account the size of the site, principally between the repository rooms on the one hand and the research room, library and acquisition and arrangement rooms on the other. A frequent drawback of large archive buildings, that of excessively long horizontal communication routes, has thus been successfully eliminated. At the same time, the designer ensured that the routes used for moving archive materials and those reserved for the public are kept separate, due to this block division. Within the repository blocks themselves, the designer has also found the shortest possible transport routes by locating the repository rooms alongside the service corridors



The facade of the building of the Archives Departementales in St. Lô, north-west France.

The International Conference in Anney, organised by the Direction des Archives de France with the support of the General Council of Haute-Savoie, allowed specialists, archivists, engineers and architects from various countries to share their experience and thoughts on the design, construction and fitting of archive buildings. These buildings are a tool for the preservation of records as well as a place of culture which are open to the public. For this reason, after an introduction setting out the progress made in the last 30 years and giving recent and varied examples of the construction and fitting of buildings, the conference was organised around three main themes, protection and accessibility, good design for good management of the future building and its contents and, finally, some thoughts on the archive building of the future.

Protection through climate control

There are specific standards in existence for the preservation of graphic records, particularly the standard ISO 11799. Bertrand Lavédrine, Director of Research and Head of the Research Centre for the Preservation of Graphical Documents, began by referring to this standard, its climatic requirements and the need, particularly in the case of photographic or cinematographic records, to ensure the maintenance of a low and stable temperature. Lowering the temperature by 10°C triples the life expectancy of a record (the level of humidity being a factor that is less important in record-keeping, as long as it does not exceed an RH of 65%). Pierre Diaz-Pédregal, physicist and head of the agency *In Extremo* for the protection of cultural assets, mentioned that the principal objective in thermo-hygrometric maintenance was stability. He called upon the archivists, engineers and air-conditioning experts to take into account, in their calculations and climatic projections, the collections' specific behaviour (their water-absorption capacity), a factor that had so far been neglected by the designers of air-conditioning systems. From this viewpoint, standard air-conditioning systems (with the exception of 'double skin' alternatives such as those described below) have an unsettling effect upon the archives' hygrometric balance. It is therefore necessary to choose climatic control systems for preservation areas with care but also to ensure their maintenance and the subsequent monitoring of the measuring instruments and fittings.

First and foremost, protection therefore requires a satisfactory climatic control in preservation areas. In metropolitan France and in the overseas territories, archive services already have many years' experience of air conditioning, with greater or lesser degrees of success. For this reason, several heads of archive services, called upon by engineers and design consultants to consider the technical aspects, have recently been experimenting with alternative solutions to air conditioning, favouring technical measures that provide the preservation premises with natural insulation and thermal inertia. Lars Christoffersen, engineer and the designer of the Schleswig Holstein regional archives, presented, using various recent building examples, the conditions required for climatic maintenance and control. This consists mainly of multiplying layers of building materials (especially chosen for their inertia and humidity absorption capacity) and forming insulation by conducting streams of air, cooled if necessary, between two of these inner walls. This thermal measure presupposes very low support, with climatic control by external air where necessary. However, it also places a limitation on the number and duration of visits to the rooms, since persons are likely to change the climatic balance of the area if they remain there for long or they work there and they may bring in spores from micro-organisms. Sebastian Barteleit, an architect from the German Federal Archives in Koblenz, gave an example of a building with 'double skin' walls, which has been functioning for several years. After an installation that had required the use of industrial dehumidifiers to absorb the residual humidity of the walls following their construction, the building succeeded in maintaining its natural climate. This led to savings and self-sufficiency in terms of energy, making the German Federal Archives a model of archive preservation and technical design.

Even so, although it is possible to devise buildings and construction techniques capable of ensuring inertia and good thermo-hygrometric conditions in temperate climates, this is more difficult to achieve in tropical areas. The French Space Agency's (CNES) centre in Kourou, Guyana, has, however, designed a building for the correct preservation of its archives of 2.3 linear kilometres. Pascale Morel, a CNES

architect, took part in the planning and design of the building, which had to be insulated as effectively as possible against a climatic environment that is extremely unfavourable for archive preservation (permanent very high temperature and humidity). Various architectural measures were devised for this, including airtight buffers to limit air entry, setting back the southern facade and topping it with a kind of 'peaked' canopy, reducing or even eliminating the windows on the western facade to protect it against the sun's horizontal rays, protecting the northern and eastern facades against rain by using canopies or setting them back, and finally using wide roof overhangs, gutters and drainpipes to drain water away. In addition, the area in front of the entrance hall is well ventilated and protected from rain in the same way as the lofts, which are also well ventilated and separated from the lower levels by an insulating slab. The technical solutions chosen were intended above all to insulate the walls as effectively as possible. Thus all the exterior walls were lined with mineral wool panels and covered with plasterboard. The ambient air had to be controlled, however, and a centralised air-conditioning system fed by the CNES chilled water plant was installed for this purpose. The example of the CNES archives in Kourou shows, if this is necessary, the existence of architectural and technical solutions that make it possible to maintain a stable climatic situation in the preservation areas, but that decision-makers should be aware of the operating and maintenance costs of these solutions.

Protection against damage

The next session of the conference dealt with the topic of the protection of the buildings and the archives against damage. With respect to fire regulations, it was interesting to compare two different although closely related situations, that of public archives, which was presented by Agnès Masson, an architect responsible for the archives of the Health and Social Services – Hospitals of Paris, and that of museums, which was presented by Serge Leroux, head of the technical section at the Directorate of Museums of France. With regard to the public archives, the following paradox arises. In the case of buildings fitted or built in accordance with the Direction des Archives de France's recommendations, there have been no serious fires for 30 years. Against that, intermediate archives, sometimes stored by private archiving firms in industrial-type premises (vast metal warehouses) prove to be much more vulnerable. The museums of France, like the archives, have developed specific regulations to limit the risks of fire spreading and have made fire-detection systems compulsory in any building programme. These systems, in addition to the presence of fire extinguishers, have frequently made it possible to extinguish outbreaks of fire.

Even with all these precautions, technical systems and detection methods, various factors may cause an accident that no-one could have foreseen. Large parts of eastern Europe have, unfortunately, undergone such an experience fairly recently. What methods and procedures should then be used to salvage archive collections as successfully as possible?

Gilbert Le Guen, of the Book Preservation Centre (CICL, Arles) endeavoured to give a detailed explanation, including concrete examples, of the implications of implementing an emergency plan. He emphasised the human, technical and logistical resources, as well as the preliminary preparation, needed for salvaging archival collections and objects. Daria Nalez, Director of the Polish National Archives and Borivoj Indra, President of the Archive Construction Committee at the Directorate of the Czech Republic Archives, both added to this highly enlightening statement of methodology by giving detailed accounts of the floods that had affected their countries and organisations during the summer of 2002. In the face of a natural disaster of this extent, it was necessary to share material, infrastructural and human resources, as Daria Nalez so effectively pointed out. It is also necessary to learn from the disaster so that such a situation could be dealt with more effectively in future and to carry out the huge task of restoring the documents that were damaged by the flood waters.

Preservation and public access

The task of opening archives to the public is complementary to the preservation function although it is often seen as being in contradiction with it, and necessitates architectural choices in the design and fitting of an archive building. Christian Hotin, conservator at the CAMT (Centre for

Archives from the Working World), explained that this requires reflection and his paper focused simultaneously on the typology of the different areas, their internal links and the facilities needed to accommodate visitors.

Housing the two functions of preservation on the one hand and accommodating the public on the other in an archive building calls for a concerted design allowing permanent dialogue between the client, the user (when different) and the project manager. In this respect, the related presentations given by Denis Eburdy (Director of Operations at the Hérault General Council) and Serge de Poorter (Director of the Archives of the Department of Hérault) on the future Hérault departmental archive building, and by Vivienne Miguet (Director of the Archives of the Department Loire-Atlantique) and Bruno Gaudin (architect) on the Loire-Atlantique departmental archives, made it possible to grasp the importance of such a dialogue. They also served to underline the importance of the idea of an intelligent, functional and adaptable building, which also, as Bruno Gaudin effectively pointed out, takes account of its urban and architectural surroundings. Finally, in light of their experience, Hélène Viallet, Director of the Archives of the Department of Haute-Savoie and Mr Gouyou-Beauchamps, who was responsible for the departmental archives building project (the building was completed in 2000), presented the strategic choices made prior to the construction of the building as well as the steps that had to be taken at the time of its handover to overcome certain difficulties that were not initially foreseen. All these presentations made it possible to understand the extent to which choices made at the beginning of the project could have important consequences for the future and revealed the need to anticipate the cost of operating and maintaining an archive building.

The effect of new technologies on archives buildings

There was also the question of the extent to which archive buildings were affected by new technology. Concerning the potential for the automated movement of records, the public archive services in France can provide almost no examples of successfully completed projects. Bernard Feypell, an architect at the Seine-et-Marne departmental archives and the designer of such a system was able to present his work and the reasons for its rapid abandonment. Likewise, Georges Mouradian, General Archivist and outgoing Director of the Centre for Archives from the Working World, explained the system set up at the Roubaix Centre, the initial functions of which were quite different from that in Seine-et-Marne, and the reasons for putting it aside. It finally emerged, in the light of the example given by Gérard Bailly, Director of Technical Resources at the French National Library, that an automated transit system was only worthwhile and viable in a very large building with technical and human resources for its operation and maintenance. In any case, at the present time the automated transit of records in French archives is embryonic.

Catherine Dhérent, General Archivist, Head of the Department of Technical Innovation and Standardisation, also presented the situation as it is in its infancy. Only a few pioneering services in the field take account, from beginning to end, of the specific nature of the processing, preservation and communication of electronic archives.

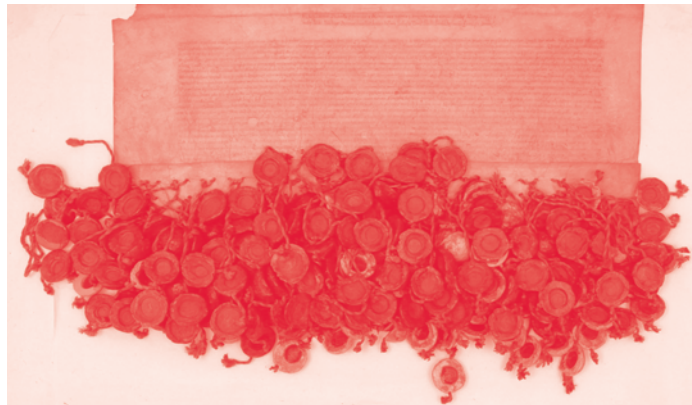
The archives building of the future

Having taken account of this information and, in the light of projects still under way – such as that of the Bouches-du-Rhône departmental archives, presented by its architect, Corinne Vezzoni, that of the future archives of the Ministry of Foreign Affairs, presented by its Director, Yvon Roé d'Alber, and finally that of the Meuse departmental archives, discussed by their outgoing Director, Pascale Verdier – and of experiences in the field of design, the question was raised of how archive buildings of the future could be perceived by archivists and architects. The round table organised on this theme, in which the speakers referred to above as well as B. Indra of the Archives of the Czech Republic and the architect Alain Sarfati (project manager of the building in Roubaix that houses archives from the working world) took part, gave everyone an opportunity to express their hopes and set out ways of envisaging a productive dialogue between the worlds of archives and architecture.

The proceedings of this international conference with its wealth of diverse and informative presentations are published electronically on the Directorate of Archives de France website. The conference serves as the starting point of a wider reflection on the Archives de France's recommendations on the design and construction of archive buildings. This reflection led, in 2004, to the publication of the book *Bâtiments d'archives: 1986-2003* (éd. G. Ernisse, E. Marguin-Hamon, F. Saie-Belaïsch, Paris: Direction des Archives de France, 2004). The Direction des Archives de France has also introduced several main lines of thought with the objective of updating previous recommendations on points that now seem outdated or even obsolete (air treatment of the preservation areas, design of the reading rooms). In the end, it is essential to learn from the recent (or less recent) past in order to prepare for the archive buildings of the future.

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STATE ARCHIVES IN POLAND



A document marking the Confederation of Warsaw.

The tradition of preserving records in Poland dates back to the 13th century when the royal chancelleries and local authorities started to gather records that were significant to the State and its citizens. This was the origin of the Crown Archives of Cracow and the subsequent Crown Archives of Warsaw, the Archives of the Crown Register, the Archives of the Crown Treasury and archives of municipal, estate and chamberlain courts. Towns, villages, religious institutions, associations and individuals also created their own collections of records. Furthermore, as time went by, the archives of important families and in particular those of the Radziwills, Zamoyskis and Potockis, grew in size and significance.

The emergence of the Polish State archives

The archives as a central State institution started to emerge in 1764. Partitions of the country and its loss of independence significantly jeopardised these efforts. The invading powers took away a large part of the documents, preserving some of them in their own archives and destroying others. The loss of statehood, followed by transfer of documents and the emergence of numerous institutions in exile, resulted in an enormous dispersion of the archival collection. The consequences of this dispersion are still visible.

World War II brought about the destruction of 90 % of the holdings of the central State archives and of a significant part of the current records of the State institutions. Local, church and private archives suffered great losses as well. Significant amounts of archival material were taken by the occupying armies and these records have not yet been restituted.

Currently, the State archive network encompasses ca. 220 kilometres of files, grouped in 57 000 fonds containing 17 million archival units. These 220 kilometres of files are being processed and handled by nearly 1 400 archivists employed in three central, 29 local and 57 branch offices. The central record offices comprise the Central Archives of Historical Records which keep the old Polish and post-partition documents up to 1918, the Central Archives of Modern Records which comprise contemporary documents dating from 1918, and the Mechanical Documentation Archives which specialise in the collection of phono- and photographic documentation.

The network of State archives in Poland is headed by the Director-General of the Polish State Archives. The latter is the supreme body of the governmental administration and holds direct responsibility for the national archives in the

name of the Minister of Culture. This office is currently held by Professor Daria Nałęcz.

The legal basis for the State archives

The act of 14 July 1983 on the national archival holdings constitutes a legal basis for the activities of archives services. Two ministerial decrees refer to this act. The first concerns the principles of classifying and appraising records and the principles and mode of transfer of archival material to the State archives. The second defines the precise scope of activity of the Director-General of the State Archives.

- The act itself defines the tasks of the State archives as follows:
- development and supervision of the State's archival holdings;
 - cataloguing, processing and making accessible the archival material;
 - registering non-State archival holdings;
 - providing authorised copies and reproductions as well as certified copies of the preserved records.

The latest amendments to the law gave the archives services the responsibility for personnel files and payroll records in order to protect those files and enable citizens to obtain retirement pay.

Organisation of the archives

Whereas records are generally transferred to the archives 25 years after the date of their creation, documents relating to parliamentary elections are transferred much earlier, after five years. A period of 50 years, however, is obligatory with regard to court files and 100 years with regard to registry books.

The management of the current records of the central State and local authorities is subject to the supervision of the central and regional State archives.

The archives of the Ministries of Foreign Affairs, the Interior and National Defence, the State Security Office, the Sejm (Polish Parliament), the Senate and the President's Office have the status of State archives, but are at the same time independent of the Head Office of the Polish State Archives. These bodies collect records according to their own principles. As far as the holdings of the Ministries of Foreign and Internal Affairs are concerned their individual character expires after 50 years and they are then transferred to the Archives of New Records. The Ministry of National Defence transfers its documents to the Central Military Archives.

Archives of political parties, trade unions, social associations and organisations as well as those of churches and religious unions are independent of the State Archives. The Polish archives law, however, imposes the obligation on State archives to accept records held by these bodies at their request or in case of their liquidation. Due to this

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which pass through the centre of each repository block, dividing them on each storey into two separate areas from the point of view of fire safety. The linking 'neck' plays a key role as a communication hub for the repository block and the administrative-operational block, while at the same time separating them to allow for fire safety. The zone in which members of the public have unlimited movement is the lobby and the zones freely accessible from it, which are located only on the ground floor (reading rooms, conference hall, lecture hall and exposition space) and the first floor of the administrative-operational block (NA library).

The bearing structure and outer shell and cladding

The bearing structure and outer walls of the repository blocks is a varying combination of prefabricated parts with monolith reinforced concrete. The ceiling structure in the repository blocks has a bearing capacity of between 10 and 12 kN/m² depending on whether there is fixed or movable archive shelving. The outer walls have 400 mm thick brickwork. Outside cladding of the repository blocks provides a favourable heat transfer coefficient $k = 0.25 \text{ W/m}^2$. The outer walls are clad with insulation slabs, there is a 10 cm layer of air and on a bearing grid of aluminium the ceramic wall tiles are fixed. Due to this concept, the windowless repository blocks easily maintain optimal climatic conditions. On other parts of the building, the ceramic tiles are cemented directly onto the outer brick walls. The exterior repository blocks with their simple shapes contrast with the dynamism of the shapes of the western entrance. To provide a visual balance to this contrast, a glass facade was chosen for the outer walls of the repository blocks.

Construction design of the areas

On each of the storeys of the repository blocks (one basement and 12 above-ground levels) there is a total of 14 repository rooms, with square floor plans of 11.7 x 15.7 m and a floor area of 183.7 m². In each centrally situated repository block, there are six rooms and on the other blocks there are four rooms, making a total of 187 repository rooms. All the rooms are without windows and all are accessible via only one fire door set in the central 2.7 m wide corridor. Fixed or manually movable shelving is installed in 153 of the repository rooms and this gives a storage total capacity of over 222 000 m of standard archive boxes. There are over 88 000 m of standard archive boxes in the NA and about 52 500 m in the RSA. There are 15 rooms dedicated to the use of the active libraries. There are four rooms dedicated to the storage of maps and plans, which represent over 125 000 documented items. Two ground-floor repository rooms are adapted for storing documents from various holdings of NA. All eight rooms on the 11th and 12th floors of the third repository block are designed for photographic, film and audio archives. The photo collection of NA exceeds 276 000 documented items and 25 000 items in the RSA.

One room will be adapted for the storage of electronic records and this specialised working space will be used for all the electronic archives in the Czech Republic. The repository rooms in the basement are used for the temporary storage of records that are awaiting disinfection after the damage caused by the recent floods.

The layout of the two-storey acquisition and operation block is sophisticated and it provides the right sequence for the functional activities. It opens up to the side street with loading ramps for three trucks and there is access to the two acquisition halls directly from the ramps. The larger hall (144.5 m²) belongs to NA and the smaller belongs to RSA. The direct connection between the acquisition halls and the disinfection device is quite unique in the world.

This disinfection apparatus consists of two sterilisation chambers with a total capacity of 6.4 m³ and was constructed by a Spanish company, Matichona. Wire cages are set on transport pallets and they are tugged onto a roller track and into one of the sterilising chambers (which have a capacity of 11 m of archive boxes). After sterilising the records with a mixture of 10 % ethylene oxide and 90 % carbon dioxide under a pressure of 160 kPa and a temperature of 25 °C to 50 °C, the records proceed to the venting tunnel with ambient conditions, where they remain for six days until the amount of toxic substances drops below the permitted level.

There are three well-illuminated arrangement halls on the first floor of the same block and various smaller rooms which are used for the sorting and arrangement of records located on each floor of the repository block.

Climatic control and fire prevention

Air conditioning maintains a standard climate. In repository rooms which hold paper and parchment local archives and books, the temperature is 15 °C ± 2 °C and the relative humidity is 55 % ± 5 %. In the rooms with black-and-white photographic material, a temperature of 15 °C ± 1 °C and a RH level of 27.5 % ± 7.5 % are maintained. And in the rooms that hold colour films there is a temperature of 5 °C ± 1 °C and a RH of 35 % ± 5 %.

The fire extinguishing system by WORMAD, Sweden, is installed in the repository halls. The system uses an extinguishing medium which is an exact mixture of carbon dioxide, nitrogen and argon

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THE NATIONAL ARCHIVES OF ESTONIA



The oldest document held in the National Archives of Estonia, dating from 1240. In this document the newly crowned King of Denmark reaffirms a commitment that was made by his father the former king.

Overview

The Estonian National Archives (Rahvusarhiiv) is a government agency which was founded on the basis of the Archives Act in 1999 that reorganised the public archives services. The National Archives is a system of State-owned public archives under the administration of a director-general based in Tartu.

The National Archives includes 13 archives in different locations in Estonia and holds 18 150 archival fonds. Last year, 20 800 researchers visited the National Archives.

Background to the development of the National Archives of Estonia

The Estonian National Archives were founded in 1999 on the basis of the Archives Act but archival institutions have existed in Estonia for many years and records have been kept from early medieval times. Archives services have preserved records of former administrative institutions on Estonian territory, court and police authorities, materials of knighthood (Baltic-German nobility) and the local governments of towns and rural areas. They also preserved records of churches and educational institutions as well as manors, records of private individuals and records of societies and enterprises. Amongst these collections, there are rare documents, seals, original letters of governors, vellum manuscripts, engravings, photographs, a large collection of historical maps and many audiovisual records.

The beginning of the national archives service dates back to the 1920s, soon after the Estonian declaration of independence in 1918. Today the National Archives is made up of 13 archives services in different locations in Estonia, including the State Archives in Tallinn founded in 1921, the Historical

Archives based in Tartu and founded in 1921, the Film Archives based in Tallinn and founded in 1971 as well as 10 regional archives.

The legal basis of the National Archives of Estonia

The legal basis of the National Archives is the Archives Act, which was passed by the Riigikogu (Estonian parliament) on 25 March 1998, and came into force in 1999. The main task of the National Archives is to preserve and protect the national heritage in its custody as well as to grant access to it. One of the underlying principles of the Archives Act has always been centralisation, which is aimed at improving and unifying the quality of archival services, reducing duplication and ensuring optimal archival administration.

Based on the Archives Act, there are several other legal acts which regulate the archival system in Estonia. The archival rules (government regulations) are intended to elaborate on the performance of archival procedures such as scheduling, appraisal, disposition, archival processing, preservation, protection and use of archival records, as well as the acquisition procedures of public archives.

The public records in Estonia are, as a rule, accessible to the public from the very beginning of their lifecycle. However, for the first 20 years, public records are kept in the agencies and members of the public can get access to them there.

Activities of the National Archives of Estonia

There are 18 150 archival fonds with 8 704 000 archival units in the National Archives. This includes 44 819 items of film materials, 454 685 photographs, 13 832 audio recordings and 654 410 record units which have provisional archival value. Overall, this archival material occupies just over 73 kilometres of shelving.

There are reading rooms in all the public archives that are opened to the public six days a week. Last year, 20 800 researchers visited the National Archives. They requested 186 734 items and the archives treated a total of 8 200 requests from researchers. There were also 1 765 inter-archives' loans. Researchers can use microfilms and digitised images of some frequently requested fonds in the regional archives in Tallinn, Tartu and Kuressaare, Pärnu and Viljandi.

The National Archives is responsible for an archives register, an electronic database, which is designed to obtain and

maintain information about the location, composition, quantity and access conditions of public records. Private records may also be registered in this database at the owner's request. The archives register is accessible on the Internet through the website (www.ra.ee). Researchers can use various electronic databases and reference literature, mostly also via the website (<http://ais.ra.ee/ais/>).

The National Archives issues publications in the series, *Ad Fontes, Ex Fontibus Archivi Historici Estoniae, Scripta Archivi Historici Estoniae, Acta et Commentationes Archivi Historici Estoniae*.

Management of digital records by the National Archives of Estonia

Living in the era of an e-state, e-government, e-citizen and e-mail, the National Archives inevitably has acknowledged that the effective management of digital archives is one of its priorities in the near future. The year 2002 marked a breakthrough in the long-term preservation of digital records. A special department was created to further develop this field. The requirements for the 'handover' of digital records to the archives have now been legally fixed by government regulations. As a result, the National Archives will publish guidelines, aimed at the public agencies, that will deal with digital records.

International contacts

International contacts maintained by the National Archives have generally widened in recent years. Contacts with other archive services and the International Council on Archives (ICA) are worth mentioning. These international contacts can in principle be divided into three categories: activities connected with the ICA, archival meetings of the member and candidate countries of the European Union (EBNA) and regional cooperation, especially with Nordic and Baltic countries.

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REPORT ON ARCHIVES IN THE ENLARGED EUROPEAN UNION

On 6 May 2003, the EU Council of Ministers adopted a 'Resolution on archives in the Member States (*)'. The resolution invited the European Commission to convene a group of national experts, including experts from the new Member States, to examine the situation of public archives in the European Union. The group was to take particular account of the enlargement of the EU. The Commission was asked to submit a report to the Council that would include orientations for increased future cooperation on archives at European level.

After the group of national experts completed its work in the summer of 2004, the Commission submitted a 'Report on archives in the enlarged European Union (*)' to the Council of Ministers in February 2005.

The report addresses the situation of public archives in the Member States and the institutions of the European Union and their probable evolution in the years ahead against the background of enlargement. It suggests ways of improving document and archives management and archive services for the citizens of the European Union. The report contains a number of orientations for increased cooperation between archives as well as suggestions for priority actions.

The proposed priority actions are described in the executive summary of the report. They include measures to promote preservation and prevent damage as well as measures to prevent theft and facilitate the recovery of stolen documents. The report suggests strengthening European interdisciplinary cooperation on electronic archives and promoting the exchange of information with regard to national and European legislation that is relevant for archives. It furthermore proposes the creation of an EU gateway to the archival heritage of the enlarged Union in order to provide easier, transborder access to archives for EU citizens.

The priority actions will be implemented through enhanced coordination, information sharing and exchange of best practice. The report proposes the creation of a European Archives Group with experts from the EU Member States and EU institutions to help ensure enhanced cooperation and coordination, on the basis of consensus and in full respect of the principle of subsidiarity.

The text of the resolution of 6 May 2003 and the executive summary of the report are published below.

Report on archives in the enlarged European Union. Opportunities for future action: priorities

EXECUTIVE SUMMARY (*)

A. BACKGROUND

In response to the request of the Council of Ministers of the European Union through their resolution of 6 May 2003 (2003/C 113/02) on archives in Member States and in particular points 8 (a), (b), (c), (d), (e) and 9, the executive summary addresses the situation of public archives in the Member States, taking into particular account the enlargement of the European Union and the probable evolution of

documents and archives management and archive services in the future. It suggests ways of improving document and archives management and public services for the citizens of the European Union, taking into account the new technologies.

Based on the evidence in the chapters of the present report prepared by the national experts group, the following priority actions are proposed, together with a number of other proposed actions which will also require consideration and action by the Member States and the EU institutions over the next three years. The proposed priority actions are at the beginning of each chapter and are amalgamated in tabular form in Annex 3 of the present report.

The proposed priority actions are given here in summary form. They include measures to pre-

vent, limit or restore damage of documents to or loss of archives through natural and other catastrophes, to improve the preservation of documents and archives, including archive buildings, to strengthen collaboration on the authenticity, long-term preservation and accessibility of electronic documents and archives. The summary also suggests measures to be taken against theft and arrangements to be put in place for the recovery of stolen documents. It emphasises the importance of the contribution archives make to the democratic functioning of our societies by means of appropriate legislation and standards. It furthermore proposes the creation of an EU gateway to the archival heritage of the newly enlarged Union. All these actions are to be implemented through enhancing coordination, information sharing and exchange of good practice at European level and with Member States through an official coordinating group.

Account has been taken of desirability of further integrating these proposed actions with other European level action plans.

B. SUMMARY OF PROPOSED MAIN ACTIONS

Proposed Priority Action 1

Preservation and damage prevention for archives in Europe (Council resolution of 6 May 2003, point 8c 1)

- 1.1 Measures for the prevention of damage to archives through natural and other catastrophes:
 - develop a model action plan for preventing and recovering from catastrophes;
 - explore the possibility for setting up specialised central laboratories for transborder emergencies;
 - establish rapid response teams for damage assessment.
- 1.2 Preservation and restoration of documents and archives:
 - reinforce coordination measures and exchange of expertise to establish an EU programme on the restoration of damaged documents and archives in Europe;
 - archives purpose buildings; standards and specifications at national and European levels to be updated and applied in the renewal of archival buildings and of repositories in government buildings or in new buildings by an interdisciplinary working group of the EU Member States and institutions.

(*) OJ C113, 13.5.2003.

(*) COM(2003) 52, see also Bulletin EU 1/2-2005, pt. 8, Information and Communication.

(*) Commission of the European Communities, COM(2005) 52 final, Brussels, 18.2.2005.



Archival storage area: security compartments, compact shelving.

Proposed Priority Action 2

Reinforcement of European interdisciplinary cooperation on electronic documents and archives (Council resolution of 6 May 2003, point 8c 2)

- 2.1. Implement Europe-wide collaboration for establishing authenticity, long-term preservation and availability of electronic documents and archives.
- 2.2. Update, revise and extend the present requirements for the establishment of electronic document (records) systems such as MoReq for better administration in the public sector so that the document becomes the official norm/and or specification in the European Union. This is of particular concern to all Member States especially the new States.
- 2.3. Reinforcement of DLM network and forum/ European Economic Interest Group (EEIG). Funding is needed both for further development and for translations and the organisation of the DLM Forum in Budapest 2005.

Proposed Priority Action 3

Creation and maintenance of an Internet gateway to documents and archives in Europe (Council resolution of 6 May 2003, points 8b and 8e)

- 3.1. To provide an Internet/web gateway to documents and archives for EU citizens.

Given the development of the Internet and the web and the success of some Member States (see part 6 of the report) in providing such information for millions of citizens, young people and children, a gateway should be designed and implemented. This would be in line with related developments in the European information world.

This would provide improved access, in combination with improvements in reading rooms, to these resources for scholarship, and learning and information.

Council resolution of 6 May 2003 on archives in the Member States

(2003/C 113/02) (*)

THE COUNCIL OF THE EUROPEAN UNION,

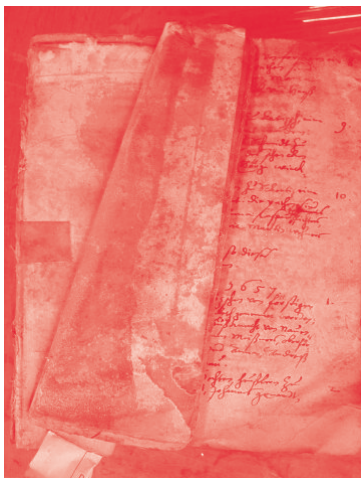
1. RECALLING the Council resolution of 14 November 1991 on arrangements concerning archives (1 (**)) as well as the Council conclusions of 17 June 1994 concerning greater cooperation in the field of archives (*),
2. RECALLING the report of the group of experts on the coordination of archives in the European Union published in 1994,
3. TAKING INTO ACCOUNT the ongoing activities related to public access to documents and archives of the European Union,
4. STRESSES the importance of archives for the understanding of the history and culture of Europe,
5. STRESSES that well kept and accessible archives contribute to the democratic functioning of our societies, particularly during a period of major change in Europe,
6. CONSIDERS that special attention should be paid to the challenges for archive management in the context of the enlargement of the Union,

(*) Official Journal of the European Union, C 113/2, 13.5.2003.

(**) OJ C 314, 5.12.1991, p. 2.

(*) OJ C 235, 23.8.1994.

7. CONSIDERS that further development is needed in ICT applications and solutions in the field of archives,
8. INVITES THE COMMISSION to convene a group of experts representative also of acceding countries, appointed on the proposal of the relevant national authorities, to address the following:
 - (a) the situation of the public archives in the Member States of the European Union, including various aspects of the probable evolution of archives over the forthcoming years, taking into particular account the enlargement of the European Union;
 - (b) the consequences of the developments which have occurred in recent years in the field of archives, including particularly the development of new technologies;
 - (c) promotion of concrete activities, such as
 - the encouragement of appropriate measures to prevent damage to archives through catastrophes like flooding and to restore such documents and archives, and
 - the strengthening of Europe-wide collaboration on the authenticity, long-term preservation and availability of electronic documents and archives;
 - (d) enhancing coordination, information sharing and exchanging of good practice between the archives services;
 - (e) possibilities of further integration of the work of this expert group with other relevant activities in this field at European level, in particular the action plan Europe.
9. INVITES THE COMMISSION to submit a report on this work, including orientations for increased future cooperation on archives at European level, to the Council before the middle of 2004.



Archives damaged by flooding.

Proposed Priority Action 4

EU and national legislation relevant to management and access to documents and archives (Council resolution of 6 May 2003, points 8a and 8d)

4.1. As both proposals for EU and national laws often have unforeseen implications for the management of documents and archives, it is critical for the citizens of the Member States that the full implications are known at an early stage to facilitate the preservation of and access to documents and archives. Therefore, draft legislation on documents and archives and related laws at European and national levels should be monitored, with a view to allowing the European archival profession to contribute its expertise where needed.

4.2. In order to support the above, there is a need to have an in-depth study of archival and related legislation at both EU and national levels; the creation of a database on archival and related legislation within the EU; the

translation of national archival and related legislation into English, French and German and, where needed, into other official EU languages through the relevant national archives in order to promote a better mutual understanding of this legislation. This proposal takes into account other ongoing work by the Council of Europe and the European branch of International Council on Archives (EURBICA) and seeks to systematise it.

Proposed Priority Action 5

Theft of archival documents

5.1. Measures against theft of archival documents and the recovery of stolen archives in the EU should be examined and improved. Develop an action plan on the basis of a questionnaire with a view to proposing improvements.

C. CREATION OF AN OFFICIAL ARCHIVISTS COMMITTEE (Council resolution of 6 May 2003, points 8d, 8e and 9)

6.1. Creation of an official Archivists Group of the EU Member States and EU institutions. This committee should exchange information and best practices and ensure by consensus, and respecting the principle of subsidiarity, the enhanced coordination of archival work in Europe as described above. It should meet twice a year or as necessary.

6.2. To set up a programme for an initial three years to address the issues raised by the Council of Ministers' resolution (6 May 2003) and to consider its progress and disseminate the results and best practice improvements for the use of Member States and institutions of the European Union.

6.3. An evaluation to be carried out at the end of three years with a view to reporting to Ministers of Council of the EU on the results and the considered follow-up actions.

ORGANISATION OF SLOVENE PUBLIC ARCHIVES SECTOR

Whilst it is possible to trace the origins of some present-day public archives back to the second half of the 19th century, the basic structure of Slovenia's current archival public service is the product of the archival system that has developed since World War II. In 1945, the National Government of Slovenia established the Central State Archive, which prior to that operated as the State archive within the Carniolan Provincial Museum in Ljubljana. The Yugoslav Federal Act on State Archives in 1950 gave rise to the establishment of the so-called 'municipal archives', which are nowadays known as regional archives (Maribor in 1952, Ljubljana in 1955, Koper in 1956 and Nova Gorica in 1972). Between 1953 and 1990, the central archive was renamed several times but since 1991, after Slovene independence, it has been known as the Archive of the Republic of Slovenia (ARS). In 1990, after the political changes, the so-called 'special archives' were merged with the national archives. These 'special archives' were the Historical Archive of the Central Committee of the Slovenian League of Communists (in 1990), the former Archive of the Institute of the History of the Labour Movement (in 1992) and the Archive of the Ministry of Internal Affairs (in 1998) which kept records of the National Security Agency.

The structure of the public archives sector

The present-day network of Slovenian archival public services comprises:

- the Archive of the Republic of Slovenia (<http://www.gov.si/ars/>)
- the Regional Archive Maribor (<http://www.pokarh-mb.si/>)
- the Historical Archive Ljubljana (<http://www.zal-lj.si/index.htm>)
- the Historical Archive Ptuj (<http://www2.arnes.si/~mbzgarhp1/GLAV1.HTM>)
- the Historical Archive Celje (<http://www.zgarhiv.celje.si/>)
- the Regional Archive Koper (<http://www.arhiv-koper.si/>)
- the Regional Archive Nova Gorica (<http://www.pa-ng.si/>)

The Slovenian Film Archive (SFA) is a department of the ARS, established in 1968 on the basis of the first Slovenian archival act that defined film material as archival material. It was founded in the ARS due to the nature of the film material, the expensive equipment required for its maintenance and the need for the training of staff.

Within the ARS, there exists the Archival Centre for Professional Development, whose duty is to carry out research projects in archival science. It conducts international cooperation with archival organisations and oversees the translation of foreign scientific literature into Slovene. The publishing activity of the Centre and the ARS (as well as of all archival organisations in Slovenia) is very intense. The ARS alone issues up to 14 independent publications a year and some publications are produced in cooperation with the Slovene Archival Association.

Special archives: The Archives and Archival Institutions Act of 1997 allowed certain institutions to set up archival services for their own needs. These include the Historical Archive and Museum of the University of Ljubljana and the Archive of the Institute for Slovenian Emigration Studies at the Scientific Research Centre of the Slovenian Academy of Sciences and Arts. The archives of the Roman Catholic Church are also categorised as special archives and they are housed in three institutions, the Archdiocesan Archives in Ljubljana and the Diocesan Archives in Maribor and Koper, respectively. The archival legislation of 1997 defines the holdings of the archives of the Roman Catholic Church as private archives. In view of their cultural significance, the Ministry of Culture provides a part of the funds for their activities.

The Archival Association of Slovenia (AAS <http://www.arhivsko-drustvo.si/>) was established in 1954 and has over 250 members. It has organised around 40 archive conventions and the proceedings of these conventions have been published. Since 1978, it has been a co-publisher of a professional journal *ARHIVI* (The archives) which is the journal of the association. The journal *VIRI* (Documents) contains reproductions of historical documents with commentaries from experts. Since 1980, there have been 17 issues published with each issue concentrating on a different historical theme.

Status of archival organisations and archival legislation

The ARS and six regional archival institutions constitute the public archival service. The ARS is an administrative institution within the organisational structure of the Ministry of Culture, therefore its duties are imposed by the Organisation and Competence of Ministries Act (1). The six regional archives were founded by the State and enjoy the status of public institutions. They are dependent on the Ministry of Culture for financial support and programmes. The ARS carries out professional and administrative tasks relating to the preservation of archives that are of national importance. The ARS plays a crucial role in relation to professional guidance and issuing recommendations.

Due to the complexity of archival activity which affects State administration to a certain degree, it is necessary to have separate, independent legislation relating to archival management. The new law on archives, the Archives and Archival Institutions Act (AAIA) (2) is in compliance with Unesco guidelines and with European recommendations and follows the example of legislation of other European countries such as Denmark and Germany. In line with most European legislation on archives, the AAIA includes a disposition making archival material accessible 30 years after it was created.

The major change that was introduced by the new law was the separation of public and private archives, leading to changes in the organisation of the public archival service. In the wake of the socio-political changes of 1991, there was a need to redefine stipulations regarding the accessibility of materials relating to the legal bodies and organisations of the former Socialist Republic of Slovenia (the majority of which were already stored in competent archival institutions), taking into account amongst other things personal data protection. The Minister of Culture adopted seven by-laws in 1999, which provide detailed regulations for certain specific fields of archival activity which include preservation, use of public archives, maintenance of archival registers, professional requirements for archival employees in public institutions, selection and transfer of public archives, dealing with private archives, rules on traineeship and proficiency examinations.

The new Archives Act of 1997 changed the definition of property. Public archives constitutes public property and private archives constitutes private property. The term 'public archives' does not imply that these archives are accessible to the public, but that they were created in the public sector (by entities under public law). The jurisdiction in the public archival service is divided between the ARS and regional archives. The ARS protects the public archives of State authorities, of bodies exercising public authority and/or public services provided by the State, of the Bank of Slovenia, of State and public funds, of agencies and other legal persons established by the State and/or whose activities cover the entire national territory.

Regional archives have similar jurisdiction at regional level. In order to preserve private archives, it is very important to stimulate the private sector to protect private archival material, especially if it is under a preservation order, as well as

to promote investment in cultural heritage, all of which will provide tax benefits to the owners. The duties of private owners are (besides those outlined in the AAIA), stipulated in the rules on dealing with private archives material (3).

Use and accessibility of archival holdings

The use and accessibility of archival holdings depends on the relevant archival legislation (AAIA), internal regulations of archival institutions and, in the case of private record groups and collections, the stipulations of the persons who transferred them. The use of archival holdings is regulated by the rules on the use of public archives in archival institutions (4). In accordance with those rules, archival institutions have internal regulations for the operation of research rooms. Archival material is available for use unless it is classified as confidential. Archival material in Slovenia may be used for scientific research, cultural, educational, legal and business purposes. It is available to legal and natural persons provided they prove legal interest. Foreign citizens can obtain access to archival material under the same conditions as the citizens of Slovenia.

There are access restrictions in force for personal data and data pertaining to the privacy of individuals, as stipulated by the Personal Data Protection Act (5) and Article 41 of the AAIA. The inaccessibility of archive material due to the sensitivity of its contents is also stipulated by the AAIA.

Public archives that cannot be opened to the general public at the time of their creation are available for research after 30 years. Public archives containing data relating to defence and international affairs, national security, including the maintenance of law and order and economic interests of the country are available for research 40 years after their creation. These restrictions apply to the archives created after the enactment of the Constitution of the Republic of Slovenia, i.e. since 23 December 1991 (AAIA, Article 65).



The building of the Archive of the Republic of Slovenia.

(1) Official Gazette of RS, No. 71/94 and 47/97.

(2) Official Gazette of RS, No. 20/97. The act is available in English on: <http://www.sigov.si/ars/1a.htm> (see: Legislation).

(3) Official Gazette of RS, No. 59/1999.

(4) Official Gazette of RS, No. 59/1999.

(5) Official Gazette of RS, No. 59/99, 57/2001 and 59/2001.

continued from page 5

which is commercially available as NERGEN.

Research area

The operational part of the premises is located on the other side of the depository blocks. Its communication centre is in a huge lobby (610 m²) shaped like a right-angled triangle. All the spaces designed for the public are accessible from here. The spacious search room of the NA occupies the entire north half of the storey. The search room has a capacity to allow for 91 researchers and of these reader spaces, 10 are larger tables where large format archival material such as maps and plans can be studied. In the search room, there are also microfilm readers and places to allow for the study of audio and video records. Natural daylight is provided through windows along two walls and through ceiling windows. On the other side of the entrance, there is an elevated consulting and information desk and one area where scholars may consult the guides to the collections. These finding aids will be fully converted into digital form. When that status is achieved, scholars shall be able to send their requests for archives electronically.

The retrieval of archival materials from the repository rooms is done through a corridor, which is closed to the public, to one of the reservation storage areas. Archivists staff issue the archival material to the researchers, they maintain a record of what documents have been consulted and they hold records until the researcher is finished with them. There is a copy room directly accessible from the search room and this is where documents that are to be copied are delivered.

The search room of RSA is designed for 54 scholars and there are 17 places of the reading machines. It has an area of 1872 m² and it has easy access to four stores.

Public areas

There are three other publicly accessible areas. The conference hall which is arranged like an amphitheatre (3725 m²) has a graduated descending storey and it has a capacity to hold more than 200 people. The lecture room of NA is designed to hold 97 people (1317 m²) and is freely accessible from the lobby. In contrast to the conference hall, it only has artificial light. The exhibition hall (2045 m²) also has artificial light and here occasional exhibitions mostly of archival materials are installed. The needs of RSA are satisfied by one multipurpose hall that holds 64 people (113 m²) and it is accessed from the lobby.

Reference library

The library of NA occupies the entire second storey of the office-operation building. Readers may enter the reading hall (4284 m²) and reference library through the large reading room only. The reading room has almost exactly the same triangular layout as the lobby underneath and it offers access to a reading area where there are newspapers and new books. In the north wing of the building, other workplaces of the library are not accessible to the public. Various offices of different sizes are located on the second, third and most of the fourth stories. The office of NA director is also combined with another small arrangement room.

Technical areas

On the third storey, there is a large room (49.2 m²) which is used by the department that specialises in the design of electronic archival finding aids and the digital conversion of hard copy finding aids. At present, this area is also being used for the acquisition of electronic documents.

Part of the fourth storey and the entire fifth storey are occupied by studios for conservation, restoration and reprographic work of the NA. The idea of these studios came from the Centre for Preservation of the Unified Archive Holdings of the Czech Republic. On the fourth storey, there are three photography studios (27.9 m², 42.7 m² and 51.7 m²). The smaller of the two main laboratories is equipped with an HERCO AR-100 device that allows for the de-acidification and neutralisation of paper.

Conclusion

The building has been occupied for almost five years and it has proven to be highly satisfactory. There have been some disadvantages which have become obvious e.g. the arrangement rooms could have been larger. Also, the working conditions in the acquisition rooms do not allow for a longer stay than is necessary for the archivists. This has meant that the functions of these arrangement rooms are limited to the temporary storing of archival material before they are moved to the permanent storage areas or are sent to be decontaminated. However, overall the building has proved to be a success.

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ARCHIVES IN THE SLOVAK REPUBLIC

The earliest references to archives in the Slovak Republic relate to the municipal archives in the 13th century. The archives of reliable posts (loca credibilia) that were established at the beginning of the 13th century fulfilled the function of notary public. The County Archives (a county is an historical territorial unit that relates to an administrative authority) are mentioned for the first time at the end of the 16th century and that of 'county archivist' at the end of 18th century. The most extensive collections of private archives are those of landowner's estates because these records acted as an insurance with regard to their property and rights. In Bratislava in 1765, the Queen of Hungary, Maria Theresa, established the Archivum Regni as the first official archives of the Kingdom of Hungary. These archives were moved to Budapest in 1885.

The legal basis of Slovakian archives services

The origin of the Czechoslovak Republic (1918) contributed to the organisation of the system of State care for archives. In 1919, the responsibility for the administration of archives was granted to the State authorities within the structure of Interior Affairs. In 1953, two bodies were established that related to the administration of archives in the State. Firstly, the Administration of Archives based in the Ministry of the Interior in Prague and secondly, the Slovak Archives Administration that was based in the Commissioner of Interior in Bratislava. The first unified system of archives administration in the Czechoslovak Republic was based on the government order on archives in 1954. Since January 1969, when the Czechoslovak Republic became a Federal State, the Slovak Archives Administration has been under the authority of the Ministry of Interior of the Slovak Republic.

In the Slovak Republic, the first act relating to archives administration was passed in 1975 and it was amended in 1991. On 1 January 2003, a new act on archives and current records and amendments to previous acts came into force. At the same time, the regulatory text concerning the appraisal of current records, the transfer of archives, the protection of archives and access to archives that was issued by the Ministry came into force (this text is accessible online, there is no English language version www.civil.gov.sk/Z_files/ZAKON.HTM).

The State authority that is responsible for archives administration is the Ministry of Interior of the Slovak Republic. The basic responsibilities and major functions of the Ministry with respect to archives administration is to issue legislation and professional standards and to control the application of the legislation. The Ministry of the Interior also has the authority to establish, organise and control the State Archives and to coordinate the activities of other archives services. In certain cases, the Ministry acts as the appellate

authority in appeal cases where a decision has been made to limit or refuse access to certain archives. The Ministry has responsibilities in the area of export and/or import of cultural objects and in relation to the return of unlawfully removed cultural objects. The Ministry has the authority to impose penalties (fines) in cases where this act has been violated.

The basic provisions of the new act characterise archives as being unique and irreplaceable in the context of the cultural heritage of the Slovak Republic. The transfer of archives to an archives service, their preservation and providing access to them is in the public interest. The State is responsible for the care of archives and everyone is obliged to cooperate in fulfilling this responsibility. Based upon these facts, a new term has been introduced 'Archival heritage of the Slovak Republic'. To underline the significance of the records and the records creators, the obligations and rights of the records creators are described when the archives are transferred to an archives service. There is an explanation of the decisive role the State Archives plays in the appraisal of the documentary value of the records and information is given about the transfer of the archives.



A folio from a medieval Slovak manuscript.

There are descriptions of how the archives are structured, the functions that led to the creation of the archives and what the rights and obligations are of the records creators and of those who possess records.

The organisation of archives services in the Slovak Republic

In the Slovak Republic, there are archives collections from both the public and private sectors. The public archives are the State Archives, the local-government authorities archives (local can mean both municipal and regional), the archives of other public legal entities and the archives of private entities that carry out tasks within the public administration. Private archives are the archives of private individuals or bodies.

The State Archives of Slovakia are the State central archives and the State archives with regional territorial authority whose offices (branches) have been established by the Ministry. In the State Archives, there are 22 345 archival fonds which occupy 157 000 linear metres. There are more than 4 500 finding aids available and in the years 2000 to 2001, the guides to the archival fonds and collections were published. The contact details of the archives services such as addresses, telephone and fax numbers and lists of fonds and collections can be found online at: www.civil.gov.sk/ARCH/archivy1_03.htm and www.civil.gov.sk/Z_files/ARCH.HTM.

There are two central State archives in the Slovak Republic, the Slovak National Archives in Bratislava and the State Central Mining Archives in Banská Štiavnica. There are seven State archives with regional territorial competence and they are located in Banská Bystrica, Bratislava, Bytča, Košice, Levoča, Nitra and Prešov. These archives services have 37 offices (branches) located in the districts. The archives of the capital of the Slovak Republic, Bratislava is also the State Archives with regional competence for Bratislava.

The Slovak National Archives (<http://www.civil.gov.sk/SNARCHIV/>) is the most important and the largest public archives service in the Slovak Republic. Its main responsibility is to acquire, preserve, process and make available to the public the archives that originated from the activities of the central government authorities of the Slovak Republic and its legal predecessors. In addition, it provides storage facilities for archives that are of nationwide importance, as well as those archives that were acquired as gifts and purchases or as a result of deposit agreements. At the same time, the Slovak National Archives fulfils the function of being the main research and training centre that specialises in archival studies and the preservation of archives.

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ARCHIVES IN THE CZECH REPUBLIC

Legal basis of Czech archives

Archiving in the Czech Republic is governed by various pieces of legislation. Act No 499/2004 Coll. relates to archives and records management and contains amendments to previous legislation. In addition, there are also two implementation norms, decree No 645/2004 Coll., concerning the realisation of some provisions of the act on archives and records management and decree No 646/2004 Coll., which contains rules on the practice of records management.

Public archives

The network of State-owned archives, which are administrative offices and administrative units of State, are created by the National Archives in Prague and the seven State regional archives (*). Within the organisation of the State regional archives, there are also 72 district archives.

Specialised archives services also belong to the public archives structure. There are currently 24 such services. These include archives related to State administration such as the Archives of the President of the Czech Republic. There are also the archives of scientific institutions, archives in the cultural sphere, archives services in the university and higher-education sector, archives of the mass-media and archives in the economic sphere, including the Archives of the Czech National Bank.

Archives relating to security, established inside the Ministry of the Interior, the National Security Office and the Security

(*) These are the Moravian Provincial Archives, the Provincial Archives in Opava and State Regional Archives in Prague, Třebon, Plzen, Litomeric and Zámisk.

Information Service and Office for International Contacts are in a similar position.

The self-governing administrative units, communities, carry out their own respective self-governing administrative tasks. Only five cities have their own archives services, Prague, Brno, Ostrava, Plzeň and Ústí nad Labem. All other self-governing administrative units deposit their archival material in State-owned archives.

Private archives

Within the sphere of private archives there are some 800 company archives, archives of non-Catholic churches and archives of political parties. These archival collections include a total of 144 475 archive groups amounting to 711 181 linear kilometres of records. The oldest archival material is of foreign provenance and dates back to the sixth century. The earliest archival records of domestic origin date from the 10th century. All archival collections are centrally recorded with the Archives Administration Department of the Ministry of the Interior. This documentation is accessible in electronic form at www.mvcr.cz/archivy/peva. Information on the contents of these archival collections can be acquired from printed guidebooks which have been issued by all State regional archives. The latest such title is the six-volume Guide to Archival Records and Collections of the State Central Archives in Prague, National Archives Now (*Průvodce po archivních fondech a sbírkách Státního ústředního archivu v Praze*), which appeared, one volume at a time, between 1987 and 2003.

The National Archives

The National Archives in Prague houses archival records arising from the activities of central State institutions. These institutions are the supreme bodies of the old Czech State



The new building of the National Archives and central Bohemia's Regional State Archives in Chodovce, Prague.

and the central organs of the Czechoslovak Republic, from 1918 to 1939 and 1945 to 1968, the Czech-Slovak Federal Republic, from 1968 to 1992, and the Czech Republic dating from 1968 to the present. It also includes the records dating from the period of the Nazi Protectorate and the German occupation administration as well as the Czechoslovak government-in-exile in the period 1939 to 1945. Also kept in the central archives is archival material obtained through the separation of the country's archives from those of Austria after 1918 and archival records of State and self-governing bodies of the Czech lands until 1949.

This institution preserves archives of families of European significance such as those of the Tuscany branch of the Habsburgs and the Metternich records. There are certain ecclesiastical collections, for example the archives of the Prague archbishopric (*Archiv pražského arcibiskupství*), archives of collegiate chapters in Prague and archives of monastic provinces and Prague monasteries. The most important collection of political-party archives is known as 'The Central Organs of the Communist Party of Czechoslovakia' and 'The Sudeten German Party'. The National Archives also holds a number of noteworthy collections of private archives and archives from various associations.

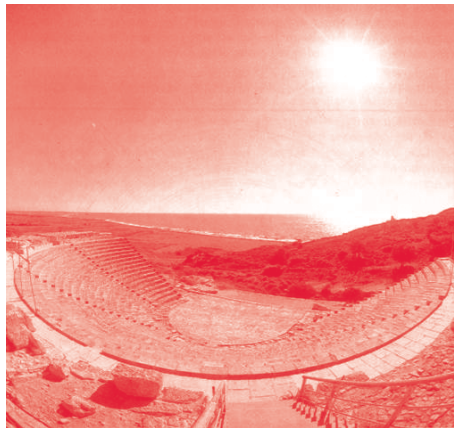
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THE STATE ARCHIVES OF CYPRUS

Cypriot archival law

The Public Record Office of Cyprus was established in 1978 under the Public Record Law, 1972 to provide for the preservation of public records. In 1991, the Public Record Office was renamed and it became the State Archives as a result of the new State Archives Law, which repealed the Public Record Law, 1972. The State Archives is a service which operates under the authority of the Ministry of Justice and Public Order.



View of the ancient theatre of Curium at Limassol.

Structure and function of the State Archives service of Cyprus

The primary function of the State Archives is that it acts as a place of deposit for public records that are transferred from government departments and other bodies, which are subject to the State Archives Law, and these records are permanently kept for official use. The State Archives acts as a 'common service' in relation to other government departments. It also has the responsibility of holding and making available for research these records to members of the public.

The State Archives, which operates under the overall direction of the State Archivist, is organised in two divisions, Records Administration and Records Services.

The Records Administration Division includes the services which are responsible for supervising and coordinating arrangements for the implementation of a Records Administration Programme. This programme deals with the disposal, selection and transfer of records, as well as other aspects of records administration.

The Records Services Division includes all the services which deal with the records that have been transferred to the State Archives and these include:

Reading room	Answering queries from official bodies and members of the public, providing guidance to researchers, both national and non-national, who are in the initial stages of their research on how to conduct their research and identify the records they need.
Editorial service	Producing catalogues, indexes and other means of reference for the archival collections. Issuing publications based on the records.
Repositories	Ensuring the safety of the records transferred and their availability.
Conservation unit	Restoring decayed or damaged documents to a usable condition.

An enlistment notice for Cypriot men to join the army during the Great War.

Reprographic service Microfilming the original records for safety and preventative conservation purposes and processing orders for photocopies placed by the researchers.

Training activities Participation in training programmes for members of the civil service.

The quantity of records now stored in the State Archives amounts to 3.88 linear kilometres of shelving. Some of the principal archival holdings are the governors' archives and the secretariat archives dating from 1878 to 1960. Other groups of records dating from pre and post 1960 are now permanently preserved in the State Archives.

Activities of the State Archives of Cyprus

The State Archives of Cyprus has been a member of the International Council on Archives since 1977 and of the Association of Commonwealth Archivists and Record Managers since 1986.

Since 1985, the State Archives of Cyprus, in an effort to enrich its holdings with records of earlier historical periods of the island, has been involved in an ongoing project with the National Archives of England, Wales and the United Kingdom, purchasing microfilms of colonial records relating to Cyprus. Furthermore, in 1990 the State Archives commenced a similar project, purchasing microfilms and transcriptions of records relating to Cyprus from the State Archives of Venice. This project has now finished and a new one has commenced with the Marciana Library in Venice.

With the beginning of the 21st century, we will all experience exciting changes in our lives and work environment. This is even more so for Cyprus who joined the united European family and for the Cyprus State Archives that is about to acquire a purpose-built premises. A lot has been accomplished and yet a lot remains to be done in the new century.

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Stipulations regarding the accessibility of material which were set by legal bodies and organisations of the former SFRY as well as the stipulations relating to the confidentiality of materials from the period of the former SFRY are declared null and void by the Archival Act. Archival material relating to former social and political organisations is equally accessible with the exception of data pertaining to the privacy of individuals.

Other acts that relate to the archival field such as the Classified Information Act and the Public Information Accessibility Act (1) apply to the accessibility of State records that do not contain classified information.

The changes in the socioeconomic system and in property relations in the Republic of Slovenia resulted in a massive increase in the use of archival material, mainly for the purpose of issuing various certificates for administrative and legal procedures. The public archives have therefore been heavily burdened in the last few years. Data relating to the use of public archives between 1999 and 2001 show a total number of visitors numbering 108 537 and the total number of issued certificates was 95 916. Annually, there were between 13 000 and 29 000 visitors while 10 000 and 29 000 certificates were issued. Certificates and certified copies were issued for different reasons such as war casualties and victims of the post-war period, war damage, declassification, certifying years of service, education, construction projects and citizenship.

Film records in the Film Archive of Slovenia can be used in compliance with the provisions of the Copyright and Related Rights Act (1). Users have to observe moral and material rights as well as other rights. The SFA, however, is obliged to maintain a register of loans and researchers have to pay appropriate copyrights fees. The SFA offers the following services, the rental of archival film material for screening at festivals and congresses (the whole film), the rental of selected archival film material (such as selected quotations or inserts) for various purposes and exchanges between film archives and cinematheques. More information can be obtained at <http://www.sigov.si/ars/1a.htm> (see Slovene Film Archive).

STATE ARCHIVES SERVICE IN LITHUANIA

The State archives system in Lithuania is centrally organised. It is comprised of the Lithuanian Archives Department, three State archives, two specialised archives and 10 regional archives.

The Lithuanian Archives Department which operates under the Government of the Republic of Lithuania is the highest national authority in the field of records and archives management. The Lithuanian Archives Department takes part in the formulation and is responsible for the implementation of national policy in the sphere of records management and archives. It develops and issues mandatory and advisory standards and regulations in order to ensure accessibility, efficient management and control over public records through the whole records' life cycle, from their creation to their ultimate disposition. Its director-general is appointed by the prime minister.

Archives services in Lithuania

Although all archives services have to meet certain standards, each archives service is unique and has its own traditions.

The Lithuanian State Historical Archives holds the most important documents relating to Lithuanian history from the 13th century up to the declaration of Independence of Lithuania in 1918. This archives service also holds vital records and civil registry records from 1918 up to the present day. The archives holdings occupy over 16 kilometres of shelf space.



The buildings complex of the Lithuanian Central State Archives.

The Lithuanian Central State Archives is the biggest archival repository, which preserves records of State and local government, religious communities, other public institutions and individuals, dating from 1918 to 1990. The Sound and Image Division preserves moving pictures, photographic negatives and positives, sound recordings and videotapes. This is the main repository of sound and image archives in Lithuania. The archives holdings occupy approximately 31 kilometres of shelf space.

The Lithuanian Modern State Archives consults public sector institutions with regard to records management and the preservation of documents. It also acquires and preserves documents produced by State institutions, public organisations and individuals dating from 1990 onwards.

The Lithuanian Particular Archives preserves documents that relate to the period when Lithuania was a Soviet Republic. These include records from the former Lithuanian SSR division of the KGB from 1940 to 1991, the Lithuanian SSR Ministry of Interior from 1944 to 1990 and documents of communistic and socialist organisations that date from the 19th century to 1991. These documents provide witness to the genocide of the Lithuanian people during the period of the Soviet occupation. These archives holdings occupy approximately 18 kilometres of space.

The Lithuanian Archives of Literature and Art. This specialised archives service acquires and preserves records that were created by State institutions, public organisations and private persons which reflect the development of culture and art in Lithuania from the 16th century up to the present day. The holdings comprise approximately 2.5 linear kilometres of space.

Regional archives services, in accordance with the administrative structure of Lithuania, preserve records of State and local government, other public institutions and individuals from 1945 up to the present day. Regional archives are also involved in the supervision of records management within local public institutions.

The legal basis of Lithuanian archives services

The Republic of Lithuania's law on archives was enacted in 1995. The law regulates the composition and structural organisation of the system of State archives, the principles of records management and regulations relating to the preservation and access to documents. However, due to the fast development of the information society and the reformation of the public administration system in Lithuania, this has necessitated a modernisation of archival and

records management legislation. A new law on archives was passed in March 2004.

With a view to ensuring transparency and accountability of the public administration, the State archives service plays an important role in the processes of records management in the public sector. In this respect, the State archives performs control, in terms of the implementation of records management regulations, in more than 2 300 institutions and agencies. The annual acquisition of the State archives is about 1 500 linear meters. Current holdings of all State archives are comprised of over 102 kilometres of records.

Activities of the Lithuanian archives services

Due to the different aspects associated with the restitution of civil property rights, the State archives are heavily involved in issuing certificates. Annually, they respond to more than 70 000 enquiries for official purposes.

The total number of staff (including technical and attendant staff) in State archives is 496 employees.

Lithuanian archives are open to the public. Any person, upon the presentation of an ID card, may have access to archival records in the reading rooms. The total number of seats for readers in State archives is 237. Researchers can use finding aids to locate the records they are interested in and the staff in the archives services provide assistance when it is needed. Researchers can request copies, photographs, digital images or microfilms of specified records. In order to ensure faster access to archival information, it is planned to launch the national archival database on the Internet.

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What is kept in Slovene archival institutions?

The seven public archives services hold 10 238 record groups and collections or 50 207 written records. As far as other records are concerned, the public archives hold 4 547 films, 950 video recordings, 22 817 rolls of microfilms and 7 394 microfiches, 289 599 photographs and 540 sound recordings. The oldest archival materials are manuscripts from the ninth century and a collection of charters from the 12th century and a collection of charters from the middle of the 13th century which are kept in the municipal archives of Piran. The archival material kept in Slovenian archival institutions can be classified according to time period, before 1848, from 1848 until 1945 and after 1945. As German was the official language until 1882, the majority of the older archives in most of the Slovenian archives services are in German and written in Gothic characters. More information can be obtained from the ARS guidebook in Slovene or <http://www.sigov.si/ars/1a.htm> (see database).

Since 1992, the ARS has been a Category A member of the International Council on Archives (ICA) and the Slovene Archives Association is a Category B member of the ICA. The Slovene Film Archive is a founding member of the Association of European Film Archives (ACE), a member of the International Federation of Film Archives (IFAF).

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(*) Official Gazette of RS, No. 87/2001 and 24/2003.
(†) Official Gazette of RS, No. 21/95.



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The funds and collections of the State Central Mining Archives in Banská Štiavnica describe the historical development of the mining and smelting industry. The large collections of mining maps and plans that are connected with the files are the most heavily consulted archives.

In the seven State archives, there are the funds of regional importance that reflect the activities of the State and public administration and there are collections of archives from feudal domains and estates, ecclesiastical archives, archives of forestry administration, archives from economic and social organisations and archives from societies. It is also worth noting that the collections of parish registers date back to the 17th century.

The offices (branches) of the State Archives house archives of district and local provenance. These archives mainly come from the activities of the State authorities and public administration. There are also the historical archives of the towns and townlets, the archives of the notary's offices, courts of justice, schools, organisations and societies that have local significance.

The archives of the capital of the Slovak Republic, Bratislava have a special position within the State Archives because it is the keeper of great documentary wealth and of a long archival tradition. This archive service holds documents that date from 1245. Researchers can study the medieval history of the town by using the valuable collection of medieval archives that date back to 1526 and by using the series of official town books. These funds provide valuable information about the history of towns and States of the central European area and countries that are situated along the Danube.

The city of Košice has a municipal archives service. The archive service holds well-known medieval funds and the earliest records date from the second half of the 13th century. The most valuable records are those which relate to the Royal Chartered Town of Košice.

Within the structure of public archives, there are the archives of public institutions, for example the Office of the President of the Slovak Republic, the National Council of the Slovak Republic, the Ministry of Foreign Affairs of the Slovak Republic and the Ministry of Defence of the Slovak Republic which holds the military historical archives. Also in this category, there are the central archives of geography and cartography, the archives of the National Bank of Slovakia, the archives of the Slovak Academy of Sciences, the archives of the public universities, the archives of the Slovak National Museum, the archives of the Slovak National Library, the archives of the Slovak National Gallery and the archives of public television, radio and film companies.

With reference to the art, private archives can be established by private bodies or individuals. Within the context of private archives, there are archives of the churches, political parties and organisations that deal with economic issues.

Access to archives in the Slovak Republic

In recent years, the rules that govern access to archives have been heavily discussed within the international archival community. Under the provisions of the new Slovakian archival legislation, everyone has the right to consult the archives and to request extracts and copies from the archives. These equal access rights have also been granted to non-national users. There are no fees imposed in relation to the consultation of the archives and the finding aids.

In general, the archives are open and they are not subject to a closure period. All restrictions and exceptions to access are strictly defined. These restrictions are imposed to ensure the protection of significant public interests, the rights of living persons, to protect the archives and to fulfil access provisions that form part of deposit agreements. The archives services have the authority to refuse access to archives if the researcher has broken any of the rules in force in the reading room. Access to archives can also be refused if the archives have not yet been professionally catalogued.

The criteria that define the cases where access to archives cannot be limited have also been outlined. Access cannot be refused to the creators of the archives or their successors, State authorities, self-governing authorities and other legal entities that fulfil tasks that have been granted by special acts. Access cannot be refused to an applicant who is referred to in the archives. Researchers can seek special permission to gain access to restricted archives. If there is a limitation or refusal to access certain archives, then the archives service has to inform the researcher in writing. The researcher has the right to submit an appeal against the refusal to access the archives.

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ARCHIVES IN LATVIA



The building of the State Archives of Latvia.

The starting point for the creation of a State archival system was the foundation of the State Historical Archives of Latvia in the autumn of 1919. The basis for this was the foundation of an independent State, the Republic of Latvia, in 1918. The Historical Archives successfully fulfilled its mission of gathering the documentary heritage of the nation until the Soviet occupation in 1940.

During the period of occupation, the management of the archives of Latvia was included within the archival system of the Soviet Union and subject to its regulations.

After the restoration of independence of the Republic of Latvia in 1991, the archives of Latvia are developing as a joint system. There is no national archives as a main archival institution in Latvia. The State archival system consists of 15 State archives, a laboratory and a library and this system is supervised by a directorate-general within the Ministry of Culture (1).

Of the 15 State archives mentioned above, four are situated in Riga and 11 are regional archives. More detailed information about the structure and other facts can be found on the website www.arhivi.gov.lv.

The work of the Latvia State archives is based on the law 'On archives', adopted on 26 March 1991 and amended on 4 November 1993, which defines the basic principles of acquisition, preservation, access to and administration of Latvia's archives.

The State archives have accumulated a great number of sources on political, social and cultural history, the oldest dating back to the 13th century and totalling more than 135.6 linear kilometers. To ensure the preservation and acquisition of essential evidence, the archives oversee record management within the State institutions and local administration.

The law 'On archives' foresees public access to the records. Legislation provides for the opening of public archives without any particular restrictions but with several exceptions in the cases of national security, commercial sensitivity or personal confidentiality. The most significant legislative acts dealing with access to information are the law 'On State secret' (1996), the Freedom of Information Law (1998) and the Personal Data Protection Law (2000). (English translations of all these laws, except the law 'On State secret' (1996), are available on the website mentioned above). Documents with a limited access can be used for research purposes in accordance with the existing regulations.

In the reading rooms of the State archives, everyone can use the finding aids and records without charge.

Each of the archives has an enquiry service which deals with inquiries on social and legal matters. These enquiry services can provide certified copies of documents and they undertake research and analysis of archival files subject to set charges. There are price lists in each of the archives that outline the costs of these services.

The State Historical Archives of Latvia

The Latvia State Historical Archive, which was founded in 1919, holds the majority of Latvian archives. The records of the historical archives (more than six million files in 17 languages) reflect the rich and dynamic history of this region, a crossroads in eastern Europe, and can serve as a valuable source for research not only the history of Latvia but also of Germany, Sweden, Denmark, Poland and other nations. The oldest record preserved in the Latvia State Historical Archive dates as far back as 1220. The most valuable collections are the collection of parchments and ancient paper manuscripts, the documents relating to Livland and Courland knighthood as well as the archives of estates, churches, parishes and private persons. Attention should also be given to the collection of cartographic documents dating from 16th to 20th centuries.

The Latvia State Historical Archive also preserves the files of the Latvian provisional government and the institutions of the Republic of Latvia from the period 1920 to 1940, as well as the documents issued by the administration of the Nazi occupational regime during World War II (1940-44).

During the first 10 years of its activities, the archive was located in Riga Castle. In 1931, it was moved to the building on the left bank of the river Daugava, where it has been situated ever since (2).

In 1963, the State Audiovisual Archives of Latvia was founded on the basis of the Department of Photo Documents that was a department within the State Historical archives. Since its foundation, this archives service has accumulated approximately 24 000 films, 389 000 photographs and 28 000 audio documents that date from the second half of the 19th century up to the present day. The collection is constantly increasing due to the close cooperation with mass media and other producers of audiovisual documents (3).

burgs and a double-centred monarchy was established.

The sovereign States, Austria and Hungary were ruled by one hereditary Habsburg monarch. These two States were to share three 'common' departments – Foreign Affairs, Finance and Defence but both States had their own defence forces as well as a 'common' army. In 1873, the three independent settlements on the Danube – Buda, Pest, and Obuda were unified and the new capital, Budapest became a European metropolis.

In 1918, Germany and its allies, which included the Austro-Hungarian monarchy, lost World War One and the Habsburg monarchy disintegrated. The ensuing peace treaty reduced Hungary's area by two thirds and the population by one third. After World War II, Soviet troops occupied the country and in 1956 a revolution broke out against the occupying power. The Hungarian Republic was proclaimed in 1989 which meant the end of a 40-year-long totalitarian system in Hungary and the withdrawal of the Soviet troops. In 1990, a parliamentary election was held. In 2004, Hungary joined the European Union.

The State Archives of Latvia

The State Archives of Latvia is the second largest archive after the State Historical Archives of Latvia. It was created in 1961 as a central archive for the accumulation of documents created in the higher central State legislative and executive institutions, as well as State enterprises. After the restoration of independence of the Republic of Latvia in 1991, the State Archives of Latvia continues to work with government institutions and the municipality of Riga, overseeing the process of record management and the acquisition of documents in accordance with the legislative regulations. Furthermore, the State Archives also deals with the appraisal and preservation of the documentary holdings of privatised and abolished organisations and enterprises from the Soviet period. The State Archives also holds a group of sensitive documents that relate to the previous repressive regime. In the period 1991-92, files from the archives of the abolished Latvia Communist Party and KGB were transferred to the State Archives of Latvia (4).

The regional archives

The regional archives were founded in the years 1963-64, merging the small regional and municipal archives. The 11 regional State archives preserve the records of the local governmental administration, enterprises, offices and organisations that were created in the period of the Soviet occupational regime (1944-91). An important part of the fonds constitute the files of industrial and agricultural enterprises.

Today each regional archive continues to accept the files transferred from the regional authorities to the centralised archive depository. They also supervise records creation, maintenance and disposal practices of operating agencies within their regional administrative jurisdiction.

In 1993, special repositories were arranged for the preservation of the personnel records from the privatised, abolished and bankrupt State enterprises. This was to ensure that these files were preserved and access to them was maintained to allow for social guarantees. A special State Archives of Personnel Files was founded in Riga in 1994 (5).

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STATE ARCHIVES IN HUNGARY

History of the Hungarian State

The Hungarian Kingdom was founded as a Christian power in the Carpathian Basin in the year 1000, when Hungary's first King, Stephen was crowned. He established a Christian hierarchy by founding 10 dioceses, two of which were arch-dioceses. Among the heads of the dioceses, the archbishop of Esztergom has remained the head of the Catholic Church in Hungary ever since.

The organisation of the State was based upon the establishment of the 'counties'. Transylvania which was ruled by the voivode along with Croatia, Slavonia and Dalmacia which were ruled by the 'banus' belonged to the territory of the Hungarian Kingdom. After the Mongolian devastation (1241-42) a town developed on the Castle Hill on one of the banks of the Danube, this settlement, Buda later became the capital of Hungary.

In 1526, the Turks defeated the Hungarian army at Mohács, and this started 150 years of Turkish occupation. In 1541, the Turks also occupied Buda. Hungary was split into three parts. The Habsburgs governed the western part of the country, the central area was ruled by the Turks and the south-east Transylvanian principality was for a long time the citadel of Hungarian culture. After the Turkish rule, the Habsburg dynasty reigned in the Hungarian Kingdom. In 1848-49, there was a struggle for independence in the country but it was defeated. In 1867, the Hungarians reached a compromise with the Habs-



The building of the National Archives of Hungary.

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Hungary's archival holdings

The first Hungarian king, István I (Saint Stephen) issued many charters, but only one original has survived, the founding charter of the Benedictine monastery in Pannonhalma (although its authenticity was questioned). The Latin language was used in Hungary up to the middle of the 19th century. The earliest extant written record in the Hungarian language is the foundation charter of Tihany Abbey dating from 1055.

From the 13th century onwards a respectable quantity of archival material was created by the Royal Court. Included amongst the records of the Royal Court are charters issued by the king, by the Palatine and by the Lord Chief Justice. Official records of the Royal Court were written in the Court Chancery and civil law cases were put in writing before the ecclesiastical bodies entrusted with notarial functions. Documents of the royal archives perished or were scattered in the 16th century when the Ottoman Empire occupied the greater part of Hungary. However, archives of families and ecclesiastical bodies survived. This medieval archival material was placed into a distinct collection at the end of the 19th century.

The National Archives of Hungary

The National Archives of Hungary was established in 1756 with the purpose of preserving the records of the prominent families and the modern central state institutions. The Archives was reorganised in 1875 and in 1923 the institution moved into a newly built neo-Romanesque palace which was specially designated for the storage of archives. Today the three different buildings used by the National Archives hold about 70 linear kilometres of records.

Finding aids (repertories, manuscript lists and indexes, descriptive inventories and computer databases) help the work of the researchers (for further details see the homepage of the Hungarian National Archives: www.natarch.hu). The National Archives has a microfilm collection, which mainly contains safety and supplementary films of records the originals of which are also held in the National Archives.

The National Archives publishes two archival journals, *The Proceedings of the Archives*, and in cooperation with the Association of Hungarian Archivists, *The Archival Review*.

The Central Library of the National Archives of Hungary has about 100 000 volumes and it is widely known in Hungary as the professional resource library for the archival sciences.

Other archives services

The records of public agencies which do not have a specialised archives service belong to the competence of the general archives service within the country. The general archives are the National Archives of Hungary as well as the public archives maintained by the local authorities of the counties and the Municipality of Budapest. The ecclesiastical archives hold more than 10 000 linear metres of documents and these include valuable charters.

In Hungary, everyone can have access to archival material free of charge according to the Hungarian legal regulation. The research rooms of the archives services are open like other public institutions in Hungary. The research rooms are closed on 1 January, 15 March, Whit Monday, 20 August, 23 October, 25-26 December and for two weeks in the summer so that control works may be carried out.

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Regional archives

The State regional archives hold archival collections related to the district authorities of the State administration, courts and State representative bodies. The Moravian Provincial Archives in Brno preserves archival collections arising from the functions of State and self-governing bodies of the former Moravian and Moravia-Silesian provinces. The Provincial Archives in Opava holds archival material of the Silesian provinces. The State Regional Archives in Litoměřice retains archival records of Roman Catholic bishops, chapters and monasteries, as well as collections of parish and civil birth and death registers. These archives services also hold archival records of aristocratic families. From an international perspective, there are archives of families that originated in other countries, e.g. the Szécsényi family archives are based in Litoměřice, the Coudenhove family archives are in Písek, the archives of the Rabans are in Litoměřice which has a branch in Decin, the archives of the Piccolomini are in Zámek and the archives of the Dietrichstein family are in Brno. In these regional archives, researchers will also find records relating to aristocratic families' landed estates, State-owned enterprises, State-owned forests and State-owned farms, dissolved production plants, colleges, district branches of political parties and associations and private archives.

Within the structure of the State regional archives, there are State district archives which hold archival collections pertaining to the county authorities of the State administration, courts and State representative bodies. With the exception of Prague, Brno, Olomouc, Písek and Ústí nad Labem, communities and towns deposit their archival records in county archives. There are different types of archival collections held in these county archives. These include records from individual cooperative farms, community enterprises and guilds; records relating to ecclesiastical administration such as the archives of parishes, dioceses and vicariates; archival records from all types of educational establishments, except colleges; records from hospitals and social services facilities as well as archival collections of various groups, e.g. associations of volunteer firemen and of county and local political-party branches.

Specialised archives

The holdings of archives services that have special importance are reflected in the names of the individual archives. Of particular interest are the Prague Castle Archives which is a repository of the archive and library of the Metropolitan Chapter of St Vitus in Prague and possesses a rich collection of medieval manuscripts and decrees. The National Museum Archives holds large collections of medieval and early modern decrees, folios and other documents, as well as noteworthy collections of private papers of 20th-century politicians and scientists.

Access to Czech archives

The policy of Czech archives is that there is free access to records which are over 30 years old except for records that hold personal information of living persons. To gain access to records which hold personal information, the researcher has to obtain written permission from the person to which the information relates. Other archives which are not available for research are those which have not been processed by an expert or those which are in poor physical condition and would be further damaged if they were made available for research.

Czech and foreign researchers have equal access rights to the archival records. To protect the most valuable documents, micrographic copies are made from which copies can be produced. If copies exist, these are given to researchers in place of originals. Only in justifiable scientific cases can the original documents be given to researchers for research purposes.

The National Archives, State regional archives and some county archives, city archives and archives of special importance are equipped with conservation and restoration workshops and reprographic studios. Each archive service has the facilities to make facsimile copies of archival records for researchers.

The archives services have reference libraries. Some of the services have extensive libraries and they hold literature on history, archival science, auxiliary historical sciences and related scientific fields and historical book collections. The different archives services undertake to publish miscellanies, yearbooks, journals, editions and monographs from various disciplines such as history, regional history, archiving, history of administration and auxiliary historical sciences.

Academic studies in the archival sciences at Bachelor or Masters levels are offered at the universities in Prague, Brno, Olomouc, Písek, Česká Budějovice, Hradec Králové and Opava.

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THE NATIONAL ARCHIVES OF MALTA

Vision

The National Archives of Malta aim to preserve the collective memory of the Maltese nation and to protect the rights of citizens by providing ready access to essential evidence.

Mission

The National Archives of Malta aims to select, preserve and make available the national written heritage of the nation, in whatever medium, to the highest standards. This is achieved through:

- Overseeing records management practices in government departments and agencies
- Managing those records that hold enduring value
- Encouraging archival activities within the community

Records come in different forms and they include written documents, seals, maps, photographs, moving images, audio material and electronic records. Records are closed for 30 years and after this time most of them are open for public inspection. Anyone with proper identification can inspect the documents.

The National Archives of Malta offers a number of services, including reprographic facilities, reading room services and staff who give advice on research procedures. The general structure of the National Archives is subdivided into administration, a cataloguing and records management unit and public services.

Administration

The administration of the National Archives incorporates the general direction of the services, the coordination of accessions from government departments and the representation in national coordinating bodies such as the National Archives Advisory Committee. Specialised advice on research and palaeography is offered and contacts with international research institutions are also carried out.

Cataloguing and records management unit

This unit undertakes different projects. One challenging cataloguing project that was undertaken was the production, in 2001, of a CD that listed more than 40 000 passport applications. In 2003, a second catalogue of government's GOV funds was produced in CD format. New offices were assigned to the cataloguing unit in 2002. Specialised training on the use of computer software programmes and on ISAD(G) (the International Standard on Archival Description - General) has been given to the personnel who work on cataloguing the collections.

Public services

The main aim of our services is to provide access to the nation's archival records. For this reason the public services division provides research services and also collates information about our patrons. A user's survey is available in the reading rooms and it can also be completed online.

Outreach

Outreach initiatives form an important element in the services offered by the archives staff. The chapel of the old hospital has been developed into an important cultural exhibition venue. Its facilities are available to third parties who are involved in the promotion of educational and cultural values.

Holdings

The main funds of the National Archives of Malta consist of the records relating to the British occupation of the island from 1800 until 1964. Records of previous periods held at the National Library of Malta in Valletta include the archives of the Knights of St John and the records of the *Università* of Mdina and Valletta. The archives of the Order of St John of Jerusalem, of Rhodes and of Malta (A.O.M.) consist of the documents produced and received by the Chancery of the Order since its origins until the end of its rule in Malta. After having undergone a series of transfers from one repository to another, the collection of almost 7 000 volumes found a home at the National Library of Malta in 1937 and have remained there ever since. These archives contain the title-deeds, privileges, correspondence and other documents concerning the rich authority of the Order.

Other extensive and important archival holdings in Malta belong to the Catholic Church. These include documents

Banca Giuratale

Cases from the law courts for the years 1530 to 1899 are housed at the Banca Giuratale in Mdina. As this repository is not opened on a daily basis, anyone wishing to conduct research is asked to contact the National Archives for an appointment. All other court cases for the post-1900 period are still in the custody of the law courts in Valletta.

Maps

The National Archives is in possession of thousands of plans and drawings originating from the Royal Engineers Office. These were transferred from the Land Registry in April 1995. Most drawings relate to buildings and sites that were formerly under the Ordnance Department. Another set of plans which were previously kept at the Museum of

Archaeology are now preserved in the National Archives. The National Archives do not hold any drawings that relate to private property.

Photographic material

A group of albums depicting royal festivities and visits forms the main nucleus of photographic material available for research at the National Archives of Malta. Other photographs that were accessioned from the Public Works Department depict reconstruction works in various parts of Malta. The compilation of an extensive catalogue of these holdings is being carried out.

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The National Archives of Malta in Rabat.



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stipulation, the files of the Polish United Workers' Party were acquired by the State in 1990.

Access

Access to all the materials in all the archives services of the State is free of charge. Each archives service has its own premises where the archives it holds can be consulted on the days and hours set by the service. Access is free to all the archival material that is over 30 years old after the date of their creation, with the exception of the Communist Party archives, which are fully available. In some well-grounded cases, the director of the archives may permit access to the documents before the 30-year term expires. Charges are imposed for the reproduction of the archival material and it may be photocopied, reproduced on microfilms or scanned.

State archives services provide archival research services to institutions as well as to private individuals. These services are usually provided free of charge but in some cases of research for private individuals (e.g. genealogical or property questions) there is a charge in accordance with a price list common to all the State archives institutions.

The Head Office of the State Archives has established the Centre for Archival Information which is responsible for the central catalogue of the archival collections kept in the State archives and the archival website: www.archiw.gov.pl. The following databases, amongst others, are available:

- SEJMA (archival holdings registration system), where all the archival funds preserved in the State archives in Poland are registered. The database gives access to information related to any fund, such as the place of its preservation, contents and existing finding aids. The inventories of more than 5 000 funds are also included in this database.
- PRAZDNO (birth, marriage and death certificates registration system), where birth, marriage, death, and other civil registration certificates and registers, preserved in State archives, are registered. The database allows users to find the place where records are preserved and the chronology of records.
- ELA (population registrations in archive materials) – the database contains censuses, population registers and books.
- AFISZ – the database contains posters, bills, and leaflets pertaining to the history of the Holocaust that are in the holdings of State archives.

The Head Office of State Archives publishes bi-annually a scientific periodical *Archiwum*, which is the oldest Polish specialist periodical. *Archiwum* includes summaries of texts in English, French and Russian. State archives services such as those in Cracow, Rzeszów, Poznań, Siedlca, Szczecin, Gorzów Wielkopolski, the Archives of Old Records and the Archives of New Records also publish periodicals describing their collections. The Association of Polish Archivists has its own periodical, *Archiwista Polski*.

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THE NEW BUILDING OF THE GREEK NATIONAL ARCHIVES

History

The Greek archival service was established in 1914, under the name 'General State Archives' (GSA). All archival services existing in the Ionian Islands, Crete and Samos were incorporated into this new entity.

In 1991, the GSA became a unified, self-sufficient government agency under the Ministry of National Education and Religious Affairs. It consists of the Central Service and 37 regional archives that were established in the capitals of Greece's prefectures and in cities with a particular historical heritage.

Finding housing for the General State Archives was a significant problem, which was solved satisfactorily for just a small number of regional archival services. The problem has so far been addressed in the traditional manner of restoring and converting a variety of old buildings: residences, government buildings, barracks, prisons, hospitals, and factories. Despite the fact that these were the only realistic, feasible solutions, the expenditure entailed was frequently disproportionate to the benefits. A completely successful adaptation of old buildings to the requirements of modern standards for the preservation and management of archival material was fairly rare.

For nine decades, the Central Service, i.e. the GSA headquarters, was housed in totally unsuitable buildings. The fact that it was not possible to accommodate it in one of the public buildings in the centre of Athens and the great increase in the volume of records handled led to the decision to construct a new building in the suburbs of the capital city.

The process of building on a public lot in Paleo Psychiko began in 1972, but bureaucratic and economic impediments delayed the project until 1979, when the concrete skeleton of the building was erected. The project remained half-finished until 1998 when the School Building Organisation (OSK) undertook to complete it. The new building was inaugurated by the Greek prime minister in November 2003.

The architectural design of the General State Archives main building was the product of collaboration between four architects and won first prize in a nationwide competition in 1978. The delay in construction raised issues of updating the design to include the most modern technology. In 1997, the amended section of the architectural design was approved as well as that of virtually all the electrical and mechanical installations. After the earthquakes in 1999, despite the fact that the building was not damaged, its load-bearing elements were reinforced.

The building

The building is located on the slope of a hill, and is accessed by three roads. Its visible section is faced with white marble and has large surfaces of glass. It has two entrances, 30 parking spaces and is surrounded by landscaping with grass. Beside the main entrance there is a small pool and fountain.

With a total area of 6 500 m², the building is organised on six levels (A-F, starting from the bottom). The main entrance has been placed on D level together with the areas for receiving and serving the public, the lecture and seminar hall and some of the offices. E level is in the form of a mezzanine (open balconies over D level) and accommodates the remaining offices and the snack bar. On F level is the permanent exhibition, the reading room and library, and the director's office.

The repositories are located on levels A, B, and C. Level A is entirely underground and contains a special armoured area in which valuable documents are kept, a large room for storing records (745 m²) and the electrical and mechanical installations. Levels B and C consist of six (1 202 m²) and four (745 m²) archival storage areas, respectively. These two floors, following the slope of the terrain, have only part of their surrounding wall above the ground, while on the outside their roofs consist of flat passable surfaces paved with marble that blend into the natural terrain. At the back of level C (above the ground) there is an entrance for archival matter, an insecticide chamber, cataloguing rooms and the conservation, binding and photography workshops.

Equipment

All the electrical and mechanical installations are state-of-the-art technology. They are monitored and managed electronically through the automated building management system.



The new building of the Greek National Archives.

Energy

The building has a power substation and a generator capable of meeting its power needs for about two days. It also has a water tank (200 m³) for the needs of the firefighting system in the event that the water supply is cut off. Also, there are tanks of drinkable water for daily consumption (6 m³).

Air conditioning, ventilation

Full air conditioning and ventilation exists (there are no windows) to ensure constant conditions in terms of relative humidity, cleanliness and air temperature. The system can be operated manually either centrally or locally.

Fire protection

Fire-detection systems have been installed in all areas and there is early warning fire detection in the repository rooms. The firefighting systems include: FM 200 gas extinguishing agent in all storage areas, CO₂ in the electromechanical machinery installations, and water in the work areas. In the corridors, there are firefighting cabinets and portable fire extinguishing equipment.

Lighting

In the repository rooms, provision has been made for special lighting on vertical surfaces. The lighting is activated by motion detectors so that only the relevant part of the room is lit. In areas for the storage and study of documents, light fixtures have been installed with bulbs that limit UV radiation. In the reading room, the lighting provided by the fixtures is automatically adjusted to offset the natural (outside) lighting.

Security measures

The entrances from outside and the doors of the repository rooms are monitored by an alarm system. Traffic on the interior corridors and in the surrounding area is monitored by cameras that project the image on screens at inspection points. To ensure the safety of the material, cameras will also be located in the reading room.

Communication

The building has a structured optic fibre cable installation for the transfer of voice and data. Telephone communications are by ISDN lines. It will also be possible to communicate by wireless and teleconferencing.

Repository rooms

For security reasons, the underground storage areas are divided into large halls. The doors are made of special fire-resistant material. According to the static study, a weight of 1 300 kg/m² has been calculated for B and C levels (the issue does not arise for A level, because it rests on the ground). In all areas, movable filing cabinets will be used, most of them manually operated (shelves of 16.800 m). On C level, electrically operated filing cabinets (shelves of 4.032 m) will be installed.

The collection of Giannis Vlachogiannis, founder of the GSA, (including the records of the Greek War of Independence in 1821) will remain in the wooden furniture in which it is currently kept.

Exhibition – Museum

A permanent exhibition of GSA artefacts will be created on F level, occupying an area of 200 m². The exhibition is based on the view that 'the archives constitute the ark of our national memory'. Thus a shell (ark) was designed in the pattern of a human brain (where memory is located); in

the corridors, there will be cases containing archival material. It will be a modular structure that can be assembled on the spot. In addition to the documents and objects, the museum will also have a plasma screen, touch screens, sound system, video projectors, CD player and television monitors. It is interactive and designed to be used for educational purposes as well.

The cost of setting up the permanent exhibition and the greater part of the movable equipment throughout the building is being covered by a donation from the Bodosakis Foundation.

Reading room

The reading room and library are located on F level, at the most privileged point of the building. On both sides of this single area, large glass surfaces allow the visitor to look out over the greater part of Athens. But although the natural light provides a pleasant environment for visitors, it is harmful to the archival materials they are studying. For this reason, the glass will be covered by special membranes to minimise the penetration of UV radiation. The room has been equipped with elevated flooring with the wiring underneath it. Thus outlets for power, telephone, and electronic data are available at every point in the reading room. It will be possible for 70 people to study simultaneously in the reading room. Provision has likewise been made for five places at the microfilm reader printer, 10 at computers linked to the GSA network, and six places for searching the electronic catalogue. All the tables are provided with outlets to enable researchers to use their laptops. The reading room equipment includes a special piece of furniture for studying maps, drawings and blueprints.

Multiple-use hall

The lecture hall has a capacity of 150 seats. Its seats are movable so that the area can be changed according to requirements. It can become a conference hall, an exhibition area, or a classroom for educational activities, and is equipped with a simultaneous interpreting system.

This is the first modern building to be constructed for such purposes in Greece, and will constitute a model in all its aspects. The move of the GSA into this ultra-modern new building will be a major event, which the Hellenic scholarly community has been anticipating for decades. The archival service has invested a great deal in this move to a place worthy of its mission and its task. We hope that this impressive new building will help make the State more fully aware of the importance and utility of archives. The Greek people have been called upon to pay an amount of EUR 4 million for this building. This should, however, prove to be a productive investment. The next major goal is for the essential upgrading of the General State Archives so that its modern facilities and enormous archival wealth can be managed and utilised for the benefit of society as a whole.

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