

# Guide to the archives of Member States' Foreign Ministries and European Union institutions

Third revised and enlarged edition



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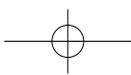
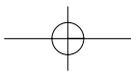
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## PREFACE

In May 2004, the European Union welcomed 10 new Member States and it remains open to future accessions. At this crucial juncture of further promoting the great permanent political project of European construction, governments of the Member States and leaders of the European Union institutions have reaffirmed their intention to make the management structures of European affairs more accessible to 450 million Europeans, and to reach a better understanding and acceptance of all the factors that influence their common lifestyle. It is also against that background that the ongoing efforts to disseminate and explain information within the Member States are set with the aim of ratifying the Treaty establishing a Constitution for Europe, which was signed in Rome on 29 October 2004.

That being said, I should like to seize the present opportunity to look towards a less prominent component of institutional development which consists in the safeguarding of the archives that have been tracing and documenting European integration from its infancy in the early 1950s up to the complex institutional structure we know today.

As discreet witnesses of the evolution of the European idea, the diplomatic archives of the Member States and European institutions are unable to speak up and talk to us. However, they can tell us about our common past and about the expansion of ideas and projects which have been fashioning European integration and thus contributing to our lifestyle for over half a century.

As a citizen of a founder Member State, I am particularly pleased that these early 'Community' documents were drawn up in Luxembourg. The capital of the Grand Duchy is still justifiably proud to be a seat of European institutions. It was precisely on its territory that in 1952 the executive headquarters of the first Community were set up, that of the European Coal and Steel Community (ECSC), established in 1951.

Almost 20 years ago, the European Community and its Member States decided to make the documentary treasures hidden in their Ministries of Foreign Affairs and Community institutions more accessible. The first 'guide to archives' was published in 1987. A new revised and supplemented edition appeared in 1995 following the enlargements and successive political and institutional developments that shaped our current European Union. It enabled the consultation of the wealth of documents that reveal the idea and genesis of Europe from the pioneering era until the present day. It is precisely on this basis that any sustainable construction must preserve its historical documents and be able to trace its evolution at any time.

Patient and painstaking work was carried out by the national and Community archivists, who came together in the 'Group of Directors of the Archives of the Ministries of Foreign Affairs of the Member States and European institutions'. The fruits of their labour enable us to refer back to the sources the learned historian recommends in his work of analysis, understanding and explanation. By consulting diplomatic archives, we can grasp the full extent of the progress made since the end of the Second World War by a Europe buried under its own rubble.

From post-war reconstruction to the establishment of a highly cohesive Europe, to economic prosperity and the ongoing quest for the greatest possible democratic maturity, the road has been long, arduous and fraught with pitfalls. Fortunately, this development was in parallel with political will, perseverance and idealism. From the outset, Europe was a large-scale reconciliation and stabilisation project, and Europe has now secured peace, both inside its borders and well beyond.

The wisdom of making an inventory of diplomatic documents is undeniable. The diplomatic archives of the Member States and the European institutions are a valuable source for historians and researchers. They are a mine of key information for all those who work in diplomacy and

within the context of European integration. They inspire us and are precedents in the daily work of those who have devoted their lives to European construction. A number of archives are even accessible to students who wish to learn about Europe, within the obvious limits of national or Community provisions that govern making them available to a wider public.

Over the past two decades, archiving work has evolved considerably, mainly because considerable technological progress has made an increasing number of documents available in electronic form. Continuous efforts are being made within the administrations of the Member States and the institutions to develop or upgrade electronic management systems for diplomatic and administrative documents. These documents will generate a gradual transformation of information exchange, consultation and communication, and even now they are setting the stage for a new culture of processing and documentary research for future generations. All of this attests to our common goals of a European policy spearheading progress in the area of new information technologies.

The archives of Ministries of Foreign Affairs and European institutions are a source of wealth for our common European heritage. Initially devoid of any historic purpose, diplomatic documents are now used for authenticating, proving and writing the history of our common European past. This property is common to all the citizens of the European Union, decisively contributing to the shaping of our common European identity and forming an integral part of our culture's diversity and wealth. Moreover, it helps strengthen democracy and creates a more transparent society.

I am totally convinced that the new edition of this guide will prove a useful tool for analysing European political and diplomatic history. In one single volume, it lists a vast amount of key information and provides access to relevant documents in all the Member States and the institutions of the European Union.



Jean Asselborn

Minister for Foreign Affairs and Immigration  
President of the European Union Council of Ministers

## INTRODUCTION

Historical research and research in the field of international law are not restricted to the archives of a single Member State. They often extend beyond the physical borders of a State and a researcher might have difficulty finding the appropriate sources promptly.

This guide is the outcome of a joint effort by the Group of Archivists of the Ministries of Foreign Affairs of the Member States and the Institutions of the European Union which has been meeting regularly since 1987 (under each EU Presidency) to pool knowledge and best practices for the conservation and consultation of national and/or European diplomatic documents. Ten new Member States joined the European Union on 1 May 2004. In addition, a good deal of the information given in the second edition of the guide in 1995 regarding the 'old' Member States needed to be updated. To be more complete, entries about some of the consultative and other bodies were also added.

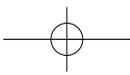
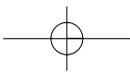
This guide gives in summary form details of the location and availability of archived files and documents, and the structure of the archives of the Ministries of Foreign Affairs of the Member States and the European institutions. It makes it possible to plan periods of research and to make best use of the sources available.



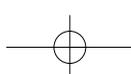
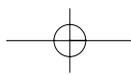
*First meeting of the enlarged group of 25 Member states, at Farmleigh House, Phoenix Park, Dublin 19 May 2004.*

## QUESTIONNAIRE

- 1.** Full title of Foreign Ministry/institution and of archives service
- 2.** Contact details
- 3.** Summary of historical background of the archives service
- 4.** Physical access
- 5.** Practical facilities
- 6.** Reproduction of documents
- 7.** Access regulations
- 8.** Concise description of the principal record groups and collections
- 9.** Finding aids and computerisation
- 10.** Reference works and articles



**FOREIGN MINISTRY  
ARCHIVES SERVICES OF  
THE EUROPEAN UNION  
MEMBER STATES**



## BELGIUM

### 1. Full title of Foreign Ministry and of archives service

Federal Public Service Foreign Affairs, Foreign Trade and Development Cooperation

Archives Directorate  
Diplomatic and African archives

### 2. Contact details

Rue des Petits Carmes 15  
B-1000 Brussels  
Tel. (32-2) 501 81 11 (switchboard)  
Fax (32-2) 501 38 57  
E-mail: francoise.peemans@diplobel.fed.be

### 3. Summary of historical background of the archives service

#### Diplomatic archives

- 1863: creation of an embryonic archives service within the Ministry, in existence since 1830–31, by Minister Rogier.
- 1875: expansion of the service under the direction of E. Banning: constitution of a collection of 900 bound and inventoried volumes in leather covers printed with the realm's coat of arms.
- The fate of the archives during the wars:
  - 1914–18: seizure by the occupying authorities of the whole collection, recovered at the end of the war;
  - 1940–45: dispatch and storage of 100 tonnes of political archives in Great Britain (Caernarvon Castle, Wales) and repatriation after the war;
  - 1979–80: Archives Directorate, answerable to the Directorate-General for General Services/Principal Directorate for Documentation and Treaties.

The Archives Directorate (diplomatic archives and African archives) is a department within the Directorate-General for General Services/Principal Directorate for Documentation and Treaties, alongside, for instance, the diplomatic library and the African library.

- 2002: within the framework of a comprehensive reform of the Federal Public Service (FPS), the Archives Directorate has become part of the group of services Communication and Press.

#### African archives

The African archives became the property of the Belgian Ministry of Foreign Affairs pursuant to an agreement signed on 26 August 1960 by the Minister for African Affairs, A. De Schrijver, and the Archiviste Général du Royaume, E. Sabbe. The said

agreement was signed within the framework of the royal decree of 23 May 1962, concerning the transfer of the whole patrimony of the Ministry of the Colonies, and allocating ministerial duties in African affairs.

#### **4. Physical access**

Regulations: dated and signed registration on ad hoc card showing name, details, occupation, nationality, scientific references (institution or person in charge of or coordinating research) and object of the research.

Reading room opening hours: Monday to Friday, 9.00 to 16.00

The researchers receive clear information in due time of closing days — in principle, only between Christmas and New Year.

#### **5. Practical facilities**

Access to a reading room belonging to the Archives Directorate; provision of microfilm files not available in document form; two microfilm readers–printers installed in the reading room.

#### **6. Reproduction of documents**

Photocopies: service provided by the reading room supervisor on submission of a reproduction request form completed by the person concerned and initialled for approval by the head of the service.

Cost: EUR 0.15 per page for A4 and folio format paper, EUR 0.25 for A3 format paper.

Photographs/microfilms and CD-ROMs: by request to the photographic reproduction service attached to the Archives Directorate and to the official in charge of CD-ROM recording; rates worked out on the basis of a minimum invoice cost (i.e. a minimum order is required); the copy procedure is covered by the regulations on reproduction rights.

#### **7. Access regulations**

Thirty-year rule: period set out by ministerial decree of 12 December 2003.

For documents dating back more than 30 years and less than 50 years: prior approval required from the Commission diplomatique (Diplomatic Committee), composed of diplomats and/or senior civil servants; requests for files made to the Archives Directorate (diplomatic archives and African archives) by researchers are submitted to this committee.

For documents dating back more than 50 years: access authorised by the Archives Directorate itself on the basis of a general criterion of non-disclosure of documents whose content would be likely to 'harm public or private interests'.

## 8. Concise description of the principal record groups and collections

### Diplomatic archives

- Two main thematic series: political archives (numbered from the figure 10 000) and political and commercial archives (numbered from the figure 2 000)
- Specific collections
- Private records
  - Statistical data (in linear metres):
- 2 300 archived (document form)
- 475 in the pre-archiving room (document form)
- In stand-by: archiving of files recorded on electronic medium since 1997
- Film library: 15 cabinets of reels (6 540 microfilms)

### African archives

- Several record groups constituted on the basis of the duties and competences of the services of the former Ministry of the Colonies
- ‘German’ archives: archives of the German administration in Ruanda-Urundi, 1889–1917
- Private records (see guide mentioned in point 9b)
  - Statistical data (in linear metres):
- 9 600 partly archived
- Cartographic documents: 11 map libraries

### Archives of the FPS Foreign Affairs

#### *Diplomatic archives — A brief review of the main collections*

Collection ‘Political Correspondence’/‘General Series’, from 1830 onwards.

Belgian diplomatic and consular correspondence classified by country and chronologically; political correspondence is generally kept in bound volumes for the period up to 1934; correspondence with consulates is kept in separate bound volumes for the periods 1832–90 and 1900–10.

#### *All documents of a political or economic nature*

Such documents are inventoried using a serial numbering system mirroring the continuous classification of the files kept in the store in cardboard folders and listed on thematic and onomastic cards.

The main orientations of this documentation are, in keeping with changes in the tasks of the FPS, as reflected in changes within its structure, in particular:

- general files concerning the domestic political life of States and their economic situation (files established by the services of the FPS whose tasks are allocated on the basis of a geographical criterion);
- specific files on bilateral and multilateral relations in which Belgium has played or is playing a role, under a number of aspects (visits by important people, protocol dossiers, political refugee problems, wars, major conferences, State boundaries, various incidents, etc.);
- files established in the light of the diversification and multiplication of European, western and international organisations and relating thereto and to the role which Belgium has played or is playing, including economic integration (Benelux, AECE, OEEC, American aid, etc.);
- files dealing with the development of Belgium's domestic and foreign trade (statistics, trade agreements, treaties, defence and expansion of Belgian economic interests abroad, Belgian emigration, colonisation, loans and Belgian establishments abroad, etc.); they are supplemented by documents relating to communications (navigation by river, sea and air) (the General Directorate of Shipping was under the Ministry's jurisdiction until 1873).

The FPS archives also contain many files on various Belgian public limited liability companies (chiefly 19th century to the beginning of the 20th century).

#### **Press files**

Collection of press cuttings on specific topics, 1890–1950.

#### **Microfilms**

- 'P' and 'B' microfilms: political documents ('P') and political and commercial documents ('B') filmed either to ensure their preservation (copies of existing paper files) or prior to their destruction. The content of these microfilm series is inventoried separately and included in the general thematic and onomastic index.
- 'Quai d'Orsay' microfilms: microfilm copies of a selection of documents kept at the French Ministry of Foreign Affairs; chiefly political correspondence from the Quai d'Orsay on colonisation in general and Belgian colonisation in particular (19th century).
- 'Nobility' microfilms: the Archives Directorate is simply a repository for these films belonging to the FPS' Nobility Service.

The microfilming of manuscripts, which are often very old, means that they can be made available to researchers without subjecting the originals to the deterioration which repeated handling inevitably causes.

#### **African archives of the FPS Foreign Affairs — A brief review of the collections**

The collections of the African archives, organised in record groups, cover the period 1885–1962.

These record groups either correspond to agencies of the Congo Free State and of the former Ministries of Colonies or of African Affairs, or constitute collections of documents on a specific topic relating to the Belgian Congo and Ruanda-Urundi. There is also a record group comprising approximately 90 private legacies.

The main topics are: policy, administration, justice, security, vital records, economy, public works, mining, communications and telecommunications, education, religion, ethnography, history and official acts from 1885 to 1962.

### Microfilms

- ‘Congo’ microfilms: collection mainly composed of private papers dating back from the period of the Congo Free State and the first years of Congo as a Belgian colony (1908–).
- ‘Ruanda-Urundi’ microfilms: 1917–61.

## 9. Finding aids and computerisation

- (a) For partial guides and inventories, literature concerning the service or published by the FPS in general, as well as Belgian and foreign publications of diplomatic documents concerning Belgium:

- Van Den Eeckhout, P. and Witte, E., *Bronnen voor de studie van de hedendaagse Belgische samenleving*, Antwerp, Amsterdam, 1986, pp. 142–151.
- Van Den Eeckhout, P. and Vanthemsche, E., *Bronnen voor de studie van het hedendaagse België*, Brussels, 1999.

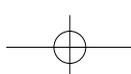
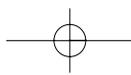
NB: The specific inventories of the diplomatic archives and the thematic and onomastic card indexes established on this basis within the Archives Directorate (diplomatic archives and African archives) are not available to the public.

- (b) Van Grieken-Taverniers, M., *La colonisation belge en Afrique centrale. Guide des archives africaines du Ministère des Affaires africaines, 1885–1962*, Ministry of Foreign Affairs, Brussels, 1981 (plus supplement, s.l., s.d.).

## 10. Reference works and articles

Académie royale de Belgique, Commission royale d’histoire, ‘Documents relatifs au statut international de la Belgique depuis 1830’, published by de Visscher, C. and Van Langenhove, P., *La politique de sécurité extérieure (Foreign defence policy)*, five volumes, Brussels, 1964–66.

Académie royale de Belgique, ‘Documents diplomatiques belges 1941–1960’, *De l’indépendance à l’interdépendance* — four volumes published: *Le gouvernement belge de Londres, 1941–1944; Défense; Benelux; Europe: aspects économiques*.



## CZECH REPUBLIC

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs of the Czech Republic

Archives of the Ministry of Foreign Affairs of the Czech Republic

### 2. Contact details

Ministry of Foreign Affairs of the Czech Republic  
Administration and Information Processing Department  
Loretánské nám. č. 5  
CZ-118 00 Prague 1  
Fax (42) 02 24 18 31 22  
E-mail: archiv@mzv.cz

### 3. Summary of historical background of the archives service

The Ministry of Foreign Affairs (MFA) archives service was created in January 1921 as part of the MFA Presidium. Initially, its task was to preserve the records of resistance leaders from World War I, to manage the growing Czechoslovak treaty archives and the political reports arriving from Czechoslovak embassies. The chief archivist was also responsible for the separation of Austrian imperial records, i.e. he had to transfer to Prague the files from the imperial archives in Vienna that were directly relevant to the Czech lands. The records went back as far as 1848. The documents acquired in this way had never been kept at the Ministry; however, the MFA archivists obtained copies of some very relevant imperial records that were not included in the separation project. After 1926, they received the so-called 'Paris files' (covering peace talks after World War I).

Originally, the MFA archives included a small reference library (in 1947 it became part of the large MFA central library; at that time, it held 8 000 books). The archives were housed in the Tuscany Palace until 1932 when they were moved to the reconstructed černín Palace, then and now the seat of the Ministry of Foreign Affairs.

On 16 March 1939, two days after Nazi Germany occupied Czechoslovakia, the MFA archives were handed over to the German administrators and remained under the Reich protector's control until the end of the war.

By the end of 1940, the Czechoslovak Ministry of Foreign Affairs was closed down and liquidated. During this operation, the MFA archives served as the central storage point for all current files collected or transferred from the former Czechoslovak diplomatic missions that were taken over by German administrators. The documents were received in haste and without proper registration. Some files were taken to Berlin, examined and returned. Some copies of the Austrian imperial files were sent to the National Archives in Vienna. After Slovakia became an independent State in 1939, the records had to be separated once again. Starting from 1942, interesting classified documents were translated for the German administrators and some of them even appeared in newspapers (*Der Neue Tag, Böhmen und Mähren*) or in monographs ('Section Three secret files').

After the war, the MFA archives were returned to the Czechoslovak State in quite good condition. The documents which had been transferred to Austria and Slovakia had been lost but the files of the exiled wartime Czechoslovak government arrived from London.

After the war, the MFA archivists were less numerous and never stayed long in the job. Nevertheless, they organised the pre-war holdings from 1918 to 1939 and the exiled wartime Czechoslovak government's records from 1939 to 1945.

The MFA archives service is one of the archives enjoying special status in terms of the national Archives Act (Section 24 of Act No 97/1974 to regulate archives services, as amended). This means that they are recognised as facilities of exceptional importance holding essential records. The MFA archives preserve records relevant to the functions of the Ministry of Foreign Affairs, i.e. to foreign policy and international relations. The archives service of the Ministry of Foreign Affairs of the Czech Republic is a totally independent unit.

The methodology of keeping national archives in the Czech Republic is controlled by the Interior Ministry's Archives Administration Department, under the above-mentioned act.

The MFA archives service is run by the Ministry's administrative branch, the Administration and Information Processing Department. Within the organisation of the Ministry, this department is subordinate to the secretary-general. The department is headed by the director, who oversees three sub-units:

- (a) processing and care of record groups;
- (b) technical documentation;
- (c) research services and international treaties.

#### **4. Physical access**

Researchers wishing to consult the archives should send a written application for a research permit, stating the research topic, time needed for the visit and the purpose of research. He or she should also indicate whether the research is being carried out for an institution or for private purposes. After the permit is granted, the visitor may e-mail or telephone to arrange the date of the visit. The reading room of the MFA archives is open from Monday to Wednesday from 9.00 to 15.30, and Thursday from 9.00 to 12.00.

#### **5. Practical facilities**

See point 4 above and point 6 below.

#### **6. Reproduction of documents**

Record groups of importance — such as the international treaties files, the Paris files or political information files — are kept on microfilms. Researchers may not study these records in their original form but can read microfiches.

Photocopies of records are made on request: maximum 100 copies from one record group.

Digitisation is for the time being used mainly for the purposes of the MFA.

## 7. Access regulations

Access to archival records is regulated by Section 11 of Archives Act No 97/1974, as amended. This section also contains provisions restricting access to archival records that are less than 30 years old. Particulars of research in Czech archives are further regulated by Ministry of the Interior Directive No 7/1975 on the use of archival records. According to Section 5, paragraph 6, of the directive, researchers are not allowed access to:

- (a) archival records that are not processed (not yet filed);
- (b) archival records in poor condition that could be damaged even more by researchers.

Access to archival records is further restricted by the Personal Data Act (Act No 101/2000 to protect personal data and to amend certain acts). The use of classified documents is regulated by the Classified Information Act (Act No 148/1998 to protect classified information and to amend certain acts) and National Security Authority Regulation No 137/2003 concerning the particulars of determining and labelling the levels of classification and ensuring administrative security.

## 8. Concise description of the principal record groups and collections

The MFA archives hold 189 record groups. The total length of the files is 3 991.64 linear metres. Individual record groups were created by MFA departments as they developed in the history of the Ministry and its organisational structure. The archives also keep records from individual diplomatic missions of the former Czechoslovakia and now the Czech Republic. The record groups even include personal files of the 1918–39 Czechoslovak foreign ministers (Eduard Beneš, Kamil Krofta, František Chvalkovský) and of some diplomats.

The classification method used in individual record groups is based on the original registration made by territorial departments or diplomatic missions. If the original registration cannot be used due to the incompleteness of the record group or for other reasons, the records are organised by subject.

The following are some of the more important record groups held in the MFA archives.

**The international treaties files from 1918 to the present** include originals of bilateral international treaties and certified copies of multilateral international treaties and related documents. The group is processed and copies are available. The originals are unavailable for research; the records are to be read on microfiches.

**The Paris files from 1918 to 1921** cover the preparations for the peace conference in Paris and the talks at Versailles, St Germain and Trianon. References to political, economic and military issues, borders, reparations, financial and other questions can be found in a broad range of documents, including minutes, reports, analyses, and decisions. This is an indispensable source of information on the birth of independent Czechoslovakia, its international political context and anchoring in international law.

**The London files from 1939 to 1945** cover the work of the wartime Czechoslovak government in exile. This group of unclassified and classified records is a crucial

source of information on the Czechoslovak resistance movements during World War II. The role of President Beneš and his London government in preserving the continuity of Czechoslovakia after the Munich agreement of 1938 is shown in the international legal and diplomatic context. There are records on the wartime history of Czechoslovak diplomatic missions, including those that were taken over by the German administration. There is also a collection of photographs and a vast store of biographical information on wartime ministers and members of the government staff, for example information concerning their passports. There are references to military issues, for example the recruitment of volunteers.

**The Consular Department record group from 1945 to 1990** covers consular issues such as inheritance affairs, searches for persons, private property affairs, deportations, and citizenship issues. It contains, *inter alia*, correspondence between the embassies concerning property rights and references to Czechoslovak citizens living abroad, travel permits, missing persons, war criminals, repatriation and emigration.

**The files of the Central Restitution and Reparation Commission from (1938) 1946 to 1953 (1981)** concern compensation for wartime damage provided in the form of restitution or reparation. Restitution and reparation are defined as the obligation of the defeated country to compensate the victorious country and its nationals for damage and losses suffered during the war and occupation. The Central Restitution and Reparation Commission was created to coordinate this process. Its records cover Czechoslovak reparation and restitution claims and supporting material for the talks. There is documentation on specific cases and lists of delegates and experts who attended the meetings.

**Political information provided by diplomatic missions I from 1918 to 1939** contains political reports coming from Czechoslovak embassies.

**Political information provided by diplomatic missions II from 1945 to 1977** contains political reports coming from Czechoslovak embassies.

## 9. Finding aids and computerisation

Record groups are inventoried as a rule. Most of the record groups that are not inventoried are provided with provisional inventory lists. Inventories and inventory lists (reference tools) are available in the reading room of the MFA archives service.

The Interior Ministry's Archives Administration, the supreme body in the national archives system in the Czech Republic in respect of methodology, has developed a program 'computer register of record groups', providing a database of all Czech archives and their record groups (including detailed information about the date range of individual record groups, level of processing, indication if the records are cultural heritage, number of registration units — documents, books, cartons, maps and plans, dossiers, packages, etc.). The MFA archives service is registered in this database.

## DENMARK

### 1. Full title of Foreign Ministry and of archives service

Udenrigsministeriet (Ministry of Foreign Affairs)

Arkivet (Archives Division)

### 2. Contact details

Asiatisk Plads 2  
DK-1448 Copenhagen K  
Tel. (45) 33 92 00 00  
Fax (45) 32 54 05 33  
E-mail: arkivet@um.dk  
Website: www.um.dk

### 3. Summary of historical background of the archives service

A separate Department for Foreign Affairs as a fully independent administration was established in 1770. An archives service has existed from the beginning (or even earlier) of the 18th century, and is today known as the Archives Division. The traditional and current situation is that this division deals with all archives and registry matters. It is a centralised archive with a field of activity covering the paper flow from the moment of reception, classification and distribution of incoming mail of all kinds until the transfer of the historical records, presently up to 1972, to the National Archives. Historical matters and records are dealt with by a special section of the archives. Approximately 90 % of the resources are being used on the proper formation of files.

### 4. Physical access

The public has no direct access to the archives of the Ministry and no reading room facilities etc.

### 5. Practical facilities

Since the files up to 1972 have been transferred to the National Archives (Rigsarkivet), researchers will usually work in the reading room of the Rigsarkivet (Rigsdagsgården 9, D-1218 Copenhagen K., tel. (45) 33 92 33 10. Admission is free regardless of nationality.

Opening hours: Monday to Friday, 9.00 to 16.00; Saturday: open (with limited service); from 1 September to 30 April: 9.00 to 16.00

Closed: 1 May to 31 August

At the first visit, visitors are requested to fill in a card with name, address and purpose of the study as proof of identity.

Website of the National Archives: www.sa.dk

## 6. **Reproduction of documents**

The National Archives can provide copies using modern reproduction techniques at approved prices.

## 7. **Access regulations**

According to the 1992 law on the archives of the State, with its latest revision in 2002, records of the Foreign Service with certain exceptions are available to the public after 20 years. The Ministry may grant access to records less than 20 years old, and to files not prescribed by the 20-year rule, on the basis of written applications, which should be sent to the National Archives. Official letters of introduction for foreigners are not required, nor any academic degree, and no distinction is made between Danish and foreign citizens.

In 1970, the Danish Parliament adopted the Access to Public Administration Files Act (Act No 280 of 10 June 1970). The act, which was later amended, entered into force on 1 January 1971.

The act covers administrative authorities only, and applies to documents drawn up by an authority or having come into an authority's possession after the entry into force of the act.

According to the general provisions of the act, everyone — regardless of whether he or she is national of or a resident in Denmark — is entitled, upon request, to examine documents in cases which are or have been under consideration by an administrative authority.

There are a certain number of exceptions to this general rule such as the security of the State, relations to other States, and the right of individuals to privacy. The same set of circumstances leads to the abovementioned exceptions from the 20-year rule in the archive law.

## 8. **Concise description of the principal record groups and collections**

There are two main record groups: (i) the Foreign Ministry; (ii) the diplomatic and consular missions abroad. As regards the first group, all incoming papers, telexes, etc., are, upon reception at the Ministry and before action is taken in the departments, registered by subject in accordance with a general plan ('key'). For the whole Ministry, the basis for this plan ('key'), the so-called dossier system, was laid down in 1908 and has since developed gradually. The records in the Ministry thus constitute one collection only, divided into various groups.

Group 1 is the Royal House, group 52 the consular representatives, group 104 assistance to developing countries, etc. There are parallel plans for the diplomatic posts and the consular service.

The volume of the archives is about 17 000 linear metres; 10 000 linear metres have been transferred to the National Archives, and 7 000 linear metres are being kept by the Ministry. Of this volume, files in current use account for about 3 000 linear metres.

## 9. **Finding aids and computerisation**

At the National Archives, the researchers are allowed access to guides and inventories. No inventory on current matters has been published.

A useful guide is the inventory of files delivered to the National Archives covering the periods 1909–45 and 1946–72 giving (in Danish) the box number, file number, the period covered and the subject (copy by request addressed to the National Archives).

Rigsarkivet 1. afdeling: Registratur over Departementet for udenrigske Anliggender. 1984. (Foreign Affairs 1770-1848, in Danish only)

Rigsarkivet: "Udenrigsministeriet (Kommercekollegiet) Samlede Sager 1762-1866". *Foreløbig Arkivregistratur Serie 1, Nr.1* (in Danish only)

Rigsarkivet: *Sager til Konsulatsjournal*. København 1963.(. (in Danish only)

Hassø, A. G. and Kroman, E., *Danish Department of Foreign Affairs until 1770*. Published by Rigsarkivet, Copenhagen 1973.( seulement en danois)

Hassø, A. G. og Kromann, E. ,“Tyske Kancelli II”, *Vejledende Arkivregistratur XI* Published by Rigsarkivet, Copenhagen 1962.

Rigsarkivet: *Rigsarkivet og Hjælpebidlerne til dets Benyttelse 1-6*, 1983-91 (in Danish only)

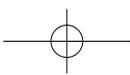
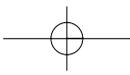
## 10. Reference works and articles

Sjøkvist, V.: Udenrigsministeriets Arkivsystem”, *Afhandlinger tilegnede Arkivmanden og Historikeren, Rigsarkivar Dr. phil. Axel Linvald af nordiske fagfæller på halvfjerds-årsdagen 28. januar 1956*. København 1956. (In Danish only.)

Kjølsen, K.: "Udenrigsministeriets Arkiv 1770-1905". *Afhandlinger om arkiver ved Rigsarkivets 75 års jubilæum 1964*. (In Danish only).

Kjølsen, K. et Sjøkvist, V. : *Den Danske Udenrigstjeneste 1770-1970*. I-II, Copenhagen 1970.

Kjølsen, K.: *The Service of the Danish Foreign Ministry 1770-1970*. Copenhagen 1970. (Also in French and German).



## GERMANY

### 1. Full title of Foreign Ministry and of archives service

Auswärtiges Amt (Federal Foreign Office)

Politisches Archiv (political archive)

### 2. Contact details

Mailing address:

D-11013 Berlin

Building address (reading room):

Kurstraße 33

D-10117 Berlin

Tel. (49) 18 88 17 0 (switchboard)

(49-30) 50 00 21 59 (Secretariat)

(49-30) 50 00 21 79 (reading room)

Fax (49-30) 50 00 39 48

E-mail: 117-r@auswaertiges-amt.de

Website: www.auswaertiges-amt.de

### 3. Summary of historical background of the archives service

The establishment of the North German Confederation in 1867 ushered in the age of a common foreign policy of the German states (Länder). Initially under the remit of the Prussian Ministry of Foreign Affairs, responsibility for external relations was transferred to the Federal Foreign Office on 4 January 1870. The political archive of the Federal Foreign Office comprises all records since that date, and also includes specific files from the first half of the 19th century. Documents relating to the foreign policy of the individual German states prior to 1867 are to be found in the various state archives. Prussian files, for example, are kept in the Prussian secret central archives in the Dahlem district of Berlin, Hanoverian files are in the central state archive in Hanover, files from Baden are in the *Land* archives in Karlsruhe, etc.

In 1920, the Federal Foreign Office established a 'main archive', which was named the 'political archive of the Foreign Office' in 1923. At the end of World War II, a large proportion of the records that had been moved deeper into the German Reich were seized by the Allies and taken to England to be filmed. They were not returned to the Federal Foreign Office, which had been re-established in Bonn in 1951, until between 1956 and 1958. Since then, the files have been available to international researchers in the political archive. The sections of the archive that were found within the future Soviet zone of occupation upon the end of hostilities in 1945, including records that had been moved to the Reich archive in Potsdam in the 1920s and 1930s because of space constraints in Berlin, were confiscated by the Soviet Union and later, for the most part, given to the Central State Archive of the German Democratic Republic (GDR). These were transferred to the Federal Archives — Reich Division in 1990. Many files were destroyed by fire during the Second World War, both in the Federal Foreign Office in Berlin and the Reich archives in Potsdam, as well as at other storage sites.

Since German unification on 3 October 1990, the political archive has also included the files of the Ministry of Foreign Affairs of the German Democratic Republic. As part of the federal government's move to the new capital in accordance with the Bundestag decision of 20 June 1991, the political archive moved from Bonn to Berlin between November 1999 and September 2000. Its archive material has since been securely stored in the vaults of the former Reichsbank building, part of the new home of the Federal Foreign Office.

#### **4. Physical access**

Anyone may consult the records upon application. Research students should submit a letter of recommendation from their academic supervisor, while non-EU citizens should present a letter of introduction from their country's diplomatic mission in Germany. The archive material may only be consulted once written approval has been received from the Federal Foreign Office.

Opening hours: Monday to Thursday, 8.30 to 16.30; Friday, 8.30 to 15.00

The political archive is closed on public holidays and for annual stocktaking between mid-December and mid-January. Information concerning the precise dates when the reading room will be closed is posted on the website.

#### **5. Practical facilities**

The reading room is located in the Federal Foreign Office building at Kurstraße 33, D-10117 Berlin. The letter of admission to the political archive must be shown on demand upon entering the building, and a passport or identity card deposited in exchange for a visitor's pass. Archive materials are available as originals or reproductions. Records that have been filmed may as a rule only be viewed on microfiche or microfilm. There is an adequate number of microfiche viewing machines for users of the archive.

The reading room has approximately 30 desks for users. Visitors may bring a laptop computer with them, but the use of scanners, typewriters, dictation machines and similar devices is not permitted in the reading room.

A collection of important reference books and publications related to the records of the Federal Foreign Office can also be consulted during opening hours.

#### **6. Reproduction of documents**

Reproductions of records are produced for users on a commercial basis by private companies. No responsibility is accepted by the Federal Foreign Office for such services. Order forms and price lists may be obtained from the reading room supervisor. Documents can be copied onto microfilm (current cost EUR 0.20 per page) or reproduced from microfilm onto paper (current cost EUR 0.40 per page). Postage and any bank charges will be added to the bill.

Records which have been wholly copied onto microfiche may only be duplicated as microfiches or reproduced from microfiche onto A4 paper (prices: EUR 1.55 per microfiche copy (containing up to 98 pages), EUR 0.33 per reproduction on paper per page, not including postage and any bank charges).

Many of the pre-1945 records were copied onto microfilm by the Allies following World War II (see point 10 below for catalogues of these records). These films may be

purchased from the US National Archives and Records Administration, National Archives Building, 8th and Pennsylvania Avenue NW, Washington, DC 20408, United States, tel. (1-202) 501 54 00, fax (1-202) 501 50 05, website: www.nara.gov.

## 7. Access regulations

The legal basis for the political archive is Section 10 of the Foreign Service Act (*Gesetz über den Auswärtigen Dienst*) of 30 August 1990 in conjunction with the Federal Archives Act (*Bundesarchivgesetz*) of 6 January 1988. According to Section 5(1) of the Federal Archives Act, federal records will be released after 30 years. Documents referring to a natural person cannot in principle be released until 30 years after the person's death (Section 5(2)). This time limit does not, however, apply to classified records, which must first be declassified by the agencies which produced them. Documents subject to security restrictions may not be examined. Information about regulations governing the use of the political archive of the Federal Foreign Office is supplied upon request. The Federal Archives Act was published in the *Bundesgesetzblatt* (Federal Law Gazette) of 14 January 1988, Part I, pp. 62–64, and amended by the law of 13 March 1992, published in the *Bundesgesetzblatt* of 27 March 1992, Part I, p. 506, and the law of 5 June 2002, published in the 2002 *Bundesgesetzblatt*, Part I, p. 1782. The Foreign Service Act was published in the *Bundesgesetzblatt* of 5 September 1990, Part I, pp. 1842–1848.

## 8. Concise description of the principal record groups and collections

### 1. Archive of international treaties and conventions (Vertragsarchiv)

The archive of international treaties comprises the originals or certified copies of international treaties and conventions concluded by the German Reich (until 1945), the German Democratic Republic (1949–90) and the Federal Republic of Germany (1949 onwards). Bilateral treaties are arranged and listed alphabetically then chronologically by country, while multilateral treaties are arranged chronologically according to the date of the initial or main treaty and are grouped together with all subsequent treaties under one archive shelf-mark.

### 2. Documents of the German Foreign Office from 1867 to 1945

The archive material includes documents filed between 1867 and 1920, 1920 and 1936, and 1936 and 1945. Since its establishment, the Foreign Office has been organised in directorates-general, the number and composition of which have, however, changed over the years. Between them, they cover the various aspects of political, economic, cultural and legal relations with other States. On the whole, the internal classification of the pre-1945 documents mirrors the original structures and filing system.

### 3. Documents of the foreign missions of the German Reich up to 1945

These documents are classified according to the place names of the missions (embassies, legations, consulates-general, consulates and other representations).

### 4. Documents of the Federal Foreign Office from 1949 onwards

The archive material contains documents filed between 1949/51 and 1956/58, 1956/58 and 1972, and 1972 to the present day. The material is classified in groups defined by its provenance and subject matter.

5. Documents of the foreign missions of the Federal Republic of Germany from 1949 onwards

These documents are essentially classified as described above under 3.

6. Archive of the former Ministry of Foreign Affairs and the foreign missions of the German Democratic Republic 1949–90 (MfAA)

The records of the former GDR Ministry of Foreign Affairs and foreign missions are in chronological order and in accordance with the Ministry's filing system of 1 January 1967.

7. Archive of personnel files

This section contains personnel files from the period prior to 1945 and subsequent to 1949. Some 100 000 volumes are to be found in this archive, of which 66 000 pre-date 1945.

8. Bequests, photograph collection, map collection, audiovisual archive

Some 300 bequests, memoirs and personal files are preserved in the political archive. The photograph collection contains some 8 000 photographs and numerous albums, principally portrait photographs of German diplomats. The audiovisual archive comprises some 300 media from 1930 onwards.

## 9. Finding aids and computerisation

Records are arranged according to the ministries' directorates-general, directorates or divisions, within these by subject and within subjects in chronological order. The records from 1867 to 1945 occupy approximately 8 kilometres of shelving, and those from 1949 to the present around 13 kilometres. Some bound indexes exist for the pre-1945 records, which are, however, mainly covered by the catalogues listed under point 10 below. The post-1945 files are covered by indexes and class lists, most of which are available electronically. The catalogue of the GDR Foreign Ministry's files has been digitised.

All finding aids, whether available as hard copy or in electronic format, may be consulted by users for their research in the reading room.

Any documents which a person wishes to consult should be requested using the computer terminals. All readers will be issued with an access code (PIN), which will allow them to access the online request forms.

## 10. Reference works and articles

*A catalogue of files and microfilms of the German Foreign Ministry archives 1867–1920*, American Historical Association, Committee for the Study of War Documents, Oxford, 1959, reprinted New York, 1970.

*A catalogue of files and microfilms of the German Foreign Ministry archives 1920–1945*, compiled and edited by George O. Kent, Vols I–III, Stanford, California, 1962–66.

Biewer, L., 'Das Politische Archiv des Auswärtigen Amts', *Auswärtiger Dienst*, Vierteljahresschrift der Deutschen Auslandsbeamten eV, 58th year, Nos III–IV, Bonn, 1997.

Biewer, L. and Pretsch, H. J., 'Das Politische Archiv des Auswärtigen Amts', edited by the Federal Foreign Office, Berlin, 2004.

Grupp, P., 'Das Politische Archiv des Auswärtigen Amts', German Studies Association Newsletter, Vol. XXVII, No 2, 2002, pp. 34–54.

Philippi, H., 'Das Politische Archiv des Auswärtigen Amts', *Der Archivar*, 1958, pp. 139–150, and 1960, pp. 199–218.

Pretsch, H. J., 'Das Politische Archiv des Auswärtigen Amts', *Der Archivar*, 1979, pp. 299–302.

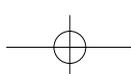
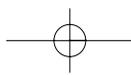
Pretsch, H. J., 'Die Rechtsstellung des Politischen Archivs', *Der Archivar*, 1990, pp. 597–599.

Sasse, H. G., 'Das Politische Archiv des Auswärtigen Amts', *Almanach*, 1968, Cologne, 1968, pp. 125–137.

Files from the political archive of the Federal Foreign Office have been published in:

- *Akten zur deutschen Auswärtigen Politik 1918–1945*, 73 volumes, Frankfurt am Main, Baden-Baden, Göttingen, 1950–95. (Supplement: *Biographisches Handbuch des deutschen Auswärtigen Dienstes 1871–1945* — Volume I: A–F, Paderborn, 2000; Volume II: G–K, Paderborn, 2005.)
- *Akten zur Auswärtigen Politik der Bundesrepublik Deutschland, Adenauer und die Hohen Kommissare, 1949–1952*, two volumes, Munich, 1989–90.
- *Akten zur Auswärtigen Politik der Bundesrepublik Deutschland*, Munich, 1994 ff.
- *Die Große Politik der Europäischen Kabinette 1871–1914*, Vols 1–40, Berlin, 1922–27.

Volumes are published annually following expiry of the 30-year waiting period; the following years are available so far: 1949–53 and 1963–74.



## ESTONIA

### 1. **Full title of Foreign Ministry and of archives service**

Ministry of Foreign Affairs of Estonia

Archives of the Ministry of Foreign Affairs of Estonia

### 2. **Full contact details**

Islandi väljak 1  
Tallinn  
Estonia

Acting Head of Archives: Triin Mulla; Senior Archivist: Tiiu Stumbur

### 3. **Summary of historical background of the archives service**

The archives of the Ministry of Foreign Affairs (MFA) have physically always been attached to the Ministry. In 1991, they were located at Toompea in the building of the Riigikogu (Parliament), in 1992, they were moved to the present premises, the former Communist Party house, where they were initially located in two rooms on the 10th floor. Later they were moved down to the main floor, where they, again, were located in two small rooms. It soon became clear that it was impossible to work in such a limited space, and that for the Foreign Ministry of a country these premises were inadequate. The new rooms were finished on 2 May 2002. Now the archives have the very best storage to be found in State institutions.

### 4. **Physical access**

The archives of the Ministry of Foreign Affairs are institutional archives, not public archives. The Ministry's own employees have the right to freely use all records. Staff of other institutions and individuals may pay a visit to the archives as long as they have a permit which can be obtained by prior application to the permanent undersecretary, who will decide on the person's possibility of using the records which have restricted access.

### 5. **Practical facilities**

Archival documents may be studied in a special room for researchers. The archives have an area of some 400 square metres and there are separate depositories designed for films, sound recordings and photographs, as well as for digital documents.

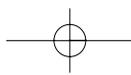
### 6. **Reproduction of documents**

### 7. **Access regulations**

See point 4 above.

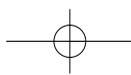
### 8. **Concise description of the principal record groups and collections**

The MFA archives are commissioned to function as a depository for foreign treaties, which means that all foreign treaties of the Republic of Estonia are kept in them.



## 10. Reference works and articles

From time to time, the staff of the archives organise expositions where archival documents of great interest are exhibited



## GREECE

### 1. Full title of Foreign Ministry and of archives service

Hellenic Ministry of Foreign Affairs (MFA)

(Υπουργείο Εξωτερικών)

Service of Diplomatic and Historical Archives (YDIA)

(Υπηρεσία Διπλωματικού και Ιστορικού Αρχείου)

### 2. Contact details

Zalokosta 3

GR-10027 Athens

Tel. (30) 21 03 68 33 51 or (30) 21 03 68 31 41

Fax (30) 21 03 68 32 15

E-mail: archive1@mfa.gr

archive2@mfa.gr

### 3. Summary of historical background of the archives service

The first efforts to maintain diplomatic archives in Greece began one year after the outbreak of the Greek War of Independence. The first Greek Constitution of January 1822, known as the Epidavros Constitution, already envisaged the creation of the Supreme Secretary of State, to whom was assigned not only direct responsibility for the country's foreign relations, but also the collecting and safe-keeping of diplomatic documents. In April 1833, King Otto issued a royal decree aimed at the reconstruction of the State, making radical changes in almost all the basic institutions. This decree made provision, amongst other things, for the foundation of an Archives Section as part of the newly constituted Secretariat of Foreign Affairs.

Until 1863, the system by which the archives were organised remained essentially the same. It was in that year that the change of the name of the Secretariat to Ministry of Foreign Affairs, as a result of a decision taken by the second General National Assembly, gave rise to the need to separate and reorganise the individual services of the Ministry in the light of the particular objectives of each.

It was not until 1910, however, that an archives service with specific responsibilities and tasks was founded within the MFA, under the jurisdiction of the General Director of Political Affairs. The staff of the archives service consisted of a director, two assistants and two archivists. In the years 1910–20, a major effort was made to classify the archive systematically, in order to make it functional and accessible to historians and researchers. However, apart from the Ministry's employees, only specific scholars were allowed access to diplomatic documents for research purposes, after they had first obtained permission from the Ministry. It was during that period, and upon the request of Prime Minister Eleftherios Venizelos, that permission to study the files in the historical archive was granted to two French historians, Edouard Driault and Michel Lhéritier, who five years later published the first diplomatic history of modern Greece.

During the German occupation (1941–44), the operation of the Foreign Ministry, and by extension of all its services, was suspended, and access to the archives was strictly forbidden. After the liberation of Greece, the record groups were in complete disarray: it became clear that the collection had been partly ransacked and selectively destroyed. Some of the files had been carried off when the occupation forces departed for Germany, while a number of documents had been removed and destroyed, as was evident from the gaps found in the chronological sequence of the record groups when they were returned in sacks by the American army. The task of reclassifying the archives began in 1945 and was completed five years later.

In 1959, a royal decree (426/30.11.1959) defined the procedure by which private individuals and historians would be allowed access to the files of the MFA. The first article of this decree determined that diplomatic documents should remain classified for a 50-year period. Although the Foreign Ministry files became available to scholars in 1959, research continued to be at a rudimentary level in terms of means and organisation of material, and also of the number of researchers who showed interest in the respective files. It was only after 1994 that significant progress in the reorganisation and modernisation of the Directorate of Archives in all respects has been achieved, with the creation of new departments, the adoption of sophisticated technological techniques for classifying and storing the archive collections and the devising and implementation of important research programmes.

This significant progress can, to a large extent, be attributed to the re-establishment and upgrading of the Directorate of Archives, which, according to the new regulation of the Hellenic Ministry of Foreign Affairs (1998), was renamed the Service of Historical Archives. The various legislative decrees that followed aimed at harmonising the way in which the service was organised and operated taking into account the demands of the new technologies and modern research methods. By adding the term 'Diplomatic' to its title (Article 8, Law No 2949/2001), the service provided an indication as to what its new character would be like for the 21st century. Following the rapid progress achieved in this period, the Service of Diplomatic and Historical Archives is now in a position to make a substantial contribution not only to recording Greek diplomatic history, but also to influencing its formulation by offering significant information to the Ministry's political directorates.

#### **4. Physical access**

The archive collections of the YDIA are accessible to Greek and foreign historians and researchers, and any other citizen with an interest in conducting research. Permission to study the files is granted after submission of an application by the interested party to the Secretariat of the YDIA. The application is examined by a committee of diplomatic civil servants that meets during the first 10 days of every second month. The director of the diplomatic office of the minister presides over the committee, while recommendations are made by the head of the Service of Diplomatic and Historical Archives.

To assist researchers who receive the appropriate study permit, the YDIA has a reading room with a capacity of 10 seats, which is open from Monday to Friday from 9.30 to 14.30. The reading room is closed during weekends, on national and religious holidays, and for the entire months of August and November.

## 5. Practical facilities

### *Reading room*

To assist researchers who receive the appropriate study permit, the YDIA has a reading room with a capacity of 10 seats. Diplomatic documents are located mainly by means of a card catalogue in a special index in the YDIA reading room. In order to search the archives classified over the last five years, researchers may use keywords or complete phrases in an electronic database that includes summaries of the files which have been entered. It is the intention of the YDIA that this system will be used for the archive units classified in the future, while a programme of electronic classification is currently being applied to the earlier record groups.

## 6. Reproduction of documents

Every researcher has the right to order up to 50 photocopies which are made available free of charge.

## 7. Access regulations

Based on the new regulation (Law No 2594/1998) for the operation and organisation of the Foreign Ministry, the time limit for keeping the diplomatic documents of Greece restricted was decreased from 50 to 30 years, in order to conform with the practice of the majority of EU countries.

## 8. Concise description of the principal record groups and collections

The document collection of the Foreign Ministry's diplomatic and historical archives encompasses the period from the beginning of the Greek national liberation struggle in 1821 to the present. The section of the archives covering the period of the uprising (1821–30), which in effect consists of the correspondence of the protagonists in the War of Independence with the philhellene organisations abroad as well as the Greeks of the Ionian Islands, is fairly limited, since, until 1832, there was not an organised and autonomous service responsible for external relations. The official diplomatic correspondence of Greece begins in 1833, the year of the foundation of the Secretariat of Foreign Affairs and focuses principally on interstate relations. However, the volume of the Greek diplomatic archives began to increase significantly, during the period 1910–20 as Greece participated in international organisations on an equal footing with other Member States. From the post-war period to the present, the production of diplomatic documents has been increasing annually at an impressive rate.

The enormous volume of diplomatic documents assembled in secure facilities in the MFA is organised chronologically — by year — and by provenance. These are the following categories: 1. archives of the central service of the Foreign Ministry; 2. archives of the permanent delegations, embassies, consulates and liaison offices; and 3. special record groups. The last category relates to specific issues, events or landmarks in Greek foreign policy, examples being the groups of archives relating to the reparations after the Second World War, the Marshall Plan, documents relating to the history of Greek Jews, and so on. It is worth noting that the original texts of treaties, conventions and accords, as well as the documents ratifying them, are preserved separately in the special Legal Service within the Ministry.

### *Library*

The library of the MFA is an educational, research and cultural centre the purpose of which is the academic training and education of the members of the community it serves. The library collects, processes, and above all makes available material on specialised topics such as diplomacy, international relations and international law, and foreign policy. It was founded in order to acquire and utilise information to the benefit of the organisation to which it belongs. It has a collection of approximately 10 000 volumes. As part of its reorganisation that began in 1999 and is currently in progress, new regulations have been drawn up and intensive efforts are being made to improve its infrastructure, enrich it with new book titles and academic journals, and hire new staff.

### *Film archive*

The Foreign Ministry film archive is the most recent department of the YDIA, inaugurated in March 2000 by the president of the Hellenic Republic. Its purpose is to contribute to the preservation, promotion and proper use of the audiovisual heritage of Greece, in recognition of the enormous importance of audiovisual evidence for the political, diplomatic, social and cultural history of the country. It also aims to provide researchers with access to the film material in its possession and the supporting documentation it has assembled.

The material housed in the film archive and made available to interested researchers includes about 70 hours of newsreels from Greece and the rest of the world, propaganda films and extracts from old, rare documentary films. By way of example, we may cite films by the Lumière and Manakias brothers, reportage from the Balkan wars, the Russian Revolution and the First World War. There is extensive newsreel footage relating to the Asia Minor campaign and the interwar period in Greece and Europe, the Second World War and the Greek Civil War, the Colonels' dictatorship, the Turkish invasion of Cyprus, the restoration of democracy and the early years of the new regime in Greece.

The material, which is enriched constantly, is classified, identified, described and documented electronically. The electronic database also includes the relevant bibliography and references to similar film material from other archives. Special references are made to material from the other departments of the YDIA: the diplomatic archives, the library, and the photographic archive.

The MFA film archive has supplied material for several Greek and foreign documentaries, radio and television journals, artistic presentations and anniversary celebrations, making available audiovisual material and giving as much support as possible to the task of promoting the history of Greece.

The year 2001 saw the institution of an annual academic one-day conference under the general title 'The film as testimony', the aim of which is to examine in depth the work of established Greek film directors. The inaugural conference was entitled 'Historical sources and commentary in the films of Lakis Papastathis', while for the years 2002 and 2003, the symposium was entitled 'Reality and myth in the work of Lefteris Xanthopoulos' and 'Immigration and film' respectively.

Alongside the abovementioned projects, the film archive has founded the 'documentary archive' in collaboration with private producers and institutions such as the Centre of Greek Documentaries. The purpose of the documentary archive is to collect and classify modern and earlier Greek documentary productions and also international

documentaries of interest for Greek history. The titles collected (of which there are more than 800) are entered into the electronic database, supplemented by descriptions of the films (using keywords) and biographical details of their creators and detailed lists of their work. This facilitates the retrieval of the material for those wishing to study and make use of Greek documentary films.

It should be noted that the film archive assembles the above material exclusively for the use of researchers and it is under no circumstances available for commercial exploitation. It provides essential information for film directors and producers, thereby promoting Greek documentary films both in Greece and abroad.

In addition, special showings are organised to support the teaching of university courses or higher education classes, while there are also presentations of academic projects by students and guided tours in the archive facilities.

The collection of the film archive and the documentary archive may be visited by anyone wishing to study and use the material for research or educational purposes.

The research community is allowed access to the facilities of the film archive after prior agreement: individuals use the special study areas equipped with video-players, while, for groups, there is a small theatre with a capacity of 30 seats.

#### *Photographic archive*

Operating as a subsidiary department of the film archive, the photographic archive has an extensive collection of over 50 000 photographs, covering the period from the late 19th century to the present day. The subjects of the photographs cover a wide spectrum of events of modern Greek political, diplomatic, social and cultural history, special occasions organised by Greek residents abroad, and so on. Most of the photographs in the collection are classified, identified and described in an electronic database, and are also digitally processed in the digitisation laboratory. This laboratory also processes and reproduces documents and maps for the YDIA. Access to, and use of, the photographic archive is at present restricted to the staff of the Foreign Ministry until the classification of the photographic material is completed.

## **9. Finding aids and computerisation**

- (a)** Diplomatic documents are located mainly by means of a card catalogue in a special index in the YDIA reading room.
- (b)** 'Archive Unit Catalogues' series
  1. Cinematographic archive, Kastaniotis Editions, Athens, 2000 (in both Greek and English editions).
  2. Catalogue of the Archive of the Italian Administration of the Dodecanese, 1912–1945, Hellenic Ministry of Foreign Affairs, Service of Diplomatic and Historical Archives — Ministry of National Education and Religion — General State Archives of the Prefecture of the Dodecanese, Athens, 2002 (in Greek).
  3. Computerisation: see points 5 and 8 above.

## 10. Reference works and articles

The Publications Department is responsible for publishing collections of documents, conference proceedings, and various books and studies, which delineate aspects and facets of contemporary history. To date, the publication series consists of the following thematic groups.

### 1. 'Collections of Documents' series

This particular series of publications forms part of the general project of systematically publishing the archival material of the MFA regarding important issues of national foreign policy. The following volumes have appeared to date:

- *The Dodecanese — The long road to union with Greece*, Kastaniotis Editions, Athens, 1997 (in both English and Greek).
- *Documents on the history of Greek Jews*, Kastaniotis Editions, Athens, 1998 (published initially in English, and soon followed by a Greek version in December 2000).
- *Greece on the verge of a new world. Cold War — Truman Doctrine — Marshall Plan*, Kastaniotis Editions, Athens, 2002, three volumes (in Greek).
- *The participation of Greece in the process towards European integration. The crucial twenty years 1948–68*, Volume One, Hellenic Ministry of Foreign Affairs, Service of Diplomatic and Historical Archives, Athens, 2003 (in both English and Greek editions).

### 2. 'Conference Proceedings' series

*The film as testimony: Historical sources and commentary from the film work of Lakis Papastathis*, Aigokeros Editions, Athens, 2001 (in Greek).

*Reality and myth in the artistic work of Lefteris Xanthopoulos*, Papazisis Editions, Athens, 2003 (in Greek).

### 3. Other publications

Markidimitris, A., *The Foreign Ministers of Greece, 1829–2000*, Kastaniotis Editions, Athens, 2000 (in Greek).

*The foundation of the modern Greek State: Major treaties and conventions, 1830–1947*, Kastaniotis Editions, Athens, 1999 (in English).

## SPAIN

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs

General archives of the Ministry of Foreign Affairs

### 2. Contact details

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(34) 913 79 92 10 (reading room)

(34) 913 79 96 07 (director's office)

Fax (34) 913 66 39 53

Public opening hours: Monday to Friday, 9.30 to 14.00

Archivists: Cristina González Martín (Director), e-mail: [cristina.gonzalez@mae.es](mailto:cristina.gonzalez@mae.es)  
Pilar Casado Liso (Head of Reading Room), e-mail: [pilar.casado@mae.es](mailto:pilar.casado@mae.es)

### 3. Summary of historical background of the archives service

The Ministry of Foreign Affairs archives have developed side by side with the activities of the ministerial department to which they are attached, which was set up at the beginning of the 19th century with the arrival of the Bourbons in Spain. Thus, they were first called the archives of the Secretariat of State and Dispatch, then the archives of the Ministry of State and, since 1938 — when the Ministry changed name — the Ministry of Foreign Affairs archives.

Until 1900, the archives of the then Ministry of State were located in the Royal Palace, but during that year they were moved to the cellars at the Santa Cruz Palace, when the building was refurbished for use as the headquarters of the Ministry of State. During the 1950s, all the archives were transferred to the so-called 'new building', which is an annex to the Santa Cruz Palace.

The records deposited in these general archives take up more than 12 kilometres of shelving. The oldest are from the 16th century and comprise the records of the Embassy of Spain to the Holy See.

But, in general terms, the holdings date from 1833, although this date is far from rigid. The records from the first third of the 19th century, belonging to the First Secretariat, are kept in the National Historic Archives because they were transferred there from the Ministry of State in successive stages; the cut-off date adopted for these transfers was 1933, the year Fernando VIIth died.

Since the 1970s, some 19th and early 20th century record series, belonging to the Under-Secretariat, 'Commerce', 'Accounting', 'Judicial and cultural affairs', 'Passports', 'Correspondence' and 'Telegrams', have been transferred to the

administration general archives in Alcalá de Henares, together with records (in general prior to 1950) from various Spanish missions abroad.

As stated in Article 1 of the general archives by-laws, adopted by a decision of the Ministry of Foreign Affairs Under-Secretariat on 18 February, the archives contain all the documents, whatsoever their date, form or material support, produced or received by this Ministry, its bodies or the individuals in its service during the course of their duties, for the purpose of preserving and arranging them, with a view to Ministry administration, research, culture and information. Thus, it takes charge of all the records produced or received by the Ministry in connection with its activities, whatsoever their material support.

The archives are responsible for coordinating the operation of all Ministry office and general archives. Likewise, they coordinate the sending of records to them from the Spanish missions abroad.

The general archives constitute a functional unit, forming part of the Ministry's Technical General Secretariat, and since 1992 have been separate from the library service. They are structured as a support unit for the Technical General Secretariat, being attached to the Vice-Technical General Secretariat with the organisational rank of 'service', and consisting of a technical working team and an administrative section.

#### **4. Physical access**

Requirements for access to the Ministry of Foreign Affairs general archives are identical for both Spaniards and foreigners.

It is necessary to have permission from the technical general secretary in order to consult the documentation, after having previously submitted an application to the general archives and completed the formalities pursuant to the ministerial order of 2 April 1991 concerning access to the archives.

In this application, the researcher must furnish proof of his/her identity, state the purpose of his/her research and at the same time specify the subject and the initial and concluding dates of the period covered. The application will be processed by the director of the Ministry of Foreign Affairs general archives, who must say whether the documentation for consultation can be consulted freely or whether it comes under any of the exceptions of Article 4 of the aforementioned ministerial order.

Once authorisation has been obtained and the researcher has produced a photograph of himself/herself, the archives issue a research card allowing access to the reading room. No diplomas certifying academic qualifications nor letters of introduction are required.

The reading room is open to the public from Monday to Friday from 9.30 to 14.00. It is closed on 24 and 31 December, on 2 and 15 May and on other holidays on the Spanish calendar.

#### **5. Practical facilities**

The reading room belongs to the archives and has capacity for 22 users. In it, requests for books from the library annex are also attended to, together with requests by researchers for photocopies.

A microfilm and microfile reader/reproducer is available to researchers in the reading room. Likewise, there are computers in the reading room for online access by the public to databases and digitised-document images, as well as for their personal use.

Moreover, a room of finding aids relative to the archives themselves is at the disposal of researchers, as well as a reference library with free access to specialised works on archives administration, inventories, catalogues and guides to the archives, apart from the basic reference works.

## **6. Reproduction of documents**

The general archives have a photocopying service. Photocopies are requested on an official form, and the researcher must undertake to use photocopies only for research purposes and not for profit.

If a researcher wishes to have a microfilm, the general archives passes on the request to the National Documents Reproduction Service for this institution to provide it.

If a researcher wishes to publish reproductions supplied by the archives, he/she must request their permission and also undertake to mention the source of the documents reproduced. A researcher who obtains permission to photograph archives documents must give the archives a copy of the reproductions.

## **7. Access regulations**

Access to the general archives is governed by the ministerial order of 2 April. Exceptions to the rule of free search are as follows:

- records that are not public, pursuant to the law;
- materials classified by law;
- records affecting the security and defence of the State or the investigation of criminal offences;
- police, procedural, clinical or any other type of records containing personal information affecting the honour or privacy of individuals.

The time limit laid down by the authority responsible for assessing and classifying and the 25-year period which must elapse before dossiers are open to the public are applicable to paragraphs 2 and 3 respectively.

With regard to records containing personal information, the order specifies the time limits laid down under the law on the historic heritage of 25 June 1985: 25 years after death or 50 after if the date of death is not known.

## **8. Concise description of the principal record groups and collections**

The holdings of the Ministry of Foreign Affairs general archives have been structured into two main sections since 1932, known as the 'Historic archives' (H) and the 'Renewed archives' (R), 1931 being the dividing date.

The 'Historic archives' contain the following records:

- 'Policy', comprising the series on foreign policy, domestic policy, overseas and the colonies, and World War I. The limit dates are 1746/1931.
- 'Correspondence', comprising the series on correspondence with embassies and legations, and correspondence with vice-consulates and honorary consulates. The limit dates are 1779/1931.
- 'Protocol', comprising the series of the Spanish Royal Household, Foreign Royal Household, Spanish foreign missions, foreign special missions, Protocol Spain, Holy See, and republics. The limit dates are 1840/1929.
- 'Spanish foundations abroad', comprising the series on sacred places in Italy and special foundations. The limit dates are 1745/1927.
- 'Foreign foundations in Spain', comprising the series on Belgium, France, Italy, Portugal and the United Kingdom. The limit dates are 1820/1896.
- 'The Preces Agency in Rome', comprising the general agency, the agency in Rome and Diocesan agencies. The limit dates are 1777/1922.
- 'Chancery', comprising the series of dossiers on the awarding of decorations, covering the Order of the Golden Fleece, the Order of Carlos III, the Order of the Damas Nobles de María Luisa, the Order of Isabel la Católica, decorations of other ministries, foreign decorations, Reales Maestranzas, military orders, Grandees of Spain, and Knights Hijosdalgo of Madrid. The limit dates are 1840/1929. As of the latter date, the 'Protocol', 'Orders' and 'Chancery' series became part of the 'Renewed archives'.

The 'Renewed archives' are made up of records from different departments of the Ministry and the Spanish missions abroad since 1931.

Apart from the two main sections, there are also others:

- 'Personal' (P), comprising personal files since 1750, both those of Spanish Foreign Service personnel and of foreigners accredited in Spain, which have been part of the 'Renewed archives' since 1991. They are open series.
- 'Pious works' (OP), corresponding to the papers of the Foundation for Pious Work in the Holy Places from the 16th century to 1931. At that time, they became part of the 'Renewed archives'.
- 'Archive of the Embassy of Spain to the Holy See' (SS). The cut-off dates are 1540/1900.
- 'Treaties' (TR), contains the series of treaties, negotiations, draft treaties, foreign treaties and arbitrations from 1801 to 1935.
- 'Wills' (T), made up of the copies of wills sent to the archives by the consulates or embassies of Spain abroad since the end of the 19th century. This is an open series.
- 'Decorations' (C), only comprising the files of the awarding of decorations, which have been part of the 'Renewed archives' since 1991.

— ‘Maps and plans’ (MP), comprising cartographic material and some drawings. The oldest plan is from the 17th century.

— ‘Manuscripts’.

Finally, the following must be included:

— ‘Private archives’, relative to Manuel Allendesalazar, Pablo de Azcárate, Manuel González Hontoria, Joaquín Iturralde, Julio López Oliván, Emilio de Navascués y Ruiz de Velasco, Juan Negrín and Luis Nicolau D’Olwer.

— ‘Records of the government of the Republic in exile’ (1939–54).

— ‘Ministry of National Defence’ (1938).

## 9. Finding aids and computerisation

### (a) *Not published*

All the records have traditional descriptive inventories such as typewritten inventories and handwritten index cards.

— The ‘Historic archives’ section is inventoried and has detailed topographical inventories for the ‘Foreign Policy’, ‘Domestic Policy’, ‘First World War’ and the ‘Philippines and the Caroline Islands’ series.

— In respect of the ‘Treaties’ holdings, researchers have at their disposal chronological catalogues, catalogues by countries and by subject matter.

— The ‘Pious works’ records are inventoried on typewritten sheets and handwritten index cards.

— For the ‘Decorations’ records, there is a names card index of the files on the awarding of the Order of Carlos III, of Isabel la Católica and of Civil Merit.

— The ‘Personal’ section has a names card index and typewritten indexes.

— The ‘Wills’ records have a handwritten card index for names.

— As for the so-called ‘Renewed archives’, apart from the reference indexes, there is a dictionary catalogue card index with more than a million-and-a-half index cards.

— The ‘Manuscript’ section has a published catalogue.

— There are also handwritten index cards for the ‘Maps and plans’ records.

Together with the traditional finding aids, the general archives have had, since 1994, several databases in the reading room, with online access. Moreover, other finding aids, such as indexes, inventories and repertories of documentary series can be retrieved from these databases.

These databases respond to a description and information dissemination programme within the archives computerisation programme, and for this reason the description performed by traditional aids has been improved. At the same time, new documentary

series have been described. With a view to implementing this programme, the following have been standardised:

- terminology of the bodies that produce and send the documents;
- acronyms;
- describers in accordance with a thesaurus that was drawn up in parallel;
- description in the strict sense of the word, with standardised formulas for each level thereof.

The **'TEST'**, **'COND'** and **'PERS'** databases correspond to very specific documentary series and types:

- **'TEST' (Wills):** contains the most important data of the series of copies of wills made by Spanish missions and sent by the Directorate-General of Consular Affairs to these general archives pursuant to Article 735 of the Civil Code;
- **'COND' (Decorations):** concerns the documents relative to the granting of Spanish and foreign decorations to Spaniards and foreigners;
- **'PERS' (Personal):** relative to the personal files of all Ministry personnel and the personal files of all personnel of missions accredited in Spain.

The other databases concern the traditional organisation of the general archives:

- **'AHIS' (Historic archives):** this database contains the holdings of the 'Historic archives', the 'Treaties' section, the 'Pious works' section and the 'Archives of Manuel Allendesalazar'.
- **'ARGE' (Renewed archives):** this database contains the holdings of the so-called 'Renewed archives'.
- **'MAPA' (Manuscripts, plans and drawings):** for graphic material, whether maps, plans or drawings. In this database not only are traditional data included in the cataloguing of this type of material, but there is also a key title used for grouping maps and/or plans of this same key title; name, geographical and subject matter description; a documentary appraisal, the connection with other documents (in the case of file appendices) or with other archive records; and the state of preservation.
- **'MANU' (Manuscripts):** is for the complementary index of the 'Manuscript' section, published in 1974, in which the manuscript number is related to its catalogue numbers and its topographical location.

Apart from this last database, they all use the standardisation contained in the archives thesaurus.

The thesaurus is presented in four formats: the alphabetical thesaurus, the thesaurus by subject matter, the list of synonyms and the permutated text.

At the same time, the digitisation of documents has been started, in order to put the data from databases with their respective images. Specifically, a start has been made

with the documentary records for 'Treaties', so that researchers can consult them and reproduce them from the optic disk.

The new work of identification and description of the documentary records has moreover been linked to the former instruments in the 'CIDD' information instruments database, from which the information instruments catalogue is obtained. In this way, the public is informed about all the instruments of each group of documentary records and their authors.

**(b) *Published***

Santos Canalejo, E. C. de, *Guía del Archivo General del Ministerio de Asuntos Exteriores*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1997.

Santos Canalejo, E. C. de, with the collaboration of the general archives working group and the Ministry of Foreign Affairs management archives working group, *Tesoro de Archivo*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1994.

*Archivo de Barcelona. Inventarios. Ministerio de Estado 1936–1939*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1991.

*Archivo de la Embajada de España cerca de la Santa Sede. Roma, 1915–1921*, seven volumes.

*Breve Guía del Investigador*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1993 (brochure).

García Rives, L., 'Ministerio de Asuntos Exteriores', *Guía de los Archivos de Madrid*, 1952, pp. 94–108.

*Índices de los documentos de las ayudas a los republicanos españoles en el exilio y del Gobierno de la República en México*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1986.

Lozano Rincón, J. and Romera Iruela, E., *Guía del Archivo del Ministerio de Asuntos Exteriores*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1981.

Ravina Martín, M., 'Inventario de los Libros Registrados de la Orden de Carlos III, Isabel la Católica y Damas Nobles de María Luisa', kept in the Archivo del Ministerio de Asuntos Exteriores, *Hidalguía*, No 226–227, 1991, pp. 369–399.

Santiago Rodríguez, M., *Los manuscritos del Archivo General y Biblioteca del Ministerio de Asuntos Exteriores (catálogo sistemático)*, Ministerio de Asuntos Exteriores, Dirección General de Relaciones Culturales, 1974.

**10. Reference works and articles**

Aguirre de Carcer, N., *La neutralidad de España durante la Primera Guerra Mundial (1914–1918)* (in press).

Becker, J., 'Algunos manuscritos de la Biblioteca del Ministerio de Estado', *Boletín de la Real Academia de la Historia*, LXXXV, 1919, pp. 481–488.

Espadas Burgos, M., *Corpus Diplomático Hispano-Ruso (1667–1779)*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, Madrid, 1991.

Nieto Nuño, M., *Diario del Conde de Pötting, Embajador del Sacro Imperio en Madrid 1664–1674*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, Madrid, 1990.

*Organización, acceso y consulta de los archivos del Ministerio de Asuntos Exteriores*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, Madrid, 1991.

Rodao, F., 'Fondos sobre Extremo Oriente en el Archivo General del Ministerio de Asuntos Exteriores', *Extremo Oriente Ibérico. Investigaciones Históricas: Metodología y estado de la cuestión*, AECE, Madrid, CSIC, pp. 27–38.

Santos Canalejo, E. C. de, 'Consideraciones sobre el acceso a los archivos diplomáticos', *Boletín de la ANABAD*, XLI, 1991, No 3-4, July–December, pp. 195–200.

Santos Canalejo, E. C. de, 'El Archivo General del Ministerio de Asuntos Exteriores como fuente para la Historia de las Relaciones Internacionales', *I Jornadas sobre Historia de las Relaciones Internacionales*, Madrid, October 1994.

Santos Canalejo, E. C. de, *El Archivo Diplomático como Fuente Documental para la historia industrial en la España de Franco (1939–1959)*, Univ. de Somosaguas de Madrid, 1994.

## FRANCE

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs

Archives Division

### 2. Contact details

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Centre des archives diplomatiques de Nantes (CADN)  
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Bureau des archives de l'occupation française en Allemagne et en Autriche  
(Archives of the French occupation in Germany and Austria)  
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F-68026 Colmar Cedex

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Website: [www.france.diplomatie.gouv.fr/archives/](http://www.france.diplomatie.gouv.fr/archives/)

### 3. Summary of historical background of the archives service

The Archives Division developed its position in the Ministry of Foreign Affairs in three stages:

- First phase from 1671 to 1830: the secretary of State for foreign affairs arranged the conservation of his archives for political and administrative use (1671: input of the papers of Secretary of State Hugues de Lionne; 1712: establishment of a training academy for young diplomats (Académie de formation des jeunes diplomats); 1763: inauguration in Versailles of an archive depository protected against humidity and fire; 1793: scope of the Ministry of Foreign Affairs extended to include a consular function; 1814: commencement of management of the current archives).

- Second phase from 1830 to 1907: the appointment of historian François Mignet as director of the archives, at the instigation of Thiers and Guizot, symbolised the arrival of history at the Ministry of Foreign Affairs. The archives were given a legal framework in a decree dated 18 August 1833. Established in 1874, the Commission des archives diplomatiques (Diplomatic Archives Commission) organised communication with the public and the publication of documents.
- Third phase, since 1907: further to the reform of the Ministry, the archives, which had been attached to the political division from 1907 to 1918, developed their role in the administration department. The balance between historical and conservation activities and administrative and internal documentation activity was gradually established. The archives legislation of 1979–80 confirmed the independence of the division in relation to the ‘Archives of France’ section and managed relations between the two institutions.

Currently the Archives Division is a division of the Ministry of Foreign Affairs, the head of which is a diplomat and the scientific staff of which is made up of curators of heritage and document researchers. It comprises two departments (the Current and Intermediate Archives Department and the Historical Archives Department), three divisions (Library, Conservation of Treaties, Geographical Division) and two decentralised departments (the Diplomatic Archives Centre in Nantes and the Archives of the French occupation in Germany and Austria, in Colmar).

#### 4. Physical access

Readers are received at the Ministry of Foreign Affairs pursuant to the provisions of the Heritage Act (Code du patrimoine), Article L 213-1, regardless of qualification or nationality.

The Archives Division has three reading rooms, located as follows:

- Paris: 37, quai d’Orsay. Open from Monday to Friday from 9.00 to 18.00. Closed annually from 15 to 31 May (registration prior to first visit, by letter, submission or a file or form online via the website [www.france.diplomatie.gouv.fr/archives](http://www.france.diplomatie.gouv.fr/archives)).
- Nantes: 17, rue du Casterneau. Open from Monday to Friday from 9.00 to 18.00. Closed annually for the last two weeks of September.
- Colmar: at the Cité administrative, Bâtiment J, 3, rue Fleischhauer. Open from Monday to Friday from 9.00 to 16.00. Closed the last week of December and the first week of January.

#### 5. Practical facilities

Access to the reading rooms: see above

- Number of places:
  - Paris: 54 + 10 microfilm readers
  - Nantes: 52 + 7 microfilm/microfiche readers, 2 audio booths, 1 group work room (8 places)
  - Colmar: 15
- Places are equipped with sockets for laptops

Access to the library at the quai d'Orsay is reserved for officials from the Ministry of Foreign Affairs; the lending of works is authorised on an exceptional basis at the archives reading room (Paris). The CADN and the Colmar archives have their own libraries open to researchers.

## 6. **Reproduction of documents**

Photocopies may only be made of unbound archives; whole articles or bound articles must be microfilmed. Microfilming work is carried out by a private company with which the archives have concluded an agreement. Photocopies and printing from microfilms is carried out by the Association des amis des archives diplomatiques (Association of Friends of the Diplomatic Archives).

Photocopies and microfilms must be applied for on forms to the heads of the reading rooms. The fees are available to the researchers in the reading rooms.

## 7. **Access regulations**

Heritage Act, Articles L 213-1, L 213-2, L 213-3, L 213-4.

Documents may be consulted after a period of 30 years has expired. However, French law extends this time period to:

- 150 years from date of birth for documents containing individual information of a medical nature;
- 120 years from date of birth for employee files;
- 100 years from the date of the deed or closure of the file, for documents relating to cases brought before jurisdictions, including pardons, for the minutes and notes of lawyers and also civil registry offices and registration;
- 100 years from the date of census or survey for documents containing individual information relating to personal or family life and, generally, to facts or behaviour of a private nature collected as part of statistical enquiries by public bodies;
- 60 years from the date of the deed for documents which contain information implicating the private life or affecting the security of the State or national defence, the list of which is fixed by decree in the Council of State (Conseil d'État).

Derogations to the deadlines set by the law may be granted.

## 8. **Concise description of the principal record groups and collections**

Old series (16th to 19th centuries):

- Political correspondence, where central administration and diplomatic archives coexist, classified in country alphabetical order and, internally, chronologically.
- Memoirs and documents: collections and miscellaneous documents of diverse provenance, classified by country. The Richelieu, Saint-Simon, internal affairs, ceremonial, etc., collections are classified under 'Memoirs and documents France'.

- Commercial and consular correspondence, 1793–1901, classified by consulates.
- Individual collections: personnel, accounts, protocol (from the 19th century onwards), chancelleries, boundaries, etc. Some articles have been integrated into the ‘Memoirs and documents’ collection.

Contemporary central administration series, classified by divisions and departments.

Archives of acting ministers and secretariats of State, placed with the Ministry of Foreign Affairs.

Archives of the Ministry of Cooperation from 1984 until its closure in 1999.

Archives of the diplomatic and consular representations and cooperation missions (16th to 20th centuries).

Archives of the French protectorates of Morocco (1912–55) and Tunisia (1881–1955).

Archives of the mandate granted to France by the League of Nations in Syria and the Lebanon (1920–43).

Archives of the French occupation in Germany and Austria (1945–55, and up to 1990 for Berlin).

Archives of former international organisations (CoCOM, the Tripartite Monetary Gold Commission, the CED Secretariat).

Private archives (PAAP) and exceptional acquisitions.

Iconographic, photographs and cartography collections.

Collection of treaties (may be consulted on microfilm — the originals are not available for consultation).

Oral archives (diplomats’ accounts) set up in 1981 within the archives.

Excluding the archives of posts not yet repatriated, the approximate measurement is 80 linear kilometres.

## **9. Finding aids and computerisation**

Typewritten inventories

The vast majority of archive collections are equipped with brief contents lists or typed inventories. The list of inventories of collections kept at the CADN may be accessed on the website.

Public inventories

Only some are listed below, relating to the oldest series. These inventories are currently being numbered.

Political correspondence

Published summary and analytical inventories, digital indexes, etc., from the start-up until 1896.

- Consular and commercial correspondence from 1793 to 1901.
- Digital index of collections of political and commercial correspondence from 1897 to 1918.
- Digital index of collections of political and commercial correspondence, Vol. I, 1914–40.
- 1939–49 war, Vol. I, London, Algiers.
- Inventory of the 1940 collection of papers.
- Digital index of Series B, America, 1944–52.
- Inventory of archives of the French Consulate in New Orleans from its beginnings in 1918, being prepared.
- Archives of the French Consulate in Algiers, 1585–1798.
- Memoirs and documents.

The France collection and the ‘Miscellaneous’ collection cover the period from the beginning up until 1896 (several volumes).

For more details, refer to the *État général des inventaires des archives diplomatiques*, Imprimerie nationale, Paris, 1987, 249 pp., in 8°.

## 10. Reference works and articles

- (a) *Histoire de l'administration française — Les affaires étrangères et le corps diplomatique français, tome I: De l'ancien régime au second empire, tome II: 1870–1980*, sous la direction de Jean Baillou, Éditions du CNRS, Paris, 1984, 1018 pp. in 8°, ill. (épuisé).

*Les archives du ministère des relations extérieures depuis les origines, histoire et guide, suivis d'une étude des sources de l'histoire des affaires étrangères dans les dépôts parisiens et départementaux*, sous la direction de Paulette Enjalran, two volumes, Imprimerie Nationale, Paris, 1984–85, 480–523 pp. ill.

*Mémoires du monde. Cinq siècles d'histoires inédites et secrètes au Quai d'Orsay*, sous la direction d'Emmanuel de Waresquiel, Paris, Sophie de Sivry (ed.), L'Iconoclaste, 2001, 333 pp. in 4°, ill.

Pitman P. M., *Petit guide du lecteur des archives du Quai d'Orsay*, Paris, 1993 (English (American), French, German and Spanish versions).

Remy, P.-J., *Trésors et secrets du Quai d'Orsay*, J.C. Lattès, Paris, 1074 pp., ill.

- (b) 1. Collection of French diplomatic documents

*Les origines diplomatiques de la guerre de 1870–1871*, Imprimerie Nationale, Paris, 1910–32, 29 volumes (épuisés).

*Documents diplomatiques français (1871–1914) relatifs aux origines de la guerre de 1914*, Imprimerie Nationale, Paris, 1929–59:

- première série, 1871–1900, 16 volumes (épuisés);
- deuxième série, 1901–1911, 14 volumes (épuisés);
- troisième série, 1911–1914, 11 volumes (épuisés).

*Documents diplomatiques français, 1914–1919*, sous la direction du professeur Jean-Claude Montant, aux éditions Peter Lang:

- 2 volumes parus depuis 1999 (1914, 1915);
- 1 volume sous presse (1915-II);
- en préparation: 1915-III.

*Documents diplomatiques français, 1920–1932*, sous la direction du professeur Jacques Bariéty, aux éditions Peter Lang:

- 3 volumes parus (1920-I, 1920-II, 1920-III);
- 3 volumes en préparation: 1920–1921, Annexes, 1921-I, 1921-II.

*Documents diplomatiques français, 1932–1939*, sous la direction du professeur Pierre Renouvin†, puis du professeur J. B. Duroselle†, à l’Imprimerie Nationale (diffusion assurée par les éditions Peter Lang):

- série 1932–1935, 13 volumes parus;
- série 1936–1939, 19 volumes parus.

*Documents diplomatiques français, 1939–1944*, sous la direction du professeur André Kaspi, aux éditions Peter Lang:

- 1 volume paru (1939);
- 2 volumes sous presse (1940-I et Armistices de 1940).

*Documents diplomatiques français, 1944–1954*, sous la direction du professeur Georges-Henri Soutou, aux éditions Peter Lang:

- 7 volumes parus (1944-II, 1944-Annexes, 1945-I et II, 1945-Annexes, 1946-I et 1947-Annexes.);
- 2 volumes sous presse (1946-II).
- 2 volumes en préparations: 1947-I et II

*Documents diplomatiques français (depuis 1954)*, sous la direction du professeur J. B. Duroselle†, puis du professeur Maurice Vaisse, 26 volumes parus (1954–1964):

- 1 volume sous presse (1965-I) ;
- 1 volume en préparation (1965-II).

2. Collection of instructions given to ambassadors and ministers of France from the treaties of Westphalia until the French Revolution, 36 volumes published

3. Collection 'Diplomatie et histoire'

*Diffusion assurée par la direction des archives*

Barbier, C., *Henri Hoppenot, diplomate*, Imprimerie Nationale, Paris, 2000.

Lorentz, C., *La France et les restitutions allemandes au lendemain de la Seconde Guerre Mondiale*, Imprimerie Nationale, Paris, 1999.

Maelstaf, G., *Que faire de l'Allemagne? Les responsables français, le statut international de l'Allemagne et le problème de l'unité allemande (1945–1955)*, Imprimerie Nationale, Paris, 2000.

Mezin, A., *Les consuls de France au siècle des lumières (1715–1792)*, Imprimerie Nationale, Paris, 1998.

Watel, F., *Jean-Guillaume Hyde de Neuville, conspirateur et diplomate (1776–1857)*, préface de Jean Tulard, Imprimerie Nationale, Paris, 1998.

*Diffusion par les éditions Peter Lang*

Denechere, Y., *Journaliste et ambassadeur: Jean Herbette*, Peter Lang, Berne–Brussels, 2003.

Dulphy, A., *La politique de la France à l'égard de l'Espagne (1945–1955)*. Entre idéologie et réalisme, Imprimerie Nationale, Paris, 1999.

Metzger, C., *L'Empire colonial français dans la stratégie du IIIème Reich (1936–1945)*, two volumes, Peter Lang, Berne–Brussels, 2002.

*En préparation*

Haehl-Gelet, M., *Les affaires étrangères au temps de Richelieu; l'administration centrale, les agents diplomatiques, 1624–1642*.

Waquet, J.-C. and Janin, F., *La correspondance de Dominique Vivant-Denon, chargé d'affaires de France à Naples (1782–1785)*.

Ulrich-Pier, R., *René Massigli : une vie de diplomate*

*Les relations entre la France et les villes de Brême, Hambourg et Lübeck du Moyen Age au XIXe siècle*, textes réunis par Isabelle RICHEFORT et Burghardt SCHMIDT (Actes du colloque tenu à Paris les 28-29 novembre 2002).

4. Other conference proceedings

*L'invention de la diplomatie, Moyen-Age, Temps modernes*, sous la direction du professeur Lucien Bely, PUF, Paris, 1998.

*L'Europe des traités de Westphalie. Esprit de la diplomatie et diplomatie de l'esprit*, sous la direction du professeur Lucien Bely, avant-propos d'Hélène Carrère d'Encausse, introduction de Marc Fumaroli, PUF, Paris, 2000.

## 5. Exhibition catalogues

*1648, la paix de Westphalie: vers l'Europe moderne: (exposition, Paris, Hôtel de Lamonnaie, 1998)*, Imprimerie nationale, Paris, 1998, 250 pp. (illustrées en noir et en couleur, couverture illustrée en couleur; 27 cm).

*Regards sur le monde. Trésors photographiques du quai d'Orsay, 1860–1914*, Somogy, Paris, 2000.

*Le Paris de l'Orient. Présence française à Shanghai, 1849–1946*, Ministère des Affaires étrangères, Conseil général des Hauts-de-Seine-Musée Albert Kahn, Paris, 2002.

## IRELAND

### 1. **Full title of Foreign Ministry and of archives service**

Department of Foreign Affairs of the Republic of Ireland

National Archives of Ireland

### 2. **Contact details**

Department of Foreign Affairs  
80 St Stephen's Green  
Dublin 2  
Ireland  
Tel. (353-1) 408 21 22  
Fax (353-1) 864 34 24  
E-mail: archives@dfa.ie

National Archives of Ireland  
Bishop Street  
Dublin 8  
Ireland  
Tel. (353-1) 407 23 00  
Fax (353-1) 407 23 33  
E-mail: mail@nationalarchives.ie  
Website: www.nationalarchives.ie

### 3. **Summary of historical background of the archives service**

The Department maintains an archives unit, which liaises with the National Archives. The archives unit has been in existence since the early 1990s, and is responsible for processing and transfer of records to the National Archives, for responding to queries from correspondents and from within the Department, and for storage and management of current records. Non-current records can be inspected at the National Archives.

### 4. **Physical access**

Any member of the public is admitted to the National Archives provided he/she is accepted as a reader by the director of the National Archives. No particular qualifications are needed. Official letters of introduction or recommendation for non-nationals are not required.

Opening hours: Monday to Friday, 10.00 to 17.00

### 5. **Practical facilities**

Reading room

— 19 microfilm readers, two microfiche readers.

Internal library only.

## **6. Reproduction of documents**

Photocopying and microfilming provided. Charges: EUR 0.20 per photocopied page. Prices vary for microfilms and prints from microfilm.

## **7. Access regulations**

The National Archives Act 1986, which came into force in 1988, provides that government departments should make their records over 30 years of age accessible to the public. Provisions are made for exceptions on specific grounds.

## **8. Concise description of the principal record groups and collections**

Documents and films from the time of the provisional government and the first Irish Free State government, including contemporary copies of documents found on dissidents captured during the civil war. Material relating to administration, consular business, protocol, legal affairs, the press, information, cultural affairs, development cooperation and the Council of Europe.

Approximately 8 linear kilometres of files from 1920 to date.

## **9. Finding aids and computerisation**

Original registers/indexes.

Microfilm copy of index to main original material for research up to 1973.

Lists of files released, hard copy 1919–63, searchable catalogues on the National Archives website 1963–73.

## **10. Reference works and articles**

*Documents on Irish foreign policy*, Volumes 1–1V, 1919–36, have been published as part of an ongoing series.

## ITALY

### 1. Full title of Foreign Ministry and of archives service

Ministero degli Affari Esteri

Servizio Storico Archivi e Documentazione  
Ufficio II — Archivio storico diplomatico

### 2. Contact details

Piazzale della Farnesina, 1  
I-00194 Rome

Tel. (39) 06 36 91 47 78 (head of Office II — director)

(39) 06 36 91 32 13 (consultation room supervisor)

(39) 06 36 91 32 35 (consultation room)

Fax (39) 063 23 59 58

Website: [www.esteri.it](http://www.esteri.it) (Documentazione — Servizio Storico Archivi e Documentazione)

[www.esteri.it](http://www.esteri.it) (Documentazione — Commissione per la Pubblicazione dei Documenti Diplomatici Italiani)

### 3. Summary of historical background of the archives service

In the Kingdom of Sardinia, the practice of regularly transferring documents from the Foreign Ministry to the State archives had gradually fallen into disuse by the time of Italian unification. Subsequently, successive ministers — notably Visconti Venosta — advocated keeping foreign policy documents in the Ministry.

In 1881, Minister Mancini issued a decree setting up separate ministerial archives, subdivided into 'modern archives' (containing records since 1861) and 'old archives' (earlier records). From 1884, the Ministry's budget began to include sums earmarked for the operation of the archives service.

In 1886, Giacomo Gorrini was appointed director of the Ministry archives and in the same year the archives of the missions of Sardinia and other States prior to unification were transferred to the Ministry.

The historical archives were officially established in 1902 and regulated in 1908. The 'general holding archives' came into being in 1924, where all current documents from the various departments were held for 10 years before transfer to the historical archives and sorting.

During the Second World War and immediately afterwards, the ministerial archives suffered considerable damage and were widely dispersed. Nevertheless, from 1945, a group of archivists led by Ruggero Moscati devoted themselves to conserving and reorganising the various series contained in the historical archives. One of the most notable provisions issued since then was the departmental regulation of 8 August 1953, signed by Undersecretary Zoppi, on the reorganisation of departmental archives for the period 1945–50.

As Office II, the diplomatical historical archives are part of the Historical Service, Archives and Records which was established in its current form on 1 January 2000

(Presidential Decree 267 of 11 May 1999). It includes the former functions of the office of the archive committee which now has an advisory role in establishing the general criteria to be followed by Office II (diplomatic historical archives). It gives advice on the general criteria for handling the archival material in the central offices of the Ministry, on transferring archival material from offices abroad to the diplomatic historical archives, and on the selection and destruction of documents. However, the diplomatic historical archives retain the task of collecting, preserving and sorting the records received from the central offices and from abroad, from the archival records of the Ministry and the original copies of international agreements as well as being open to the public for consultation.

The Historical Service also includes Office I (office for studies) which is responsible for the volumes of the annual series 'Texts and Documents on Italian Foreign Policy' and Office III (library — periodical room) that handles its substantial book collection and the international subscriptions to 178 periodicals, many difficult to find, and is open to the public for consultation.

The committee for sorting and publishing Italian diplomatic documents is composed of historians and experts appointed by decree of the Ministry of Foreign Affairs. It constitutes a special section of the Secretariat-General of the Ministry (Coordinating Unit), under which it operates, and is responsible for the preparation and distribution of the volumes of the Italian diplomatic documents.

#### **4. Physical access**

Italian and foreign researchers may consult the diplomatic historical archives (in the case of foreigners, provided reciprocal facilities are granted and on recommendation from their diplomatic representation). Researchers are asked to present a letter of recommendation from the university or institution to which they belong.

Opening hours: Monday to Friday, 9.00 to 14.00

Closed: Saturday, Sunday and public holidays. The archives are closed for about a month in summer and for few days at Christmas and Easter.

#### **5. Practical facilities**

- Consultation room
- Two microfilms readers for public use

Researchers can use a consultation room inside the historical archives building. They can also make use of the services of the Ministry library.

#### **6. Reproduction of documents**

The photocopying service is run by an outside company. The machines operate with magnetic cards. The current charge is EUR 0.10. In principle, photocopies may be made of any material that can be consulted. However, damaged, restored, bound or valuable documents may be excluded. In some cases, researchers may be given permission to copy documents using their own means of photo reproduction provided that a copy of the resulting microfilm is supplied to the archives.

## 7. Access regulations

Documents which are more than 50 years old can be consulted after authorisation given by the director. In very exceptional cases, the Ministry may reduce the time limit to 30 years. Documents relating to the private life of individuals may only be consulted after 70 years. The relevant rules were laid down in Ministerial Decree 3880 bis of 24 June 1972, Law 675 of 31 December 1996 and Decree 281 of 30 July 1999. Obviously, archives that have not yet been filed or which do not yet have adequate means of identification cannot be consulted. The same applies to very valuable documents which present conservation problems.

## 8. Concise description of the principal record groups and collections

The diplomatic historical archives currently hold 15 linear kilometres of records. These are basically classified by origin, which is the system most groups have retained or reverted to. Some political series have been rearranged in alphabetical geographical order.

Some of the main groups are listed below.

### Archives pre-dating unification

Secretariat of State, later Ministry of Foreign Affairs of the Kingdom of Sardinia (1814–61), 30 linear metres.

Sardinian legations: Vienna (1707–1859), 13 linear metres; London (1730–1860), 11 linear metres; St Petersburg (1783–1861), 6 linear metres; Paris (1814–61), 11 linear metres; Madrid (1814–61), 6 linear metres; The Hague (1815–61), 1 linear metre; Berne (1815–61), 5 linear metres; Lisbon (1842–61), 1 linear metre; Lima (19th century), 3 linear metres; Rio de Janeiro (19th century), 3 linear metres; Naples (1844–60); Washington (1848–60); Rome (19th century), 5 linear metres.

Diplomatic mission in Alexandria (Egypt) (1825–61): 5 linear metres.

Sardinian consulates (19th century): 57 linear metres.

Tuscan diplomatic missions and consulates (1737–1859): 66 linear metres.

### Central administration archives of the Ministry

Ministry of Foreign Affairs of the Kingdom of Italy (1861–88): 132 linear metres.

Treaties (1861 onwards): 40 linear metres.

Telegrams series (1861 onwards): 428 linear metres.

Published diplomatic documents (1861 onwards): 33 linear metres.

'D' series — Historical Archives Directorate (1861–1953): 12 linear metres.

'Z' series — Legal Department (Servizio del Contenzioso) (1861–1939): 37 linear metres.

Education archives (1861–1943): 500 linear metres.

- Secret Cabinet archives (1869–1914): 4 linear metres.
- Crispi Cabinet (1888–91): 2 linear metres.
- Political series 'A' (1888–91): 25 linear metres.
- Political series 'P' (1891–1916): 117 linear metres.
- Commissariat-General for Emigration (1901–28): 20 linear metres.
- Tittoni–Pompili Cabinet (1904–09): 1 linear metre.
- Reserved Cabinet archives (1910–22): 16 linear metres.
- Sonnino Cabinet documents (1914–19): 2 linear metres.
- Ordinary and Cabinet series (1915–18): 66 linear metres.
- Central Arbitration Commission for Emigration (1915–29): 20 linear metres.
- Peace conference archives (1919–21): 66 linear metres.
- Conference archives (1916–34): 60 linear metres.
- Political Affairs series (1919–30): 161 linear metres.
- Commercial series (1919–50): approximately 330 linear metres.
- Cabinet and Secretariat-General archives (1923–43): approximately 225 linear metres.
- Political Affairs series (1931–45): 350 linear metres.
- Reserved Secretariat-General archives (1943–47): 2 linear metres.
- Archives of the Foreign Ministry of the Italian Social Republic (1943–45): 40 linear metres.
- Political Affairs series (1946–50): 192 linear metres.
- Directorate-General for Political Affairs (1951–57): 175 linear metres.
- Diplomatic missions and consular archives**
- Diplomatic missions: Berlin (1867–1943), 30 linear metres; London (1861–1950), 212 linear metres; Paris (1861–1950), 72 linear metres; St Petersburg / Moscow (1861–1950), 57 linear metres; Vienna (1862–1938), 64 linear metres; Washington (1861–1941), 110 linear metres.
- Consular missions in the United States (1848–1960), 250 linear metres.
- The diplomatic historical archives also keep:
- various records from the former Ministry of Italian Africa, covering the years 1859–1959 and totalling some 700 linear metres; they include: the historical archives of the Ministry of Italian Africa (ASMAI) (1857–1945); the historical

archives of the Ministry of Italian Africa — Miscellany (named 'Africa 3') (1879–1955); the Cabinet, ordinary and secret archives (1925–56); the archives relating to the Laws and Decrees Service, later the Legislative Office (1926–43); the archives relating to the Superior Colonial Council (1923–39); the archives relating to the Directorate-General for Political Affairs (1906–48); the archives of the Directorate-General for Economic and Financial Affairs (1923–43); the archives relating to Eritrea (1880–1945);

- the archives of the Italian Trust Administration in Somalia (AFIS) (1950–60), totalling some 100 linear metres;
- the archives of prominent personalities — Aldrovandi Marescotti, Artom, Avarna, Barilari, Benigni, Bettini, Blanc, Borsarelli, Brin, Cagiati, Calice, Cantalupi, Caroselli, Contarini, Corni, Crispi, Cusani Confalonieri, D'Arco, De Goyzueta, De Renzis, Di Fausto, Di Robilant, Di Rudini, Di San Giuliano, Ducci, Fabiani, Felsani, Ferraris, Folchi, Gorrini, Grandi, Guariglia, Imperiali, Iannelli, Levi, Manfredi, Manfredini, Mariotti, Masi, Negrelli, Nigra, Nogara, Oldoini, Ortona, Pansa, Pepoli, Salata, Sanchioni, Santangelo, Serra, Sforza, Susinno, Suvich, Taliani, Tommasini, Venturelli, Visconti Venosta — totalling some 150 linear metres;
- a group of records from the former Ministry of Popular Culture relating to the Fascist period, totalling around 102 linear metres;
- microfilm archives, comprising some 2 600 reels.

## 9. Finding aids and computerisation

There are analytical or summary inventories, transfer slips or other means of identification for most of the records listed above. There are also finding aids for other record groups not mentioned. There are computer aids for consulting the records relating to the European Community, bibliographic records and microfilms (currently for internal use).

- (a) Unpublished inventories include: political series 'A', political series 'P', the ordinary and Cabinet series (1904–22), the political series (1919–30), the peace conference archives and the archives of the Directorate-General for Political Affairs (1951–56).
- (b) Inventories published by the Foreign Ministry

*Le scritture della segreteria di Stato degli Affari esteri del regno di Sardegna*, edited by R. Moscati, Rome, 1947; *La legazione sarda in Vienna (1707–1859)*, edited by E. Piscitelli, Rome, 1950; *Le legazioni sarde a Parigi, Berna, L'Aja, Lisbona e Madrid*, edited by F. Bacino, Rome, 1951; *La legazione sarda in Londra (1730–1860)*, edited by M. Pastore, Rome, 1952; *La legazione e i consolati del regno di Sardegna in Russia (1783–1861)*, edited by F. Bacino, Rome, 1952; *Le scritture del Ministero degli affari esteri del Regno d'Italia dal 1861 al 1887*, edited by R. Moscati, Rome, 1953; *Le scritture del 'Gabinetto Crispi' e le carte 'Sonnino'*, edited by F. Bacino, Rome, 1955; *Le scritture della legazione e del consolato di Toscana in Roma dal 1737 al 1859*, edited by R. Mori, Rome, 1959; *Inventario della 'Series D' (Direzione dell'Archivio Storico)*, edited by S. Ruggeri, Rome, 1988; *Inventario dell'Archivio del Consolato del Granducato di Toscana, Roma (1817–1853)*, edited by C. Lisi, Rome, 1996; *Le carte del Gabinetto del Ministro e della Segreteria generale dal 1923 al 1943*, edited by P. Pastorelli, Rome, 1999; *Inventario della Series 'Affari politici' 1931–1945*, Rome, 1976; *Inventario delle rappresentanze diplomatiche: Londra 1861–1950*,

Rome, 1976; *Inventario della Series 'Affari politici' 1946–1950*, Rome, 1977; *Inventario delle rappresentanze diplomatiche: Francia e Russia (URSS)*, Rome, 1979; *Inventario delle rappresentanze diplomatiche: Berlino 1867–1943, Vienna 1862–1938*, Rome, 1981; *Inventario dell'archivio riservato della segreteria generale 1943–1947*, Rome, 1985; *Inventario del fondo 'Commissione centrale arbitrale per l'emigrazione' (1915–1929)*, edited by P. Santoni, Rome, 1986; *Il fondo archivistico 'Series Z — Contenzioso'*, edited by L. Pilotti, Rome, 1987; *I fondi archivistici della legazione sarda e delle rappresentanze diplomatiche italiane negli U.S.A. (1848–1901)*, edited by C. M. Aicardi and A. Cavaterra, Rome, 1988; *I fondi archivistici dei consolati di Chicago, Cleveland, Denver, New Orleans e S. Francisco conservati presso l'Archivio storico diplomatico*, edited by P. Catani and R. Zuccolini, Rome, 1990; *Il fondo archivistico Commissariato generale dell'emigrazione (1901–1927)*, edited by P. Santoni, Rome, 1998.

Seven volumes of inventories for the archives of the former Ministry of Italian Africa have also been published in photocopied form.

## 10. Reference works and articles

A bibliography on the administration of foreign affairs, edited by V. Pellegrini, appeared in *La formazione della diplomazia nazionale (1861–1915): Indagine statistica*, Università degli Studi di Lecce, Dipartimento di scienze storiche e sociali, Rome, 1986, pp. 115–126. Bibliographical reference may also be found in the recently published *Materiali per una bibliografia dei funzionari del Ministero degli Affari esteri*, edited by V. Pellegrini, Rome, 1999.

General works include: Ferraris, L. V., *L'amministrazione centrale del Ministero degli esteri italiano nel suo sviluppo storico, (1848–1954)*, Florence, 1955; Moscati, R., *Il Ministero degli Affari Esteri, 1861–1870*, Milan, 1961; E. Serra, *La diplomazia in Italia*, Milan, 1984, pp. 21–57; Pellegrini, V., *Amministrazione e ordinamento costituzionale: il Ministero degli Affari Esteri*; Istituto per la Scienza dell'Amministrazione Pubblica, 'L'amministrazione nella storia moderna', *Archivio* No 3, Milan, 1985, pp. 1851–1929; *La formazione della diplomazia nazionale (1861–1915)*, Repertorio bio-bibliografico dei funzionari del Ministero degli Affari Esteri, Università degli studi di Lecce, Dipartimento di scienze storiche e sociali, Rome, 1987; *La formazione della diplomazia italiana 1861–1915*, edited by L. Pilotti, introduction by F. Grassi, Milan, 1989; *L'amministrazione centrale dall'Unità alla Repubblica. Le strutture e i dirigenti*, edited by G. Melis, Vol. I: *Il Ministero degli Affari Esteri*, edited by V. Pellegrini, Bologna, 1992; *Materiali per una bibliografia dei funzionari del Ministero degli Affari Esteri*, edited by V. Pellegrini, Rome, 1999.

- (a) For bibliographic details relating to the archives, see below.

Besides the introductions to the inventories listed at point 9(b) the following are suggested in particular: *Le scritture della segreteria di Stato degli Affari esteri del Regno di Sardegna*, edited by R. Moscati, Rome, 1947, pp. 8–13; Pellegrini, V., 'Le fonti per la storia del Mezzogiorno nell'Archivio storico diplomatico del Ministero degli Affari Esteri', *Ricerca storica e occupazione giovanile. Le fonti archivistiche per la storia del Mezzogiorno nell'età moderna e contemporanea*, edited by C. Donno and V. Pellegrini, Lecce, 1983, pp. 169–193; *Inventario della 'Series D' (Direzione dell'Archivio Storico)*, edited by S. Ruggeri, Rome, 1988, pp. 7–57; Pastorelli, P., 'Le carte di Gabinetto del Ministero degli Affari Esteri, 1923–1943', *Storia delle relazioni internazionali*, V (1989), pp. 313–348; Pellegrini, V. and Bertinelli, A., *Per la storia dell'amministrazione coloniale italiana*, Milan, 1994.

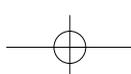
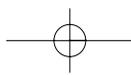
(b)

Other publications from the diplomatic historical archives: *La struttura e il funzionamento degli organi preposti all'emigrazione (1901–1919)*, edited by F. Grispo, Rome, 1986; *Inventario della Series 'emigrazione' del fondo 'assistenza e previdenza' dell'archivio della Società umanitaria di Milano*, edited by M. Punzo, Rome, 1987; *La rete consolare nel periodo crispino (1886–1891)*, edited by M. Cacioli, Rome, 1988; *Repertorio degli atti parlamentari relativi all'emigrazione (1902–1927)*, edited by M. L. Bozzi Colonna, Rome, 1990; *L'ufficio di informazioni e protezione dell'emigrazione italiana di Ellis Island*, edited by L. Pilotti, Rome, 1993.

The committee for sorting and publishing Italian diplomatic documents has undertaken the publication of the following volumes of the 'Documenti diplomatici italiani':

- Series I (1861–70), Vol. 13;
- Series II (1870–96), Vol. 27;
- Series III (1896–1907), Vols 1 to 7;
- Series IV (1908–14), Vol. 12;
- Series V (1914–18), Vol. 11;
- Series VI (1918–22), Vols 1 and 2;
- Series VII (1922–35), Vol. 16;
- Series VIII (1935–39), Vols 1 to 9, 12 and 13;
- Series IX (1939–43), Vol. 10;
- Series X (1943–48), Vol. 7;
- Series XI (1948–53), in preparation.

A Foreign Ministry committee (now dissolved) for documentation on Italy's activities in Africa published 13 volumes of documents relating to Africa.



## CYPRUS

### 1. **Full title of Foreign Ministry and of archives service**

Ministry of Foreign Affairs of the Republic of Cyprus

Cyprus State Archives

### 2. **Contact details**

Cyprus State Archives  
Ministry of Justice and Public Order  
1461 Nicosia  
Cyprus  
Tel. (357) 22 30 26 64  
Fax (357) 22 66 76 80  
E-mail: statearchives@sa.mjpo.gov.cy

### 3. **Summary of historical background of the archives service**

The creation of the Ministry of Foreign Affairs goes back to the establishment of the Republic of Cyprus in 1960. Non-current records of all ministries, including the Ministry of Foreign Affairs, fall within the provisions of State Archives Law 208/91, and are transferred to the State Archives.

The Cyprus Public Record Office was established in 1978 under the public record law of 1972 to provide for the preservation of public records. In 1991, it was renamed the State Archives under the new State Archives law, which repealed the public record law 1972. The primary function of the State Archives as a place of deposit for public records is to receive from government departments and other bodies subject to the State Archives law those of their records that must be permanently kept, and to hold them for official use. It thus fulfils in relation to other departments the role of a 'common service'. Its further function is to hold and make these records available for research by members of the public.

### 4. **Physical access**

Reading room opening hours: Monday to Thursday, 8.30 to 13.30

Researchers may use finding aids to identify the records they wish to research. Public access is subject to the 30-year rule.

### 5. **Practical facilities**

Facilities for photocopies are available.

### 6. **Reproduction of documents**

The Archives Reprographic Service microfilms original records for safety and preventive conservation purposes and processes orders for photocopies placed by researchers.

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 Public Record Office at Kew, purchasing microfilms of colonial records relating to Cyprus. 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.

## **7. Access regulations**

Under national legislation, the State Archives, in cooperation with the Foreign Affairs Registry, makes the necessary arrangements for the selection of those records that ought to be permanently preserved, based on their historic or administrative value. The records selected for permanent preservation are transferred to the State Archives within a period of 30 years and are subject to public access 30 years after their creation. Those that have been rejected as not suitable for permanent preservation are destroyed following national procedures. The same access regulations and technical arrangements apply to both nationals and foreigners.

## **8. Concise description of the principal record classes and collections**

The earliest Ministry of Foreign Affairs records that are housed in the State Archives were created in 1968, containing earlier references dating from 1962 to 1964 and containing documents up to the 1990s.

## **9. Finding aids and computerisation**

For current records, a departmental registry within the Ministry of Foreign Affairs is kept and the subject classification method is used. In the State Archives, there is a card index and a printed catalogue that researchers may use to enable them to conduct their research. The reference of the collection is FA. Computerisation of non-current foreign affairs archives is presently under consideration within the general context of office automation to be introduced into the State Archives.

## LATVIA

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs of the Republic of Latvia

Archives of the Ministry of Foreign Affairs of Republic of Latvia  
Latvian State Historical Archives

### 2. Contact details

Archives of the Ministry of Foreign Affairs of the Republic of Latvia  
36 Boulevard Brīvības  
LV-1395 Riga  
Fax (371) 782 81 21  
E-mail: sarmite.saveja@mfa.gov.lv

Latvian State Historical Archives  
16 Slokas Street  
LV-1007 Riga  
Fax (371) 761 24 06

### 3. Summary of historical background of the archives service

The Republic of Latvia declared its independence on 18 November 1918, but the Ministry of Foreign Affairs was founded only in July 1919, because a part of Latvia was occupied and the liberation war continued.

The records regarding foreign affairs begin in 1918 with the appointment of a minister for foreign affairs. After Latvia's occupation by the USSR in 1940, the archives of the Ministry were displaced to Moscow, then brought back in the 1960s and 1990s.

After regaining of independence on 21 August 1991, the Ministry organised the return of the archives from diplomatic legations abroad (London and Washington), which were the only representatives of the Republic of Latvia during Soviet occupation. These archives have now been transferred to the Latvian State Historical Archives.

Today all archives of the Ministry and legations from 1918 to 1990 are kept in the Latvian State Historical Archives (Latvijas Valsts vēstures arhīvs).

The Ministry of Foreign Affairs was founded in May 1990 after the declaration of independence. In August 1991, the first archivist in the Ministry of Foreign Affairs was appointed and the Division of Archives and Chancellery organised. The Ministry of Foreign Affairs of Latvia invented the system where all original documents were sent to the archives on the same day and copies were distributed to structural units. The first classification scheme and filing system were based on the correspondent principle with thematic subclasses. Since 1996, a new classification scheme based on the functional principle has been introduced.

### 4. Physical access

- (a) The diplomatic historical archives (1918–40) are accessible to national and foreign researchers at the Latvian State Historical Archives, 16 Slokas Street, Riga.

Researchers are asked to present a letter from the research director.

Office opening hours: Monday, Tuesday, Thursday and Friday, 9.00 to 16.00; Wednesday, 13.00 to 20.00

- (b) The archives of the Ministry of Foreign Affairs (from 1990) are open for Ministry staff and national researchers every day. All materials are open to Ministry staff without special permission, excluding secret or confidential materials. Requests to use documents from national researchers should be addressed to the State secretary of the Ministry. There is no practice of foreign researchers using the documents of the Ministry. Finding aids and files are consulted by archivists.

## 5. Practical facilities

Latvian State Historical Archives: see point 4 above.

## 6. Reproduction of documents

Photocopying is provided.

## 7. Access regulations

Archives Act, issued 26 March 1991

Law on information publicity, issued 29 October 1998

Law on protection of personal data, 2002

Regulations on the Records Management Department of the Ministry of Foreign Affairs, 1999

The legislation of the Republic of Latvia is applied equally to both national and foreign researchers. Prescript No 53 of the Ministry of Foreign Affairs issued on 21 March 2003 denotes particular kinds of information to which some access limitations are applied.

## 8. Concise description of the principal record groups and collections

- (a) The main holdings of the Latvian State Historical Archives (1918–91) are:

- records of the Foreign Ministry;
- records of legations abroad;
- private diplomatic archives.

The volume of documents is estimated at about 350 linear metres of shelving.

- (b) There are five main record groups in the archives of the Ministry of Foreign Affairs (from 1990):

- international treaties concluded by the Republic of Latvia;
- records of the Ministry (diplomatic correspondence, political, administrative, consular, personal papers);

- records of missions abroad;
- private diplomatic archives;
- audiovisual documents.

The complete holdings of the Foreign Ministry archives total nearly 1 000 linear metres. Files kept in the documentation centre (intermediate archives) comprise approximately 700 linear metres, and archives files about 300 linear metres.

## 9. Finding aids

- (a) At the Latvian State Historical Archives, researchers have access to the existing inventories. Registry of collections of the Latvian State Historical Archives is now being computerised.
- (b) Inventories are accessible for a part of the archives holdings from the beginning of the 1990s up to 1997. On finding aids for the remaining part of the documents, the researchers may consult the archivists.

## 10. Reference works and articles

- (a) *Recueil des principaux traités conclus par la Lettonie avec les pays étrangers Volume 1, 1918–1930, Rīga, 1930; Volume 2, 1930–1938, Rīga, 1938*, publié par le Ministère des Affaires Étrangères sous la direction de G. Albat, Ministre Plénipotentiaire, Secrétaire Général au Ministère des Affaires Étrangères.

Malbone, W. G., *The diplomatic recognition of the border States. Part 3. Latvia*, University of California Press, Berkeley, Cambridge University Press, London, 1941.

*Latvian–Russian relations. Documents*, compiled by Dr A. Bilmanis, Washington, DC, published by the Latvian Legation. First printing, 1944; second printing, 1978.

Grava-Kreituse, I., Feldmanis, I., Loeber, D. A., Goldmanis, J. and Stranga, A., *The occupation and annexation of Latvia: 1939–40. Documents and materials*, Riga, 1995.

- (b) A list of international treaties concluded by the Republic of Latvia, compiled by the Ministry of Foreign Affairs of the Republic of Latvia, Riga, 1996.

*Latvijas Republikas Ārlietu dienesta rokasgrāmata*, manual for Foreign Service, Ministry of Foreign Affairs, Riga, 1997.

Lerhis, A., 'Padomju režīma represijas pret neatkarīgās Latvijas diplomātiem. Totalitārie režīmi un to represijas Latvijā 1940–1956', gadā. Latvijas Vēsturnieku komisijas 2000. gada pētījumi. Rīga, 2001 ('The Soviet repressions against diplomats of independent Latvia. Totalitarian regimes and their repressions carried out in Latvia 1940–1946', published in *Yearbook 2000* of the Commission of the Historians of Latvia).

Lerhis, A., 'Development of Foreign Service of the Republic of Latvia (1917–1941)', dissertation for Ph. D. degree, Riga, 2002 (in Latvian, not published).

Križevica, S., 'Latvijas Ārlietu ministrijas izveidošana. 1918. gada novembris — 1919', gads. *Latvijas Arhīvi*, No 4, 1999 ('The formation of the Ministry of Foreign Affairs of the Republic of Latvia. 1918–1919').

Treijs, R., *Latvijas diplomātija un diplomāti (1918.–1940.)*, Rīga, 2003 (*Diplomacy and diplomats of Latvia (1918–1940)*). Short biographies.

*Dokumenti par Latvijas valsts starptautisko atzīšanu, neatkarības atjaunošanu un diplomātiskajiem sakariem: 1918–1998*, Rīga, 1999 (*A document collection on the international recognition of Latvia, renewed independence and diplomatic relations: 1918–1998*), Latvian Archivist Society, Ministry of Foreign Affairs of Latvia, Latvian State Historical Archives.

Jēkabsons, Ē. and Ščerbinskis, V., *Latvijas ārlietu dienesta darbinieki. 1918–1991*, Rīga, 2003 (*Biographical dictionary of the Latvian Foreign Office. 1918–1991*), Ministry of Foreign Affairs, Latvian State Historical Archives and Archivist Society.

## LITHUANIA

### 1. **Full title of Foreign Ministry and of archives service**

Ministry of Foreign Affairs of the Republic of Lithuania

Archives of the Ministry of Foreign Affairs of the Republic of Lithuania

### 2. **Contact details**

J. Tumo  
Vaizganto Str. 2  
LT-01511 Vilnius  
Tel. (370) 52 36 26 62  
Fax (370) 52 31 30 90  
E-mail: urm@urm.lt

### 3. **Summary of historical background of the archives service**

The archives of the Ministry of Foreign Affairs of the Republic of Lithuania were established after Lithuanian independence was re-established on 11 March 1990.

After independence was re-established, the modern system of State archives was formed. At present, the system of State archives in Lithuania is organised in a centralised way. The State archives service comprises the Lithuanian Archives Department under the Government of the Republic of Lithuania, three State archives, two specialised archives, and 10 regional archives.

The archives of the Ministry of Foreign Affairs are part of the Lithuanian Modern State Archives. The Modern State Archives exercises control over records management in major State institutions (the Parliament, Office of the President of the Republic of Lithuania, Chancellery of Government, ministries and departments, etc.). It also accumulates and preserves documents of State institutions, popular organisations and individuals, dating from 1990, and provides institutions with advice on the organisation of records management, administration and preservation of documents.

### 4. **Physical access**

Reading room opening hours: Monday to Thursday, 8.30 to 17.30; Friday, 8.30 to 16.15

### 5. **Practical facilities**

The reading room provides access to a personal computer, inventory lists, indexes, descriptions, and reference books. Photocopies can be made on request.

### 6. **Reproduction of documents**

The State Archives provides advice to institutions and organisations regarding the organisation of records management and preservation of records; it also handles enquiries from institutions and individuals.

Photocopies and microfilm copies of records can be made on request.

## **7. Access regulations**

Access to the following records are restricted:

- records containing information which is a State or official secret;
- personal files — for 50 years after closing the file;
- records containing medical information about a person — for 25 years after the person's death.

Access to records containing information which is considered a State or official secret is regulated by relevant laws and other statutory acts.

Records of State institutions without restraint (except for a few, access to which is restricted by law) are available for reference.

## **8. Concise description of the principal record groups and collections**

Archives holdings comprise approximately 60 linear metres of records.

Principal record classes include:

- international treaties concluded by the Republic of Lithuania;
- records of the MFA (political, consular and economic correspondence, plans, reports, financial documents, personal cases, etc.).

## **9. Finding aids and computerisation**

Archives files are classified by subject and chronological order.

A new computerised archives programme is to be installed in 2005.

## LUXEMBOURG

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs

National Archives

### 2. Contact details

Ministry of Foreign Affairs  
Hôtel Saint-Maximin  
5, rue Notre-Dame  
L-2911 Luxembourg  
Tel. (352) 478 23 12  
Fax (352) 22 31 44  
E-mail: [officielle.boite@mae.etat.lu](mailto:officielle.boite@mae.etat.lu)  
Website: <http://www.mae.lu>

National Archives of the Grand Duchy of Luxembourg  
Plateau du Saint-Esprit  
BP 6  
L-2010 Luxembourg  
Tel. (352) 478 66 60 or (352) 478 66 61  
Fax (352) 47 46 92  
E-mail: [archives.nationales@an.etat.lu](mailto:archives.nationales@an.etat.lu)  
Website: <http://www.etat.lu/AN>

### 3. Summary of historical background of the archives service

The legislation governing the archiving of administrative documents of the Grand Duchy of Luxembourg and therefore also foreign affairs documents is closely linked to the development of State structures themselves. These regulations really took off during the second half of the 20th century, through the law of 5 December 1958 for the organisation of the national library and the State Archives initially, and then with the order of the Grand Duke of 21 October 1960 establishing the organisation and operation of the Archives of State. At the same time, the more resolute development, since the end of the Second World War, of Luxembourg's bilateral diplomatic relations and its progressive membership of a growing number of multilateral organisations have greatly increased the size and scope of the collection of the Ministry of Foreign Affairs.

Internally, the archives service of the Ministry of Foreign Affairs was a decentralised organisation from the outset, governed by different departments and even by some related services. While waiting for legislation governing the obligatory filing of official documents in the National Archives, the permanent preservation of documents produced by the Ministry of Foreign Affairs as historical archives is assured by the National Archives. Consultation of the archived records rests upon the Grand Ducal ruling of 15 January 2001 on the consultation of archives collections of the National Archives.

#### 4. **Physical access**

In the National Archives, documents may be viewed upon the presentation of a reader's card in the reading room or the microfilm room. Consultation is governed by the Grand Ducal Ruling of 15 January 2001. Anybody wishing to view files is requested to state the purpose of their research.

The Grand-Ducal ruling of 15 January 2001 on the consultation of the archives collection of the National Archives states in its Article 2 that 'the consultation of documents ... is to be undertaken on the premises, unless otherwise authorised by the Director of the National Archives. Anybody wishing to consult these documents will be admitted upon the presentation of a personal reader's card issued by the National Archives. Documents of great historical or artistic value, as designated by the Director of the National Archives, may only be viewed in the presence of an employee of the National Archives, or otherwise only as a copy of the original document. Any reproduction of documents which are freely accessible, subject to the provisions contained in Articles 4 and 5, are subject to prior authorisation by the director of the National Archives, who is also responsible for safeguarding the legitimate interests of the people or the institutions mentioned in these documents'.

Opening times of the National Archives:

Monday to Friday, 9.00 to 11.45 and 13.00 to 17.45; Saturday, 9.00 to 11.45

Closed: Sunday and public holidays

There are no annual closing dates.

#### 5. **Practical facilities**

Reading room: 20 places

Microfilm room: 12 machines available

#### 6. **Reproduction of documents**

Copies, photographs or microfilms of the National Archives documents may be requested against payment of a fee, whereas entire files may not be copied.

#### 7. **Access regulations**

Article 4 of the Grand Ducal ruling of 15 January 2001 on the consultation of archives collections at the National Archives states that 'State and local archives which were not freely available prior to their filing in the National Archives may not be freely viewed until 30 years after the date of the document(s) in question or until the expiry of any other specific period ...'.

The same ruling specifies these special periods in paragraph 1 of Article 5:

'1. Without prejudice to any specific texts governing the availability of certain documents, the specific periods are set as follows:

- (a) A period of 150 years from the date of birth of the person concerned, for documents which include personal medical information;

- (b) A period of 50 years from the date of death of the person concerned, for documents which include individual information relating to the person's private, family and professional life;
- (c) A period of 50 years from the census or survey date for private information and attitudes collected as part of statistical surveys by public services;
- (d) A period of 50 years as of the date of the document:
  - For documents relating to proceedings brought before the courts, for notaries' original documents as well as for birth and civil status records;
  - For documents relating to State security or national defence.'

According to Article 2 of the same paragraph: 'in accordance with the government minister responsible for the file, the director of the National Archives may authorise the consultation of a file prior to the expiry of the specific period ..., but only after the expiry of a period of 30 years, as long as the person wishing to view the file can prove a legitimate interest.'

Furthermore, the Grand Duchy's membership of certain international organisations demands the respect of certain obligations or restrictions imposed by the respective issuing bodies.

## 8. Concise description of the principal record groups and collections

The archives of the Ministry of Foreign Affairs, which cover the period from 1880 to 1944, contain around 4 000 files. This collection, along with any related fonds, is made up of seven parts: the Department of Foreign Affairs (1880–1940); the Conventions (1880–1944); the Ministry of State (1936–40); the Administrative Commission (1940–41); the Government-in-exile (1940–44); the League of Nations as well as the fonds of the Couronne de Chêne.

In order to avoid any double numbering, the original shelf-marking system, which is not based on any specific archiving method, has been maintained by the National Archives. In order to assist the researcher's work, a table of contents, an analytical index and an alphabetical subject matter index are provided, along with an index of names. Files are inventoried in analytical and chronological order, except for the 'War Damage' series, which is stored in alphabetical order in order to help the work of clients. Details are listed by country for some series.

Concerning foreign affairs collections beyond 1945, the registration being assumed by directorates, the method used varies from service to service and may be thematic, alphabetical or chronological, or a combination of these approaches, depending on the type of documents.

## 9. Finding aids and computerisation

Over the past two decades, archival work has undergone considerable development, mainly due to the increasing and consequential computerisation of documents, which has been made possible thanks to huge technological progress.

In line with this development, efforts are currently under way both at the Ministry of Foreign Affairs and at the National Archives to develop electronic document management systems. These will generate a progressive transformation of information

exchange, consultation and communication habits. This computerisation is already forming the basis for a new culture of documentary processing and research for future generations.

## **10. Reference works and articles**

### **(a) Available inventories**

Ruppert, P., *Les archives du gouvernement du grand-duché de Luxembourg*, 1910 (*The Archives of the Government of the Grand Duchy of Luxembourg*).

Hoffmann, S., *Inventaire analytique. Fonds des affaires étrangères 1880–1944*, ANLux 2004 (*Analytical inventory. Foreign affairs collection 1880–1944*).

### **(b) Reference works**

May, G., *Les archives publiques au grand-duché de Luxembourg: législation et considérations générales*, Luxembourg, 1986 (*The public archives of the Grand Duchy of Luxembourg: legislation and general considerations*).

Als, R., *Rapports d'un diplomate 1950–1962*, publication de l'Institut Grand-ducal, Section des sciences morales et politiques, Luxembourg, 2003. ISBN 2-9599794-3-5 (*Reports from a diplomat 1950–1962*, published by the Grand Ducal Institute, Moral and Political Sciences Section, Luxembourg).

## HUNGARY

### 1. **Full title of Foreign Ministry and of archives service**

Ministry of Foreign Affairs of the Republic of Hungary

National Archives of Hungary

### 2. **Contact details**

Foreign affairs documents created between 1918 and 1944 can be found at:

National Archives of Hungary

Department II — Department of Records of Government Organs of the Period  
1867–1945

Bécsi kapu tér 2–4  
H-1014 Budapest

Postal address: H-1250 Budapest POB 3

Tel. (36-1) 225 28 00 (main)

Fax (36-1) 225 28 05

E-mail: info@natarch.hu

Research room opening hours: Monday to Thursday, 8.30 to 17.45; Friday, 8.30 to 15.45

Foreign affairs documents created after 1944 can be found at:

National Archives of Hungary

Department V — Department of Records of the Post-1945 Political Government  
Agencies

Hess András tér 5  
H-1014 Budapest

Postal address: H-1250 Budapest POB 3

Tel. (36-1) 225 28 60 (main)

Fax (36-1) 225 28 92

E-mail: hesskut@natarch.hu

Research room opening hours: Monday to Thursday, 8.30 to 17.45; Friday, 8.30 to 15.45

Foreign affairs documents on microfilm can be found at:

National Archives of Hungary

Department VIII — Department of Reprography  
Bécsi út 314–324

H-1037 Budapest

Postal address: H-1250 Budapest POB 3

Tel. (36-1) 437 06 60 (main)  
Fax (36-1) 437 06 95  
E-mail: gzzs@natarch.hu

Research room opening hours: Monday to Thursday, 8.30 to 17.45; Friday, 8.30 to 15.45

### **3. Summary of historical background of the archives service**

There are no independent archives of the Ministry of Foreign Affairs in Hungary. The duties corresponding to this purpose are carried out by the National Archives of Hungary under the supervision of the Ministry of Cultural Heritage.

In Hungary, the archives service of the Ministry of Foreign Affairs could be established only after the foundation of the independent Hungarian Ministry of Foreign Affairs in 1918. Between 1867 and 1918, foreign affairs were handled by the common Imperial and Royal Ministry of Foreign Affairs run together with Austria. The documents created during its work can be found in Vienna. During the Hungarian Soviet Republic, a People's Commissariat of Foreign Affairs was in charge.

The documents created between the two world wars can serve as primary sources not only for studying Hungarian foreign politics, but also for the history of the region.

After 1945, the Ministry of Foreign Affairs only occasionally handed over documents to the National Archives of Hungary, and then after the beginning of the 1970s to the new Hungarian Central Archives. (This institution collected and elaborated the documents of the central organs created after 1945.) Originally, the Ministry of Foreign Affairs wanted to establish its own special archives, but this plan could not be carried out because of a lack of financial resources; that is why it started to hand over documents regularly from the beginning of the 1980s to the new Hungarian Central Archives and after 1992 to the reunited National Archives of Hungary.

For the time being, the National Archives of Hungary takes in documents older than 15 years, according to Law LXVI of 1995, every year from the archives working within the framework of the Documentary Department of the Ministry of Foreign Affairs.

Foreign affairs documents created after 1945 can also serve as a primary source for studying the history of the cold war and the Communist movement.

### **4. Physical access**

The documents of the Ministry of Foreign Affairs are preserved in two departments at the National Archives of Hungary. The Department of Records of Government Organs of the Period 1867–1945 (Department II) handles the documents created between 1918 and 1944. The documents created after 1945 are preserved in the Department of Records of the Post-1945 Political Government Agencies (Department V).

According to the rules, if there is a microfilm copy of the original material, only the microfilm can be researched in the Department of Reprography (Department VIII). Documents on foreign affairs of other countries can also be found in this department on microfilm.

## 5. Practical facilities

National researchers (and citizens of those countries that have a data protection agreement with Hungary) can study the documents containing personal data with the permission of an institution which deals with scientific research (e.g. universities, academic research institutions, institutions with bigger public collections, etc.). Those foreigners whose countries do not have a data protection agreement with Hungary cannot study documents containing personal data.

According to the research regulations of the National Archives of Hungary, researchers must have their names registered, give their personal data, the aim and time frame of their research and enclose the abovementioned permission. Researchers can order the documents in writing from the appropriate department at least eight days before the start of the research. In this case, they should indicate the exact reference number of the documents they wish to study. If these documents are not under restriction and the necessary permission has been granted, the research can be started at once.

The research of the documents takes place in the research room of that building where the documents are preserved. The quantity of the documents to be given out is limited, it cannot be more than some piles or bunches. The archival material asked for on the order card can be researched for 30 days after production.

See point 2 above for the opening hours of reading rooms.

## 6. Reproduction of records

Microfilm frames of foreign affairs archival documents in the National Archives of Hungary are distributed in the following way: at present there are 229 291 microfilm frames of foreign affairs documents created between 1918 and 1944, which corresponds to 31 linear metres. This quantity grows from year to year because of continuous archival microfilming.

The number of microfilm frames taken of foreign affairs documents created after 1945 is 1 168 248, about 117 linear metres.

Analogous (microfilm, photo, photocopy) or digital copies can be ordered of the documents if the access regulations are satisfied.

## 7. Access regulations

All the foreign affairs documents created between 1918 and 1944 can be found in the National Archives of Hungary. There is only one exception: documents that contain personal data. In this case, if the law allows for the research of these documents, they can be researched at the Ministry of Foreign Affairs.

Access to public records preserved in the National Archives of Hungary is regulated by the Archives Act (1995, LXVI, Amendment 1997, CXL, Enacting Clauses 19 and 20/1198 [V.13] MKM), the Data Protection Act (1992, LXIII) and the Privacy Act (1995, LXV). The Archives Act establishes a dual time restriction system:

— records created before 2 May 1990 (that is the date of the return to democracy in Hungary) are made available to the public 15 years after their creation;

— records created after 1 May 1990 are made available to the public 30 years after their creation.

Documents without restriction can be researched and copied. Order 4/1996 of the foreign minister provides for the supervision of qualified documents. On the basis of the Privacy Act (1995, LXV) regarding State secrets and official secrets and of the government order 79/1995 (VII, 30) regarding the handling of qualified data, the Ministry of Foreign Affairs sent a committee to the National Archives of Hungary in 1997 to supervise the top secret foreign affairs documents preserved in the archives. As a consequence of its work, a lot of documents were requalified. From 1998, the National Archives of Hungary has taken in only requalified top secret documents (together with the non-restricted documents) from the Ministry of Foreign Affairs. Those documents not requalified are taken in only after the expiry of the restriction.

## 8. Concise description of the principal record groups and collections

Funds created between 1918 and 1944 — if possible — are arranged according to the principle of provenance: subject, items, sub-items and chronological order are taken into account.

The principle of provenance was also taken into account by the creation of the lists of funds and sub-funds after 1945, although the principle of pertinency was also applied in the case of collections.

When creating the sub-funds of the Ministry of Foreign Affairs, the already existing document handling and keeping methods have also been taken into account. Accordingly, the sub-funds of foreign affairs documents can be grouped in the following way:

- (a) documents handled centrally;
- (b) organisational units;
- (c) collections;
- (d) secretariats of heads of departments.

In the funds and sub-funds created from the documents of foreign affairs can be found documents — especially in the case of top secret documents of independent embassy funds — which are arranged according to date (within this, in order of reference numbers) and items arranged according to the spheres of activity of the organisational units.

The full extent of the fond of the Ministry of Foreign Affairs referring to the period 1918–44 is 486.51 linear metres, and that of the embassies is 630.04 linear metres.

The full extent of the documents of foreign affairs created after 1945 is 1 434.70 linear metres; within this 1 228.03 linear metres are for the Ministry of Foreign Affairs. The documents of the embassies and foreign representations form independent funds until 1964, but from 1965 they are arranged into the appropriate volume of the Ministry of Foreign Affairs and transferred to the National Archives of Hungary. The quantity of the documents created after 1945 grows from year to year because of the continuous transport from the Ministry of Foreign Affairs.

Documents created in 1987 are taken in during 2004.

## 9. Finding aids and computerisation

The structure of the administrative and secretly handled documents of the Ministry of Foreign Affairs which were created between 1945 and 1964 differs from the structure of the documents beginning in 1965. In the archives of the Ministry of Foreign Affairs, series have been formed during the arrangement of the material referring to the period 1945–64. These series are arranged according to countries or can contain mixed documents. The series cover several years. Detailed finding aids have been made for them, with item-to-item description. In contrast to this, in the case of documents created after 1965, volumes are formed together with the contemporary indexes and detailed finding aids.

The description of foreign affairs documents is an important requirement. The central database of the National Archives of Hungary contains descriptions of the documents on the level of fonds and sub-fonds.

See also point 10 below.

## 10. Reference works and articles

*Finding aids of the National Archives of Hungary*, No 12, Archives of the Ministry of Foreign Affairs, Volume I, Ministry of Foreign Affairs, edited by Ferenc Nagy, Budapest, 2003.

Balogh, S., *Hungary's foreign policy (1945–50)*, Kossuth, 1988.

Borhi, L., *Documents to the history of American–Hungarian relationship between 1956–1958*, Issue 3-4, historical review, 1998.

Fülöp, M., *The unfinished peace*, Héttorony, Budapest, 1994.

Fülöp, M. and Sipos P., *Hungary's foreign policy in the 20th century*, Aula, Budapest, 1998.

Gecsényi, L., *Documents to the history of Austrian–Hungarian relationship*, National Archives of Hungary, Budapest, 2000.

Kertész, I., *Hungarian peace illusions* (notes, postscript, selected by György Gyarmati), Európa História, 1995.

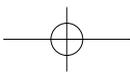
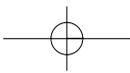
Lázár, G., *Reports of Gyula Szekfű delegate and the Hungarian Embassy in Moscow (1946–1948)*, National Archives of Hungary, Budapest, 1988.

Murber, I., *Hungarian Refugees in Austria (Vorarlberg) and in Liechtenstein 1956*, Rheticus Gesellschaft Ungarisches Staatsarchiv, Historischer Verein für das Fürstentum Liechtenstein, Feldkirch 2002.

Vida, I., Kiss, J. and Ripp, Z., *Hungarian–Jugoslawien relationship 1956–59*, Budapest 1997.

Vincze, G., *Revision or autonomy? Documents on the history of Hungarian–Romanian relationship 1945–47*, Teleki László Alapítvány, 1999.

You can find detailed information on the National Archives of Hungary in English, in German and in Hungarian on the following website: [www.natarch.hu](http://www.natarch.hu).



## MALTA

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs of the Republic of Malta

Archives of the Ministry of Foreign Affairs of the Republic of Malta

### 2. Contact details

Ministry of Foreign Affairs  
'Palazzo Parisio' Merchants Street  
Valletta CMR02  
Malta  
Tel. (356) 21 24 28 53 or (356) 25 96 83 76  
Fax (356) 21 24 00 83  
E-mail: george.n.busutil@gov.mt

National Archives of Malta  
Santo Spirito  
Hospital St Rabat  
Malta RBT 12  
Tel. (356) 21 45 98 63  
Fax (356) 21 45 00 78  
E-mail: customercare.archives@gov.mt

### 3. Summary of historical background of the archives service

The history of the archives service of the Ministry of Foreign Affairs in Malta is directly connected with the establishment of the Ministry of Commonwealth and Foreign Affairs on the attainment of the independence of Malta on 21 September 1964.

Prior to this date, all records relating to government contacts with foreign governments were the responsibility of the Office of the Prime Minister (OPM) and such records are to be found either in the OPM registry files or in relevant files and other records being kept by the National Archives in Rabat.

Since 1964, the archives of the Ministry of Foreign Affairs of Malta have been held in the 'confidential' and 'open' registries of the Ministry. The position of the Ministry's archives is such that after 30 years relevant files and records are usually sent to the National Archives for retention there. However, since the Ministry has been in existence for only 40 years, the most important documents are still being kept at the Ministry, whilst documents of a less important nature are stored and dealt with in the traditional way.

The Ministry's archives fall within the jurisdiction of the Directorate of Corporate Services. At present, they are dealt with by three officials who are responsible for the 'confidential' registry and the registries dealing with the bilateral, the multilateral and the EU directorates.

#### **4. Physical access**

After 30 years, a number of files and records have been transferred to the National Archives for retention and reference purposes. In certain cases, researchers and historians have, however, been given access to the other records still being held at the Ministry.

Access to records can be obtained by contacting the permanent secretary of the Ministry.

#### **5. Practical facilities**

Opening hours at the National Archives are:

Winter: 8.15 to 16.15 (1 October to 15 June)  
Summer: 8.15 to 13.00 (16 June to 30 September)  
Saturdays: 8.15 to 13.00

#### **6. Reproduction of documents**

Reproduction of records is mainly through standard methods. The implementation of other systems, including microfilming and digitisation, is still being studied by the Ministry.

#### **7. Access regulations**

The 30 years' access rule applies by virtue of current legislation. All government departments, including the Ministry of Foreign Affairs, send their important records, documents, etc., to the National Archives on the expiry of 30 years. However, exceptionally, very sensitive documents are retained under safe custody by the relevant ministries. A new law is being enacted to clarify certain areas which were not adequately covered by current legislation.

#### **8. Concise description of the principal record groups and collections**

Lists of the various agreements, MOUs, treaties and other important documents and records are available at the Ministry.

#### **9. Finding aids and computerisation**

Classification is by subject and chronologically.

The Ministry has an internal system of inventory of its archives and publications. A complete list has yet to be published and such action will be taken when a new system is introduced.

## THE NETHERLANDS

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs of the Kingdom of the Netherlands

Documentary Information Systems Department (DDI) — library, information desk and reading room

### 2. Contact details

Postal address:

Postbus 20061  
2500 EB The Hague  
The Netherlands

Visitors:

Bezuidenhoutseweg 67  
2594 AC The Hague  
The Netherlands

Tel. (31-70) 348 64 86 (Ministry of Foreign Affairs)  
(31-70) 348 40 27 or (31-70) 348 40 28 (library and information desk)  
(31-70) 348 40 11 or (31-70) 348 40 34 (reading room)

Fax (31-70) 348 48 48 (library and information desk)  
Fax (31-70) 348 73 13 (reading room)  
Telex 31326

Telegrams: Celer

E-mail: [ddi-bi@minbuza.nl](mailto:ddi-bi@minbuza.nl) (library and information desk)  
[ddi-st@minbuza.nl](mailto:ddi-st@minbuza.nl) (reading room)

To request access or information on access, contact the secretary-general of the Ministry via:

DJZ/BR

Postbus 20061  
2500 EB The Hague  
The Netherlands  
Tel. (31-70) 348 41 97  
Fax (31-70) 348 43 98  
E-mail: [djz-br@minbuza.nl](mailto:djz-br@minbuza.nl)

### 3. Summary of historical background of the archives service

The Dutch Ministry of Foreign Affairs has existed since 1813, when the Kingdom of the Netherlands came into being. Until war broke out in 1940, the Ministry was small. During the German occupation (1940–45), it was based in London and it was there that the Ministry's archive was formed. It was only after the Ministry returned to the Netherlands that an archivist was appointed.

The Ministry presently has 35 departments at its headquarters in The Hague and some 140 missions abroad. It is the DDI's task to provide records, library, documentation and knowledge management services for all departments and missions in support of the Ministry's primary processes. The DDI strives in its work to take a client-friendly and forward-looking approach.

Alongside its support unit, the DDI has a further four divisions: Policy Development, Advisory Services, Semi-current Records and the Documentary Information Centre. The department comes directly under the deputy secretary-general.

Since 1945, the records have been divided into blocks covering 10-year periods. Although the records of the missions are also theoretically organised in this way, there are many exceptions.

Pre-1940 records have been transferred to the National Archives. The DDI has undertaken to process all records created prior to 1975 by the end of 2010. They will be processed in the following order:

- the London archive (1940–45) — processed in 2003;
- the archives of ministers and State secretaries (from the past 20 years) — processed 2003–05;
- the first block (1945–54) — processed in 2003–05;
- the second and third blocks — processed after 2006.

#### 4. **Physical access**

Access to the Ministry's records and documents is subject to the Government Information (Public Access) Act (act of 31 October 1991, *Bulletin of Acts and Decrees* 703). Documents may be studied in the reading room of the library.

The same conditions apply to both Dutch and foreign nationals. Foreign nationals need no special qualifications or letter of introduction.

Reading room opening hours: Monday to Thursday, 9.00 to 16.30

Closed: Friday, weekends, public holidays and for three weeks during the summer

#### 5. **Practical facilities**

The DDI has a reading room where it is possible to photocopy documents. In principle, however, only documents more than 30 years old may be photocopied.

#### 6. **Reproduction of documents**

See point 5 above.

#### 7. **Access regulations**

Under Section 14 of the Public Records Act 1995 (*Bulletin of Acts and Decrees* 276), records kept in the various repositories are accessible to the public, subject to any restrictions imposed in the public interest at the time of transfer. No restrictions have been imposed on pre-1918 records. Some of the transferred records from 1918–40,

1940–45 and 1945–54 are subject to certain restrictions, most of which are connected with the protection of privacy.

The Government Information (Public Access) Act allows researchers and others to request access to the government's internal records. Access is possible in principle, but may also be provided in the form of an abstract, for instance. However, in most cases, access to the original documents is granted.

Documents to which the public may not have access are listed in Section 10 of the Government Information (Public Access) Act. They include documents that:

- might endanger the unity of the Crown;
- might damage the security of the State;
- contain commercial and/or manufacturing information furnished in confidence to the government by natural or legal persons.

Researchers may also be denied access to documents if their interests are outweighed by the following interests:

- the Netherlands' relations with other countries;
- potential damage to the economic and financial interests of the State and/or other public law bodies;
- respect for privacy;
- the investigation of criminal offences and the prosecution of offenders;
- inspection, control and oversight by the government;
- disproportionate advantage or disadvantage to those involved.

Requests for access to files must be accompanied by a specification of the documents to which access is required. It should be drawn up on the basis of the lists and catalogues available in the reading room.

Applicants may request that any total or partial refusal to provide information or access be given in writing, and may object to the decision. The matter may ultimately be brought before an independent administrative court.

Permission for access to files is always given in writing, and access is, in principle, subject to certain conditions, the most important of which are:

- that the person requesting access signs a confidentiality agreement;
- that the text resulting from the research be submitted to the Ministry of Foreign Affairs before it is published, so that it can be examined to establish whether the researcher has complied with the conditions for access.

If the researcher has complied with the conditions set by the Ministry, he/she will receive written permission to publish the dissertation, thesis, paper, etc.

In some cases, other ministries, bodies/companies, the authorities in other countries or private individuals may need to be involved in the procedure. This means it can take some time before permission is granted. It also takes time to screen the requested files, particularly when a large number have been requested. Researchers are advised to take this into account when planning their research, and submit their requests in good time.

## 8. Concise description of the principal record groups and collections

The Ministry's repository currently contains:

### Ministry records:

- 584 metres on 1945–54
- 857 metres on 1955–64
- 1 556 metres on 1965–74
- 2 493 metres on 1975–84
- 1 489 metres on 1985–99

### Mission archives:

- 360 metres on 1945–54
- 824 metres on 1955–64
- 732 metres on 1965–74
- 499 metres on 1975–84
- 28 metres on 1985–99

### Collections, commissions and miscellaneous:

- 275 metres on 1955–99

This is, of course, no more than a snapshot. The regular accumulation of new archive material, processing (including the destruction of some documents, rearrangement, other storage methods) and regular transfer to the National Archives means that the volume of records requiring management is subject to constant change. As a result of the introduction of the Public Records Act 1995, under which records are now transferred from the Ministry's archives to the National Archives after 30 rather than 50 years, the number of metres of records is expected to decrease.

## 9. Finding aids and computerisation

Catalogues of all processed records are available. Lists and card indexes of unprocessed files are also available. None of them has been published. Since 1985, descriptions of files have been entered into a computerised system.

## 10. Reference works and articles

De Bruin, G., Thomassen, T. H. P. M. and Woelderink, B., 'Dossier legatiearchieven van het Ministerie van Buitenlandse Zaken', *Nederlands Archievenblad*, 99, 1, pp. 2–23.

Dienst Documentaire Informatievoorziening, '50 jaar DDI/ON', *Neerslag van een halve eeuw onderzoek naar internationale betrekkingen*, The Hague, 2001.

Groen, P., 'Het BZ-archief tijdens de oorlog', *BZ en de Tweede Wereldoorlog. Het personeel van Buitenlandse Zaken in oorlogstijd*, The Hague, 1995, pp. 13–15.

Groen, P. and Burger, E., 'Het PIVOT-project bij Buitenlandse Zaken met een reactie hierop van A.L.M. van Zeeland', *Jaarboek Buitenlandse Zaken*, The Hague, 1996, pp. 114–118.

Pennings, J. C. M. and Thomassen, T. H. P. M., *Archieven van Nederlandse gezanten en consuls tot 1813 — Deel 1 — Overgedragen archieven van gezanten en consuls in de christelijke wereld*, The Hague, 1994, ISBN 90-800916-1-8.

Renaud, W. F., 'De toestand van het archiefmateriaal bij het Ministerie van Buitenlandse Zaken over de periode 1931–1940, en de mogelijkheden voor reconstructie', *Bijdragen en Mededelingen betreffende de Geschiedenis der Nederlanden*, 90, pp. 479–484.

Ruys, L. J., 'Het Sonderkommando von Kunsberg en de lotgevallen van het Ministerie van Buitenlandse Zaken in Nederland van 1940–1945', *Nederlands Archievenblad*, 1961, pp. 135–153.

Van der Zwan, A. C., Kersten, A. and Van Zeeland, A. L. M. (eds), 'Het Londens Archief', *Het Ministerie van Buitenlandse Zaken tijdens de Tweede Wereldoorlog*, The Hague, 2003.

Woltring, J., 'Het Oud-archief van het Ministerie van Buitenlandse Zaken', *Jaarboek van het Ministerie van Buitenlandse Zaken 1962/1963*, The Hague, 1963, pp. 151–163.

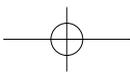
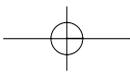
Woltring, J., 'Het Archief van het Ministerie van Buitenlandse Zaken', *Jaarboek van het Ministerie van Buitenlandse Zaken 1969/1970*, The Hague, 1970, pp. 182–185.

Zeeland, A. L. M., 'Archiefselectie op de apenrots. Bijdrage tot de discussie over de toepassing van PIVOT-institutioneel onderzoek aan de hand van een praktijkgeval: het Ministerie van Buitenlandse Zaken', *Tweede jaarboek voor de geschiedenis van de Nederlandse buitenlandse politiek in de twintigste eeuw*, The Hague, 1995, pp. 93–108.

The Institute of Netherlands History (the former State Commission for Dutch History) publishes original documents on the Ministry of Foreign Affairs in two series:

— Official documents on Dutch–Indonesian relations, 1945–50;

— Documents on the foreign policy of the Netherlands.



## AUSTRIA

### 1. Full title of Foreign Ministry and of archives service

Bundesministerium für auswärtige Angelegenheiten

Österreichisches Staatsarchiv

(a) Haus-, Hof- und Staatsarchiv: documents up to 1918

(b) Archiv der Republik: documents after 1918

### 2. Contact details

- (a) Österreichisches Staatsarchiv  
 Haus-, Hof- und Staatsarchiv  
 Minoritenplatz 1  
 A-1010 Vienna  
 Tel. (43-1) 531 15-2511 (main archives office)  
 Fax (43-1) 531 15-250  
 E-mail: [hhstapost@oesta.gv.at](mailto:hhstapost@oesta.gv.at)  
 Website: <http://www.oesta.gv.at/ebestand/ehh/efr1hh.htm>

- (b) Österreichisches Staatsarchiv  
 Archiv der Republik  
 Nottendorfgasse 2  
 A-1030 Vienna  
 Tel. (43-1) 795 40-250 (main archives office)  
 (43-1) 795 40-504 (reading room)  
 Fax (43-1) 795 40-109  
 E-mail: [hhstapost@oesta.gv.at](mailto:hhstapost@oesta.gv.at)  
 Website: [http://www.oesta.gv.at/ebestand/eadr/efr1\\_adr.htm](http://www.oesta.gv.at/ebestand/eadr/efr1_adr.htm)

### 3. Summary of historical background of the archives service

There is a long tradition of close cooperation between the Foreign Ministry, established in 1848, and the National Archives, with records regularly being transferred to the Haus-, Hof- und Staatsarchiv (Habsburg family, Court and State archives), where they were archived and made available to historians. In 1987, responsibility for acquisitions was handed over to a new service, the Archiv der Republik (Archives of the Republic and intermediate archives). The new service is part of the National Archives and is responsible for archiving all records since 1918 and for the accession of contemporary records. Following the reorganisation, the records of the Foreign Ministry and Austrian missions abroad have been divided between the two branches of the National Archives as follows:

- the archiving and communication of all foreign policy records before 1918 (from the Ministry and from missions abroad) is the responsibility of the Haus-, Hof- und Staatsarchiv;
- the archiving and communication of all foreign policy records after 1918 and the accession of contemporary papers for retention originating with the Ministry and missions abroad is the responsibility of the Archiv der Republik.

#### 4. **Physical access**

Researchers can consult records at the two National Archives buildings indicated above subject to the relevant rules and regulations. A 30-year rule applies.

Starting on 1 January 2004, the Austrian State Archives introduced fees for all services. Reading cards for 5 or 20 days cost EUR 7.00 or EUR 15.00 respectively. A one-year reading card costs EUR 30.00.

Requests to consult items should indicate the subject of the research or give the reasons for the applicant's interest; 30 minutes for researching and replying to enquiries cost EUR 28.00 (the first 30 minutes are free of charge).

Foreign visitors are granted permission to consult the archives on the basis of reciprocity. No official letter of introduction is needed.

Opening hours:

Haus-, Hof- und Staatsarchiv:

|                                      |               |
|--------------------------------------|---------------|
| Monday to Friday,<br>2003 (removal): | 9.00 to 16.00 |
| Tuesday, Thursday, Friday,           | 9.00 to 16.00 |

Archiv der Republik:

|                     |               |
|---------------------|---------------|
| Monday, Thursday,   | 9.00 to 17.00 |
| Tuesday, Wednesday, | 9.00 to 18.00 |
| Friday,             | 9.00 to 13.00 |

Closed: public holidays and 24 December to 6 January for annual stocktaking

#### 5. **Practical facilities**

Haus-, Hof- und Staatsarchiv: reading room on the first floor; 30 seats, one microfilm reader

Archiv der Republik: main reading room on the ground floor of the main National Archives building; 84 seats, four individual booths, one microfilm reader, one photocopier (charge made)

#### 6. **Reproduction of documents**

The Austrian National Archives has its own reproduction service. Conservation of documents permitting, users may have a photocopy, photograph, microfilm or microfiche made of any item. Request forms and a list of charges can be obtained from the reading room supervisor.

There is also a photocopier (a charge is made) in the main reading room, where users can make copies of documents in the Archiv der Republik on the spot after asking the supervisor.

#### 7. **Access regulations**

The legal basis is the Federal Archives Act 1999 (Bundesarchivgesetz). Under para-

graph 8(1) of the Archives Act, federal records will be released after 30 years. In the case of foreign visitors, account has to be taken of the reciprocity arrangements applicable in each individual case.

There are a number of exceptions to this general rule where matters such as the security of the State, relations with other States, and the privacy of the individual are involved.

## **8. Concise description of the principal record groups and collections**

The main holdings of the Haus-, Hof- und Staatsarchiv (documents up to 1918) are:

- State papers;
- political archives;
- administrative archives;
- diplomatic archives.

The main holdings of the Archiv der Republik (documents after 1918) are:

- 1918–38:
  - State papers;
  - new political archives;
  - new administrative archives;
  - Foreign Ministry, Commercial Policy Division;
  - Foreign Ministry, Human Rights Division;
  - Austrian missions abroad;
  - Austrian peace delegation Saint-Germain.
- 1945 onwards:
  - State papers;
  - Foreign Ministry, political records ('pol');
  - Foreign Ministry, economic policy ('W-pol');
  - Foreign Ministry, cultural policy ('Kult');
  - Austrian missions abroad.

Altogether, the Archiv der Republik administers more than 4 500 linear metres of administrative archives from the Foreign Ministry and Austrian missions abroad, including files kept in the intermediate archives and therefore not open to the public.

## 9. Finding aids and computerisation

Bittner, L. (ed.), *Gesamtinventar des Wiener Haus-, Hof- und Staatsarchivs*, five volumes, 1936–40.

Fink, M. (ed.), 'Das Archiv der Republik und seine Bestände — Teil 1: Das Archivgut der 1. Republik und aus der Zeit von 1938–1945', *Mitteilungen des Österreichischen Staatsarchivs*, 1996, 704 pp.

Fink, M. (ed.), 'Archiv der Republik. Eine Bestandsübersicht', Publikationen des Österreichischen Staatsarchivs, *Informationen des Archivs der Republik*, No 1, 2003.

Follner, M., 'Neues Politisches Archiv-Präsidium, Archivbehelf, 1. Teil', *Mitteilungen des Österreichischen Staatsarchivs*, No 40, 1987, pp. 395–441.

Neck, R., 'Die österreichische Friedensdelegation in St Germain — Ihr Archiv und ihre Arbeitsweise', *Scrinium*, No 11, 1974, pp. 36–46.

Stropp, R., 'Die Akten des k.u.k. Ministeriums des Äußern 1848–1918', *Mitteilungen des Österreichischen Staatsarchivs*, No 20, 1967, pp. 389–506.

Stropp, R., 'Die Akten des k.u.k. Ministeriums des Äußern 1848–1918: Administrative Registratur, Teil 1', *Mitteilungen des Österreichischen Staatsarchivs*, No 30, 1977, pp. 398–453.

Stropp, R., 'Die Akten des k.u.k. Ministeriums des Äußern 1848–1918: Administrative Registratur, Teil 2', *Mitteilungen des Österreichischen Staatsarchivs*, No 32, 1979, pp. 306–349.

Stropp, R., 'Die Akten des k.u.k. Ministeriums des Äußern 1848–1918: Administrative Registratur, Teil 3', *Mitteilungen des Österreichischen Staatsarchivs*, No 33, 1980, pp. 356–415.

Stropp, R., 'Die Akten des k.u.k. Ministeriums des Äußern 1848–1918: Administrative Registratur, Teil 4', *Mitteilungen des Österreichischen Staatsarchivs*, No 34, 1981, pp. 411–456.

Inventories and finding aids are available.

## 10. Reference works and articles

Fink, M., 'Das Archiv der Republik — Ein Archiv der Zukunft? Massenschriftgutverwaltung im Österreichischen Staatsarchiv', *Mitteilungen des Österreichischen Staatsarchivs*, No 39, 1986, 127 pp.

Fink, M., 'Der Einsatz der ADV in Archiven. Überlegungen und Erfahrungen zu einem Pilotprojekt im Österreichischen Staatsarchiv/Archiv der Republik', *Informationen des Archivs der Republik*, No 1, 1987.

Fink, M. (ed.), 'Archiv 2000. Herausforderungen, Leistungen und neue Wege im Archiv der Republik', Publikationen des Österreichischen Staatsarchivs, *Informationen des Archivs der Republik*, No 2, 1992, 94 pp.

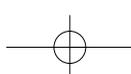
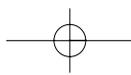
Fink, M., 'Das Archiv der Republik', *Schatzhäuser Österreichs*, Das Österreichische Staatsarchiv, 1996, pp. 58–65.

Fink, M. (ed.), 'Österreich. Die Zweite Republik. Von der Wiedererrichtung Österreichs bis zur Europäischen Union. Katalog zur Ausstellung', Publikationen des Österreichischen Staatsarchivs, *Informationen des Archivs der Republik*, No 5, 1996, 57 pp.

Fink, M., 'Erfassen, Bewerten und Beschreiben von Archivgut am Beispiel des Österreichischen Staatsarchivs, Abteilung Archiv der Republik/Zwischenarchiv', *INSAR*, No 3, 1997, p. 10.

Follner, M., 'Fragen des allgemeinen Aktenzuganges im Bestandsbereich Auswärtige Angelegenheiten', *Informationen des Archivs der Republik*, No 2, 1992, pp. 21–29.

Wiedermayer, R., 'Geschäftsgang des k.u.k. Ministeriums des Äußern', *Archivalische Zeitschrift*, No 40, 1931, pp. 131–152.



## POLAND

### 1. **Full title of Foreign Ministry and of archives service**

Ministry of Foreign Affairs of the Republic of Poland

Archives of the Ministry of Foreign Affairs of the Republic of Poland

### 2. **Contact details**

Ministerstwo Spraw Zagranicznych RP  
Archiwum  
ul. Taneczna 67  
PL-02-829 Warsaw  
Tel. (48-22) 523 84 92  
Fax (48-22) 523 91 09  
E-mail: arch@msz.gov.pl

### 3. **Summary of historical background of the archives service**

The archives resumed activity in July 1944 operating at the beginning as a separate unit within the Administrative Department of the Ministry of Foreign Affairs (MFA). On 1 April 1947, the archives were included in the structure of the minister's cabinet as a separate unit of the Library and Archives Division, called the Central Archives of the Ministry of Foreign Affairs. In January 1959, the records created in the MFA before 1944 were separated from others and transferred to the archives of new records. On 1 September 1963, the archives were given the status of a department, and operate as an independent department within the structure of the Ministry of Foreign Affairs. The archives of the MFA remain beyond the range of the network of State archives.

### 4. **Physical access**

Free access to the archives is granted after permission has been obtained from the director of the archives or the director-general of the MFA. The research room is open from Monday to Thursday from 9.00 to 15.00.

### 5. **Practical facilities**

The archives are provided with a microfilm room and equipment. Photocopying is available. The use of digital equipment is permitted.

### 6. **Reproduction of documents**

See point 5 above. In total, 200 metres of files from the period 1945–60 have been microfilmed.

### 7. **Access regulations**

The archival records of the MFA are made available to the public 30 years after they were created, with the permission of the director of archives, for scientific purposes, on condition that the interests of the State and individuals are protected. Records created later than 30 years ago can be made available for scientific purposes only with the permission of the director-general of the Foreign Ministry.

## 8. Concise description of the principal record groups and collections

The complete holdings of the Foreign Ministry archives measure about 1 730 metres of documents.

There are 29 record groups. Generally, they comprise the records made in particular departments and, as a rule, bear the names of these departments. About half of the record groups have a territorial character and include records of departments covering one or several countries. These records encompass documents produced by the departments themselves, as well as papers sent to Warsaw from the embassies and consulates (diplomatic and consular reports, political analyses and reviews of the international situation, diplomatic notes, secret telegraphic dispatches, etc.). Of special interest are three record groups documenting the activity of the Polish Delimitation Commission, which marked out Polish frontiers with neighbouring States: the Soviet Union (1948–58), Czechoslovakia (1949–58) and the German Democratic Republic (1949–51). Invaluable border maps are parts of each of these record groups.

Other departments dealing with specific subjects created record groups covering their activities, without territorial specialisation. This category comprises records of the Consular Bureau (1945–58) and Consular Department (1959–60), the Repatriation Bureau (1945–47), the Economy Department (1945–51), the Bureau of the Congress Works (1945–48) and several others from the later periods. Important record groups are those concerning Polish participation in international organisations such as UNO, the Warsaw Pact, the CSCE, and accession to NATO and the EU.

The Foreign Ministry archives keep records from the period after the Second World War. The exception constitutes the record group of the Legal Division — Treaty Section of 1919–39, where interwar international agreements and connected documents, which survived wartime destruction, are kept. The logical continuation of this collection is the record group of the Law and Treaties Department — ‘International agreements 1944–63’. The current international agreements are in the treaty archive, which functions as a separate unit in the present Legal Department.

## 9. Finding aids and computerisation

The arrangement of the records is based on a uniform subject index. The records are classified according to the organisational units of the Ministry and then divided into groups in subject, territorial and chronological order. Finding aids consist of inventories, inventory of microfilms, lists of record groups, and index of record groups.

## PORTUGAL

### 1. Full title of Foreign Ministry and of archives service

Ministério dos Negócios Estrangeiros  
Serviço de Arquivo Histórico-Diplomático

### 2. Full address and contact details

Largo do Rilvas  
P-1399-030 Lisbon  
Tel. (351) 213 94 63 05 or (351) 213 94 61 65  
Fax (351) 213 94 60 29  
Website: <http://www.min-nestrangeiros.pt/mne/ahd/>  
E-mail: [ahd@sg.mne.gov.pt](mailto:ahd@sg.mne.gov.pt)

### 3. Summary of historical background of the archives service

In 1641, the first Portuguese Department of State was set up by King John IV to deal with all matters of State. This department was also responsible for external policies committed to the king's supervision. In 1736, the post of Secretary of State for Foreign Affairs and War was created and what may be regarded as the predecessor of the present Foreign Ministry came into being. In 1822, separate departments were created for 'foreign affairs' and 'war' although the two were temporarily brought back together between 1852 and 1866 and again in 1870.

Throughout the 19th century and for more than half of this century, the archives and library service formed a single unit within the Ministry with mere administrative functions. Their use for research purposes was contemplated in a 1921 act, but this function only became effective after the Ministry's reorganisation in 1965, which established access to records for historical research and recognised the need for services available to the public.

Under another reorganisation of the Ministry in 1986, the archives became a separate division within the archives and library services directly under the secretary-general of the Foreign Ministry. In October 1987, the first regulation law concerning the archives and library service was published. The categories of current, semi-current and historical records were established and their aims and objectives clearly defined. This regulation also included access conditions to diplomatic historical archives.

Finally, by Decree No 285/97 of 22 October 1997, the archives became a directorate attached to the Diplomatic Institute, which answers directly to the foreign minister. In 2001, the present regulations of the Archives Directorate were published in the Portuguese Official Journal ('Portaria nº 457/2001, de 8 de Maio de 2001').

Diplomatic records produced since 1736 have, unfortunately, suffered many losses. Record groups and collections inherited in 1736 by the Department of State for Foreign Affairs and War and those produced in its early years of existence vanished in the Lisbon earthquake of 1755. After 1756, several removals took place and these also resulted in many losses and dispersions. On the other hand, because of the link between 'foreign affairs' and 'war' until 1822, some records concerning diplomatic matters can be found in the military historical archives.

Between 1868 and 1880, several record groups and collections were transferred to the National Archives, and in 1950 another transfer took place, with 1850 as the cut-off date. There was some flexibility, however, in applying the date rule for transfer: archival units were not broken up, and so boxes or bundles which contained documents from both before and after 1850 were kept in the archives service. On the other hand, some material incorporated after 1950 (mainly records from diplomatic missions abroad) included documents prior to 1850. These two reasons explain the presence of some archival material from the first half of the 19th century in the diplomatic historical archives.

#### **4. Physical access**

The diplomatic historical archives are accessible to Ministry staff and to national and foreign researchers. No particular qualifications are required. Researchers preparing theses or other academic investigations are asked to present a letter of introduction from their university or research director (but this is not compulsory).

Opening hours: Monday to Friday, 9.00 to 12.30 and 14.00 to 17.30

Closed: August and the week after Easter

#### **5. Practical facilities**

A reading room is available within the archives service where two microfiche/microfilm readers and printers may be used by researchers. A small reference library containing some of the Ministry's most important publications is accessible to users in the reading room.

Finding aids (a general guide, typed inventories, transfer lists, indexes and catalogues) are kept in a reference room for the use of researchers. Some of the existing finding aids are now available in the archives database.

#### **6. Reproduction of documents**

Photocopying and scanning are the two means of reproducing records.

Reproduction requests must first be authorised (a special form exists for the purpose). Costs of reproduction are charged to users.

#### **7. Access regulations**

Access regulations concerning the diplomatic historical archives are published in the Portuguese Official Journal *Diário da República* ('Portaria do Ministério dos Negócios Estrangeiros n° 896/2004, que aprova o Regulamento da Comissão de Selecção e Desclassificação, D.R. n° 171, I Série — B, de 22 Julho 2004' — legal diploma regulating the activity of the Commission for the Declassification of Diplomatic Records).

As a general rule, records older than 30 years are declassified by the commission and released to public access.

The commission may give access to records which are less than 30 years old. Access to classified records may be given, exceptionally, but is restricted and subject to prior accreditation by the National Security Authority.

Personal and nominative files can only be accessed 50 years after the death of the person involved, or, if the death date is unknown, 75 years after the date of the files.

## 8. Concise description of the principal record groups and collections

Most records prior to 1850 were transferred to the National Archives. The complete holdings of the Foreign Ministry's archives measure nearly 6 000 linear metres. Its principal record groups and collections are:

### (a) Fonds of the Ministry of Foreign Affairs

#### Record groups

State Department (c. 1850–1985): records belonging to the Ministry's head office in Lisbon: around 4 400 linear metres. Some series include records from the first half of the 19th century (1801–50).

Legations and embassies (c. 1891–1985): records from Portuguese legations/embassies abroad; approximately 800 linear metres.

Consulates and vice-consulates (c. 1831–1980): records from Portuguese consular missions abroad; approximately 500 linear metres.

Permanent missions and delegations (1949–77): records from Portuguese permanent missions and delegations to international organisations; approximately 100 linear metres.

#### Collections

Treaties (1839–2004): original texts or certified copies of treaties and other international agreements to which Portugal has become a party, as well as ratifications and accessions: approximately 100 linear metres.

Reports and monographs (1922–66): reports, studies and other works by diplomats and other officials of the Ministry: approximately 60 linear metres.

### (b) Private diplomatic archives

Documents and private papers of former diplomats and other Ministry officials, acquired by the Ministry by deposit, purchase or gift: approximately 20 linear metres (c. 1824–1996).

## 9. Finding aids and computerisation

Available finding aids are as follows:

### (a) Unpublished finding aids:

- a general guide;
- typed inventories;
- transfer lists (organised by producer departments);
- general subject index;

- treaties catalogue;
- miscellaneous indexes.

Some of the traditional finding aids have entered the archives database and can be retrieved online in the reading room.

Provisional database inventories (mainly using 'Access' program) can also be retrieved in the reading room's computer.

**(b) Published finding aids:**

'Arquivo Histórico do Ministério dos Negócios Estrangeiros', *Roteiro de Fontes da História Portuguesa Contemporânea*, coordenação de Joel Serrão, INIC, Lisbon, 1985, pp. 205–285.

Boshi, Caio C., *Roteiro-sumário de arquivos portugueses de interesse para o pesquisador da História do Brasil*, Edições Universitárias Lusófonas, Lisbon, 1995, pp. 46–48.

Farinha, Maria do Carmo Jasmins Dias, *Os Documentos dos Negócios Estrangeiros na Torre do Tombo*, ANTT, Lisbon, 1990, 180 pp.

*Guia de Archivos de los Ministerios de Relaciones Exteriores de los Países Iberoamericanos/Guia de Arquivos dos Ministérios de Relações Externas dos Países Iberoamericanos*, Fundacion Mapfre Tavera, Secretaría de Cooperación Iberoamericana/Secretaria de Cooperação Ibero-Americana, Madrid, 2002, 206 pp.

*Guia de fontes portuguesas para a história de África*, Vol. II, Comissão Nacional para as Comemorações dos Descobrimentos Portugueses, Fundação Oriente, Imprensa Nacional, Casa da Moeda, Lisbon, 1993, pp. 13–56, 61–81.

*Guia de fontes portuguesas para a história da América Latina*, Vol. I, Comissão Nacional para as Comemorações dos Descobrimentos Portugueses, Fundação Oriente, Imprensa Nacional, Casa da Moeda, Lisbon, 1997, pp. 21–61, 67–105.

*Guia de fontes portuguesas para a história da Ásia*, Vol. I, Comissão Nacional para as Comemorações dos Descobrimentos Portugueses, Fundação Oriente, Imprensa Nacional, Casa da Moeda, Lisbon, 1998, pp. 15–44, 68–83.

*Guia Geral dos Fundos da Torre do Tombo*, Vol. II, Instituto dos Arquivos Nacionais/Torre do Tombo, Lisbon, 1999.

Sampayo, Luís Teixeira de, 'O Arquivo Histórico do Ministério dos Negócios Estrangeiros', *Estudos Históricos, Biblioteca Diplomática*, série A 1, MNE, Lisbon, 1984, pp. 163–256.

**10. Reference works and articles**

See point 9.

## SLOVENIA

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs of the Republic of Slovenia

Archives of the Ministry of Foreign Affairs of the Republic of Slovenia

### 2. Contact details

Ministry of Foreign Affairs  
Prešernova 25  
SLO-1000 Ljubljana  
Tel. (386-1) 478 20 00  
Fax (386-1) 478 23 40  
E-mail: [gp.mzz@gov.si](mailto:gp.mzz@gov.si)  
Website: [www.sigov.si/mzz](http://www.sigov.si/mzz)

Archives of the Republic of Slovenia  
Zvezdarska 1  
SLO-1000 Ljubljana  
Tel. (386-1) 241 42 00  
Fax (386-1) 241 42 69  
E-mail: [ars@gov.si](mailto:ars@gov.si)  
Website: [www.gov.si/ars](http://www.gov.si/ars)

### 3. Summary of historical background of the archives service

The Ministry of Foreign Affairs of the Republic of Slovenia was set up in 1991, when the independent State of Slovenia was founded. The Ministry was a legal successor to the Committee for International Cooperation of the Republic of Slovenia within the Socialist Federal Republic of Yugoslavia (SFRY) and, therefore, succeeded to the documentary material compiled in the period between 1974 and 1990. The holdings of the Committee for International Cooperation comprised 75 linear metres, and were properly catalogued and handed over to the archives of the Republic of Slovenia.

The archives of the Ministry of Foreign Affairs (hereinafter the 'MFA archives') constitute a permanent collection of documentary material compiled after 1991 at the Ministry and at the diplomatic missions and consular posts of the Republic of Slovenia.

The MFA archives operate within the information technology service as part of the main office. Until 1996, experts from the archives of the Republic of Slovenia were in charge of the cataloguing of material composed prior to Slovenia's independence that had been succeeded to by the Ministry of Foreign Affairs. This material was then handed over to the National Archives. An archivist was employed in 1997, when the permanent collection began to be systematically compiled. The archives are located in the basement of the Ministry, Prešernova 25, Ljubljana. The active collections of documentary material are maintained by individual departments and services of the Ministry; after the lapse of a certain period, they are handed over to the archives. Pursuant to the internal rules on handling documentary material of the Ministry of Foreign Affairs, the material from the active collection is transferred to the permanent collection after two years.

On 31 October 1945, the National Government of Slovenia established the Central State Archives of Slovenia, which began to operate as an independent institution. In 1953, it was renamed the State Archives of Slovenia. In 1966, its title was changed to the Archives of Slovenia, in 1979 to the Archives of the Socialist Republic of Slovenia, and in 1991 to the Archives of the Republic of Slovenia. In 1990, after the political changes, the so-called 'special archives' were abolished and merged with the National Archives.

#### **4. Physical access**

The MFA archives have no special reading room.

#### **5. Practical facilities**

See point 4 above and point 6 below.

#### **6. Reproduction of documents**

Mail arriving daily to the MFA by mail or fax is scanned and entered into the SPIS1.2 office automation support application. The electronic documents in the SPIS database are activated at the electronic address `gp.mzz@gov.si` and through the protected electronic network. A member of the specialised staff labels documents and distributes them among relevant departments of the Ministry. Files are arranged according to the content of documents. After two years, the material is handed over to the MFA archives. A project for the microfilming and digitisation of documentary material is in preparation. This project also aims at the establishment of electronic archives at the Ministry of Foreign Affairs (see point 9 below).

#### **7. Access regulations**

The documentary material of the permanent collection of the MFA archives is accessible to the employees of the Ministry during its working hours.

It is also accessible to visitors, students and researchers who, however, must send advance notification of their arrival, with an explanation of the reason for wanting access, and they must obtain consent to access this material by the secretary-general of the Ministry of Foreign Affairs.

#### **8. Concise description of the principal record groups and collections**

The permanent collections of the MFA archives are arranged according to the content in the following 'holdings':

- Research, analyses and reports;
- Matters of international law;
- Western, northern and central Europe;
- Eastern Europe and Russia;
- South-eastern Europe;
- Regional cooperation

- Neighbouring countries and border issues;
- USA and Canada;
- Non-European countries;
- Multilateral international cooperation;
- International cultural affairs;
- Diplomatic protocol;
- Personnel issues;
- Top officials of the Ministry of Foreign Affairs and the Government of the Republic of Slovenia;
- Diplomatic missions and consular posts of the Republic of Slovenia.

Documentary material is classified according to its content and arranged chronologically.

In December 2003, the Slovenian government adopted a decision to design a uniform classification plan and to define the periods of keeping documents for all domains of public administration. The Ministry of the Interior of the Republic of Slovenia is in charge of this project and also acts as a coordinator between the ministries. The date set for the beginning of the uniform classification of documents is 1 January 2005.

The holdings of the MFA archives comprise about 500 linear metres of catalogued and registered material and about 800 linear metres of material that is in the process of being catalogued. The material was produced in the period between 1990 and 2001.

The MFA archives have no special private holdings. Individual holdings in the diplomatic archives of the former SFRY are of interest to the Republic of Slovenia. The signing of the agreement on the succession to State archives by all successor States will provide access to important information relating to Slovenia's recent history. The agreement on succession issues, signed in Vienna on 29 June 2001, stipulates that a part of the SFRY State archives must be handed over to the successor States in accordance with the international principle of provenance. The agreement is in the process of ratification by individual successor States.

## **9. Finding aids and computerisation**

The records of documentary material are presently stored in computerised form. The lack of space experienced by the MFA archives could be resolved by the establishment of electronic archives. The recording of documentary material in computerised form and on microfilm will allow for the storage of documents in permanent media, and will facilitate considerably the search for documents. The Ministry of Foreign Affairs intends to electronically record and digitise 300 linear metres of the permanent collection of the MFA archives by the end of 2004.

The electronic archives will be accessible as a permanent collection of documentary material in the SPIS6 office information system, which will include a comprehensive archive module. SPIS6 will be a uniform information system for the entire State administration of the Republic of Slovenia and will follow the EU recommendations.

## 10. Reference works and articles

Presently, only the lists of registered and catalogued matters of the MFA archives are available in a computerised form.

The department responsible for publication activity at the Ministry of Foreign Affairs is the Research Centre, which produces studies for those engaged in foreign policy. A new internal publication, entitled *Bilten*, started to be issued in 2001 and is aimed at providing Slovenian diplomats with comprehensive information about important foreign policy events, while the yearly work of individual departments and services of the Ministry of Foreign Affairs is outlined in the report of the Ministry of Foreign Affairs.

The Research Centre also publishes a publication entitled *Interesting reading*, which contains commentaries, positions and proposals for diplomats at the Ministry of Foreign Affairs and diplomatic missions and consular posts, academics and various non-governmental organisations.

## SLOVAKIA

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs of the Slovak Republic (MFA SR)

Diplomatic archive of the Ministry of Foreign Affairs of the Slovak Republic (DA MFA)

### 2. Contact details

Ministry of Foreign Affairs of the Slovak Republic  
Department of the Archive and Documentation  
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SK-833 36 Bratislava 37

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Fax (421-2) 59 78 36 59

E-mail: ardo@foreign.gov.sk

Website: [ivan\\_tichy@foreign.gov.sk](mailto:ivan_tichy@foreign.gov.sk) (director of the Department of the Archive and Documentation)

[jozef\\_luptak@foreign.gov.sk](mailto:jozef_luptak@foreign.gov.sk) (head of the sub-department of the diplomatic archive)

### 3. Summary of historical background of the archives service

The archives service was established in 1993, and was initially included in the Information Department. In 1999, the department was enlarged, and has since comprised the Diplomatic Archive, Library and Registry Centre, which is responsible for the overall care of Ministry archives, including pre-archival care, registry administration, disposal procedures and acquisition and processing of archives from the Slovak embassies. The Ministry of the Interior has overall responsibility for regulating archives acquisition and management in the Slovak Republic.

### 4. Physical access

Access to the archives reading room is free on receipt of a written application. Only processed fonds are available to researchers. Opening hours are 8.30 to 15.30 daily.

### 5. Practical facilities

See point 4 above.

### 6. Reproduction of records

Reproduction of records and other actions relating to provision of information from archives and records are regulated by Act No 145/1995 Coll. of Laws on Administrative Fees, as amended.

Pursuant to this act, the DA MFA provides copies of required documents free of charge to all State administration authorities, and also to scientific institutions, schools, etc. Other applicants pay for copies pursuant to the aforementioned act.

All archives and registry records are kept in paper form as yet, except collections of bilateral and multilateral treaties and agreements with the former Czechoslovak Republic, texts of which are kept on microfiche, in which they are provided to researchers as well.

## 7. Access regulations

A new Act on Archives and Registries and on the Amendments of certain Acts, No 395/2002, abolished the existing 30 years' period of inaccessibility of archives. Besides this act, opening of archives and records is also regulated to a large degree by Act No 211/2000 on Free Access to Information.

The following are the articles of the Act on Archives and Registries dealing with the accessibility of archives to the public.

### *Conditions for access to archives:*

- (1) Everyone shall be allowed to access the archives located in Archives and the archival information system (hereinafter referred to as access to archives), if not otherwise stipulated by this act.
- (2) Archives shall enable access to archives by the execution of transcripts, abstracts, certificates, and copies, as well as by the study and public exhibition of archives.
- (3) Archives shall only submit an original of archives for their study in exceptional cases, whilst it shall always submit a copy of archives, if:
  - (a) it concerns archives created before 1526;
  - (b) it contains information with restricted access;
  - (c) any damage or possibility of damage could occur upon their study.
- (4) Access to archives shall be executed upon a written application, apart from access to archives by their public exhibition. In an application for access to archives in the form of transcripts, abstracts, certificates or copies, an applicant shall specify:
  - (a) name and surname;
  - (b) birth number;
  - (c) address of permanent residency or address of temporary residency;
  - (d) type and number of identification card; the applicant proves his identity by identification card, travel document (passport), military identification card, sailor's book, or a document permitting residence in the form of an identification card;
  - (e) information about the required archives that he is aware of;
  - (f) purpose of use;
  - (g) name, surname and address of a physical person or the name, seat and identification number of a legal person, whom he needs to ask for access to the archives;

- (h) declaration stating whether he is the creator of the archives, his legal successor or the possessor of the archives.
- (5) A research list, in which the applicant specifies the information pursuant to paragraph 4, the subject of study and a declaration stating that he will only use the information taken from the archives for the purposes specified in the research list and specifies the name of the Archives, the title of the archive fonds and the title and name of the processor of the finding aid from which he gained the information, shall represent the application for access to the archives in the form of study.
- (6) If the Archives allow the applicant to access archives upon his application, it shall not issue any decision.
- (7) Archives shall only allow access to archives in the form of public exhibition in exceptional cases, upon a contract and the settlement of the cost incurred in the execution of copies of archives and their transport. The exhibitor shall be obliged to insure the archives.
- (8) Archives shall execute a transcript, abstract or certificate of archives and a copy of archives for the settlement of costs. On the execution of a transcript, abstract, certificate or copy, the Archives shall verify its conformity with the original archives. A transcript, abstract, certificate or copy, verified by the Archives, shall substitute the original of the archives.
- (9) The Ministry shall deliver a transcript, abstract, certificate of archives, or a copy of archives, for which the applicant pays an administrative fee, abroad through the Ministry of Foreign Affairs of the Slovak Republic.

***Access restriction:***

- (1) The right of access shall not refer to access to the accession book, book of deposits and information about the proprietorship of archives and the place of their location stated in the register card of the archives or to personal data stated in a finding aid.
- (2) Archives shall restrict access to archives if:
- (a) upon their use, the safety of the State, its defence, foreign, political, economic or financial interests could be endangered or if it results from international treaties by which the Slovak Republic is bound, or from obligations resulting from its membership in international organisations;
  - (b) upon their use, the rights or legally protected interests of living persons could be endangered;
  - (c) upon their use, damage or the possibility of damage to them could occur;
  - (d) it is specified in the conditions under which these were placed in the archives;
  - (e) the applicant seriously breached the research rules of the archives.
- (3) Archives can restrict access to archives if the archives are not processed.
- (4) Archives shall decide on the restriction of access to archives pursuant to paragraphs 2 and 3 and about its duration. In cases specified in paragraph 2(a) and (b), the Archives shall restrict access on the basis of the previous decision of the cre-

ator or possessor of archives, which he made when submitting them to the Archives.

- (5) Access to personal data in archives shall be possible:
- (a) after the expiry of 90 years from the day that the record was created, if not otherwise stipulated by a special act or international treaty; or
  - (b) after submission of a written consent with the verified signature of a physical person, the personal data of whom it concerns or, if this physical person is no longer living, that of his legal representative or a close person.
- (6) Access to archives cannot be restricted to:
- (a) the creator, legal successor or possessor of archives;
  - (b) State authorities, municipalities, self-government regions, other legal persons and physical persons in conjunction with their activity pursuant to special regulations;
  - (c) an applicant to whom the data contained in archives refers.
- (7) An applicant may lodge an appeal against a decision on the restriction of access to archives. If the decision on the restriction of access to archives refers to archives placed in Archives kept by:
- (a) a legal person established or founded by State authority, this State authority shall decide in respect of this appeal; if it does not represent an authority of State administration, the MI SR shall decide in respect of the appeal;
  - (b) other legal persons or physical persons, the MI SR shall decide about the appeal;
  - (c) a municipality, a self-government region, a court shall decide about the legal remedy against the decision.

Declassification procedure:

The procedure of declassification of the registry records including classified information is regulated by a special act. At the Ministry of Foreign Affairs of the Slovak Republic the Department of Security is responsible for declassification procedures. This department is obliged to submit the declassified archives to the DA MFA for disposal procedures. Further on, they are treated in the same way as other non-classified records.

## **8. Concise description of the principal record groups and collections**

Classification methods

- Firstly, by the general management plan of the MFA SR (by embassies, by departments, etc.).
- Secondly, in chronological order (annual).
- Lastly, by subject groups of the registry record according to the registry plan of the MFA SR.

### Statistics

The complete holdings of the archives: 180 linear metres (in the archive); 550 linear metres (in the Registry Centre — all registry records with or without permanent documentary value, which have not yet been subjected to disposal procedures).

### Individual record groups and collections

#### (a)

Archive fonds:

1. Archives of the former federative republic (of individual former federative embassies, whose property after division of the former federative republic devolved to the Slovak Republic), 1947–92; 45 linear metres.
2. Archives of the Ministry of Foreign Affairs of the Slovak Republic (including archives of individual Slovak embassies, but excluding current registry records), 1990–93; about 100 linear metres.

#### (b)

Archive collections:

1. Bilateral agreements and treaties to which the Slovak Republic is a contracting party, 1992–2004.
2. Bilateral and multilateral treaties and agreements of the former Czechoslovak (Federative, Socialistic) Republic (valid, invalid), 1918–92.
3. Paris peace conference, 1918–43; 3 linear metres.
4. Records dealing with the formation of the frontier of the territory of Slovakia following World War I, 1918–39; 1 linear metre.
5. Personal fonds of Slovak diplomats or persons with involvement in Slovak foreign policy and diplomacy, 1919–92; 0.5 linear metres.
6. Records of the Federal Ministry of Foreign Affairs of the Czechoslovak Republic dealing with organisation, structure, division of property, 1919–92; 5 linear metres.

The documents referred to at 2 to 6 are copies originating from the archive fonds of the former Federal Ministry of Foreign Affairs.

## 9.

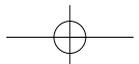
### Finding aids and computerisation

See point 10 below. An integrated computerisation system for registry administration in all State administrative authorities in the Slovak Republic is under development.

## 10.

### Reference works and articles

Partial inventories only are available to processed fonds and collections.



## FINLAND

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs

Division for Information Documentation/Unit for Information Service

### 2. Contact details

Merikasarmi  
Laivastokatu 22  
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Tel. (358-9) 16 05 53 38

Fax (358-9) 16 05 53 03

E-mail: kirjaamo.um@formin.fi

E-mail addresses of the employees of the Ministry: firstname.lastname@formin.fi

### 3. Summary of historical background of the archives service

The Ministry of Foreign Affairs was founded on a decree of 28 June 1918. At first, it consisted of the Political, Trade and Archives Departments. In 1923, the Archives Department was joined to the Administrative Department, founded in the same year. Since that time, the archives have been subordinated to that department. The archives were part of the Archives Section, later on of the Sub-division for Archives and Chancellery Affairs. In 1993, this subdivision, the Unit for Telecommunications and the ADP Unit were joined together as the Unit for Information and Documentation. The archives were divided into several units. In 1995, there were three archives units: archives on current issues, central archives and EU information management. In 2001, the archives and the library merged together as the Unit for Information Service.

### 4. Physical access

The archives are open to the public. According to the Act on Publicity (621/1999), every Finnish citizen as well as a foreigner have the right to use a document, if it is not declared by law to be secret. For the use of the archives, no formal prerequisites or letters of recommendation are necessary.

The customer service of the library is open from Monday to Friday from 8.00 to 16.00, and is closed on holidays.

### 5. Practical facilities

The customer service of the archives and the reading room are located in the premises of the library. The library is also open for researchers. The reading room has equipment for reading and copying microcards. The customer can also use his or her own computer.

## 6. **Reproduction of documents**

It is possible to make paper copies of the documents; the price for one page is EUR 0.50.

## 7. **Access regulations**

By the Act on the Publicity of the Activity of the Authorities (621/1999), the documents of the authorities are public. The exceptions are provided by law. Such exceptions may be, for instance, reports on political and economic relations between Finland and foreign countries as well as on the administration of foreign affairs. The secrecy is valid for 25 years. As for documents related to private persons, the secrecy is valid for 50 years after the death of the person or 100 years after the date of the document.

## 8. **Concise description of the principal record groups and collections**

Some of the documents from the first years of the Ministry (9hm) are organised according to the sender/addressee principle. In the 1920s, the dossier system was introduced, and the documents were classified according to subject. The oldest classification pattern was used from 1926 to 1981. Since that time, several changes have been introduced in the classification. Besides the letters section itemised according to the matter or the subject, there are chronological series in the archives of the Ministry, for instance, of sent and received messages, copies of sent letters, received reports and memorandums compiled in the Ministry.

The oldest parts of the archives of the Finnish diplomatic missions abroad have been sent to the Ministry. Some of them are placed in the provincial archives of Joensuu in eastern Finland. Parts of the archives of the missions are incompletely catalogued and cannot be used by researchers. In addition to this, there are several special collections in the archives of the Ministry: the archives of treaties and agreements; committee archives; some small private archives as well as photograph and map collections.

The archives of the Ministry comprise approximately 8 000 shelf metres.

## 9. **Finding aids and computerisation**

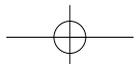
The archives compiled using manual registration (1918–81) consist of 115 main subjects, most of which are catalogued. Besides the catalogues, another instrument for searching documents in the archives is the alphabetical entry filing cards; also, the oldest parts of the archives can be used by researchers. When searching for materials since 1982, ADP is used.

## 10. **Reference works and articles**

The following are the most important books concerning the Finnish administration of foreign affairs and its archives:

- *Suomen itsenäisyyden tunnustaminen*, 1937 (Acknowledgement of the independence of Finland).
- Nevakivi, J., *Ulkoasiainhallinnon historia 1918–1956*, 1988 (History of the Finnish Administration of Foreign Affairs 1918–56).

- Soikkanen, T., *Presidentin ministeriö, ulkoasiainhallinto ja ulkopoliittika Kekkonen kaudella I, 1956–69*, 2003 (History of the Finnish Administration of Foreign Affairs in the era of President Kekkonen I, 1956–69).
- *Suomen diplomaattiset suhteet ulkovaltoihin 1918–1999* (Diplomatic relations of Finland: Representatives of Finland abroad and representatives of foreign powers in Helsinki 1918–99).
- *Ulkoasiainhallinnon matrikkeli I*, 1993 (Roll of the Ministry of Foreign Affairs I).
- *Ulkoasiainhallinnon matrikkeli II*, 1996 (Roll of the Ministry of Foreign Affairs II).
- *Merikasarmi*, 1992 (Short history of the buildings of the Ministry of Foreign Affairs, available also in English, German and Swedish).
- *The archives of the Finnish Ministry of Foreign Affairs*, 1996 (Short description of the archives of the Ministry of Foreign Affairs).
- *Ulkopoliittisia lausuntoja ja asiakirjoja, 1956–1999* (Collection of documents on foreign policy, 1956–99).
- *Suomen ja Neuvostoliiton väliset suhteet 1948–83*, 1983 (Collection of documents on relations between Finland and the Soviet Union 1948–83).



## SWEDEN

### 1. Full title of Foreign Ministry and of archives service

Ministry of Foreign Affairs

Administrative Department  
Archives Section

### 2. Contact details

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E-mail: [registrator@foreign.ministry.se](mailto:registrator@foreign.ministry.se)

### 3. Summary of historical background of the archives service

When the Swedish nation State developed a more established central administration in the mid-16th century, responsibility for foreign policy issues was assigned to the Chancery. In the early 17th century, this body was transformed into the College of Chancery. In 1791, the department in the College of Chancery that was responsible for foreign policy became the separate Cabinet for Foreign Correspondence. In practice, this marked the formation of a 'Ministry of Foreign Affairs'. The civil service reform of 1840 led to the formal establishment of the Ministry of Foreign Affairs, but its internal organisation largely retained the form it had been given at the end of the 18th century. In 1858, when the Ministry of Foreign Affairs was organised into divisions for the first time, the archive, which then included the library and other functions, became a separate division directly under the Ministry executive. This organisation remained until 1977 when the archive, library, etc., became a department in the Administrative Division. From 1997, the archive has been a section of the Administrative Department.

### 4. Physical access

Sweden applies the principle of public access to official documents, which is laid down in one of the country's fundamental laws (the Freedom of the Press Act). This principle means that, unless otherwise prescribed, everyone has the right of free access to the official documents held by a public authority, such as the Ministry of Foreign Affairs. No one may ask for the name of a person who requests a document or the purpose of the request. Information covered by the provisions of the Secrecy Act is exempt from public access. This act contains *inter alia* a provision on 'secrecy relating to foreign affairs'. Examples of other information protected by secrecy are defence, consular cases, personnel administration, codes and ciphers, surveillance procedures, and the economic circumstances of private individuals.

No form of introductory letter or the like is required for access to documents in the archive of the Ministry of Foreign Affairs.

The archive is open during office hours, i.e. from 9.00 to 16.00, and closed on public holidays.

Older documents in the archive of the Ministry of Foreign Affairs and its predecessors have been passed on to the National Archives. For the majority of these documents, the time limit is 1952. But documents in legal, consular, protocol and administrative cases as far back as 1920 are still held in the Ministry archive. Archive documents of missions abroad for the period before 1920 and, in some cases, later documents from agencies that have ceased to exist have been passed on to the National Archives.

Opening hours of the National Archives: Monday to Friday, 9.00 to 17.00

Visitors' address: Fyrverkarbacken 13–17, Stockholm

Postal address: Box 125 41, S-102 29 Stockholm, tel. (46-8) 737 63 50, fax (46 8) 737 64 74

## **5. Practical facilities**

The library of the Ministry of Foreign Affairs has research desks, where visitors can use their own computer equipment. Photocopying facilities are available, and researchers are permitted to use the Ministry library.

## **6. Reproduction of documents**

It is also possible to order copies from the Ministry archive. There is no charge for a small number of copies (up to nine). For a larger number of copies, there is a fixed charge of SEK 50 and a charge of SEK 2 per page.

## **7. Access regulations**

There are no fixed time limits for when documents held by public authorities in Sweden are made available for public inspection. The Secrecy Act mentioned in point 4 above specifies, for each area covered by the act, a maximum period for which information can be kept secret. For secrecy relating to foreign affairs, for example, the maximum period is 40 years. Thereafter, all documents with such content are public in their entirety. Every time someone requests access to documents, the public authority shall consider whether secrecy applies to the specific material concerned. This means that secrecy can sometimes be removed after a few years or even after a few weeks. It depends on what assessment is made of the damage that would result from the release of the information.

## **8. Concise description of the principal record groups and collections**

The old documents of the archives of the Ministry's predecessors can be structured according to three main periods:

1. 1809: the oldest documents in the area of foreign policy set aside in the work of the Chancery and the College of Chancery have mainly been placed in the subject-arranged 'Diplomatica' series in the National Archives.
2. 1810–1901: the main content of the archives is the major series of correspondence with each mission abroad, other agencies, etc. Complementary to that collection, a minor part of the documents is arranged in different generations of dossier systems.
3. 1902: in 1902, a first general dossier system for the major part of the documents of the Ministry was introduced. It was succeeded by a new system in 1920, which

is still in use. The archives of the missions abroad also follow the same structure as the dossier system of 1920.

Alongside the stock of correspondence and dossiers, there are from 1810 onwards chronological series of government and ministry minutes, registers and account documents in addition to the various kinds of publications issued by the Ministry of Foreign Affairs. Documents from international organisations are held in separate 'document archives'.

There is only limited disposal of documents from the Ministry's archive. However, the main part (some 90 %) of documents in the archives of missions abroad is removed on review.

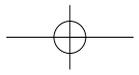
The total archive stock in the Ministry of Foreign Affairs amounts to some 10 000 shelf metres. The stock grows by about 300 shelf metres per year.

## **9. Finding aids and computerisation**

The series 'Diplomatica' is presented in the 'Diplomatica collection in the Swedish National Archives' (Skrifter utgivna av Svenska Riksarkivet 5). The main archives of the Ministry and its predecessors 1681–1952 are listed in one archive inventory. There is a separate inventory for the dossier system of 1902 and another one for the dossier system of 1920. The Ministry's main register has been computerised since 1985.

## **10. Reference works and articles**

The manual *Att forska i utrikesförvaltningens arkiv. En handledning (How to do research in the archives of the Foreign Service. A manual)* by Berndt Fredriksson gives a general introduction to the structure and search means, and an understanding of the content of the archives of the Ministry of Foreign Affairs. The manual also includes a comprehensive overview of literature on the archives, on Swedish foreign policy and its participants.



## UNITED KINGDOM

### 1. Full title of Foreign Ministry and of archives service

- (a) Foreign and Commonwealth Office  
Records and Historical Department  
(for documents up to 30 years old and withheld documents)
- (b) The National Archives (for documents over 30 years old)

### 2. Contact details

- (a) Records and Historical Department  
Old Admiralty Building  
London SW1A 2PA  
United Kingdom  
Tel. (44-20) 70 08 11 18  
Fax (44-20) 70 08 11 12
- (b) The National Archives  
Ruskin Avenue  
Kew  
Richmond  
Surrey TW9 4DU  
United Kingdom  
Tel. (44-20) 88 76 34 44  
Fax (44-20) 88 78 89 05  
Website: [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

### 3. Summary of historical background of the archives service

#### (a) Foreign and Commonwealth Office (FCO)

Diplomatic records in England effectively began in the 13th century under the direction first of the chancellor and later of the king's secretary, or principal secretary. A second principal secretary was appointed in the first half of the 16th century and, in 1640, work was divided between them on a regional basis. The present Foreign and Commonwealth Office originated in 1782 when a secretary of State for foreign affairs was appointed. From 1801, successive librarians were responsible both for published books and for the manuscript correspondence of the Foreign Office. The librarian continued to be responsible for official papers until 1968, when on the merger of the Foreign and Commonwealth Offices, the Library and Records Department was formed.

Responsibility for the creation, custody, exploitation and release of FCO records now rests with the Records and Historical Department within the Information Directorate:

- Registry Audit/Minerva provides guidance and training on registry procedures, electronic records management and the FCO electronic archive (Minerva);
- Records Management holds the archive of non-current records, provides a retrieval service for FCO staff and organises the review and release of material to the National Archives at 30 years;

- Open Government leads on data protection and freedom of information issues in the FCO, and deals with requests under the code of practice on access to government information;
- Historians publish the official record of British foreign policy in Documents on British policy overseas and provide historical advice;
- Treaty Section arranges the publication of treaties to which the UK is party and the transfer of original treaty documents to the National Archives, and provides an information service (for treaty information, see [www.fco.gov.uk/treaty](http://www.fco.gov.uk/treaty)).

The head of the Records and Historical Department is the departmental record officer for the FCO.

#### **(b) The National Archives (PRO)**

The National Archives (formerly the Public Record Office) houses the national archives of England and subsequent to the Act of Union in 1707 those of the United Kingdom. These comprise records created by the actions of central government and of the courts of law of England and Wales. Its origins go back to an Act of Parliament of 1838. The chief executive of The National Archives, the keeper of public records, submits an annual report to the lord chancellor, a minister of the Crown.

#### **4. Physical access**

No public access to records under 30 years held by the Foreign and Commonwealth Office. Access to records over 30 years old held by The National Archives is by reader's ticket issued on production of documentary proof of identity (passport for non-UK nationals).

Opening hours: Monday, Wednesday, Friday and Saturday, 9.00 to 17.00; Tuesday, 9.30/10.00 to 19.00; Thursday, 9.00 to 19.00

Closed: public holidays and annual stock-taking (usually the first week in December)

Check The National Archives website for definite dates.

#### **5. Practical facilities**

The National Archives has one reading room for the consultation of original records (256 seats) and a second for maps and large documents (16 seats and 10 further working surfaces; four microfiche readers and three microfilm readers); one room is solely for the study of records in microform (60 microfilm readers and six microfiche readers).

#### **6. Reproduction of documents**

Photocopies of documents, 35 mm microfilm, electrostatic prints, prints from film, bromide prints, scanned images, black and white photographs and colour photographs can be supplied. Official certified copies may also be ordered. Information on the scale of charges for each kind of work and procedures for ordering copies may be obtained from the Record Copy Ordering Section at Kew or from The National Archives website.

## 7. Access regulations

Access to UK official records is currently regulated by the Public Records Acts 1958 and 1967 (full text at <http://www.pro.gov.uk/about/foi.htm>) under which records are made available to the public after 30 years. From January 2005, access will be regulated by the Freedom of Information Act 2000 (full text at [www.hmso.gov.uk](http://www.hmso.gov.uk)).

Documents under 30 years old are held by the Foreign and Commonwealth Office; there is no public access. The code of practice on access to government information gives a non-statutory right of access to information, subject to certain exemptions. From January 2005, records can be accessed under the Freedom of Information Act 2000: applications should be sent to the Records and Historical Department.

Documents over 30 years old are, with few exceptions, available for inspection by members of the public in The National Archives. Records may be withheld from the public domain for longer than 30 years with the approval of the lord chancellor if their release would:

- harm defence, international relations or national security;
- cause substantial distress to or endanger persons or their descendants affected by disclosure;
- constitute a breach of good faith by making public information supplied in confidence;
- disclose information relating to security and intelligence matters.

## 8. Concise description of the principal record groups and collections

The Records and Historical Department of the Foreign and Commonwealth Office holds 23 kilometres of non-current records in its archive at Hanslope Park. These are the records created by the political and functional departments of the Foreign and Commonwealth Office in the UK and (to a lesser extent) those of British diplomatic missions overseas.

Material is selected for permanent preservation and transfer to The National Archives according to criteria set out in a series of operational selection policies (OSP). OSP 13 *Britain's diplomatic relations 1973–1996* sets out the key collection themes in FCO headquarters records; a further OSP *Records of Britain's overseas representation, 1973–* covering records created by British overseas representatives is under preparation. Full texts of all OSPs are available on The National Archives (PRO) website ([www.pro.gov.uk/recordsmanagement](http://www.pro.gov.uk/recordsmanagement)).

Diplomatic records and other records of relations with other countries at The National Archives include:

- the State papers foreign from the 16th century to 1782;
- records of the Foreign and Commonwealth Office, 1968 (Lettercode FCO, 93 series);
- records of the Foreign Office, 1782–1968 (Lettercode FO, 1100 series);

- records of the Colonial Office, 1782–1966, including earlier colonial State papers beginning in the 16th century (Lettercode CO, 1053 series);
- records of the Dominions Office, 1926–47, Commonwealth Relations Office, 1947–66 and Commonwealth Office, 1966–68 (Lettercode DO, 190 series).

## 9. Finding aids and computerisation

The catalogue of The National Archives holdings of all FCO, FO, CO and DO records can be searched online via The National Archives website. Detailed lists are also available in The National Archives and readers may consult some original registers of correspondence. A card catalogue to FO correspondence 1906–19 and annual indexes to FO correspondence for 1920–51 are also available. The 1920–51 index has been published by Kraus-Thomson Organisation.

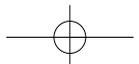
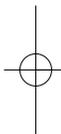
## 10. Reference works and articles

The Foreign and Commonwealth Office historians publish the official record of post-1945 British foreign policy in the series *Documents on British Policy Overseas*. This is the successor to the two previous series, *British Documents on the Origins of the War 1898–1914* and *Documents on British Foreign Policy 1919–39*. Details of publications can be obtained from the FCO historians, Old Admiralty Building, Whitehall, London, SW1A 2PA and from the FCO website ([www.fco.gov.uk](http://www.fco.gov.uk)).

The National Archives (PRO) has produced:

- *The records of the Foreign Office, 1782–1968*, Second edition, 2002;
- *‘Never complain, never explain’: Records of the Foreign Office and State Paper Office 1500–c.1960*, 1994;
- *The records of the Colonial and Dominions Office*, 1964;
- *The Second World War: A guide to documents in the Public Record Office*, revised edition, 1993.

ARCHIVES SERVICES OF  
THE EUROPEAN UNION  
INSTITUTIONS



## EUROPEAN PARLIAMENT

### 1. Full title of institution and of archives service

European Parliament

Archives and Documentation Centre (CARDOC)

### 2. Contact details

European Parliament

Archives and Documentation Centre (CARDOC)

European Centre, Kirchberg Plateau

Schuman Building (ground floor) <sup>(1)</sup>

L-2929 Luxembourg

Tel. (352) 43 00-23272, (352) 43 00-22773 or (352) 43 00-22793

Fax (352) 43 00-439493

E-mail: arch-info@europarl.eu.int

Website: <http://www.europarl.ep.ec/archives/>

### 3. Summary of historical background of the archives service

Background

The legal basis for the Archives Department derives from the rules of procedure of the Common Assembly (1952), the Ad Hoc Assembly (1953) and the European Parliamentary Assembly (March 1958). Over the years, the department's remit has been gradually broadened, in a number of stages.

#### *Archives Department comes under the Directorate-General for Sessional Services*

1973: by note of the secretary-general, the Archives Department becomes responsible for keeping all official correspondence.

1974: an inter-DG agreement requested by the secretary-general states (paragraph 3(a)(1)) that the central archives service shall file, index and store all documents embodying any act finally adopted by the European Parliament (EP) and its bodies and by the Community institutions and bodies. This agreement was formally adopted by a decision of 25 June 1975 of the Enlarged Bureau. Under the terms of the agreement, the Archives Department was responsible for keeping plenary acts in addition to all official correspondence. Papers for meetings of parliamentary committees were kept by the Directorate-General for Committees, with the Directorate-General for Sessional Services keeping only one copy of committee meeting minutes.

#### *1987: Archives Department comes under the Directorate-General for Research*

1995: decision by the president of the EP that the presidents' documentation should be deposited in the archives:

<sup>(1)</sup> The service is based in Luxembourg, where the majority of offices and archives are located. However, some staff are also based in Brussels.

- 31.5.2002: the secretary-general adopts a decision on the implementing measures for the registering of documents. This decision provides for EP documents being centralised within the Archives Department;
- 16.12.2002: Bureau decision entitled ‘Towards improved information and greater transparency: the archives of the European Parliament’. The decision endorses the principle of EP documents being centralised within the Archives Department and assigns the service important new tasks, namely:
  - technological modernisation of the archives involving, among other things, the digitisation of old documents and their incorporation into a database on which searches may be run,
  - opening the historical archives to the public, in accordance with the principle of transparency established in the EC Treaty (Article 255) and in Regulation (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents.

***2004: Archives Department, now known as CARDOC (Archives and Documentation Centre), comes under the Directorate for Presidency Services in the Directorate-General for the Presidency***

Following the decisions taken in 2002, the Archives Department substantially stepped up the support services provided to researchers and members of the public wishing to learn more about the history of European integration.

Legal basis

The legal basis for the Cardoc unit’s activities is the European Parliament Bureau decision of 16 December 2002, entitled ‘Towards improved information and greater transparency: the archives of the European Parliament’.

The decision sets out a number of measures seeking to ensure greater transparency in the process of making EP historical documentation available to the public. To this end, it establishes the principle of EP documents being centralised within the Cardoc unit. Furthermore, with a view to making documents easier to access and thus facilitating research, the management of archived documents is to be computerised.

The legal basis comprises a number of other provisions setting out the conditions under which access may be provided to archive holdings (procedures for and restrictions on implementation of the transparency principle).

(a) Secondary law provisions:

- Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, and the measures for the implementation thereof adopted by the European Parliament.
- Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of

personal data by the Community institutions and bodies and on the free movement of such data.

(b) Internal provisions:

- Rule 172 of the rules of procedure of the European Parliament and Annex XV thereto, containing a list of the documents that are directly accessible via the register.
- Bureau decision of 12 February 2001 on documentation of the Committee of Independent Experts and documents listed in Annex III to the framework agreement on relations between the European Parliament and the Commission adopted on 5 July 2000; the decision also lays down provisions governing the EP's secure archives.
- Bureau decision of 28 November 2001 on public access to European Parliament documents.
- Secretary-general's decision of 31 May 2002 on the implementing measures for the registering of documents.

#### 4. **Physical access**

##### Researchers

Researchers wishing to visit the archives service must fill out an application form indicating their name, contact details, profession, nationality, the purpose of their research and any scientific references (such as the institute or person commissioning the research). Access is restricted to the archives service rooms and access and movement within the buildings is subject to the general security rules (visitors must sign in at reception).

##### Reading room

##### Opening hours:

Monday to Thursday, 9.00 to 12.00 and 14.00 to 17.00; Friday, 9.00 to 12.00

Restricted service available between 15 July and 15 September.

Closed between 20 December and 20 January.

#### 5. **Practical facilities**

Documents, and particularly legislative documents, are predominantly accessed by searching the European Parliament website or Arcdoc database. To consult documents on site, the archives service has installed terminals from which researchers can search Arcdoc and Europarl, and use other Internet services.

A library containing a sizeable collection of works on the various aspects of European integration is open to the public. The collection of books and periodicals relating specifically to the profession of archivist is also accessible to researchers.

At Cardoc's premises in Luxembourg, archivists and assistants are on hand to help researchers find what they are looking for. Not all archive documents are as yet avail-

able online and documents may be stored in different forms (hard copy, microform) in different places. It is therefore recommended, in order to avoid long waits, that researchers give our search assistance service prior notice of their visit and state the field of research or give details of the documents which are being sought.

## **6. Reproduction of documents**

The issuing of documents is governed by Articles 21 to 24 of the Bureau decision on public access to European Parliament documents. Documents are available either in hard copy format or else in electronic format, depending on the user's preferences.

The archives service offers researchers the following tools:

- microfiche readers/printers;
- photocopiers;
- fax machine;
- scanners;
- microform scanners.

## **7. Access regulations**

Document access is governed by the Bureau decision on public access to European Parliament documents (28 November 2001). All documents drawn up or received by the European Parliament in the context of the legislative process are accessible to citizens in electronic form, subject to the limits laid down in Articles 4 and 9 of Regulation (EC) No 1049/2001.

Requests for document access, granted on the basis of the reasons provided, must be submitted in writing or by e-mail to the service responsible for managing the register (Register@europarl.eu.int), which then forwards them to the archives service. Requests must include a (brief) list of the documents sought or the subject matter of the research. The service responsible for the register will ensure that a reply is given within 15 working days.

## **8. Concise description of the principal record groups and collections**

The Archives and Documentation Centre stores, processes and makes available to the public various types of documentary holdings and collections. Its main role is to archive documents relating to legislative activities and correspondence. In order to ensure that documentary material is preserved, the service keeps microfilms and microfiches which are also accessible to researchers, and is currently engaged in a major project for the digitisation of all documentary holdings and collections. The department also keeps monographs with chronological and subject inventories (1953–82 annual handbooks).

*Parliamentary documents*

## Minutes of plenary sittings:

- authentic edition signed by the president (from 1960);
- edition published in the Official Journal (full collection from 1952).

## Debates:

- full collection in all languages since 1952 (in microform — soon also available in digital format);
- partial collection with handwritten corrections by authors.

Resolutions: full collection from 1952.

Minutes of parliamentary committee meetings (incomplete collection).

## Reports by parliamentary committees since 1952:

- Ad Hoc Assembly (1952–53);
- ECSC Common Assembly (1952–58);
- EPA and European Parliament prior to first direct elections (1958–79);
- European Parliament — first parliamentary term (1979–84).

Petitions: full collection from 1953.

Parliamentary questions (written, oral, at question time): full collection.

*Documents produced by decision-making bodies*

## Presidents' collections (not yet available):

- Simone Veil, 1979–82 (catalogued);
- Pieter Dankert, 1982–84 (catalogued);
- Pierre Pflimlin, 1984–87;
- Lord Plumb, 1987–89;
- Enrique Baron Crespo, 1989–92;
- Egon Klepsch, 1992–94;
- Klaus Hänsch, 1994–97;
- José María Gil-Robles, 1997–99;
- Nicole Fontaine, 1999–2002.

Official papers of the Bureau and the Enlarged Bureau (minutes, documents and annexes; full collection from 1952 to 1984).

Committee of Presidents (1952–58).

*Official correspondence*

- Full chronological collection from 1952.
- Presidents' collection (official correspondence only), by date from 1981.

*Special holdings*

- Incomplete collection of joint meetings between the Parliamentary Assembly and the Assembly of the Council of Europe.
- Collection (incomplete in the official languages) of sessions of the ACP Assembly (Yaoundé; Lomé I; Lomé II; Lomé III).
- Intergovernmental Conferences (IGCs).
- Secretaries-general collections.
- Bruck collection: documentation on the rules of procedure of the European Parliament.
- Photographs of leading figures from the history of European integration.
- Poster collections.
- Press cuttings.
- Committee of the Four Presidents.

By agreement with the Historical Archives of the European Union in Florence, part of the historical archives have been transferred to Florence, which is responsible for their conservation and for making them available to the public.

## 9. Finding aids and computerisation

Documents are primarily accessed via the Arcdoc database, which was set up by the archives service to provide access to all levels of the archive descriptors and display scanned documents.

Other databases administered by the European Parliament provide access to the following:

- register;
- Europarl: <http://www.europarl.eu.int>;
- CELEX (interinstitutional database with resolutions): <http://europa.eu.int/celex/>;
- EPOQUE (EP database with session documents from 1980 to 1989).

Session acts can be found using indexes of proceedings:

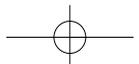
- indexes of names;
- analytical indexes;
- index of session documents;
- index of petitions;
- index of written questions;
- index of texts translated and printed since 1952.

## 10. Reference works and articles

The best source of information on the mandate, workings and structure of the archives service is the brochure entitled *European Parliament archives service/Service des archives du Parlement Européen*, Luxembourg, 2001, 24 pp.

Other documents concerned with the management of European Parliament archives are:

- *Accès aux documents du Parlement Européen, du Conseil et de la Commission: Mode d'emploi*, Office for Official Publications of the European Communities, Luxembourg, 2002, 38 pp., ISBN 92-894-1904-0.
- Sabbioni, S., 'Struttura e funzionamento degli archivi del Parlamento europeo', *Annali di Storia moderna e contemporanea*, No 8, 2002, pp. 513–525.



## COUNCIL OF THE EUROPEAN UNION

### 1. Full title of institution and of archives service

Council of the European Union

Central archives (current/intermediate/historical)

### 2. Contact details

Council of the European Union

Rue de la Loi 175

B-1048 Brussels

Tel. (32-2) 285 72 92 or (32-2) 285 71 80 (reading room)

Fax (32-2) 285 81 24

E-mail: archives.centrales@consilium.eu.int

### 3. Summary of historical background of the archives service

The Secretariat of the Special Council of Ministers of the ECSC was provided, since it was installed in Luxembourg in 1952, with an archives and a mail section. This service was also made responsible for establishing archives for the EEC and EAEC in Brussels, the other working place of the Council since 1958. When the Treaty establishing a Single Council of the three Communities (ECSC, EEC and EAEC) came into force in 1967, the archives of the Council of the ECSC were transferred to Brussels to be combined with the archives of the EEC and EAEC, and their administration was taken over by the General Secretariat of the Single Council.

In 1983, when the historical archives were opened to the public, documents dating back more than 30 years were made available, year by year, under the conditions laid down in the relevant regulations.

### 4. Physical access

Researchers

Access to the historical archives is granted, on presentation of an identity document, during office hours on working days at the General Secretariat of the Council. Anyone who shows an interest is allowed access provided they comply with the rules of procedure for consulting the historical archives (Decision No 1044/99 of the Secretary General of the Council of 25 June 1999 concerning the opening to the public of the historical archives).

Reading room

The reading room is situated in the Justus Lipsius building, Office 05 FL 56, close to the 'Belliard' entrance, chaussée d'Etterbeek 80.

Opening hours:

Monday to Friday, 9.00 to 16.30

Closed: public holidays

## 5. Practical facilities

The historical archives offer researchers the usual technical facilities, mainly a reader–printer for microfiches and a photocopier. They are also provided with a computer for access to electronic inventories, with printed inventories and with a small reference library.

## 6. Reproduction of documents

Photocopies are available on request at charges set in accordance with the rules.

## 7. Access regulations

In accordance with the provisions regarding public access to the historical archives, under the conditions laid down in Council Regulation (EEC, Euratom) No 354/83 of 1 February 1983 and Commission Decision No 359/83/ECSC of 8 February 1983, the consultation of documents is allowed after the expiry of a period of 30 years starting from the date of their creation. Council documents less than 30 years old are available to the public under the conditions laid down in Regulation (EC) No 1049/2001 of 30 May 2001 and by processing of the applications by the Transparency Unit (fax (32-2) 285 63 61, e-mail: access@consilium.eu.int).

## 8. Concise description of the principal record groups and collections

The Council archives currently comprise about 7 800 linear metres:

- current and intermediate archives: approximately 6 500 linear metres;
- historical archives: approximately 1 300 linear metres.

## 9. Finding aids and computerisation

Available finding aids for all the records: ‘Hica’ program for searching and printing of computerised inventories as well as basic lists giving the file number, the universal decimal classification (UDC) number and the subject, indexes and printed inventories.

Since 1998, the central archives of the Council have published an activity report each year.

Series of inventories of the historical archives of the Council:

- European Coal and Steel Community (ECSC): inventories CM1, 1952–63;
- European Economic Community (EEC) and European Atomic Energy Community (EAEC or Euratom): inventories CM2, 1958–69;
- Treaty of Rome: inventory CM3, 1955–57;
- European Political Community (EPC): inventory CM4, 1952–54.

## EUROPEAN COMMISSION

### 1. Full title of institution and of archives service

Commission of the European Communities

Historical archives

### 2. Contact details

Postal address:

European Commission  
Rue de la Loi 200  
B-1049 Brussels  
Tel. (32-2) 299 11 11 or (32-2) 295 20 53 (direct line)  
Fax (32-2) 296 10 95  
Telex 218 77 COMEUB  
Telegrams: COMEUR BRUSSELS  
E-mail: oib-archis-base@cec.eu.int  
Website: [http://europa.eu.int/historical\\_archives/](http://europa.eu.int/historical_archives/)

### 3. Summary of historical background of the archives service

The background of the Community archives services was shaped primarily by the organisation, functioning and activities of the three Communities, namely the European Coal and Steel Community (ECSC), the European Economic Community (EEC), and the European Atomic Energy Community (EAEC or Euratom), and by the Community institutions and organs, such as the European Parliament, the Council, the Commission, the Court of Justice, the Court of Auditors, the Economic and Social Committee of the European Communities (now the European Economic and Social Committee) and the Consultative Committee of the ECSC. The ECSC High Authority, which was set up in accordance with the Treaty of Paris, took up office in Luxembourg on 10 August 1952; the EEC Commission and Euratom Commission, which were set up in accordance with the Treaties of Rome, took up office in January 1958. The High Authority and the two Commissions EEC and EAEC were merged on 1 July 1967 and since then there has been a single Commission for the three European Communities.

The archives service of the High Authority goes back to August 1952. It has had a chequered administrative past (for more details, see Inventory of the historical archives, Vol. 1, Luxembourg, 1985, pp. 85 and 86). In 1989, the historical archives of the European Commission were placed under the Secretariat-General, in view of their central importance for Commission departments. Following an internal reorganisation within the Commission, the Archives Service has moved on 1 April 2004 from the Secretariat-General to another service and it will focus on the internal archives work of the Commission. The Secretariat-General, and in particular the Archival and Document Management Policy Unit, is responsible for all archival policy matters. The historical archives cover the entire administrative cycle of documents and thus, on the one hand, serve basically as an intermediate repository for all Commission departments, organising the transfer of documents and files to the repositories and providing search and lending facilities; as historical archives, however, they also open up the historical records to the public year by year under the 30-year rule. They are located in the building at avenue de Cortenberg 1, Brussels (since the second half of 1999).

#### 4. **Physical access**

##### Researchers

In line with the spirit of the Community regulations on archives, the Commission favours the most liberal access possible to its historical archives. Anyone wishing to consult the historical archives released to the public has the right of access, provided he/she undertakes to respect the rules.

##### Reading room

Avenue de Cortenberg 1 3/33  
B-1049 Brussels

##### Opening hours:

Monday to Thursday, 9.00 to 12.30 and 14.00 to 17.00  
Friday, 9.00 to 12.30 and 14.00 to 16.00

Closed: public holidays

#### 5. **Practical facilities**

The historical archives offer researchers the usual technical facilities.

#### 6. **Reproduction of documents**

Microfiches, microfilms, photocopies: microforms are available on request at charges set in accordance with the rules.

#### 7. **Access regulations**

The opening of the historical archives files respects the 30-year rule: laid down by Commission Decision No 359/83/ECSC of 8 February 1983 and by Council Regulation (EEC, Euratom) No 354/83 of 1 February 1983 concerning the opening to the public of the Historical Archives of the European Communities (OJ L 43, 15.2.1983, pp. 1–3 and 14 and 15; reprinted in the guide *Opening of the Historical Archives of the European Communities to the public*, Office for Official Publications of the European Communities, Luxembourg, 1983, pp. 71–75).

On 30 May 2001, the European Parliament and the Council adopted Regulation (EC) No 1049/2001 laying down the general framework for public access to European Parliament, Council and Commission documents. In order to ensure the conformity of Regulation (EEC, Euratom) No 354/83 concerning the opening to the public of the historical archives of the EEC and the EAEC with the principles and limits laid down by the new regulation on public access to documents, some articles needed to be modified. Thus, Regulation (EC, Euratom) No 1700/2003 modifies the existing regulation of 1983 and brings exceptions into line with those concerning the right of access provided for in Regulation (EC) No 1049/2001.

## 8. Concise description of the principal record groups and collections

At present the historical archives of the European Commission contain some 77 000 linear metres of documents and records:

- ECSC High Authority (1952 to June 1967): approximately 2 400 linear metres;
- EEC and Euratom Commissions (1958 to June 1967): approximately 7 500 linear metres;
- Commission of the European Communities/European Commission (July 1967 to 2004): approximately 65 100 linear metres;
- special collections of documents belonging to former presidents, members and senior officials: approximately 2 000 linear metres.

For detailed descriptions of the record groups, see the inventories referred to at point 9 below.

In addition, there are a number of other collections, including:

- ‘Speeches’ (1952–2004): collection of speeches by members and officials of the European Commission, MEPs and other leading figures;
- ‘Studies’ (1961–2003): collection of studies (more than 22 000) carried out by Commission departments and deposited with the historical archives.

## 9. Finding aids and computerisation

There are finding aids for each record group, such as transfer lists, basic lists giving the file number, the universal decimal classification (UDC) number, the subject, the period covered by the file, the retention period and other headings for codes and special remarks.

To make research easier, the historical archives have at their offices a database (Archis — Archives historiques). Archis is the production database of the Commission’s historical archives files. It is a relational database (Oracle). The database contains descriptions for 753 046 files and for 8 351 transfers of files (record groups) found in the depository in Kortenberg. The database is updated daily. The lowest entity of descriptions is the level of file titles and file analysis. There is no full text included in the system. The database manages logistic and intellectual aspects. It refers to the physical location and condition of files, the different steps in the internal processing of the files (work flow), and the directorates which have executed transfer of their files. It also manages the microfilming process, and offers possibilities for listings and outputs depending upon the criteria for selection used. As for research possibilities, it offers free text and structured searching for all the fields which are stored in the database tables.

ArchisPlus is an extract of the production database on the Europa server ([http://europa.eu.int/historical\\_archives/archis\\_en.htm](http://europa.eu.int/historical_archives/archis_en.htm)), and designed for a broad research purpose. Only a limited number of fields are extracted. ArchisPlus contains bibliographical information about the references of files, organised by file and by transfer number. The information about files and transfers is either ‘textual’ (title, analysis, transfer description, linkage between individual transfers) or ‘structured’ (dates, subject keywords, legal references, names of persons, places). Searches on file

content ('documentary' searches) can only be made to the extent that a file content is reflected in the descriptions provided in the title, or in the transfer description. The database does not contain the full text of records, files or documents; its descriptions operate at file/record level.

Series of inventories produced by the historical archives of the European Commission:

- *Inventory of the historical archives, Vol. 1: Records of the High Authority of the ECSC 1952. Speeches 1952–1967* (in English and French); *Vol. 2: Dossiers de la Haute Autorité de la CECA 1953* (in French), Office for Official Publications of the European Communities, Luxembourg, 1985 and 1987, 373 and 339 pp.
- *Inventaire structuré des dossiers de la Haute Autorité de la CECA (1952–1967), vol. 1: Dossiers du secrétariat général, des relations extérieures, groupes de travail, Commission des quatre présidents, Comité consultatif de la CECA*, Office for Official Publications of the European Communities, Luxembourg, 1996 (in French).
- *Index*, Office for Official Publications of the European Communities, Luxembourg, 1997 (in French).
- *Inventaire structuré des dossiers de la Haute Autorité de la CECA (1952–1967), vol. 2: Dossiers du service juridique et des archives centrales*, Office for Official Publications of the European Communities, Luxembourg, 1999 (in French).
- *Inventaire structuré des dossiers de la Haute Autorité de la CECA (1952–1967), vol. 3: Dossiers des directions générales du charbon et de l'acier*, Office for Official Publications of the European Communities, Luxembourg, 2002 (in French).

## 10. Reference works and articles

*Archives in the European Union: Report by the Group of Experts on the coordination of archives*, Office for Official Publications of the European Communities, Luxembourg, 1994, XX and 104 pp. (in Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish).

Collonval, J., 'Structures et archives de la CEEA', *Énergie nucléaire en Europe: des origines à l'Euratom — Actes des journées d'études de Louvain-la-Neuve des 18 et 19 novembre 1991*, Peter Lang, Berne, 1994, pp. 151–164.

Degimbe, A., *La législation belge sur les archives face aux exigences actuelles (mémoire de licence, philosophie et lettres, Infodoc)*, Université libre de Bruxelles, Brussels, 1985, pp. 77–91, Annexes VIII–XII.

Eriksen, A., 'Åbningen af EF-arkiverne', *Nordisk Arkvnit*, No 3, 1983.

Hofmann, H., 'Les archives courantes et les archives historiques de la Commission des Communautés européennes', *Archives et Bibliothèques de Belgique*, numéro spécial 23, Vol. 1, Brussels, 1984, pp. 53–72.

*Opening of the Historical Archives of the European Communities to the public*, Office for Official Publications of the European Communities, Luxembourg, 1983, 119 pp. (in Danish, Dutch, English, French, German, Greek and Italian).

Spierenburg, D. and Poidevin, R., *The history of the High Authority of the European Coal and Steel Community*, Weidenfeld and Nicolson, London, 1994, 686 pp., English version (Bruylant, Brussels, 1993, 919 pp., French version).

Van Der Meulen, J., 'The Historical Archives of the European Communities' (international conference of professors of contemporary history 'Study of the beginnings of the European integration. The value of source material and records 1946–1952' in Luxembourg, 28 and 29 January 1982), Commission of the European Communities, *University information*, Brussels, 1982, pp. 69–80 (in English and French).



## COURT OF JUSTICE OF THE EUROPEAN COMMUNITIES

**1. Full title of institution and of archives service**

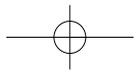
Court of Justice of the European Communities

**2. Full address**

Court of Justice of the European Communities  
Boulevard Konrad Adenauer  
L-2925 Luxembourg  
Tel. (352) 43 03-1  
Fax (352) 43 03 26 00

**7. Access regulations**

Special attention is drawn to Article 3(1) of Commission Decision No 359/83/ECSC and to Article 3(1)(c) of Council Regulation (EEC, Euratom) No 354/83 which exclude 'documents and records of cases submitted for judgment to the Court of Justice of the European Communities' from public access without limitation time.



## EUROPEAN COURT OF AUDITORS

### 1. Full title of institution and of archives service

European Court of Auditors

Court's Secretariat

### 2. Contact details

European Court of Auditors

Court's Secretariat

12, rue Alcide De Gasperi

L-1615 Luxembourg

Tel. (352) 43 98-1 (switchboard)

(352) 43 98-45645 (service)

Fax (352) 43 98-46183

E-mail: gilberto.moggia@eca.eu.int

### 3. Summary of historical background of the archives service

The Court's Secretariat is responsible for dealing with the institution's historical archives. The current and intermediate archives consist of administrative and audit files and are managed by the different sectors and services with the assistance of the Library, Documentation and Archives Service.

### 4. Physical access

At the beginning of 2005, a large part of the Court's historical archives will be sent to the Historical Archives of the European Union in Florence. This will allow researchers to consult the archives.

### 5. Practical facilities

The Court has no special facilities for researchers to consult the archives.

### 6. Access regulations

A decision on the treatment of applications for access to documents was adopted by the European Court of Auditors on 20 February 1997 (Decision No 18/97). This decision emphasises transparency in the decision-making process and a Community which is ever closer to its citizens.

Within the framework and limits of the provisions laid down by these internal rules and of the standards governing the confidentiality of audits, the public has access to the Court of Auditors' documents, whether on paper or in electronic form. It is stipulated that all applications for access to a document must be submitted in writing and worded in a sufficiently precise fashion. They are then forwarded to the director of the External Relations Department and the Legal Service, who examine the admissibility of the applications. The Court may refuse access to documents in certain cases and on the basis of certain criteria, such as the protection of the public interest, the individual and his privacy or the Community's financial interests. Access to documents relating

to the Court's audits are subject to the confidentiality requirement provided for in the financial regulation.

**8. Concise description of the principal record groups and collections**

The Court's archives contain working documents and official documents created by the Court since its foundation in 1977, arranged by case-file.

## EUROPEAN ECONOMIC AND SOCIAL COMMITTEE

### 1. Full title of institution and of archives service

European Economic and Social Committee

Mail/Records Service

### 2. Contact details

European Economic and Social Committee

Rue Belliard 99

B-1040 Brussels

Tel. (32-2) 546 90 11 or (32-2) 546 94 56 (direct line)

### 3. Summary of historical background of the archives service

The European Economic and Social Committee (EESC) is a consultative body of the European Commission, of the Council and of the European Parliament of the European Union and has an independent Secretariat. On its creation in 1958, the EESC was provided with an archives service named 'Courier/archives' (Mail/Records).

The Mail/Records Service is an administrative service within the Directorate for General Affairs, Registry Unit, Protocol. The Records and Mail sectors are currently divided into four sections:

- mail section;
- current records section;
- inactive or intermediate archives section;
- historical archives section.

### 4. Physical access

The EESC Secretariat has a very liberal policy as regards access to its archives. However, any person wishing to consult the EESC archives must submit a written request to the general secretary.

Reading room

Opening hours:

Monday to Thursday, 9.00 to 12.30 and 14.30 to 17.00

Friday, 9.00 to 12.30 and 14.30 to 15.00

The archives are normally closed on 9 May (anniversary of Robert Schuman's Declaration) and during the Christmas and New Year holidays. Other public holidays are scheduled jointly by all the institutions every year.

## **5. Practical facilities**

Researchers can make use of archive finding aids, a microfiche reader and copier and a photocopier. They can also consult specific catalogues and card indexes. They can also gain access, through service staff, to automated equipment for research.

## **6. Reproduction of documents**

Photocopies and copies of microfiches can be made free of charge.

## **7. Access regulations**

See point 4.

However, files and documents can only be consulted *in situ*.

## **8. Concise description of the principal record groups and collections**

The EESC archives currently amount to roughly 1 000 linear metres. The archives contain the following record groups:

- all the opinions of the EESC;
- all the meetings and plenary sessions of the EESC;
- the regulations on the organisation, operation and administration of the EESC.

## **9. Finding aids and computerisation**

Each record group of the archives has finding aids such as basic lists showing the serial number, indexes, universal decimal classification (UDC), subject registers, inventories and card indexes.

None of these finding aids is published and they are for internal use only.

## **10. Reference works and articles**

Two documents are published by the Mail/Records Service:

- an annual table of all the opinions given by the EESC during the year;
- a guide to the historical archives covering documents more than 30 years old that have been microfilmed.

## COMMITTEE OF THE REGIONS OF THE EUROPEAN UNION

### 1. Full title of institution and of archives service

Committee of the Regions of the European Union

Archives/Mail Department

### 2. Contact details

Committee of the Regions

Rue Montoyer 92–102

B-1000 Brussels

Tel. (32-2) 282 20 58

Fax (32-2) 282 23 25

E-mail: Lourdes.MartinezdeAntonana@cor.eu.int

### 3. Summary of historical background of the archives service

The Committee of the Regions was created by the Maastricht Treaty as a consultative body. Since its creation, an archives service has been preserving the documents produced within the framework of its advisory role. The Archives/Official Mail/Transparency Service depends on the Directorate for Registry, Legal Affairs and Assistance to the Members.

### 4. Physical access

The consultation room is available for research.

Opening hours:

Monday to Thursday, 9.00 to 12.30 and 14.30 to 17.00

Friday, 9.00 to 12.30

Closed: between Christmas and New Year

### 5. Practical facilities

The consultation room offers one microfiche reader.

### 6. Reproduction of documents

Photocopies are available on request without charges.

### 7. Access regulations

In accordance with the provisions regarding public access to the historical archives, under the conditions laid down in Regulation (EEC, Euratom) No 354/83 of the Council of 1 February 1983 and Commission Decision No 359/83/ECSC of 8 February 1983, modified by Regulation (EC, Euratom) No 1700/2003 bringing the exceptions into line with those concerning the right of access provided for in Regulation (EC) No 1049/2001 of 30 May 2001, the consultation of documents is

allowed after the expiry of a period of 30 years starting from the date of their creation.

Documents less than 30 years old are available to the public under the conditions defined by the originating services, respecting Regulation (EC) No 1049/2001. Those specific conditions are specified as follows:

- Decision No 64/2003 of the Bureau of the Committee of the Regions on public access to Committee of the Regions documents which defines the process of accessibility of the documents of the Committee via the adoption of an electronic register of the documents (RED) and written request procedures;
- Decision No 128/2003 of the Bureau of the Committee of the Regions on public access to Committee of the Regions documents via the electronic document register;
- Decision No 129/2003 of the secretary-general of the Committee of the Regions on document management at the Committee of the Regions the objectives of which are:
  - defining a corporative system and integration of documentary management within the institution,
  - determining the participants' internal responsibilities in the cycle of documentary management,
  - making each service of the Committee responsible in the systematic opening of an official file for each business treated by it and its later transfer to the archives service of the institution.

## **8. Concise description of the principal record groups and collections**

The archives of the Committee of the Regions preserve the records of its presidents and the documents resulting from its specific activities corresponding to the precise functions which arise from its mandate. This record group 'Specific activities' is subdivided into six record groups corresponding to his functions/activities:

1. Representation activity of the local and regional authorities to the legislative and decisional European process (advisory role): records on the participation of the Committee in the Community legislative process and in its role of initiative.
2. Organic activity: records concerning the organisation of work of the Committee; in particular, the records intended for the meetings of the plenary session, the Bureau, the commissions, the working parties and joint committees.
3. Activities of political strategy and of evaluation: political assessments of the activities of the Committee; position taken by the Committee.
4. Research and communication activities: records on the studies and the thesis competitions set up by the Committee; communication with the press and the general public via various publications.
5. Activities concerning relationships with the other institutions and bodies.
6. Activities concerning European integration (period covered: as from 1994).

## EUROPEAN INVESTMENT BANK

### 1. Full title of institution and of archives service

European Investment Bank

Secretariat-General and Legal Affairs  
Communications and Information Department

### 2. Contact details

European Investment Bank  
Communications and Information Department  
Secretariat-General  
100, boulevard Konrad Adenauer  
L-2950 Luxembourg  
Fax (352) 43 79 31 91  
E-mail: infopol@eib.org

### 3. Summary of historical background of the archives service

The Treaty of Rome created the European Investment Bank (EIB), the financing institution of the European Union, in 1958. The members of the EIB are the Member States of the European Union, which have all subscribed to the Bank's capital.

The task of the European Investment Bank is to contribute towards the integration, balanced development and economic and social cohesion of the member countries.

To this end, it raises substantial volumes of funds on the markets, which it directs on favourable terms towards financing capital projects meeting EU objectives.

Outside the Union, the EIB implements the financial components of agreements concluded under EU development aid and cooperation policies.

### 6. Reproduction of documents

There are no reproduction facilities available at the EIB.

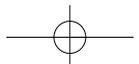
### 7. Access regulations

Specific enquiries and requests for access to documents may be addressed to:

Communications and Information Department  
Secretariat-General  
100, boulevard Konrad Adenauer  
L-2950 Luxembourg  
Fax (352) 43 79 31 91  
E-mail: infopol@eib.org

### 8. Concise description of the principal record groups and collections

The EIB Records Management Centre is in the process of establishing the Bank's public historical archives policy and collection.



## EUROPEAN CENTRAL BANK

### 1. Full title of institution and of archives service

European Central Bank

Directorate-General Secretariat and Language Services  
Secretariat, archives

### 2. Contact details

European Central Bank  
Kaiserstraße 29  
D-60311 Frankfurt am Main  
Tel. (49-69) 134 40  
Fax (49-69) 13 44 66 40  
Telex 41 11 44 ecb d  
E-mail: archives@ecb.int

### 3. Summary of historical background of the archives service

The European Central Bank (ECB) archives, since 1 September 2002 part of the Secretariat Division within the Directorate-General Secretariat and Language Services, employ six permanent staff members, which, *inter alia*, have each been assigned the responsibility of acting as so-called archives liaison specialist vis-à-vis specific business areas.

In exercising this function, they assist the business areas in managing their current records, to store and retrieve semi-current and inactive records in accordance with the ECB archiving policy.

### 5. Practical facilities

Practical rules and procedures to enable and facilitate access are currently being reviewed.

### 6. Reproduction of documents

Documents to which the ECB has granted access may be consulted either at its premises or by receiving a copy, including, where available, an electronic copy. There may be a charge to cover the costs of producing and sending copies. This charge will not exceed the real cost of producing and sending the copies. Consultation on the spot, copies of less than 20 A4 pages and direct access in electronic form are free of charge.

Documents released in accordance with the decision on public access shall not be reproduced or exploited for commercial purposes without the ECB's prior specific authorisation. The ECB may withhold such authorisation without stating reasons.

Certain documents are currently being reproduced in microfilm format to function as security copies.

## **7. Access regulations**

Rules of procedure of the ECB (OJ L 80, 18.3.2004, p. 33)

ECB decision on public access (OJ L 80, 18.3.2004, p. 42)

## **8. Concise description of the principal record groups and collections**

Record groups and collections

Use is made of various classification methods. Depending on the particular business needs or provenance, there is a mix of alphabetical, chronological or subject classification.

- Committee of Governors of the central banks of the Member States of the European Economic Community funds (200 linear metres).
- European Monetary Institute (300 linear metres).
- European Central Bank (1 250 linear metres).

## **9. Finding aids and computerisation**

Administrative tools such as a register of all ECB records, a filing plan, a retention plan and a vital records programme will — once reviewed/established — be integrated into the ECB-wide electronic documents and records management system (EDRMS) for the preparation and implementation of which an interdisciplinary project team was established in 2004.

As a follow-up to the approved ECB records management and archiving policy, an administrative circular on the management and confidentiality of ECB documents has been adopted by the Executive Board which establishes not only the policy and procedures for the creation of, protection of, dissemination of, access to, and disposal of internal documents, but also establishes a confidentiality classification grid and handling rules for ECB documents.

## EUROPEAN UNIVERSITY INSTITUTE

### 1. Full title of institution and of archives service

European University Institute  
Historical Archives of the European Union

### 2. Contact details

European University Institute  
Villa il Poggiolo  
Piazza Edison, 11  
I-50133 Florence  
Tel. (39) 05 54 68 56 26  
Fax (39) 055 57 37 28  
E-mail: [archiv@iue.it](mailto:archiv@iue.it)  
Website: <http://www.iue.it/ECArchives/>

### 3. Summary of historical background of the archives service

The Historical Archives of the European Communities (now the Historical Archives of the European Union — HAEU) opened its doors in 1986 with as its mandate Decision No 359/83/ECSC of 5 February 1983 and Regulation (EEC, Euratom) No 354/83 concerning the opening to the public of the Historical Archives of the European Coal and Steel Community, the European Economic Community and Euratom, taking into consideration the standard delay of 30 years. A contract was signed to this effect on the 17 December 1984 between the Commission of the European Communities, acting in the name of all the other Community institutions, and the European University Institute (EUI), a multidisciplinary doctoral institute created and financed since 1976 by Member States, which, among other topics, pays special attention to the history of European integration. However, microfilmed copies of the documents are kept in the originating institutions in Brussels and Luxembourg and are available for consultation there. The same stipulations also apply to the Court of Justice of the European Communities; however, there has yet to be a transfer of the Court's documents to Florence.

Equally the HAEU has been entrusted to collect, in the form of private deposits, the archives of important personalities, movements or international organisations which played a prominent role in the construction of Europe.

The Historical Archives was located in 1986 in the Villa il Poggiolo in which the archival material presently occupies 4 000 linear metres of space. The archives will benefit from future plans for its relocation to Villa Salvati, which is in close proximity to the Institute and which represents twice the current capacity.

The quality of the archival material held in Florence has made the Historical Archives an important research centre for the history of European integration. The various archival fonds illustrate essentially the role played by the institutions in putting into place Community policy, but also, via the private archives, the position of Member States in Community negotiations or the activities of pro-European pressure groups.

#### 4. **Physical access**

In accordance with European Community provisions (see point 7), the archives may be consulted by anyone showing a definite interest and agreeing to accept the internal rules of usage.

Consultation room

Opening hours: Monday to Friday, 8.30 to 17.30

The archives are closed during Easter week, the week of 15 August and between Christmas and New Year's Day (23 December to 2 January).

#### 5. **Practical facilities**

In the consultation room, documents are accessible on microfiches, and, in exceptional cases, the originals are also accessible. Seven reader copiers are available for the purpose. There is also a reference library accessible by means of self-service on the spot, containing dictionaries, encyclopaedias (five languages), specialised works on European questions and guides to international archives. It constitutes a highly specialised tool for the archives users.

#### 6. **Reproduction of documents**

Copies on paper from microfiches. Charges follow the general provisions for the EUI library and archives.

#### 7. **Access regulations**

In accordance with decisions by the Community institutions of 1 and 8 February 1983 respectively (OJ L 43, 15.2.1983, pp. 1-3, 14 and 15), ECSC, EEC and Euratom files come under the usual 30-year rule.

#### 8. **Concise description of the principal record groups and collections**

##### **A — TRANSFERS FROM COMMUNITY INSTITUTIONS**

##### **(a) European Parliament (PE)**

The material which makes up the 'PE' subgroup comprises fonds and collections transferred from the European Parliament official archives (Bâtiment Tour — Plateau du Kirchberg, BP 1601, Luxembourg).

The fonds which have been transferred to Florence concerned the years before 1973.

##### **— Common Assembly of the ECSC (AC) 1952-58**

The Common Assembly of the European Coal and Steel Community represented the formative period of the European Parliament from 1952 to 1958. The assembly flanked the High Authority and was responsible for keeping a check on its activities. It consisted of delegates nominated by the parliaments from among their members.

7 linear metres, 207 files. Minutes of meetings of the Presidential Bureau, reports by secretary-general, relations with the Council of Europe, minutes and records of parliamentary committee meetings.

— **Ad Hoc Assembly (AH) 1952–55**

The Common Assembly was entrusted, by Article 38 of the European Defence Community Treaty, with drafting a federal or confederate structure for political integration.

3 linear metres, 37 files. Minutes of sessions, submissions, reports and resolutions of committees and resolutions on political union, including minutes and information documents of the Constitutional Committee and its subcommittees (political institutions, legal institutions, liaison with the Council of Europe and functions and powers of the EPC).

— **European Parliamentary Assembly/European Parliament (nominated) (PE0) 1965–72**

This fond is exclusively composed of the reports of the Parliament's specialised permanent committees.

25 linear metres. Reports and resolutions of parliamentary committee (Budget, Agriculture, Development, etc.) meetings before the election of the European Parliament by universal suffrage in 1979.

(b)

**Council of Ministers of the European Union (CM)**

Fonds transferred by the Council of Ministers of the European Union (rue de la Loi 170, B-1048 Brussels).

— **Special Council of Ministers of the ECSC (CM1) 1952–58**

The Special Council of Ministers, as it was called in the Treaty of Paris, was created as a body with the function of exercising control over the High Authority's activities by issuing opinions. The Council was assisted by a Coordination Committee (COCOR), consisting of national representatives.

54 linear metres, 2 484 files (with microfiches). Minutes of meetings of the Council, Coordination Committee (COCOR) and with presidents of the various institutions; relations with the Assembly, the Court of Justice and the High Authority; structure and organisation of internal Council administration; regulation of various economic and financial questions; relations with third countries and international organisations.

— **Council of Ministers of the EEC and Euratom (CM2) 1958–61**

The Council of Ministers representing Member States is the chief decision-making body of the European Communities. It adopts and amends proposals by the European Commission, to which it delegates the implementation of its decisions, regulations, and directives. It has specialised legislative power, which in certain areas it shares with the European Parliament. The Council's work and decisions are prepared by the Committee of Permanent Representatives of the Member States, better known as Coreper, and by specialised committees comprising national experts.

38 linear metres, 2 754 files (with microfiches). Minutes of meetings of the EEC and Euratom Councils, of Member State representatives (Coreper); relations with Community institutions or other international organisations (OECE, GATT, UN, etc.); information notes and administrative matters dealt with by the Secretariat; EEC

activities (establishment of common external tariff, and common agricultural, energy and social policies) and Euratom activities.

— **Negotiations for the Treaties institutionalising the EEC and Euratom (CM3) 1955–57**

This fond illustrates the negotiations for the Rome Treaties (March 1957) and in particular the carrying-out of the Spaak report and articles establishing the European Economic Community (EEC) and the European Atomic Energy Community (Euratom).

815 microfiches. Minutes of the Messina conference, and of the subsequent meetings of the foreign ministers in Brussels, Paris and Venice; minutes or working documents produced by the Intergovernmental Committee or its subcommittees during the preparation of the Spaak report and a 'historic' article-by-article breakdown of the EEC and Euratom Treaties.

**(c) European Commission (CEAB and BAC)**

These fonds have been transferred from the Commission's central and historical archives (JECL 3/33, avenue de Cortenberg 1, B-1049-Brussels).

— **High Authority of the European Coal and Steel Community (CEAB) 1952–67**

The High Authority of the European Coal and Steel Community was the executive body of the first European Community. Established in Luxembourg on 10 August 1952, it had responsibility for setting up the common market in coal and steel and ensuring accomplishment of the objectives set by the Treaty. Since the merger of the Community bodies was decided by the Treaty of 8 April 1965, the powers of the High Authority have been exercised by the Single Commission of the European Communities.

570 linear metres (with microfiches). Records of the High Authority's General Secretariat, Legal Service, various divisions and working groups; minutes of meetings, speeches, weekly reports, internal structure of organisation, relationships with other institutions, third countries and international organisations; questions of transport, coal and steel. Records from the ECSC Consultative Committee: 1953–57 (4 linear metres); minutes of meetings and working documents.

— **Commissions of the European Economic Community (EEC) and Euratom (EAEC) (BAC) 1958–73**

After the Merger Treaty came into force on 1 July 1967, the Commission became the common body for the three European Communities: the ECSC, the EEC and Euratom. As the guardian of the Treaties, it embodied the common interest of the Member States. Holding the monopoly of legislative initiative, it implemented Community laws (regulations or directives) and exercised decision-making power in cases specified by the Treaties. The president and the collective body of commissioners have an administration to assist them, organised into directorates-general, each specialising in a sector of implementation of Community policy or administrative management.

370 linear metres and microfiches. Minutes of meetings of EEC and Euratom Commissions; administrative and technical reports and notes; relations with third countries (especially the United Kingdom and the United States) in atomic and free trade matters (Dillon and Kennedy rounds). Common agricultural, economic and

social policy negotiation for membership of the United Kingdom, Denmark, Ireland and Norway in the framework of the first enlargement, conventions of association with the EAMA.

**(d) European Economic and Social Committee (CES) 1958–68**

These records came from the European Economic and Social Committee (rue de Ravenstein 2, B-1000 Brussels).

The European Economic and Social Committee must be consulted in certain areas defined by the Treaty. It issues opinions with no legal bearing on the final decisions.

70 linear metres and microfiches. Minutes of plenary sessions of Presidency Office, of expert groups of subcommittees, opinions of the Committee, appointments of members, opinions, administrative documents, relations with the Commission and Council.

**(e) Court of Auditors (CdC) 1958–77**

These records have been transferred from the European Court of Auditors (rue Alcide De Gasperi 12, Luxembourg).

Created in July 1975, the Court of Auditors has financial control powers which it took over from the two previously existing financial control bodies, the ECSC Commissioner for Accounts, and the Audit Board.

4 linear metres and microfiches. Audit Committee: minutes of meetings, annual reports, notes.

**(f) European Centre for the Development of Vocational Training (Cedefop) 1975–95**

These records have been transferred from Cedefop (Europe 123 (Pylea), PO Box 22427, GR-55102 Thessaloniki).

Created in 1975, this European agency works for the promotion and development of education and vocational training in the Community.

1.5 linear metres and 970 microfiches. Minutes and working documents from the Centre's Executive Board and Management Board and personal archives of Mr Marino Riva.

**B — DEPOSITS OF PRIVATE HOLDINGS FROM EUROPEAN INDIVIDUALS, MOVEMENTS OR INTERNATIONAL ORGANISATIONS**

**(a) International organisations**

— **European Space Agency (ESA) 1960–75**

These fonds have been transferred from the ESA (8, rue Mario Nikis, F-75008 Paris).

250 linear metres. Material divided into various 'sub-holdings' corresponding to:

— the European Preparatory Committee on Space Research (Copers);

- the Intergovernmental Conferences (ESTC, European Space Telecommunications Conference; ESC, European Space Conference);
- the ESA as such, or the organisations that preceded it before 1975 (ELDO, the European Launcher Development Organisation; ESRO, the European Space Research Organisation). The contribution of the various centres (Noordwijk, Darmstadt, Frascati) to research is covered within the aforesaid sub-holdings.

Official documents of the Agency (Blue Papers), minutes of councils and directorates, administrative correspondence and internal meetings; administrative or scientific progress reports, feasibility studies on the programmes, annual reports, proceedings of scientific congresses, etc.

#### — **Organisation for European Economic Cooperation (OEEC) 1948–61**

These fonds have been transferred from the OECD (Chateau de la Muette, 2, rue André Pascal, F-75016 Paris).

30 linear metres. Minutes and discussion papers of the Council. Organisation and functions of the OEEC, annual economic recovery programmes distributing Marshall aid, recommendations from the preparatory technical committees (trade and payments, coal, steel, manpower, etc.), OEEC relations with the European recovery programme administration and many annexes and reports on the economic situation in member countries, as well as decisions taken in the framework of the European Payments Union.

These may be divided into:

- archives on the negotiations for setting up an economic free trade area, in particular the minutes of the Maudling Committee meetings (1957);
- the ‘Travers archives’, on the OEEC’s role in the area of international monetary cooperation (European Payments Union, agreement on European internal payments);
- sub-holdings of archives from the autonomous agencies of the overall organisation: the European Productivity Agency, European Nuclear Energy Agency, Cobechar and Dragon Project.

#### — **Organisation for Economic Cooperation and Development (OECD) 1961–69**

Created in 1961, the new organisation represented an extension and a transformation of the former OEEC by achieving two of its main functions, the management of the European payments system and the establishment of a trade liberalisation code in December 1985.

10 linear metres and microfilms. Official documents from Council and Executive Committee; subject files from Trade Committee and Economic Committee; minutes and reports from OECD working groups.

### **(b) Pro-European movements**

A number of movements or associations having coordinated or struggled in favour of European unification have conferred their historical archives to the HAEC. Among these, the most important are:

Union of European Federalists (UEF) 1946–90 (20 linear metres), the European Movement (ME) 1946–90 (35 linear metres) and the French Organisation of European Movement (OFME) (15 linear metres), the European Youth Federalists (JEF) 1970–90 (15 linear metres), the Council for European Regions and Districts (CCRE) 1951–90 (30 linear metres), Women of Europe (FDE) 1977–98 (15 linear metres), the European Centre for European Training (CIFE) and the European Association of Teachers (AEDE) (currently being treated).

The types of document are generally the following: minutes of meetings of the organisational bodies; correspondence between the international secretariat and the councils or the national sections, the member or associate organisations and the study sections; reports and resolutions of congresses, forums and seminars; reports relative to activity programmes, campaigns and demonstrations organised by the movements; relations with the European institutions; varied federalist documentation.

**(c) European personalities**

Several personalities (or their beneficiaries) who played a decisive role in the process for the construction of Europe have deposited their personal papers in the HAEU. The most important among them were militant European federalists, such as Altiero Spinelli (AS) 1927–86 (9 linear metres), Ernesto Rossi (ER) 1912–99 (15 linear metres), Alexandre Marc (AM) 1935–98 (15 linear metres), Fernand Dehousse (FD) 1939–76 (13 linear metres), Emanuelle Gazzo (EG) 1940–94 (15 linear metres), and commissioners or high officials of the Community, such as Franco-Marie Malfatti (FMM) 1969–72 (8 linear metres), Carlo Scarascia Mugnozza (CSM) 1939–80, Edoardo Martino (EM) 1943–99 (26 linear metres), Jules Guéron (JG), 1940–89 (13 linear metres), Etienne Hirsch (EH) 1934–93 (4 linear metres), Klaus Meyer (KM) 1963–94 (8 linear metres), Émile Noël (EN) 1949–93 (30 linear metres), Pierre Uri (PU), 1945–79 (12 linear metres), Enrico Gebellieri (EGI) (10 linear metres), Graham Avery (GJLA) 1987–2002 (8 linear metres). Moreover, the private archives from two of the European Community's founding fathers, Alcide De Gasperi (30 linear metres) and Paul-Henri Spaak (42 CD-ROMs) have recently been deposited in Florence.

The files generally consist of: memoranda, notes and reports, correspondence, articles and conference material, reports on the various phases of the national and/or European career and on militant or administrative activities of the depositor organised by original order.

**C — EXTERNAL ARCHIVES AND COLLECTIONS**

**(a) Ministry of Foreign Affairs (of Germany, France, Italy and the United Kingdom) 1950–72**

Collections of microfilm format dealing with the Schuman Plan negotiations and the Treaties of Rome and/or the positions of Member States with regard to the ECSC and the EEC. Minutes of meetings of cabinet ministries (Schuman, Macmillan, Heath).

Notes, memoranda, department correspondence with foreign posts or with representatives in Brussels, reports of conferences or diplomatic discussions concerning the positions of member countries with regard to the Schuman Plan, the ECSC, the European Political Community and the negotiations on the European Free Trade Association (EFTA), and on the first enlargement; information notes from the Council of the European Communities.

**(b) National Archives (France and the United States)**

Microfilm collections from the Contemporary Archives Centre (CAC) at Fontainebleau emanating from the secretary-general for French international cooperation (SGCI) and database of 'declassified documents' distribution by online subscriptions by NARA (US National Archives and Records Administration).

For the CAC, the documents concern meetings, notes and correspondence of the inter-ministerial committee charged with preparing directives for the delegation in Brussels within the framework of European negotiations between 1950 and 1972 and for relations between third countries (commercial agreements, association and enlargement).

With regard to NARA, the material includes the complete set of official documents, from diplomatic correspondence to general studies and detailed reports of meetings at ministerial level. The material provides essentially documents from the Central Intelligence Agency (CIA), the State Department, and from the various components of the Department of Defence.

**(c) Extracts from collections and private foundations**

Jean Monnet American Sources, Jean Monnet Duchêne Sources, Jean Monnet Perth Sources, International Pan-European Union, Robert Triffins and Walter Lipgens archives.

**(d) European oral history**

Programmes 'Voices on Europe' and 'Internal history of the European Commission, 1958–73': 220 interviews of prominent European politicians and the Commission's high executives, realised by the Jean Monnet professors in history.

**9. Finding aids and computerisation**

Guide to the Historical Archives of the European Communities (Fifth edition), March 1998.

All the HAEU's finding aids are produced electronically through the Eurhistar database, and distributed online via the website: <http://www.iue.it/ECArchives/>.

A printed index of the various Community institutions and analytical printed inventories for each deposit and collection are available in the archives inventory room.

**10. Reference works and articles**

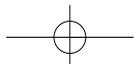
Palayret, M., 'Les Archives historiques des Communautés européennes', *Annuaire d'histoire administrative européenne*, JEV, 1992, p. 4.

Jaitner, K., 'Das Historische Archiv der Europäischen Gemeinschaften in Florenz', *Der Archivar*, No 41/1988, pp. 176–180.

Jaitner, K., 'Les Archives historiques des Communautés européennes à Florence', *La Gazette des Archives*, No 144/1989, pp. 62–68.

Unesco, *Guide to the archives of intergovernmental organisations* (<http://www.unesco.org/archives/guide/index.html>).





European Commission

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