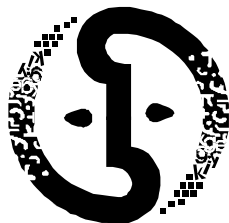


**INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES**



ISIAH

**International Standard For Institutions with Archival
Holdings**

Draft

*Developed by the Committee on Best Practices and Professional Standards
Madrid, Spain, May 2007*

Prepared by
The ICA Committee on Best Practices and Professional Standards – Adopted...

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PREFACE

- P1.** A working document was developed by a group of the Committee on Best Practices and Professional Standards (ICA/CBPS). The group was established during the meeting of the provisional Section of Professional Standards and Best Practices in Bern, Switzerland, June, 2005.
- P2.** Recognition of the importance of information about the archival institutions that have custody of the documents and the services they offer citizens led the group to propose development of a standard for such description in archival information systems. In carrying out the development of an international standard for describing the institutions with archival holdings, the group drew upon models of functional description and analysis currently being applied in archives and records management in Spain, United Kingdom and Italy and completed a first draft document which was discussed, amended, and extended at its meetings in Milan in January 2006 and in Madrid in May 2007.
- P3.** The draft circulated to the international archival community for comment. Comments received during this world wide review were taken into account by the Committee on Best Practices and Professional Standards. Then, ICA/CBPS prepared the final English and French versions of ISIAH and sent the standard accompanied by summary of development process and opinions expressed to ICA/PCOM for approval and submission to Executive Board for formal endorsement. The current document is the result of this process.
- P4.** ICA/CBPS has also foreseen a five years revision cycle for ISIAH. So, further comments and proposals of amendments and modifications can be sent to ICA/CBPS and will be taken into account during this revision process.

The following are the members of the ICA Committee on Best Practices and Professional Standards who developed the standard and served on the Committee during its 2004-2008 term:

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Archivio di Stato di Milano, Regione Lombardia, Associazione Nazionale Archivistica Italiana, Sezione regionale della Lombardia (Italia)

Ministerio de Cultura. Subdirección General de los Archivos Estatales (España)

Without their substantial contributions, both financial and in facilities and logistics for organizing the meetings, the development of this standard would not have been possible.

1. SCOPE AND PURPOSE

- 1.1 Information about the institution which has custody of archival materials, as described in archival descriptive systems and/or finding aids, is essential for users to access these archival holdings as part of the unique cultural heritage of a country, region or institution.
- 1.2 As stated in the Guidelines for the Preparation and Presentation of Finding Aids developed by the ICA/CDS, in addition to the overview of fonds and collections, guides usually include general information about archival institutions that hold documents and the services they provide. The advent of the Internet and of the World Wide Web makes it increasingly important for users to obtain such information.
- 1.3 With the Internet, users have access to archival systems describing records held by a number of different archival institutions. Connecting records descriptions to relevant information on their custodians, is essential to provide the users with a comprehensive understanding of the archival material described. Moreover, without this information, the users are unable to access the archives.
- 1.4 ISAD(G) provides guidance for the description of fonds and their component parts. ISAAR(CPF) provides guidance to record authority information about the creators of archives. For a consistent archival information system the description of the same entity as creator or as custodian requires different approaches and elements of description. This is the purpose of ISIAH.
- 1.5 This standard provides rules for preparing standardised descriptions of institutions which have custody of archives.
- 1.6 The main purpose of the standard is to facilitate the description of archival institutions whose primary function is to keep archives and make them available to the general public. But other entities such as cultural institutions (libraries, museums), families or individuals may hold archives. This standard or subset of its elements can be applied to entities other than archival institutions.
- 1.7 These descriptions may offer users further contextual information, which is useful to identify and interpret relevant documents. Furthermore, they provide practical guidance on how to identify the archival institutions, how to make contact, what access conditions and restriction apply, and what services are available to them.
- 1.8 Moreover, the possibility of describing archival institutions, as separate entities, may be useful for generating authority lists or directories of archival institutions, which can be directly accessed. It may be useful as well for establishing connections with similar authority lists of libraries and museums and/or developing common directories of cultural heritage institutions at the regional, national and international level.
- 1.9 Recording in a standardised format information about archival institutions, their services and their holdings can also be useful for archivists in order to allow the production of statistics at a regional, national or international level.

- 1.10 In addition, this standard makes provisions for linking information about archival institutions to descriptions of records they hold and their creators. These descriptions should comply with ISAD(G) and ISAAR(CPF). Links to archival materials may be established according to arrangement or classification schemes applied by the archival institution, enabling them to maintain intellectual control over their fonds.

2. RELATED STANDARDS AND GUIDELINES

Note: This list includes the dates of relevant standards as they existed at the time of finalization of the 1st edition of the standard in 2008. Future readers are encouraged to refer to the latest version of each standard.

ISAD(G) - *General International Standard Archival Description*, 2nd ed., Madrid: International Council on Archives, 2000.

ISAAR(CPF) – *International Standard Authority Records for Corporate bodies, Persons, Families*, 2nd ed, Vienna : International Council on Archives, 2004.

ISO 639-2 - *Codes for the representation of names of languages, Alpha-3 code*, Geneva: International Standards Organization, 1998.

ISO 999 - *Information and documentation - Guidelines for the content, organization and presentation of indexes*, Geneva: International Standards Organization, 1996.

ISO 2788 - *Documentation - Guidelines for the establishment and development of monolingual thesauri*, Geneva: International Standards Organization, 1986.

ISO 3166 - *Codes for the representation of names of countries*, Geneva: International Standards Organization, 1997.

ISO 5963 - *Documentation - Methods for examining documents, determining their subjects, and selecting indexing terms*, Geneva: International Standards Organization, 1985.

ISO 5964 - *Documentation - Guidelines for the establishment and development of multilingual thesauri*, Geneva: International Standards Organization, 1985.

ISO 8601 - *Data elements and interchange formats - Information interchange - Representation of dates and times*, 2nd ed., Geneva: International Standards Organization, 2000.

ISO 15489 - *Information and documentation - Records management, parts 1 and 2*, Geneva: International Standards Organization, 2001.

ISO 15511 – *Information and documentation – International Standard Identifier for Libraries and Related Organizations*, Geneva: International Standards Organization, 2004.

ISO 15924 - *Codes for the representation of names of scripts*, Geneva: International Standards Organization, 2001.

ISO 21127 – *CIDOC – Conceptual Reference Model*, Geneva: International Standards Organization, 2006.

3. GLOSSARY OF TERMS AND DEFINITIONS

The following glossary forms an integral part of this standard. The terms are defined in the context of the rules.

Archival description. The creation of an accurate representation of a unit of description and its component parts, if any, by capturing, analyzing, organizing and recording information that serves to identify, manage, locate and explain archival materials and the context and records systems which produced it. This term also describes the products of the process.

Archival institution. An organization or part of, public or private, accessioning, appraising, describing and keeping material and making them accessible to the public. Not restricted to archives.

Authority record. The authorized form of name combined with other information elements that identify and describe the named entity and may also point to other related authority records.

Creator. Any entity (corporate body, family or person) that created, accumulated and/or maintained records in the conduct of personal or corporate activity.

Custody. The responsibility for the care of documents based on their physical possession. Custody does not always include legal ownership or the right to control access to records.

Qualifier. Information added to a descriptive element that assists identification, understanding and/or use of the authority record.

4. STRUCTURE AND USE OF THE STANDARD

- 4.1 This standard determines the type of information that could be included in descriptions of institutions with archival holdings and provides guidance on how such descriptions may be deployed in an archival information system. The content of the information elements included in the descriptions will be determined by the conventions and/or rules that the agency follows. It is recommended that each country should establish and maintain a unique identifier for each archival institution. This should be consistent with the ISIL standard developed by IFLA and any other systems for codifying cultural institutions developed at an international level.
- 4.2 This standard consists of information elements, each of which contains:
- a. the name of the element of description;
 - b. a statement of purpose for the element of description;
 - c. a statement of the rule (or rules) applicable to the element; and
 - d. where applicable, examples illustrating implementation of the rule.
- 4.3 Paragraphs are numbered and are given for citation purposes only. These numbers should not be used to designate elements of description or to prescribe the order or structure of descriptive resources.
- 4.4 The elements of description for institutions with archival holdings are organised into six information areas:
1. Identity Area
(where information is conveyed which uniquely identifies the archival institution being described and which defines standardized access points)
 2. Contact Area
(where information is provided on how to contact the archival institution being described)
 3. Description Area
(where relevant information is conveyed about the history of the archival institution being described, current structure and policy)
 4. Access Area
(where information is given about the access to the archival institution being described: public opening hours, free or restricted access, etc.)
 5. Services Area
(where relevant information is conveyed about the technical services offered by the archival institution being described)
 6. Control Area
(where the description of the archival institution is uniquely identified and information is recorded on how, when and by which agency the description was created and maintained)
- 4.5 This standard also makes provisions in Chapters 6 for linking information about archival institutions to multi-level descriptions compliant with ISAD(G) and descriptions of

- corporate bodies, families and persons as creators of archival material compliant with ISAAR(CPF). Note that a given description may be linked to as many descriptions of archives and/or authority records as required.
- 4.6 The appendix provides full examples of descriptions of archival institutions compiled in accordance with this standard. See also 4.11.
- 4.7 All the elements covered by these rules are available for use, but the following elements are mandatory:
- Identifier (element 5.1.1);
 - Authorized form(s) of name (element 5.1.2);
 - Address(es) (element 5.2.1).
- 4.8 The nature of the archival institution being described and the requirements of the particular system or network within which the preparer of a description works will determine which of the optional elements of description are used in a given description of an archival institution, and whether these elements are presented in a narrative and/or a structured format.
- 4.9 When the standard is applied to describe entities other than archival institutions which have the custody of archives, use the appropriate subset of elements. For example, privacy requirements must be considered when the custodian is an individual or a family.
- 4.10 Many of the descriptive elements in a description of an archival institution established in accordance with the present standard will be used as access points. Rules and conventions for standardising access points may be developed nationally or separately for each language. Vocabularies and conventions to be used in creating or selecting the data content for these elements may also be developed nationally or separately for each language.
- 4.11 Examples provided throughout the standard are illustrative and not prescriptive. They illuminate the provisions of the rules to which they are attached, rather than extend those provisions. Do not take the examples, or the form in which they are presented as instructions. To clarify the context, each example is followed by an indication in italic of the name of the agency that supplied the example. Further explanatory notes may follow, also in italic, preceded by the word *Note*.
- 4.12 This standard is intended to be used in conjunction with *ISAD(G) - General International Standard Archival Description*, 2nd edition, ISAAR(CPF) – *International Standard Archival Authority Records for Corporate Bodies, Persons and Families*, 2nd edition, ISAAR(CPF), and with national archival descriptive standards. When these standards are used together within the context of an archival descriptive system or network, descriptions of archival institutions will be linked to descriptions of archives and to authority records, and vice versa. See Chapter 6 for guidance on how these links may be created.
- 4.13 This standard addresses only part of the conditions needed to support the exchange of information about archival institutions. Successful automated exchange of information about archival institutions over computer networks is dependent upon the adoption of a suitable communication format by the repositories involved in the exchange. This

standard is intended to be used as the basis for a development of communication and/or data exchange formats, such as XML DTDs and/or schemas.

5. ELEMENTS OF DESCRIPTION

5.1 IDENTITY AREA

5.1.1 Identifier

Purpose:

To provide a unique code identifying the archival institution.

Rule:

Record a code identifying the archival institution in accordance with the relevant international and national standards.

Examples:

ARCHON Code: 182

United Kingdom, ARCHON Directory

Note: For the archival institution West Sussex Record Office

ES.08019.ACA

Spain

Note: For the archival institution Archivo de la Corona de Aragón

IT-ASMI

Italy

Note: For the archival institution Archivio di Stato di Milano

FR/ANOM

France

Note: For the archival institution Archives nationales d'outre-mer

5.1.2 Authorised form(s) of name

Purpose:

To create an authorised access point that uniquely identifies the archival institution.

Rule:

Record the standardised name of the archival institution, adding appropriate qualifiers (for instance dates, place, etc.), if necessary. Specify separately in the Rules and/or conventions element (5.6.3) which set of rules has been applied for this element.

Examples:

West Sussex Record Office

United Kingdom, ARCHON Directory

Archivo de la Corona de Aragón

Spain

Archivio di Stato di Milano

Italy

Archives nationales d'outre-mer
France

5.1.3 Parallel form(s) of name

Purpose:

To indicate the various forms in which the authorised form of name of an archival institution occurs in other languages or script form(s).

Rule:

Record the parallel form(s) of name of the archival institution in accordance with any relevant national or international conventions or rules applied by the agency that created the description, including any necessary sub elements and/or qualifiers required by those conventions or rules. Specify in the Rules and/or conventions element (5.6.3) which rules have been applied.

Examples:

Archifdy Morgannwg
United Kingdom, ARCHON Directory
Note: For the archival institution Glamorgan Record Office

Arxiu de la Corona d'Aragó
Spain
Note: For the archival institution Archivo Histórico Nacional

5.1.4 Other form(s) of name

Purpose:

To indicate any other name(s) for the archival institution not used elsewhere in the Identity Area.

Rule:

Record any other name(s) for the archival institution, such as acronyms, changes of name over time and their dates.

Examples:

Public Record Office
United Kingdom, ARCHON Directory
Note: For the archival institution The National Archives

Archivo Nacional
Histórico Nacional
Archivo General Nacional
Archivo Histórico Nacional de Madrid
Spain
Note: For the archival institution Archivo Histórico Nacional

Archivi governativi di Milano (1861)
Soprintendenza agli Archivi lombardi (1874-1939)
Regio Archivio di Stato di Milano (1939-1946)
Italy

Note: For the archival institution Archivio di Stato di Milano

Centre national des archives d'outre-mer

France

Note: For the archival institution Archives nationales d'outre-mer

5.1.5 Type

Purpose:

To specify the type of the archival institution.

Rule:

Define the category the archival institution belongs to.

Different criteria can be used for distinguishing the various categories of archival institutions, for example:

- ownership (public/private, ecclesiastical, university, etc.),
- lifecycle (definitive/intermediary, etc.),
- administrative areas (state/provincial/municipal, etc.).

Examples:

Business

United Kingdom, ARCHON Directory

Note: For the archival institution Bank of England Archive

Titularidad: Archivo Público de Titularidad Estatal

Gestión: Administración Autonómica/Territorial

Ciclo Vital: Archivo Histórico; Archivo Intermedio

Tipología: Archivo Histórico Provincial

Spain, Censo Guía de Archivos de España e Iberoamérica

Note: For the archival institution Archivo Histórico Provincial de Málaga

Archivio di Stato

Ufficio periferico dello Stato (Ministero per i beni e le attività culturali)

Archivio storico per la conservazione permanente; ambito provinciale

Italy

Note: For the archival institution Archivio di Stato di Milano

Service extérieur à compétence nationale rattaché à la direction des Archives de France (ministère de la Culture et de la Communication)

France

Note: For the archival institution Archives nationales d'outre-mer

5.2 CONTACT AREA

5.2.1 Address(es)

Purpose:

To provide all the addresses of the archival institution.

Rule:

Record the location(s) of the archival institution (street, number, postal code, city, state, etc.). Indicate any other addresses which can be used to contact the archival institution (for example correspondence, administrative, etc.).

Examples:

Sherburne House
3 Orchard Street
Chichester
PO19 1RN
England

Correspondence Address:

County Hall
Chichester PO19 1RN
United Kingdom, ARCHON Directory

Note: For the archival institution West Sussex Record Office

Edificio de la Lonja
Avenida de la Constitución, 3
41071 Sevilla (España)

Edificio de la Cilla
C/ Santo Tomás, 5
41071 Sevilla (España)

Spain

Note: For the archival institution Archivo General de Indias

via Senato, 10
20121 Milano (Italia)

Italy

Note: For the archival institution Archivio di Stato di Milano

29 chemin du Moulin Detesta
13090 Aix-en-Provence (France)

France

Note: For the archival institution Archives nationales d'outre-mer

5.2.2 Telephone, fax, email

Purpose:

To provide the additional contact details of the archival institution.

Rule:

Record the telephone, fax, general email which can be used to contact the archival institution.

Examples:

Tel: 01243 753600
Fax: 01243 533959
records.office@westsussex.gov.uk Email:

United Kingdom, ARCHON Directory

Note: For the archival institution West Sussex Record Office

Téléfono: +(34)954500528
 Fax: +(34)954219485
 Correo electrónico: agil@mcu.es
Spain
Note: For the archival institution Archivo General de Indias

Telefono: +39 (0)2 7742161
 Fax: +39 (0)2 774216230
 e-mail: asmi@archivi.beniculturali.it
Italy
Note: For the archival institution Archivio di Stato di Milano

Téléphone : +33 (0)4 42 93 38 50
 Télécopie : +33 (0)4 42 93 38 99
 Adresse électronique : caom.aix@culture.gouv.fr
France
Note: For the archival institution Archives nationales d'outre-mer

5.2.3 Website

Purpose:

To provide the address of the website of the archival institution.

Rule:

Record the URL of the homepage of the archival institution.

Examples:

<http://www.westsussex.gov.uk/ccm/navigation/libraries-and-archives/record-office/>
United Kingdom, ARCHON Directory
Note: For the archival institution West Sussex Record Office

<http://www.mcu.es/archivos/MC/AGI/index.html>
Spain
Note: For the archival institution Archivo General de Indias

<http://archivi.beniculturali.it/ASMI/index.html>
Italy
Note: For the archival institution Archivio di Stato di Milano

<http://www.archivesnationales.culture.gouv.fr/caom/fr/index.html>
France
Note: For the archival institution Archives nationales d'outre-mer

5.2.4 Officers in charge

Purpose:

To provide users with all the information needed to contact the officers in charge.

Rule:

Record the name and the contact details of the officers in charge (first name, surname, area of responsibility, email, etc.). This information should be consistent with the Administrative structure element (5.3.3).

Examples:

County Archivist : Mr RJ Childs
 United Kingdom, ARCHON Directory
Note: For the archival institution West Sussex Record Office

Dirección:

Carmen Sierra Bárcena
 Correo electrónico: carmen.sierra@mcu.es

Subdirección:

José L. Latorre Merino
 Correo electrónico: jluis.latorre@mcu.es

Departamento de Referencia y Difusión:

Sección de Información: Eduardo Marchena Ruiz. eduardo.marchena@mcu.es

Sección de Referencias: Ignacio Panizo Santos. ignacio.panizo@mcu.es

Sección de Reproducción de documentos: Esperanza Adrados Villar. esperanza.adrados@mcu.es
 Spain

Note: For the archival institution Archivo Histórico Nacional

Direttore: Maria Barbara Bertini
 E mail: mariabarbara.bertini@beniculturali.it
 Italy

Note: For the archival institution Archivio di Stato di Milano

Directeur : Martine Cornède
 Tél. : 04.42.93.38.50
 Télécopie : 04.42.93.38.89
 Adresse électronique : caom.aix@culture.gouv.fr
 Secrétaire général : Michèle Bournonville
 Tél. : 04.42.93.38.62
 Adresse électronique : michele.bournonville@culture.gouv.fr
 France
Note: For the archival institution Archives nationales d'outre-mer

5.3 DESCRIPTION AREA**5.3.1 Geographical and cultural context***Purpose:*

To provide information about the geographical and cultural context of the archival institution.

Rule:

Identify the geographical area (for example using an online map) the archival institution belongs to. Record any other relevant information about the linguistic, cultural and historical context.

Examples:

West Sussex is a county in the south of England, which borders East Sussex (with Brighton and Hove), Hampshire and Surrey. The county of Sussex has been divided into East and West since the 12th century, and obtained separate county councils in 1888, but it remained a single ceremonial county until 1974 and the coming into force of the Local Government Act 1972. Also at this time the Mid Sussex region (including Haywards Heath, Burgess Hill and East Grinstead) was transferred from East Sussex. Local Government in West Sussex is provided by West Sussex

County Council, with headquarters in Chichester, and the seven borough and district councils. In addition there are 161 town and parish councils.

United Kingdom

Note: For the archival institution West Sussex Record Office

Plataforma que incluye instituciones de archivo del área de España e Iberoamérica, instituciones que comparten una historia común y una lengua.

Spain

Censo Guía de Archivos de España e Iberoamérica

Milano fu capitale del Ducato di Milano (1395-1535) e poi dello Stato di Milano (1535-1796); della Repubblica Cisalpina (1797-1799; 1800-1802), della Repubblica Italiana (1802-1805), del Regno d'Italia (1805-1814). Con il Congresso di Vienna Milano fu capitale dell'omonimo Governo del Regno Lombardo-Veneto, parte dell'Impero d'Austria, Nel 1859 la Lombardia fu annessa al Regno di Sardegna, poi Regno d'Italia (1861).

Italy

Note: For the archival institution Archivio di Stato di Milano

André Chamson, directeur général des archives de France, fit le choix d'implanter à Aix-en-Provence un service des archives d'outre-mer au moment où s'achevaient les décolonisations et où se construisait à Aix-en-Provence un pôle universitaire.

France

Note: For the archival institution Archives nationales d'outre-mer

5.3.2 History

Purpose:

To provide information about the history of the archival institution.

Rule:

Record any relevant information about the history of the archival institution. This element may include dates of establishment, information about the changes of names, the legislative mandates and any other sources of authority of the archival institution.

Examples:

Shropshire Archives is the archives and local studies service for the historic county of Shropshire, which includes the Borough of Telford and Wrekin. In 1995 the County Record Office and Local Studies Library were brought together in purpose built accommodation in the town centre. From 1995 to 2003, the building was known as the Shropshire Records and Research Centre. After consultation, in 2003 the name was changed to Shropshire Archives - gateway to the history of Shropshire and Telford.

United Kingdom

Note: For the archival institution Shropshire Archives (<http://www.shropshire.gov.uk/archives.nsf/open/9068325BC9965A4780256EFB004D5000>; accessed on 3/7/07)

En el último tercio del siglo XV, en plenas luchas de bandos nobiliarios, una de estas poderosas familias, los Almirantes de Castilla, construyeron un castillo en la histórica villa de Simancas, cercana a Valladolid. Los Reyes Católicos, consecuentes con su política de control de la nobleza, exigieron a los Enríquez la entrega de la fortaleza, que de esta forma pasó a manos de la corona. Es Carlos V quien, sofocado el movimiento comunero, afianzado el poder real y desarrollado el aparato administrativo de la monarquía ordena, el 16 de septiembre de 1540 guardar en uno de los cubos o torres, acondicionados para ello, un importante conjunto de documentos.

Pero la acción del emperador no pasó de recoger en el naciente archivo un pequeño conjunto de documentos dispersos por la Corona de Castilla. El verdadero ejecutor del Archivo de Simancas,

plenamente consciente de la trascendencia y significado de su proyecto arquivístico, es Felipe II, quien claramente percibe que la administración de un imperio debe descansar en el control de la escritura, único medio receptor de informaciones y emisor de órdenes. Para cumplir este objetivo construye un edificio y promulga un reglamento. En 1572 manda a Juan de Herrera que haga las trazas de lo que se convertiría en el primer edificio, construido para archivo, de la época moderna, y en 1588 firma una instrucción considerada el primer reglamento de archivos del mundo.

A partir de este momento el reciente Archivo de Simancas va recibiendo las periódicas remesas de documentos provenientes de los órganos centrales de la monarquía hispánica: los Consejos en la época de los Austrias (siglos XVI y XVII), y las Secretarías en la época de los Borbones (siglo XVIII), aunque con algunas excepciones. En 1785 se traslada a Sevilla el Consejo de Indias, a mediados del siguiente se lleva al Archivo de la Corona de Aragón el Consejo de Aragón y en los primeros años del siglo actual al Archivo Histórico Nacional el Consejo de Inquisición. La etapa de archivo al servicio de la administración finaliza en 1844 cuando, con la llegada del régimen liberal, Simancas se abre a la investigación histórica. A partir de dicha fecha pasa a ser Archivo Histórico.

Esta andadura histórica, realmente excepcional, del Archivo de Simancas lo convierte en uno de los archivos más importantes para el estudio de la época moderna.

Spain

Note: For the archival institution Archivo General de Simancas

Con l'unificazione italiana fu scelta come sede dell'Archivio di Stato di Milano il palazzo del Senato (ex Collegio Elvetico), dove furono inizialmente traslocati i fondi presenti nell'Archivio governativo di San Fedele. Luigi Osio fu il primo "direttore generale degli archivi di Lombardia", dal 1851 al 1860, poi confermato direttore degli archivi governativi di Milano nel 1861. Il concentramento degli altri Archivi presenti in città nel palazzo del Senato fu progressivamente completato all'epoca della direzione di Cesare Cantù (1873 – 1895), nominato, con l'istituzione nel 1874 della Soprintendenza agli Archivi lombardi, Soprintendente generale. Il direttore Giovanni Vittani (1920-1938) guidò il trasferimento dei fondi dell'Archivio giudiziario nei locali dell'ex caserma di Sant'Eustorgio dove andò a costituire una sezione separata dell'Archivio di Stato di Milano. Tra il 1940 e il 1943 parte dell'Archivio fu trasferita in Brianza; il 13 agosto 1943 un bombardamento distrusse quasi integralmente il palazzo del Senato e con esso l'"archivietto" (archivio amministrativo dell'ASMI) e molti fondi che non erano stati portati in salvo. Il 15 agosto fu incenerita la sede di Sant'Eustorgio e, con essa, la sezione giudiziaria dell'ASMI. Dall'unificazione politica dell'Italia (1861) l'Archivio di Stato di Milano fa parte dell'Amministrazione statale periferica, alle dipendenze del Ministero dell'Interno fino al 1975 e poi del Ministero per i beni e le attività culturali.

Italy

Note: For the archival institution Archivio di Stato di Milano

Service délocalisé des Archives nationales, le Centre des archives d'outre-mer (CAOM) a été créé en 1966 pour conserver les archives de l'expansion coloniale française. Le CAOM est devenu depuis le 2 janvier 2007 le service « Archives nationales d'outre-mer ». Cette nouvelle dénomination est intervenue dans le cadre d'une réorganisation administrative érigeant les Archives nationales, jusqu'alors intégrées à la direction des Archives de France, en trois services à compétence nationale, organisés à la fois géographiquement et thématiquement.

France

Note: For the archival institution Archives nationales d'outre-mer

5.3.3 Administrative structure

Purpose:

To describe and/or represent the current administrative structure of the archival institution.

Rule:

Describe the current administrative structure of the archival institution and/or represent it using organisation charts.

Examples:

The West Yorkshire Archive Service is funded by the five Metropolitan District Councils in West Yorkshire, and forms part of West Yorkshire Joint Services. The Service has its headquarters in Wakefield, and offices in Bradford, Calderdale (Halifax), Kirklees (Huddersfield), and Leeds. The Service also gives professional advice and support to the Yorkshire Archaeological Society, also in Leeds.

United Kingdom

Note: For the archival institution West Yorkshire Archive Service (<http://www.archives.wyjs.org.uk/>; accessed on 2/7/07)

Dirección
 Subdirección
 Unidad de Análisis Informáticos
 Departamento de Programas
 Departamento de Referencia y Difusión:
 Sección de Información
 Sección de Referencias
 Sección de Reproducción de Documentos
 Biblioteca
 Departamento de Coordinación y Normalización:
 Sección de Coordinación y Normalización
 Departamento de Conservación
 Secciones de Fondos:
 Sección de Clero Regular y Secular
 Sección de Órdenes Militares
 Sección de Consejos Suprimidos
 Sección de Inquisición
 Sección de Estado
 Sección de Fondos Contemporáneos
 Sección de Ultramar
 Sección de Universidades y Sigilografía
 Sección de Diversos y Colecciones

Spain

Note: For the archival institution Archivo Histórico Nacional

Organigramma dell'AS MI

Italy

Note: For the archival institution Archivio di Stato di Milano

Le Service historique de la Défense comprend deux centres d'archives, soutenus par un département administratif et financier : le centre historique des archives, à Vincennes, et le centre des archives de l'armement et du personnel, à Châtelleraut (Vienne). Il dispose d'antennes à Caen, avec le bureau des archives des victimes des conflits contemporains, et dans les ports de Brest, Toulon, Cherbourg, Lorient et Rochefort, antennes du département de la Marine.

France

Note: For the archival institution Service historique de la Défense

5.3.4 Collecting policies

Purpose:

To provide information about the collecting policies of the archival institution.

Rule:

Record information about the collecting policies of the archival institution. Define the scope and nature of material which the archival institution collects. Indicate whether

the repository seeks to acquire archival materials by gift, purchase and/or loan, and record any exclusions. If the policy includes active survey and/or rescue work, this might be spelt out.

Examples:

Gloucestershire Archives delivers an archives and local history service for the county of Gloucestershire and an archive service for South Gloucestershire. It is recognised by The National Archives as the place of deposit for public records relating to these areas. It is also the appointed record office for the Diocese of Gloucester.

In order to carry out these roles, Gloucestershire Archives will seek to preserve archives relating to the areas administered by Gloucestershire County Council, South Gloucestershire Council and the Diocese of Gloucester and to acquire published sources relating to the history of Gloucestershire.

United Kingdom

Note: For the archival institution Gloucestershire Archives (http://www.gloucestershire.gov.uk/media/adobe_acrobat/j/e/Collecting%20policy%20for%20Gloucestershire%20Archives.pdf; accessed on 2/7/07)

La Sección Nobleza del Archivo Histórico Nacional desarrolla una política activa de ingreso de nuevos fondos nobiliarios o familiares que ingresan en el archivo mediante comodato o depósito, permaneciendo la propiedad del archivo en manos de sus titulares privados.

También se producen ingresos mediante compraventa de fondos previa valoración, por donación, herencias o legados aceptados por el Estado. En éste caso los fondos documentales pasan a ser de titularidad pública.

También se realizan copias digitales de los fondos, permaneciendo el archivo físicamente en manos particulares pero se permite su difusión digital para la investigación, mediante subvenciones de Ayudas Archivísticas para entidades privadas sin ánimo de lucro concedidas por el Estado anualmente.

Spain

Note: For the archival institution Sección Nobleza del Archivo Histórico Nacional

Dall'unità d'Italia l'Archivio di Stato di Milano riceve per versamento, periodicamente, i fondi degli uffici dell'amministrazione periferica statale che gli sono pertinenti su base territoriale, le filze dei notai la cui attività è cassata da oltre cento anni, archivi non statali acquisiti per acquisto, donazione, deposito, come previsto dalla vigente normativa.

Italy

Note: For the archival institution Archivio di Stato di Milano

La plus grande partie des archives conservées aux Archives nationales d'outre-mer sont des archives publiques constituant des fonds clos. Ce service ne fait donc qu'exceptionnellement de la collecte d'archives publiques qui est du domaine de compétence du service Archives nationales (site de Fontainebleau).

Comme les autres services des Archives nationales françaises, les Archives nationales d'outre-mer peuvent prendre en charge des archives d'origine privée, qu'elles émanent de personnes physiques ou morales, d'entreprises, d'associations ou d'organisations professionnelles et ceci sous la forme de don, de legs, de dépôt ou de datation (loi du 3 janvier 1979, titre III) en vue de les mettre à la disposition des chercheurs.

France

Note: For the archival institution Archives nationales d'outre-mer

5.3.5 Building(s)

Purpose:

To provide information about the building(s) of the archival institution.

Rule:

Record information on the building(s) of the archival institution (general and architectural characteristics of the building, storage areas and their capacity, etc). Provide information which can be used for generating statistics.

Examples:

The Surrey History Centre was opened in 1998 and was designed to provide the best possible conditions for preservation and public access, and to be a focus for promoting awareness and understanding of Surrey's history. The building was designed by WS Atkins Consultants Ltd.

The Surrey History Centre repository employs a very heavy structure which is insulated on the outside. This provides a 'ballast' against outdoor conditions, and reduces reliance upon the air conditioning system. The strong rooms have four-hour fire protection and an Argonite (inert gas) fire suppression system. The building incorporates a ventilated sunshade to protect the roof of the repository.

The building is long and relatively narrow. The public areas face onto a public road, the strong rooms are in the centre, and the document reception, cataloguing and conservation rooms are at the rear.

The Centre has a large conference room, which can be divided into two using an acoustic screen. It is fully equipped with the latest audio-visual and computer technology.

The search room is fitted with glass-fronted bookcases giving access to books, journals and pamphlets on all aspects of the history of Surrey. The main series of Ordnance Survey maps is also kept in this room. There is seating and table space for 24 researchers, including large tables for the consultation of maps. The room faces north, allowing researchers to enjoy good natural light without the glare and heat of direct sunlight. There are microform readers for another 30 researchers, and these are positioned on the side of the room furthest from the windows.

United Kingdom

Note: For the archival institution Surrey History Centre

(http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Surrey+History+Centre+building?opendocument; accessed on 2/7/07)

Los avatares del Archivo le han llevado a conocer cuatro sedes a lo largo de su historia; la primera, la que arranca con la Ley General del Notariado de 1869, estableció el Archivo el instituto de segunda enseñanza de Vitoria y Gasteiz, compartiendo instalaciones con la malograda Universidad Literaria y otras instituciones académicas y culturales del siglo XIX. Entre 1933 y 1942, compartió los avatares del Tribunal Tutelar de Menores de Vitoria, volviendo en 1942 al antiguo instituto en el Parque de la Florida, instituto que en 1978 pasó a ser la sede del Parlamento Vasco. Entre 1977 y 2004, el Archivo continuó en el mismo parque, pero en un edificio de construcción emblemática para la provincia de Álava, como es la Casa de Cultura, hoy denominada «Ignacio Aldecoa». El Archivo, como toda institución que vive de acuerdo a los tiempos, requirió de nuevos espacios, servicios y tecnologías que sólo podían proporcionarle la edificación de un edificio destinado únicamente para este propósito. Es su actual sede en el paseo de la Zumaquera. El nuevo edificio, que se inserta dentro del perímetro de la Universidad del País Vasco en la ciudad de Vitoria, fue diseñado por el estudio de arquitectura Francisco Ceña y Francisco de Gracia y el ingeniero Luís Casas, la obra fue realizada por la empresa Construcciones Paraño S. A., coordinada por el arquitecto técnico Alberto Fernández Rodríguez, bajo la supervisión del arquitecto del Ministerio de Educación, Cultura y Deporte José María Rosendo.

Spain

Note: For the archival institution Archivo Histórico Provincial de Álava

Il **Palazzo del Senato, sede dell'Archivio di Stato di Milano**, è situato nel centro cittadino a pochi minuti a piedi dal Duomo. L'Archivio si trova a ridosso del quartiere della moda (via

Montenapoleone, via Sant'Andrea, via della Spiga).

Fu originariamente sede del Collegio Elvetico, fondato nel 1579 dall'arcivescovo Carlo Borromeo, per la formazione dei chierici provenienti dalle pievi milanesi soggette ai cantoni svizzeri. Il Collegio sorgeva in luogo del soppresso monastero delle umiliate di Santa Maria di Vigevano in Porta Nuova.

I lavori di adattamento e ricostruzione del fabbricato si protrassero dall'inizio del XVII secolo al terzo quarto del XVIII secolo. Dopo la chiusura del Collegio Elvetico e il trasferimento dei chierici nel 1786, l'edificio ebbe varie destinazioni d'uso (tra le quali fu sede del Senato del Regno d'Italia (1809-1814), organo da cui prese il nome con il quale è ancor oggi più noto). Dopo l'unificazione politica dell'Italia si venne affermando la destinazione del Palazzo del Senato a funzioni culturali e di studio. Dal 1886 l'Archivio di Stato di Milano divenne lo stabile ed esclusivo istituto ospitato nel Palazzo del Senato. Nell'agosto del 1943, durante i bombardamenti aerei su Milano, l'edificio subì ingenti danni sia nella struttura muraria sia per quanto riguarda la documentazione conservata.

Attualmente sono in corso lavori di rinnovamento della sede dell'Archivio di Stato per ampliare i depositi e per adeguare il palazzo alle recenti normative sulla sicurezza. Il 30 gennaio 2006 sono state inaugurate la nuova centrale tecnologica e 2 piccoli depositi sotterranei.

Italy

Note: For the archival institution Archivio di Stato di Milano

C'est en 1988 que le Conseil général de la Creuse racheta les anciens bureaux et entrepôts des Coopérateurs de la Creuse pour y installer les Archives départementales.

Conçues par Gérard Buffière et Gérard Peiter, les nouvelles archives, rue Franklin Roosevelt, présentent cette originalité d'associer une architecture résolument contemporaine, avec des plans intérieurs parfaitement fonctionnels, à la réhabilitation d'un site et de bâtiments d'entreprise datant de la première moitié du XX^e siècle.

France

Note: For the archival institution Archives départementales de la Creuse

5.3.6 Archival and other holdings

Purpose:

To provide an overview of the holdings of the archival institution.

Rule:

Record a short description of the holdings of the archival institution, describing how and when they were formed. See chapter 6 for guidance on how to establish links to archival databases and/or detailed descriptions of the holdings.

Examples:

Hampshire Record Office holds records of:

- Local government: Hampshire County Council; borough and district councils; parish councils
- Diocese of Winchester and Church of England parishes
- other churches and chapels
- private individuals and families
- businesses, societies, schools, charities and many other organisations

United Kingdom

Note: For the archival institution Hampshire Record Office (<http://www.hants.gov.uk/record-office/collections.html>; accessed on 3/7/07)

El Archivo de la Real Chancillería de Valladolid conserva la documentación generada por la Real Audiencia y Chancillería de Valladolid (1371-1834), máxima instancia judicial de la Corona de Castilla durante el Antiguo Régimen para los territorios situados al norte del río Tajo, sin perjuicio de las competencias de la Sala de Justicia del Consejo de Castilla.

Asimismo, conserva los fondos producidos por la Audiencia Territorial de Valladolid (1834-1988), tribunal que sustituyó a la Chancillería tras su supresión, y por otros organismos judiciales aún

vigentes, como la Audiencia Provincial de Valladolid, la Sala de lo Social del Tribunal Superior de Justicia de Castilla y León y los Juzgados de lo Social de Valladolid, que continúan enviando sus fondos al Archivo.

También se encuentran depositados en el Archivo los fondos de otros órganos con función judicial, como el Juzgado de Guerra de Valladolid (siglo XVIII).

Spain

Note: *For the archival institution* Archivo de la Real Chancillería de Valladolid

Il nucleo originario dell'Archivio di Stato di Milano fu costituito dai fondi provenienti dai vari depositi presenti in città: San Fedele (Archivio camerale - archivio finanziario, Archivio governativo), dove i fondi furono smembrati e riorganizzati in serie "per materie" secondo il metodo "peroniano"; Archivio Diplomatico (raccolta delle pergamene tratte dagli archivi ecclesiastici); Archivio generale del Fondo di religione; Archivio giudiziario; Archivio finanziario (documentazione di carattere finanziario non versata nell'Archivio camerale). Nel corso del XVIII secolo furono create collezioni e sezioni speciali (Sezione storica), traendo documenti dagli antichi archivi. Molti fondi, tra cui la sezione finanziaria e l'archivio giudiziario, furono quasi interamente distrutti nel 1943 per eventi bellici. Dopo la guerra furono versati nel palazzo del Senato nuovi archivi di grossa consistenza, tra i quali l'Archivio notarile e l'Archivio catastale.

Il patrimonio complessivo conservato in Archivio di Stato di Milano occupa attualmente circa 40 Km lineari di scaffali, per un totale di oltre 180.000 unità archivistiche (tra buste, volumi e registri), 150.000 pergamene, fra le quali il più antico documento pergameneo conservato negli Archivi di Stato italiani, del 12 maggio 721, noto come "Cartola de accepto mundio", oltre 76000 mappe.

La documentazione più antica, risalente al Medioevo, proviene dagli archivi degli enti ecclesiastici soppressi in particolar modo da Giuseppe II d'Asburgo e Napoleone tra il XVIII e XIX secolo. I principali nuclei documentari sono costituiti dagli Atti di governo, dall'Archivio Visconteo-Sforzesco; dalle Cancellerie dello Stato; dagli Archivi Napoleonici; dagli Archivi della Restaurazione; dagli Archivi Postunitari; dagli Archivi catastali; dall'Archivio notarile; dalle Miscellanee e raccolte della Sezione Storica; dagli Archivi della Sezione diplomatica e del Fondo di religione; dagli Archivi privati.

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Les Archives nationales d'outre-mer conservent deux grands ensembles au passé administratif et archivistique différent :

- les archives des ministères qui furent chargés du XVIIe siècle au XXe siècle des colonies françaises ;
- les archives transférées des anciennes colonies et de l'Algérie au moment des indépendances entre 1954 et 1962 à l'exclusion des archives de gestion restées dans les pays concernés.

S'y ajoutent des archives privées et d'entreprises relatives à l'outre-mer ainsi qu'une bibliothèque, une cartothèque et une iconothèque spécialisées.

France

Note: *For the archival institution* Archives nationales d'outre-mer

5.3.7 Finding aids and publications

Purpose:

To provide a general overview of the printed and/or unpublished finding aids prepared by the archival institution and any other relevant publications.

Rule:

Record the title and other pertinent details of the printed and/or unpublished finding aids prepared by the archival institution and of any other relevant publications. Use ISO 690 *Information and documentation -- Bibliographic references* and other national or international cataloguing rules.

Examples:

D. Mander, *Guide to London local history resources: London Borough of Hackney (Hackney Archives Department, London, 2000) 136 p.*

United Kingdom

Note: For the archival institution Hackney Archives Department

Guías del Archivo:

Archivo de la Corona de Aragón, Madrid, Ministerio de Educación, Cultura y Deporte, 1999.

UDINA MARTORELL, Federico (dir.): Guía del Archivo de la Corona de Aragón. Madrid, 1986.

GONZÁLEZ HURTEBISE, E. Guía histórico-descriptiva del Archivo de la Corona de Aragón en Barcelona, Madrid, 1929.

Spain

Note: For the archival institution Archivo de la Corona de Aragón

Descrizioni di fondi archivistici e relativi strumenti di ricerca e di pubblicazioni disponibili nel portale Lombardia Storica <http://www.lombardiastorica.it> in particolare nella sezione Archivi storici della Lombardia - PLAIN <http://plain.lombardiastorica.it/index.php?page=&dxm=1> e nel sito dell'Archivio di Stato di Milano

Italy

Note: For the archival institution Archivio di Stato di Milano

Description des fonds et mention des instruments de recherche correspondants dans l'application IREL (Instruments de recherche en ligne)

http://www.archivesnationales.culture.gouv.fr/caom/fr/index_irel.html

France

Note: For the archival institution Archives nationales d'outre-mer

5.4 ACCESS AREA

5.4.1 Opening times

Purpose:

To provide information on opening times and dates of annual closures.

Rule:

Record the opening hours of the archival institution and annual, seasonal and public holidays, and any other planned closures.

Examples:

Open: Mon, Wed, Fri, Sat 9.30-5; Tues 10-7; Thurs 9.30-7. Closed Sat prior to bank hols.

United Kingdom, ARCHON Directory

Note: For the archival institution The National Archives

Apertura al público: Lunes a Viernes de 8.00 am - 15.00 pm

Horas de Apertura Semanales: 35

Cerrado al público: Sábados y Domingos. Festivos: 1 y 6 de enero, 28 de febrero, Jueves y Viernes Santo, 1 mayo, 30 de mayo, Corpus Christi, 15 de agosto, 1 de noviembre, 6, 8, 24, 25 y 31 de diciembre.

Spain

Note: For the archival institution Archivo General de Indias

APERTURA AL PUBBLICO

Lun-gio: 8.00 – 18.00

Ven: 8.00 – 15.00

Sab: 8.00 – 14.00

Orario ridotto ad agosto

CHIUSURE ANNUALI

1, 6 gennaio; sabato precedente Pasqua e lunedì successivo; 25 aprile; 1 maggio; 2 giugno; 15 agosto; 1 novembre; 7, 8 dicembre; 25-31 dicembre.

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Ouverture du lundi au vendredi de 9h00 à 17h00 sans interruption, sauf le premier jeudi matin de chaque mois (ouverture à 13h00).

Fermeture annuelle : la semaine entre Noël et le jour de l'an, la 1^{ère} semaine de juillet (à compter du 1^{er} lundi de juillet)

France

Note: *For the archival institution* Archives nationales d'outre-mer

5.4.2 Conditions and requirements

Purpose:

To provide information about the conditions, requirements and procedures for access to the archives services.

Rule:

Record information about appointments, readers tickets, letters of introduction, admission fees, etc. Make reference to the legislation relevant to access to the archival institution.

Examples:

Readers ticket required

Member of the County Archive Research Network (CARN) scheme

United Kingdom, ARCHON Directory

Note: *For the archival institution* West Sussex Record Office

El acceso al Archivo es libre y gratuito para todos los ciudadanos previa presentación del Documento Nacional de Identidad válido para los ciudadanos de la Comunidad Europea, Pasaporte o documento de identificación equivalente para ciudadanos de países no comunitarios.

Toda la documentación es de libre acceso salvo:

Documentación afectada por la legislación vigente en materia de acceso (art. 57 Ley 16/85 del PHE).

Documentación en mal estado de conservación o restauración (art. 62 Ley 16/1985 del PHE).

Documentación en proceso de organización.

Fondos especiales (pergaminos, placas de vidrio, etc.).

En los tres últimos casos se requerirá autorización expresa de la dirección del centro para la consulta de los documentos.

Visitas guiadas: El Archivo ofrece la posibilidad de realizar visitas pedagógicas, para dar a conocer sus instalaciones, funciones y servicio. Deben ser solicitadas con anterioridad, bien por teléfono o por escrito, respondiendo el Archivo con indicación de día y hora. Se recomienda no exceda de veinte personas.

Spain

Note: *For the archival institution* Archivo General de la Administración

Accesso libero e gratuito alla consultazione della documentazione non sottoposta a restrizioni previste dalla normativa vigente per italiani e stranieri maggiorenni.

Per usufruire dei servizi dell'Istituto l'utente deve compilare la domanda di accesso su apposito

modulo, presentarla con allegata fotocopia di un proprio documento di identità al personale per il rilascio della tessera valida per l'anno in corso; consegnare la domanda di accesso al funzionario di sala

Gli studiosi sono tenuti a rispettare i Regolamenti interni e il Codice di deontologia e di buona condotta per i trattamenti di dati personali per scopi storici (G. U. n. 80 del 5 aprile 2001)

Italy

Note: For the archival institution Archivio di Stato di Milano

Conditions d'accès

Les Archives nationales d'outre-mer sont ouvertes à tout lecteur français ou étranger muni d'une pièce d'identité officielle en cours de validité avec photographie.

Inscription

Le lecteur se présente à l'accueil et remplit une fiche d'inscription. Il lui est alors délivré une carte magnétique. Cette carte est indispensable pour commander des documents en salle de lecture.

Il existe trois formules de carte :

- un laissez-passer provisoire gratuit valable 1 jour
- et renouvelable une fois dans l'année.
- une carte temporaire valable 7 jours consécutifs (5 euros)
- une carte annuelle (20 euros)

La gratuité d'inscription est accordée, sur présentation des justificatifs officiels :

- aux personnels du ministère de la culture et de la communication,
- aux professeurs et élèves de l'école des Chartes et de l'école nationale du patrimoine,
- aux personnels des services culturels nationaux et territoriaux français.

Une exonération de 50 % est accordée, sur présentation des justificatifs officiels, à tous les étudiants, soit :

- carte annuelle : 10 €
- carte temporaire : 2,50 €

France

Note: For the archival institution Archives nationales d'outre-mer

5.4.3 Disabled access

Purpose:

To provide access information for users with disabilities.

Rule:

Record any details about facilities for users with disabilities.

Examples:

Access is available to all parts of the building. There is one allocated parking space for disabled drivers immediately behind the Record Office. This must be booked in advance by telephone prior to visiting the Record Office. Microfilm and fiche readers with large magnification are available in the searchroom, as are large print versions of the searchroom information leaflets. Portable hearing induction loops are available in the reception area and in the searchroom. All seating in the searchroom is adjustable in height.

United Kingdom

Note: For the archival institution West Sussex Record Office (<http://www.westsussex.gov.uk/ccm/content/libraries-and-archives/record-office/about-us.en?page=3>; accessed on 3/7/07)

El Archivo cuenta con rampas para silla de ruedas.

Spain

Note: For the archival institution Archivo Histórico Provincial de Alicante

Sala di consultazione, servizio riproduzioni, sala informatizzata e uffici amministrativi si trovano al primo piano; l'accesso per i disabili è consentito tramite ascensore di servizio dal piano terra (segnaletica mancante)

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Toutes les salles de consultation se trouvent au 1er étage. L'accès aux handicapés est possible par ascenseur.

France

Note: *For the archival institution* Archives nationales d'outre-mer

5.4.4 Transport

Purpose:

To provide information about how to reach the archival institution.

Rule:

Record information about directions to the archival institution and details on public transport and parking facilities, etc.

Examples:

Truro Railway Station with connections to Plymouth, Exeter and London, lies about five minutes walk away. Local bus services operate from the centre of Truro to the Railway Station.

Onsite parking at Old County Hall requires a permit which can be obtained from the Record Office. A small number of disabled parking spaces are available immediately outside the Record Office.

United Kingdom

Note: *For the archival institution* Cornwall Record Office

(<http://www.cornwall.gov.uk/index.cfm?articleid=38239>; accessed on 3/7/07)

Información de RENFE: tlf: 902240208

Tren de Cercanías con periodicidad cada 20 minutos, desde Atocha a Alcalá de Henares

Autobuses: Compañía la Continental tlf: 917456300

Aeropuerto de Madrid: tlf: 913058343

Autobuses Urbanos: líneas 1, 8, 13A, 18, C2.

Desde la estación de Alcalá de Henares al Archivo se pueden utilizar las líneas 1 y 7 de autobuses.

Spain

Note: *For the archival institution* Archivo General de la Administración

Metropolitana linea 1 (fermate **Palestro** o **San Babila**)

Metropolitana linea 3 (fermate **Turati** o **Montenapoleone**)

Autobus 94 o **61**

Ferrovie dello Stato: **Stazione Centrale** (servirsi poi della metropolitana linea 3, fermata Turati)

Ferrovie Nord Milano: **Stazione Cadorna** (servirsi poi della metropolitana linea 1, fermata San Babila)

Passante ferroviario e linee ferroviarie suburbane: stazione di Porta Venezia

Aeroporto: Milano Linate (servirsi poi dell'**autobus 73** fino al capolinea di **piazza San Babila**)

Autostrade e tangenziali: parcheggi di corrispondenza a Bisceglie (metropolitana linea 1) Cascina Gobba (metropolitana linea 2), San Donato (metropolitana linea 3)

Auto: parcheggio a pagamento in via Marina (adiacenze via Senato)

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Comment vous rendre aux Archives nationales d'outre-mer :

- autoroute : sortie Pont de l'Arc-Les Fenouillères
- bus : n° 6 au départ de la place de la Rotonde (Centre ville)

Un parking gratuit est réservé aux lecteurs des Archives nationales d'outre-mer. Il est accessible à partir de 8h50 par l'intermédiaire d'un interphone situé à l'intérieur du portail.

France

Note: For the archival institution Archives nationales d'outre-mer

5.5 SERVICES AREA

5.5.1 Research services

Purpose:

To describe the research services provided by the archival institution.

Rule:

Record information on onsite services provided by the archival institution such as search rooms, enquiry services, internal libraries, map, microfiches, audio-visual, computer rooms, etc. Record as well any relevant information about the offsite research services, such as research undertaken by the archival institution and the fee charge if applicable.

Examples:

The search room at the Surrey History Centre contains a local studies library; seating and table space for 24 researchers; microform readers for 30 researchers and large tables for the consultation of maps. The Centre has a large conference room, which can be divided into two using an acoustic screen. The conference room is fully equipped with the latest audio-visual technology for showing videos and computer generated resources.

The Surrey History Centre offers, free of charge, advice and information about their archive and local studies collections, including supplying copies from catalogues and finding aids created by the History Centre.

The History Centre also offers a paid research service, which can search a range of specified historical documents and local studies collections from the records held at the Surrey History Centre for specified names, properties, or topics on a researchers behalf.

United Kingdom

Note: For the archival institution Surrey History Centre (http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Surrey+History+Centre+building?opendocument and http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/Research+service?opendocument; accessed on 3/7/07)

El Archivo cuenta con un Departamento de Referencias, Sala de Consulta con 24 puestos informáticos, Biblioteca Auxiliar, y lectores reproductores de microformas.

El Departamento de Referencias orienta al público en la búsqueda y localización de los documentos

Existe un servicio de reserva de documentos de hasta 6 unidades de instalación durante un máximo de 5 días.

Expedición de Certificados que prueban los derechos de los ciudadanos en su relación con la Administración.

Servicios específicos de búsqueda: El Archivo ofrece a los investigadores, ciudadanos e instituciones públicas un servicio de orientación y búsqueda de información sobre los fondos que custodia. Pueden ponerse en contacto con el Centro por correo ordinario, correo electrónico o fax, explicando de una manera clara y concisa aquellos fondos documentales y antecedentes concretos

objeto de interés. El personal técnico realizará las búsquedas a través de los Instrumentos de Descripción del Archivo y se remitirá la respuesta por el mismo medio por el que se recibió la consulta.

Spain

Note: *For the archival institution* Archivo General de la Administración

SALA DI STUDIO

Lun-gio: 8.00 – 18.00

Ven: 8.00 – 15.00

Sab: 8.00 – 14.00

Consulenza di un archivista di Stato in Sala inventari (annessa alla Sala di studio).

Regolamento interno.

SALA MEDIATECA

Riproduzioni su microfilm e Archivio digitale: Lun-ven 9.30 – 13.00

Regolamento interno

BIBLIOTECA

Circa 30.000 volumi di storia locale e tematiche archivistico-paleografiche

Lun, mar, mer, ven: 8.00 - 14.00

Gio: 8.00 - 17.30

Sab: chiusa

E' escluso il prestito a domicilio

RICERCHE PER CORRISPONDENZA

Richiesta al Direttore dell'Istituto tramite posta, fax o e-mail indicando l'argomento della ricerca e l'arco cronologico, **le generalità del richiedente ed i recapiti**

ATTIVITA' DIDATTICA

Scuola di archivistica, paleografia e diplomatica.

Visite guidate dell'Archivio, con illustrazione dei fondi o di alcuni di essi in particolare su richiesta preventiva.

Seminari organizzati dall'Istituto o in collaborazione con altri enti.

PUBBLICAZIONI

Pubblicazioni a stampa e online a cura dell'Archivio di Stato di Milano; Quaderni della Scuola di archivistica, paleografia e diplomatica; Cataloghi di mostre.

ALTRE ATTIVITA'

L'Archivio di Stato di Milano organizza anche in collaborazione con altri Istituti manifestazioni culturali (mostre, convegni, seminari...).

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Salles de lecture :

- Une salle de lecture de 74 places
- Une salle multimédia de 12 places
- Une salle des microfilms de 14 places
- Un espace internet de 5 places

France

Note: *For the archival institution* Archives nationales d'outre-mer

5.5.2 Reproduction services

Purpose:

To provide information about reproduction services.

Rule:

Record information about reproduction services available to the public (microfilms, photocopies, photographs, digitized copies). Specify general conditions and restrictions of the services.

Examples:

Hull University Archives provide a limited photocopying service for archives and special collections. Photocopies can be supplied if the original is in good condition and subject to copyright law, for individuals engaged in private study or research for a non-commercial purpose. Researchers should pick the most important documents for their research, rather than requesting entire files and sequences of documents for photocopying. Where items are too fragile or unwieldy for photocopying, digital photographs may be supplied instead; please consult staff for details.

Copies currently cost: 20p per A4 sheet and 30p per A3 sheet, plus postage and packing.

United Kingdom

Note: For the archival institution Hull University Archives
(<http://www.hull.ac.uk/arc/visit/Facilities.html>; accessed on 3/7/07)

El Archivo proporciona a sus usuarios reproducciones de los documentos que soliciten, siempre que las condiciones de la documentación (estado de conservación, encuadernación, formato...) lo permitan.

Las reproducciones se solicitan por escrito mediante los formularios disponibles en la Sala de Consulta o por correo postal o electrónico.

La Sección de Reprografía del AGA, dentro del Departamento de Referencias, puede proporcionar reproducciones en los siguientes formatos:

Fotocopias DIN A4 y DIN A3, para la documentación sin encuadernar.

Fotocopias de planos, para los planos no encuadernados, de anchura inferior a 870mm.

Fotocopia de fotogramas de microfilm (micropapel).

Microfilm blanco y negro 35mm.

Fotografía analógica en blanco y negro (papel) y color real (diapositiva).

Fotografía digital.

Imágenes digitalizadas.

El precio de las reproducciones están contemplados en la Orden ministerial de 20 de enero de 1995, por la que se regula la utilización de espacios de museos y otras instituciones culturales y por la que se establecen los precios públicos de determinados organismos autónomos del Ministerio de Cultura.

La reproducción de series documentales completas requiere una autorización especial de la Dirección General del Libro, Archivos y Bibliotecas, así como la firma de un Convenio.

Los documentos reproducidos que se deseen publicar en trabajos de investigación requieren la firma de un Convenio previo con el Ministerio de Cultura. Este requisito es necesario siempre que se quieran difundir copias de documentos del Archivo, ya sean filmaciones para televisión, ediciones comerciales o cualquier otra difusión pública.

Spain

Note: For the archival institution Archivo General de la Administración

Fotoriproduzione a cura della sezione riproduzione o con mezzi propri, esclusa o con limitazioni la fotoriproduzione di materiale deteriorato o deteriorabile.

Regolemento e tariffario interni.

L'Archivio di Stato di Milano si riserva di chiedere una copia delle riproduzioni di documenti effettuate con mezzi propri.

Italy

Note: For the archival institution Archivio di Stato di Milano

Reproduction

-photocopies : des photocopies peuvent être réalisées quand l'état matériel des documents originaux le permet. Des photocopies à partir des microfilms et des documents numérisés sont possibles. Ces photocopies peuvent être obtenues après l'achat d'une carte (1 euro) rechargeable (30c la photocopie).

-photographies : le lecteur a la possibilité de faire lui-même des photographies avec un appareil

photo sans flash ni trépied ou avec un appareil numérique à la condition d'en avoir demandé l'autorisation préalable au président de salle.

France

Note: For the archival institution Archives nationales d'outre-mer

5.5.3 Public facilities

Purpose:

To provide information about facilities available to the public.

Rule:

Record information about facilities available to the public (permanent or temporary exhibitions, free or charged internet connection, cash machines, cafeterias, restaurants, shops, etc.).

Examples:

The National Archives has the following facilities:

- A museum which features permanent displays and a rolling programme of exhibitions
- A shop which sells a wide range of history books, cards and gifts
- An on site restaurant
- Free wireless Internet access

United Kingdom

Note: For the archival institution The National Archives

(http://www.nationalarchives.gov.uk/visit/?source=ddmenu_visit0; accessed on 3/7/07)

El Archivo organiza periódicamente exposiciones de reproducciones de sus documentos, cuya visita es gratuita.

El Archivo cuenta con acceso a Internet gratuito en la Sala de Consultas.

El Centro cuenta con máquina expendedora de bebidas frías y calientes.

Spain

Note: For the archival institution Archivo General de la Administración

Spazio per mostre temporanee.

Accesso internet gratuito a siti d'interesse culturale.

Al piano terra distributore di bevande; al primo piano distributori di cibo e bevande

Italy

Note: For the archival institution Archivio di Stato di Milano

Espace Accueil

- Petite salle de réunion.

- Salle d'exposition.

- Local détente : distributeur de boisson, possibilité d'apporter et de prendre son repas sur place.

- Boutique des Archives : vente de publications (instruments de recherche, catalogues d'expositions, cartes postales).

France

Note: For the archival institution Archives départementales de l'Aube

5.6 CONTROL AREA

5.6.1 Description identifier

Purpose:

To identify the description of the archival institution uniquely within the context in which it will be used.

Rule:

Record a unique description identifier in accordance with local and/or national conventions. If the description is to be used internationally, record the code of the country in which the description was created in accordance with the latest version of ISO 3166 *Codes for the representation of names of countries*. Where the creator of the description is an international organisation, give the organisational identifier in place of the country code.

Examples:

GB0182

*United Kingdom, ARCHON Directory***Note:** *For the archival institution* West Sussex Record Office

09010889802e7231.xml

*Spain***Note:** *For the archival institution* Archivo Municipal de Mazarrón

IT-ASMI

*Italy***Note:** *For the archival institution* Archivio di Stato di Milano

FR / DAF / 00000000050

*France***Note:** *For the archival institution* Archives nationales d'outre-mer**Examples of country codes**

AU	Australia
CA	Canada
ES	Spain
FR	France
GB	United Kingdom
MY	Malaysia
SE	Sweden
US	United States

5.6.2 Institution identifier**Purpose:**

To identify the agency(ies) responsible for the description.

Rule:

Record the full authorized form of name(s) of agency(ies) responsible for creating, modifying or disseminating the description or, alternatively, record a code for the agency in accordance with the national or international agency code standard. Include reference to any systems of identification used to identify the institutions (e.g. ISO 15511).

Examples:

The National Archives
 United Kingdom, ARCHON Directory
Note: For the archival institution West Sussex Record Office

ES.30030.AGRM
 Spain
Note: For the archival institution Archivo Municipal de Mazarrón

Archivio di Stato di Milano
 Italy
Note: For the archival institution Archivio di Stato di Milano

Ministère de la culture et de la communication. Direction des archives de France
 France
Note: For the archival institution Archives nationales d'outre-mer

5.6.3 Rules and/or conventions used*Purpose:*

To identify the national or international conventions or rules applied in creating the description.

Rule:

Record the names and where useful the editions or publication dates of the conventions or rules applied. Specify separately which rules have been applied for creating the Authorized form of name. Include reference to any system(s) of dating used to identify dates in this description (e.g. ISO 8601).

Examples:

Cuadro de clasificación de fondos del Archivo General de la Administración:

1. Archivos Públicos
 - 1.1. Poder Judicial
 - 1.1.1. Ámbito Nacional
 - 1.1.2. Ámbito Territorial
 - 1.1.3. Ámbito Provincial
 - 1.1.4. Ámbito de Partido Judicial
 - 1.1.5. Ámbito Local
 - 1.1.6. Jurisdicciones Especiales
 - 1.2. Poder Ejecutivo
 - 1.2.1. Administración General del Estado
 - 1.2.2. Administración Institucional
 - 1.2.3. Administración Corporativa
 - 1.2.4. Movimiento Nacional
 - 1.2.5. Administración Española en África

2. Archivos Privados

3. Colecciones

Spain

Note: For the archival institution Archivo General de la Administración

Descrizione conforme allo standard ISIAH (Standard internazionale per i soggetti conservatori di archivi)

ISO 3166
ISO 639-2

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Description rédigée conformément à la Norme internationale pour les institutions conservant des archives (ICA-ISIAH), version provisoire, mai 2007.

Cadre de classement des Archives nationales d'outre-mer :

FONDS MINISTÉRIELS
FONDS TERRITORIAUX
FONDS DÉPOSÉS
ARCHIVES PRIVÉES
ICONOTHÈQUE
CARTOTHÈQUE
BIBLIOTHÈQUE

France

Note: *For the archival institution* Archives nationales d'outre-mer

5.6.4 Status

Purpose:

To indicate the drafting status of the description so that users can understand the current status of the description.

Rule:

Record the current status of the description, indicating whether it is a draft, finalized and/or revised or deleted.

Examples:

finalized

United Kingdom, ARCHON Directory

Note: *For the archival institution* West Sussex Record Office

Descripción finalizada

Spain

Note: *For the archival institution* Archivo Municipal de Mazarrón

Prima redazione

Italy

Note: *For the archival institution* Archivio di Stato di Milano

Description validée

France

Note: *For the archival institution* Archives nationales d'outre-mer

5.6.5 Level of detail

Purpose:

To indicate whether the description applies a minimal, partial or a full level of detail.

Rule:

Record whether the description consists of a minimal, partial or full level of detail in accordance with relevant international and/or national guidelines and/or rules. In the absence of national guidelines or rules, minimal descriptions are those that consist only on the three essential elements of an ISIAH compliant description (see 4.7), while full descriptions are those that convey information for all relevant ISIAH elements of description.

Examples:

partial

United Kingdom, ARCHON Directory

Note: For the archival institution West Sussex Record Office

Descripción completa

Spain

Note: For the archival institution Archivo Municipal de Mazarrón

Descrizione completa

Italy

Note: For the archival institution Archivio di Stato di Milano

Description complète

France

Note: For the archival institution Archives nationales d'outre-mer

5.6.6 Dates of creation, revision or deletion**Purpose:**

To indicate when this description was created, revised or deleted.

Rule:

Record the date the description was created and the dates of any revisions to the description. Specify in the Rules and/or conventions element (5.6.3) the system(s) of dating used, e.g. ISO 8601.

Examples:

2007-07-03 [ISO 8601]

United Kingdom, ARCHON Directory

Note: For the archival institution West Sussex Record Office

2003-02-26 [ISO 8601]

Fecha de creación de la descripción

Spain. Censo Guía de Archivos de España e Iberoamérica

Note: For the archival institution Archivo Municipal de Mazarrón

Redazione 2007/07

Italy

Note: Pour l'institution archivistique Archivio di Stato di Milano

Italy

Note: *For the archival institution ...*

2007-06-20

France

Note: *For the archival institution Archives nationales d'outre-mer*

5.6.7 Language(s) and script(s)

Purpose:

To indicate the language(s) and/or script(s) used to describe the archival institution.

Rule:

Record the language(s) and/or script(s) of the description. Include the appropriate ISO codes for languages (ISO 639-2 *Codes for the representation of names of languages*) and/or scripts (ISO 15924 *Codes for the representation of names of scripts*).

Examples:

English: eng

United Kingdom, ARCHON Directory

Note: *For the archival institution West Sussex Record Office*

Español: spa [ISO639-2]

Escritura: latn [ISO 15024]

Spain. Censo Guía de Archivos de España e Iberoamérica

Note: *For the archival institution Archivo Municipal de Mazarrón*

Italiano: ita

Italy

Note: *For the archival institution Archivio di Stato di Milano*

français : fre

France

Note: *For the archival institution Archives nationales d'outre-mer*

5.6.8 Sources

Purpose:

To indicate the sources consulted in describing the archival institution.

Rule:

Record the sources consulted in establishing the description of the archival institution.

Examples:

West Sussex Record Office's website: <http://www.westsussex.gov.uk/ccm/navigation/libraries-and-archives/record-office/>, accessed on 2/7/07

United Kingdom

Note: *For the archival institution West Sussex Record Office*

Entrevista a Magdalena Campillo Méndez, Técnico de Archivo, realizada por Lorena Vivancos Saura y Maria Carmen Soto Rodriguez
Spain. Censo Guía de Archivos de España e Iberoamérica
Note: For the archival institution Archivo Municipal de Mazarrón

Sito dell'Archivio di Stato di Milano: <http://archivi.beniculturali.it/ASMI/indice.html>
 Sito Progetto lombardo archivi in internet (PLAIN):
<http://plain.lombardiastorica.it/index.php?dxm=1>
Italy
Note: For the archival institution Archivio di Stato di Milano

Site des Archives nationales d'outre-mer : <http://www.archivesnationales.culture.gouv.fr> (consulté le 20 juin 2007)
France
Note: For the archival institution Archives nationales d'outre-mer

5.6.9 Maintenance notes

Purpose:

To document the creation of and changes to the description.

Rule:

Record notes pertinent to the creation and maintenance of the description. The names of persons responsible for creating the description may be recorded here.

Examples:

Record created by Amy Warner on 4 July 2007
United Kingdom, ARCHON Directory
Note: For the archival institution West Sussex Record Office

Responsable: Salvador Cervantes Gómez, Coordinador del Censo Guía de Archivos de la Región de Murcia. Archivo General de la Región de Murcia. Convenio de Colaboración entre el Ministerio de Cultura y la Comunidad Autónoma de la Región de Murcia para la realización del Censo del Patrimonio Documental, de 26 de noviembre de 2002.
Spain. Censo Guía de Archivos de España e Iberoamérica
Note: For the archival institution Archivo Municipal de Mazarrón

Saverio Almini (Università degli Studi di Pavia)
 Carmela Santoro (Archivio di Stato di Milano)
Italy
Note: For the archival institution Archivio di Stato di Milano

Notice rédigée par Claire Sibille (direction des Archives de France)
France
Note: For the archival institution Archives nationales d'outre-mer

6. RELATING ARCHIVAL INSTITUTIONS DESCRIPTIONS TO ARCHIVAL MATERIALS AND THEIR CREATORS

Archival institutions descriptions are created primarily to provide details on the custody of the archival materials and to give the information required to access the documents. To make this

documentation more useful it is necessary to link the descriptions of archival institutions to descriptions of the archival materials. When such linkages are made it is important to describe the nature of the relationship between the archival institution and the linked archival materials. Authority records of the creators of records held by these archival institutions can be linked as well and used as an additional access point.

Links between archival institutions and archival materials can be made according to the classification schemes and/or other arrangement criteria applied by the archival institution to give a meaningful order to the fonds held. Usually, the classification schemes or arrangement criteria aim to represent State structure, sequence of political regimes and/or typology of archival materials and/or of their creators (governmental, private, business, etc.).

This Section provides guidance on how such linkages can be created in the context of an archival descriptive system.

6.1 Title and identifier of related archival material

Purpose:

To identify the related archival material and/or enable the linking of the archival institution description to a description of the related archival material, where such descriptions exist.

Rule:

Provide the title and the identifier for the related archival material.

6.2 Description of relationship

Purpose:

To define the relationship between the archival institution and the fonds or collection according to a classification scheme and/or arrangement criterion.

Rule:

Qualify the relationship between the archival institution and the fonds or collection, applying the classification scheme and/or the arrangement criterion adopted by the archival institution.

Describe the classification scheme and/or the arrangement criterion in the Rules and/or conventions element (5.6.3).

6.3 Dates of relationship

Purpose:

To provide the dates of the relationship between the archival institution and the related archival material.

Rule:

Record any relevant dates of the relationships between the archival institution and the related archival material.

6.4 Authorised form(s) of name and identifier of related authority record

Purpose:

To identify the related records creator and/or enable the linking of the archival institution description to a description of the related records creator, where such descriptions exist.

Rule:

Provide the authorised form(s) of name and the identifier of the authority record for the related records creator.

Examples:

Relationship 1		
6.1 Title and identifier of related archival material	<i>Title</i>	Prefettura di Milano
	<i>Identifier</i>	Prefettura di Milano ASMI5844
6.2 Description of relationship		Archivio postunitario di ufficio periferico dello Stato
6.3 Dates of relationship		Versamenti negli anni 1957, 1989, 1998
6.4. Authorised form(s) of name and identifier of related authority record		
Relationship 2		
6.1 Title and identifier of related archival material	<i>Title</i>	Atti di governo
	<i>Identifier</i>	Atti di governo ASMI0100
6.2 Description of relationship		Fondo dello Stato di Milano preunitario
6.3 Dates of relationship		In Archivio dal sec. XIX
6.4. Authorised form(s) of name and identifier of related authority record		
Relationship 3		
6.1 Title and identifier of related archival material	<i>Title</i>	Cavazzi della Somaglia
	<i>Identifier</i>	Cavazzi della Somaglia ASMI4590
6.2 Description of relationship		Archivio non statale (privato)
6.3 Dates of relationship		Versamento nel 1995
6.4. Authorised form(s) of name and identifier of related authority record		

*Italie**Note : For the archival institution Archivio di Stato di Milano*

Relationship 1		
6.1 Title and identifier of related archival material	<i>Title</i>	Fonds du cabinet du ministère des colonies
	<i>Identifier</i>	FR CAOM 171 COL 1 à 137
6.2 Description of relationship		Le fonds du cabinet du ministère des colonies fait partie des fonds ministériels conservés aux Archives nationales d'outre-mer pour la période du deuxième empire colonial.
6.3 Dates of relationship		1887/1958

6.4. Authorised form(s) of name and identifier of related authority record		
<i>Relationship 2</i>		
6.1 Title and identifier of related archival material	<i>Title</i>	Dépôt des papiers publics des colonies
	<i>Identifier</i>	FR CAOM DPPC
6.2 Description of relationship		Le dépôt des papiers publics des colonies fait partie des fonds ministériels conservés aux Archives nationales d'outre-mer.
6.3 Dates of relationship		1936/1913
6.4. Authorised form(s) of name and identifier of related authority record		
<i>Relationship 3</i>		
6.1 Title and identifier of related archival material	<i>Title</i>	Papiers Brazza
	<i>Identifier</i>	FR CAOM 20 PA 1
6.2 Description of relationship		Les papiers Brazza font partie des archives privées/papiers d'agents conservés aux Archives nationales d'outre-mer.
6.3 Dates of relationship		1889/1891
6.4. Authorised form(s) of name and identifier of related authority record		

France

Note: For the archival institution Archives nationales d'outre-mer

APPENDIX: FULL EXAMPLES

Examples provided are illustrative and not prescriptive. They illuminate possible applications or renderings of the rules. Do not take the examples, or the form in which they are presented here as instructions. The rules in this Standard specify the data inputs into a description of a function/activity, not the output or presentation formats for that information, for which there are an infinite variety of possible approaches, all of which may be correct in accordance with the rules.

Please note that additional full examples of ISIAH-compliant descriptions can be found on the ICA/CBPS website at ...