

## **NISE PROCEEDINGS 2**

### ***THE NEED FOR AND NEEDS OF ARCHIVES***

### **THE ARCHIVES AND DOCUMENTATION OF THE MEMBER PARTIES OF THE EUROPEAN FREE ALLIANCE (EFA)**

### **FINAL REPORT ON A PROJECT CARRIED OUT BY NISE ON BEHALF OF CMC – 2009-2011**

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## **Preface**

Back in 1994, the German archivist Günter Buchstab called the situation for archives of political parties in Europe unsatisfactory: with a few exceptions they were neglected or even in some cases destroyed. He called for action by historians and archivists to stimulate historical and archival awareness among the parties. Cross-boundary solutions had to be found and an important role was reserved on a European level for archival institutes and archivists (Buchstab 1994, 18).

How much progress has been made since then?

The project which we report on here, wanted to answer that question for a cross-section of party archives: it focusses on the parties assembled in the European Free Alliance (EFA). This European political party unites progressive nationalist, regionalist and autonomist parties in the European Union.

Its European foundation, the Centre Maurits Coppieters (CMC), initiated the project. CMC observes, analyses data and contributes to the debate on European public policy issues with a special focus on the role of democratic-nationalist and regionalist movements and the process of European integration – for more information on CMC, see its website (CMC 2011). One of its goals is gathering and managing information for scientific purposes on all nationalist and regionalist movements, organisations, structures... in all its appearances, situated in a European context. This guide fits hand in glove with this particular purpose.

To carry out the project, NISE (National movements and Intermediary Structures in Europe) was selected. NISE is an international historiographical, heuristic and archival platform coordinated by the ADVN, the archives, documentation and research centre in Antwerp (Belgium). NISE wants to facilitate the scientific historiography of national movements, in particular its intermediary structures (associations, clubs, periodicals, political parties a.s.o.); part of its operation is about the archival and documentary heritage of those intermediary structures, including political parties. For more information on NISE, see its website (NISE 2011), where one also can order an introductory brochure (in English, Dutch, French, Spanish, German or Russian) and/or a full presentational publication (Boeva 2009).

The project started at the end of 2009 with a preliminary study setting out the framework for the survey and the report. It formulated the questions that the project had to answer, taking into account that archives of parties operating within national or regional movements have to contend with problems that other parties do not have to.

First of all the subject of the guide was defined; then the content and procedure for the survey, around which the project centres, were outlined. Finally the form in which the results of the project, i.e. the database and the report, would be made available to the partakers of this project and the general public, was laid out.

The survey among the EFA parties to gather relevant data, enquiring about their actual situation (content, material conditions, access, finding aids a.s.o.) was consequently carried out in 2010. However, as this report will show, the difficulties surrounding the gathering of data leading to a too small statistical base to allow for conclusions already being drawn, necessitating the postponement of this last step and extending the project with one year into 2011.

Two progress reports were filed at the beginning of 2010 and 2011. This final report concludes the project.

The first section of this report therefore elaborates on the research question, by making the case for the necessity for society and societies to keep, manage and disclose archives, focussing on their role in national movements and in particular political parties, and finally closing in on the case of the parties assembled in EFA at the present.

The second section describes the methodology used to gather information for the survey and how the data were processed and presented with the help of a database.

The third section presents the results of the survey, followed by an analysis of the metadata and concluding with a synthesis of the situation, referring to the full description of a number of cases, which represent different kinds and stages of archival management.

In the fourth and final section, recommendations are formulated concerning the management of party archives in general and the archives of nationalist and regionalist parties in particular, esp. with regard to safeguarding the archives as well as making scientific research on its contents possible. Also it examines how cross-border cooperation by all stakeholders involved, including the heritage and/or research institutes, with appropriate organisational and policy measures, could assist preserving and managing the archives, so as to make them useful for administration, political activity and scientific (politicalological, historical, sociological) research.

The authors have chosen to split the report into two parts: the first one talks the project through, as fluently as possible can given the 'unsexy' subject; the second part presents all the factual information.

This final project report is accompanied by three separate, but intrinsically linked products: a publication, an Internet database and an on-line manual (the report already follows the outline of the publication). They are meant to promote the management of the archives and documentation of the political parties in general and of the EFA parties in particular, by offering a framework and formulating guidelines. They also want to further the study of regionalist and nationalist parties in Europe, providing a heuristic tool for that purpose. Their contents are of course dwelled upon extensively in this document.

As some of the participants are not used to archival practices, the outcome of the project focusses not only on the needs that archives engender but also on the need that every organisation has for archival care and management. It also examines in what way are the interests of the so-called partakers (party administration, politicians, authorities, fundraisers, researchers, media a.s.o.) are taken care of?

The database holds information on the archives of the EFA parties, on the parties themselves and regarding the archival holders. The data are open for consultation by the general public on the NISE website and through the CMC website; they will be constantly added to and updated by the NISE platform, as it forms part of its remit.

The manual is available on-line at the NISE website and via a link on the CMC website. This instrument realizes already one of the report's recommendations. Indeed, as the situation for the archives of regionalist and nationalist political parties, with a considerable number

still being kept in private hands, is not ideal for the moment, instruments are needed to help safeguarding and managing those invaluable sources of information. Practical worktools for the management of organisational archives are however far and few between (e.g. Folkrörelsernas arkivhandbok 1982). The manual is therefore intended to help with that indispensable task, by providing a concise and practical guide to those instruments, procedures, methods and standards. Also this spin-off of the project, put together by ADVN head archivist Tom Cobbaert, will be constantly revised and added to.

These material results of the project, together with the application of the other recommendations made in the report, will hopefully contribute to the attainment of its fundamental goal, i.e. ameliorating the archival situation for the EFA members and in doing so, setting a benchmark for the preservation and management of archives of national and regional movements in general, on which further initiatives could be built.

This project has been carried out by many ADVN collaborators, in one way or another (Andreas Stynen, Harry Wils, Tom Cobbaert, Elly Broes, Luc Boeva etc.). However, its outcome would not have been possible without the ever available help and kind assistance by CMC collaborators Eva Bidania, Ignasi Centelles, Iria Epalza and director Günther Dauwen. Many party officials and collaborators opened without hesitation their archives to us: the photographs taken during our visits were purely for documentary reasons; the publication of some of them in this report is purely for illustrative reasons and they are therefore without captions.



# 1

## SUBJECT

This section describes the subject for the project, from general (archives), in its context (of national movements and political parties), to the specific case at hand (the EFA parties).

The first section ask the fundamental question: why archives? It will endeavour to show the unavoidable need for archives –for a number of reasons– in any society and community and for every individual. The section continues with a chapter on the sometimes difficult relationship between archival care on the one hand and national movements as well as political parties in general on the other. It concludes with presenting the specific case which this project has researched: the European Free Alliance and its member parties.





## 1.1

### The need for archives

Over time, several reasons to keep an archive developed: legal and administrative, historiographical, personal and political. Archives support and guarantee the rights and obligations of governments and citizens, provide the basis for original historical research, influence significantly the contents and orientation of personal memory and determine the collective memory i.e. (national) identity of a community, symbolizing the 'eternal' survival of a culture.

Archives have a policy supporting role and are a necessary tool to hold authorities to account. They come into being as a result of carrying out assignments, work processes and activities within organisations and by individuals. They play an important part in decision making and corporate governance. Archives are indispensable for the legitimization of policy and action and testify to rights and duties, not in the least the universal human rights (Gonzalez-Quintana 2009); keeping administrative archives is one of the requirements for good governance. From the 1960's onwards, and at its peak in the 1990's, the archival concept and method even played a key role in a new science discourse (developed by Jacques Derrida, Michel Foucault e.a.) for philosophy, epistemology, art, cultural and media studies etc. (Ebeling & Günzel 2009).

The beginning of human civilisation corresponds with the invention of writing and the subsequent need to archive its products. Writing emerged first as a form of accounting and power, not as a way to record speech. Already 5000 years ago the Sumerian town of Uruk, on the river Euphrates, kept (together with literature) accountancy data on cuneiform tablets. We know this archival practice continued notwithstanding there being no witnesses for archival practices from the sixth century B.C. as more perishable surfaces like leather, wood or papyrus were used for writing. However, it evolved, writing constituting a new way of storing, and therefore controlling, information (Christian 2004, 275; what had begun as a way of keeping records turned into a true writing system: 276). Only urban civilisation with its much greater social differentiation allows the exercise of power to be institutionalised (the word itself comes from the Greek *αρχή*, meaning government). Advanced urban civilisations produced identity-building status symbols and, with the development of writing, a more or less permanent tradition. They are there at the beginning of history as we know it, in Egypt as well as in Mesopotamia, India, China, Mexico and Peru. Ancient Greece where alongside official registry offices or *archeia*, there were archival depots, added to that laws and legal documents containing all the rights of the citizens, kept in the *Metreon*, the building where the city council met. Laws were only in force after they were deposited in the archives (Didi-Huberman & Ebeling 2007). The Roman Empire kept the legislative decisions by the Senate and other 'special' government archives, like population censuses (together with the treasury) first in a temple dedicated to Saturn and later on in a specially designed building called Tabularium.

With the decline of written culture from the ninth century onwards, no archival organisation to speak of was in place in Europe for more than four hundred years. Moreover, archival management developed out of other needs than before: not longer the rights of society as a whole were the concern, but the specific rights of institutes or groups, like churches and cloisters, sovereigns and nobility, towns.

Only from the 15th and 16th centuries, as result of sustained state building (but also because of the use from the 14th century onwards of paper, as a more easily available writing surface), systematic keeping of the sovereign's archives resumed, rapidly increasing the number of letters, accounts, legal papers. Those archives, products of an organised government, were kept in chancellery archives. From the 18th century onwards the tendency was already to concentrate the archives in one central depot; but it was the modern state that from the 19th century developed the national archives.

From the end of the 18th century, archives were also used as source for historical research, as part of the development of that discipline into a science. Archives became a *Fundgrube* for the historian, a storehouse of data, necessary to write the history of a country, an organisation, an individual, an evolution etc. (even leading to the wry comment that "*as old-fashioned artisans, historians have sometimes made a good thing out of implying that the mystery of their craft is arcane, because archival*": Clarke 1991, 235). Therefore no longer only government archives were kept, but also the papers of societies, parishes, trade unions, companies and political parties.

This scientific undertaking however was not before long accompanied by the public use of memory, i.e. by a new fundamental role for archives. The memory of a community resides in its archives. It relies upon "the tangible-material of the remaining trace on the immediacy of that what is being registered, on the visibility of the image" (Pierre Nora, cf. Janssens 2010). Therefore archives are like *lieux-de-mémoires*, at the interacting crossroads of remembrance and history. They become active symbolic elements of a community's patrimony of remembrance (Craig 2001). A political collectivity cannot be conceived without a shared history and a collective memory keeping the history alive, translating it continuously to the present. With its collective memory, values and concepts defining the collectivity are stored, securing the future of the collective entity. Archival holdings are therefore not only depots for source materials to be used in historical research or 'houses of history', but at the same time 'houses of remembrance' where the collective memory is being kept alive (not for nothing did Napoleon order his troops at the beginning of the 19th century to bring over to Paris the archives of countries he had conquered: by losing their archives, parts of Europe lost their memory of independence).

During the 19th century, history became important for nation formation because historical truth came at the very top of the system of national values. This made the nation more important as it became older (preferably politically, but also culturally). The national history legitimised the national existence, and was the source for the national value system, whilst the individual was also offered a substitute for immortality. However, national history could only be constructed if it corresponded with the general historical awareness and was based on the realisation of a common past among the population. National history became popularised by the formation of national myths. These myths, with a historical core of military actions, important turning points and famous people (heroes, artists, scientists), were part of the contemporary reality and therefore primarily played a social role. This was also the case for traditions (*invented* and *genuine old traditions*), but those were not part of the 'memory', but were a continuation of history (e.g. Hroch 2005).

As a result of this evolution, also archives, as sources for writing history, became an important feature of the nation(-state). "*Whether conscious of it or not, archivists are major players in the business of identity politics. Archivists appraise, collect and preserve the props with which notions of identity are built. In turn, notions of identity are confirmed and justified as historical documents validate with all their authority as 'evidence' the identity*

*stories so built. While relationships between archives and identity occur across disparate historical and cultural contexts, common issues involving the power over the record serve to link the crises of identity experienced by a variety of subaltern groups desiring to construct a viable, authentic and cohesive identity. Thus, the role of archives and archivists must also be examined against a backdrop of this discourse on identity."* (Schwartz & Cook 2002, 16).

With the term 'archives' is meant *"the materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator, especially those materials maintained using the principles of provenance, original order, and collective control"* (Pearce-Moses 2005). For this project for instance, it includes policy papers and other internal documents, the letters received and sent by the party, the transcripts and reports of meetings, general administrative papers, financial administration, notes, private papers, party publications, campaign material (posters, leaflets, banners etc.) etc. With 'documentation' is indicated *"materials created or collected to provide facts for reference, especially when created to substantiate decisions, actions, or events"* (Pearce-Moses 2005), i.e. clippings, newspapers, journals, books a.s.o. Materials are not confined to paper, but also consist of all form of audiovisual materials such as photographs, films, sound recordings – for instance interviews. And nowadays there are of course the digital born or digitalised sources. They superimpose a problem that was signalled during the second half of the 20th century, when the telephone had become the characteristic medium for urgent and/or confidential communication, and letters increasingly became a formality: *"Increasingly, what survives in the archives is what was meant to survive"* (Clarke 1991, 235). Digital archives have seen to a certain degree to that problem, but only if archived properly, which poses new problems.

However, as *"More thorough than conquering armies, battling ethnicities have done their utmost to eradicate all traces of their enemies"* (Boaz 2008, 251), archives and libraries are especially targeted. As books and by extension archives, are links to memory, one of the axes of identity of a person or community, the first thing a group or nation does when trying to subjugate another group or nation, is to erase the physical traces of that memory in order to reconfigure their identity and gain total control. This *damnatio* or *abolitio memoriæ*, alternatively indicated by neologisms as 'bibliocaust', 'biblioclasy' (Umberto Eco) or 'libricide' (Rebecca Knuth), also applies to archives ('archicaust', 'archiclasty', 'archicide?'), thus violates the fundamental human right to identity (Boaz 2008, passim).

The need for archives to underpin the cultural identity has remained to this day, albeit transformed by modern society: *"Memory, like history, is rooted in archives. Without archives, memory falters, knowledge of accomplishments fades, pride in a shared past dissipates. Archives contain the evidence of what went before. This is particularly germane in the modern world. With the disappearance of traditional village life and the extended family, memory based on personal, shared story-telling is no longer possible; the archive remains as one foundation of historical understanding. Archives validate our experiences, our perceptions, our narratives, our stories. Archives are our memories. Yet what goes on in the archives remains remarkably unknown. Users of archives (historians and others) add layers of meaning, layers which become naturalized, interialized, and unquestioned. This lack of questioning is dangerous because it implicitly supports the archival myth of neutrality and objectivity, and this sanctions the already strong predilection of archives and*

*archivists to document primarily mainstream culture and powerful records creators. It further privileges the official narratives of the state over the private stories of individuals."* (Schwartz & Cook 2002, 18). If before it were charters that carried the community creating 'Tales', nowadays there are numerous electronic sites on the Internet telling 'Tales' with the help of documents of migrants, minorities, population groups, local entities....: those 'community archives' play an important part in this ("*archive is epic*": Craven 2007).

On this upgrading of historiography i.e. the importance of archives as part of nation formation, considerable influence was exerted by national movements.

## **1.2**

### **National movements and political parties**

#### ***National movements***

Since the end of the 18th century nationalism had played an important role in the history of Europe. The protagonists of nationalism, assembled in national movements, were involved in the construction of nations and national identity, contributing both to the constitution and the dissolution of states. Even today nationalism is a complex phenomenon that exerts an important influence on the cultural and political evolution of the world. The national movements in Europe present common characteristics. It is very probable that national symbols, discourses and practices migrated across national borders and were adapted to and appropriated in specific local contexts: national movements are in fact pre-eminently transnational. Together they created a unique European phenomenon that consequently has been introduced (and adapted) throughout the rest of the world.

National movements consist for a greater part of intermediary structures in the form of political parties, cultural associations as well as social organisations. An intermediary structure is a form of organisation under private law whose function it is to mediate between the individual and the public authorities while pursuing a kind of continuity. The intermediary structures operate in a society between the authorities and the individual and are active on all levels of social life (politics, social, economic, cultural and religious affairs). People associate with these intermediary structures on different levels of activity (persons in charge, activists, representatives, ideologists etc.). They played a significant and decisive role in various forms in each of the three stages of Miroslav Hroch's typology: the cultural stage A, the political stage B and the mass stage C (Hroch 2005).

Within such intermediary organisations, archives are created as a result of carrying out tasks, of work processes and activities. They are not only indispensable for their administration, but they play also an important role in decision making and organisational policy. They are moreover necessary for holding the professionals and managers of the organisation to account. There is also the undisputable historic interest of the archives (Brouwer 2009, 75). And, finally, archives are indispensable for the identity of any group or organisation.

Therefore archives were and are indispensable, all the more so for the movements that have a nation (or region) at the core of their political aspirations. However, because of the specific history of their origin and context, the conservation and disclosure of those sources are exposed to a host of dangers.

As a rule, national movements are very heterogeneous in their composition and they generally do not have a central leadership. In the course of their history they usually do not have a central depository for their records and documentation. The sources of and about the national movements are after all those of their intermediary structures and the people linked to them. As those sources were produced by private organisations and individuals, there is no legal provision nor any subsequent government operation to transfer those sources to official archival institutes. Moreover, because the status of the sources pertains

to private law, the private law institutes need to display a far-reaching prospective to research and collect the sources. Also, in some cases the keepers of the records operated clandestinely for a longer or shorter period. In many cases, the authorities took no interest in those sources for a long time and in some cases there was no interest until today. It must also be noted that in the beginning and again in some cases even until today, the keepers of the archives were rather suspicious of the official bodies and/or archival institutes. And, although the situation varies according to the various national movements, generally no concerted effort is being made to collect the records, documentation and information in a scientific manner and to conserve them and disclose them for research.

Of course there are exceptions like the situation for the national movement in Flanders, where an institute such as the government funded ADVN, collects all kinds of relevant sources, discloses them and makes them available for scientific research, whilst it is also involved in research itself. There are nevertheless also national movements where the conservation of the records, their disclosure and use for scientific research leaves much to be desired. And there is a vast spectrum of variations and levels of source management and relevant research between these two extremes.

### ***Political parties***

A specific intermediary structure is of course the political party. Political parties are indispensable elements of democracy: they are of decisive significance in the parliamentary system, in the state organisation and in society as a whole. It is their task to help with the political education of the people, influencing public opinion, stimulating and deepening political education, encouraging the active participation of the citizen in the political process; parties influence the economic, social and judicial constellation of the state at every level, being at the point of contact between state and society. Most of what goes on in the executive and legislative arena has its origin in the activity and initiatives of parties. Therefore the history of parties is unmistakably linked with the history of states.

Political parties are different in structure and function according to the different historical and political circumstances that occur in each country. However, a rudimentary typology can be made. Back in the 19th century, there were the so-called parties of notables, consisting of representatives of a certain social group, without a clear-cut membership or central party organisation (nor any form of archival management). The opposite is the democratic mass party, with its own party officials and bureaucratic apparatus, acting as a constant instrument for the formation of public opinion. There is also the people's party, which trades programmatic infiltration for a broader catch and quick electoral success. The mass integration party, a tool for totalitarian systems to accaparate mind and body of all the citizens of a state. And there are of course also parties that are based in a certain region or represent a minority.

The archives of parties document the formation of opinion within the party as well as the transformation in political will and action. Only when the archives of parties are as complete as possibly can, is extensive research of them possible and can the mutual penetration of state and society be traced. Also, political, sociological, historiographical, as well as regional and local research questions can be answered with the help of party archives. They are of decisive importance as evidence of the efficiency of the programmatic and specialised political work of the parties (Buchstab 1994, 123).

Of course the documents and files created by the administration are indispensable, but also the archives of its politicians, officials and members can be essential (certainly in the case of the parties of notables). There are different kinds of archival materials created by and around political parties and the people involved with them: letters, programmes, meeting and action reports, posters, banners, leaflets, flyers, sound recordings, films, photographs, periodicals, monographs a.s.o.

However, keeping the records is most of time not a prime concern for party officials and representatives; archivists have therefore their work cut out, making the party aware of the importance of its archives. Also, as a rule, parties do not have a bureaucratic organisation, with a regulated classification, registration and keeping of documents: money, personnel and space are most of time lacking. Often, the papers, when no longer of any use, are put in the cellar or the attic, or even destroyed due to lack of space. Parties are by nature more interested in the future than the past: they look forward and try to win elections.

That is why in 1994 Günter Buchstab, archivist for the German Christian-democrat archives, called the situation for party archives in Europe "*ernst*" ("serious"); it was however also "*nicht ganz hoffnungslos*" ("not without hope") (Buchstab 1994, 16). Back then, he reckoned that what Western Europe was concerned, only in Germany and Belgium the situation was satisfactory, as for the socialist/social-democrat parties, who, because of their relatively long and sustained tradition, were more history-minded than their ideological adversaries.

As political archives contain more often than not, sensitive material, they are largely only trusted to private institutes close to the party and not, in the first place, to public archival institutes. The quality of these institutes, often political foundations, funded by the state (Germany), who moreover in their make-up are as a rule more research than archival minded, is uneven: not all have professional and scientific, integrated heritage and research institutes at their disposal; and in all countries with a long tradition of political parties, there are various breaks caused by major political events.

The situation for political party archives in Europe is unsatisfactory, to say the least. There are several specific obstacles in place for their preservation and management. For nationalist and regionalist parties there are additional difficulties, as we have seen for the archives of the national movements in general. It goes without saying that in particular political parties with group identity as their core business, which is the case for nationalist and regionalist parties, are expected to be aware of the need for archives and to pay attention to the needs of archives.

### **1.3**

#### **The parties of the European Free Alliance (EFA)**

This project examines the archival situation for the parties assembled in the European Free Alliance (EFA) in 2010. Also, as suggested during a meeting of the CMC Board, one or more archives of non-EFA nationalist and regionalist parties should be covered on comparative grounds.

EFA is a European political party uniting progressive, nationalist, regionalist and autonomist parties in the European Union. Its members subscribe the right of peoples to self-determination and adhere to the principles of parliamentary democracy and human rights. The main objective of EFA is to provide democratic nationalism and regionalism with a political structure which allows scope for practical initiatives at the European level. EFA stands for solidarity between the peoples, languages and cultures. Defending and guarding the diversity of languages and cultures in the EU is the cornerstone for the construction of a democratic and unified Europe.

EFA was founded in 1981 as an association of cooperation by the union of political parties differing in concept from the traditional politics in the sense that they give importance to maximum decentralisation. Already, in its Brussels statement of 1981, EFA declared that the appropriate way of reaching the European dimension, in a humane manner, was to build Europe on the basis of the peoples and regions. Europe has to be founded on the basis of communities of people, and not built on a centralised, uniform model.

In 1994, EFA was officially founded as a federation of parties in accordance with the provisions of Article 138 A of the Treaty of the Union. In the year 2004, EFA was founded (in Barcelona, on 26 March) as a political party according to the new EU regulation (EC 2004/2003; decision of the European Council and European Parliament of 4/11/2003). On the 13th of October 2004 EFA was officially recognised as a European Political Party.

In 2011 EFA had representatives in 13 Member States of the EU; in total 33 parties with more than 200 elected representatives at European, national and regional levels were member. Together, these representatives speak 25 different languages.  
(more information at the EFA website, esp. <http://www.e-f-a.org/whatsefa.php>; for a history of EFA, read Vanhaelewyn 2006; for actual state of play, consult *Who's who?* 2011).

For the project, not only the full member parties were taken into account. Also prospective members and observers were considered as well as a limited number of non-member parties (although part of a national or regional movement) by way of control group (named 'extra-curricular'). Moreover, during the course of the project, changes have taken place regarding a number of parties, concerning their status, their name or even to their existence. All this leads to a total of 46 possible cases at the beginning of the project.

See for the list of parties subject to this survey *Document 1*



2

## SURVEY

Surveys on the archives of political parties are few and far between. They also do not always yield the expected results. For instance, in 1990/1991, the letters distributed for a survey on Christian democratic parties remained for the most part unanswered.

As we have seen, the archival awareness was in the past more developed among socialist and social democrat parties. Even letters from the Section of Archives and Archivists of Parliaments and Political Parties of the International Council of Archives, sent fairly recently to many political parties, received a rather limited response (Minutes, 2006).

For nationalist and regionalist parties in Europe, no specific, systematic survey seems to have been performed in the past.

This section describes the way this particular survey is set up and with which system the gathered data are entered into a database.



## **2.1**

### **Data retrieval**

Finding data is of course indispensable for a positive outcome of the project. This section discusses the process by which the necessary information was gathered (or not). It does this along the kind of data involved: first of all of course the information regarding the archives themselves, followed by the data on the parties themselves and the archival holders.

#### **Archival data**

The retrieval of the data about the archives has been carried out with the help of one, two or all of three *modi operandi*: through the response to a questionnaire, as a result of an interview and in the course of a visit to the archive location. Party officials had to be contacted in a variety of ways, preferably through personal, face to face contacts.

#### **Three steps**

The first step involved contacting the political parties involved. This was preceded by a mail to all parties by the CMC secretariat asking for cooperation with the survey.

With this first contact, a standard set of basic questions about the archives was provided in five languages: English, French, Spanish, German and Italian. The questions referred to localisation (in situ, with party members or in an institute; in the last case: whether it has private or public legal status, if it is a research or heritage institute or both); its physical condition (which materials, what is the state of the depot); the arrangement of the archive (or not); the archival description (*idem*); the digitisation process; the access provided to the archive (are there finding aids available, are there access points, what are the conditions for consulting, what are the facilities on site).

See for the list of basic questions *Document 2/a-e*

A number of repeat mails to encourage the parties to fill out the questionnaire were sent by NISE and CMC in the course of 2010. A total of eleven parties has returned the survey form, or approximately 25%.

See for the respondents to the questionnaire *Document 3/a*

The second step consisted of interviewing representatives of the political parties (or party archives) involved, for clarification of their answers to the questionnaire, for asking additional questions and/or for establishing contact for the first time.

The annual meeting of the EFA parties in Venice (I) on 25-26-27 March 2010 proved to be an excellent occasion to do just that, besides offering the opportunity to present the project in full. Therefore interviews with representatives of as many parties as possible were held, in total a twenty six or approximately 56%.

See the respondents for the interview in *Document 3/b*

A number of archives were selected to be visited. The selection was initially made in order to attain a detailed description of party archives, representing different kinds and stages of archival management. The criteria for selection were in the first instance:

- depot location
- age
- size
- complexity of creation
- description level
- kind of materials kept
- other (such as: non-EFA member party).

These characteristics were interwoven, resulting in a set of types to which a number of case studies correspond. The following situational types of party archives were distinguished:

- (a) kept at an archival and/or research centre;
- (b) kept at headquarters, old and/or composite (possibly containing external archives);
- (c) kept at headquarters, (relatively) new containing only dynamic/administrative archives;
- (d) kept in private hands;
- (e) non-EFA party archive.

Five party archives (kept at party headquarters, institutes or other) were consequently visited in 2010.

See for the list of archives visited *Document 3/c*

### ***Retrieval results***

At the end of 2010, the questionnaire, interviews and visits combined still had yielded unsatisfactory results, quantitatively and qualitatively. Information on in total thirteen of the targetted 44 party archives was gathered at a sufficient level. Conversely, the data of approximately 75% of party archives were still to be gathered, bearing in mind that to produce a valid survey, approximately 50% (and preferably 75%) have to be covered.

So, the amount and quality of the recovered data had not yet reached the level as to warrant the use of statistical tools.

There were a number of causes for this lack of response: besides the accordance with general return on surveys, which was taken into account beforehand, there was also in more cases than expected a language problem, in spite of drafting the questionnaire in five languages and having a translator at hand during the interviews. An even more important cause however was the fact that a fair number of targeted participants are not accustomed to discuss archival matters (and not familiar with archival concepts and terminology). It also appeared that there was a great deal of incomprehension or even suspicion regarding the aim of the project.

This all rendered the approach via (e-)mail, telephone and also interviews not held at the actual archival site, in some cases unsuccessful and was in many other cases without any result at all. In contrast, each time a visit was made to the actual archival depot, after initial wariness, information could be gathered to a satisfactory degree, even engendering willingness to cooperate fully with the project. In other words, the time foreseen in the original project plan for face to face harvesting of data proved to be too restrictive.

So, as there was insufficient data available to produce valid results upon which conclusions could be drawn and recommendations made with statistically sound foundation, it was decided to prolongue the project with one year to make additional visits to party archive locations. These should remedy the insufficient harvesting of data, both in exploring exemplary cases as well as for gathering basic information.

Consequently, another eleven party archives (kept at party headquarters, institutes or other) were selected for a visit on location in 2011. And at the end of February 2012, still one more visit is planned, to the Partidu Sardu / Partito Sardo d'Azione.

See for the list of archives visited *Document 3/c*

At the end of the project, information of some kind on the archival situation was harvested from in total forty-six parties. Of these, eleven answered the questionnaire, twenty-six were interviewed and sixteen or 35% were visited. Three of them answered the questionnaire, were interviewed as well as visited; four only answered the questionnaire and were interviewed; three only answered the questionnaire and were visited; six only were interviewed and visited; one only answered the questionnaire; ten only were interviewed; four only were visited; information was gathered through other means on six parties (DF, N-VA, PA, PRODG, SLP, SNP, SS), and no information at all was received from three parties (ALE, MMROP, MIS).

In total, data were gathered at a sufficient level for 30 party archives.

### **Organisational datasets**

While the data on the archives were being gathered, also data on two other aspects, linked with the archival situation, were retrieved: on the political parties involved as well as on the archival holders.

It is most important to know as much as possible about the latter, actually keeping the archives. Only if those data are available a reliable assessment can be made regarding the situation of the archives, esp. their preservation. In most of the cases in this survey, the parties themselves are also the actual archival holders, often their headquarters; but it is not unusual for (part of) the archives to reside with party official. Certainly the data on the latter kind of archival holder are not easy to retrieve, and more often than not secondary sources and interviews have to be relied. In the cases where archives are cared for by institutes however there is ample information available. The data on those archival holders are gathered as a result of the visits mentioned supra, documentation kept at the ADVN and/or the institute's website.

The information on the political parties themselves was gathered at consecutive stages. The retrieval started with consulting the extensive library (books and periodicals), as well as

archives and documentation kept at the ADVN. A second starting point was each party's website. If the ADVN collection provided a sufficient basis, the content of the websites proved to be very useful for historical research, albeit to be handled with all the necessary caveats. In most cases also other sources had to be searched through, as for instance libraries or the wider Internet (e.g. theses websites). Finally, contact was sought with the party itself to fill in the ubiquitous gaps in information. Regardless of the kind of source, all information had of course to undergo the usual critical examination before being entered into a database framework.

## **2.2**

### **Data processing**

The data about the archives of the political parties are preserved and disclosed in a structured and controlled manner.

All data are (translated) in English, checked and systemised.

They are gathered into a separate database, which is incorporated into the general NISE database. Both databases-in-progress are private and developed on the Filemaker Pro platform. The collected data are finally migrated to a separate database framework, to be consulted through the CMC website as well as the NISE website. This database is public available and developed in Oracle.

The data models used in the databases are compliant with the international standards of IFLA (International Federation of Library Associations) and ICA (International Council on Archives). They are:

\* For the data entries into the record for the party archives: the General International Standard Archival Description (ISAD(G)).

See for the record model in five languages (English, French, German, Spanish, Italian)

*Document 4/a-e*

See the manual for entering the archival data in *Document 5*

These archival data are linked with entries concerning the political parties themselves, and the individuals involved with them, as well as with record files on the actual archival holders (headquarters, heritage and research institutes, the persons involved with the parties). Also links with bibliographical references (books and periodicals) and data regarding the geopolitical context respectively are foreseen. All those kind of data (except the contextual information) are likewise entered according to the international standards:

\* The data entries concerning the intermediary structures and persons linked to the national movements is carried out according to the International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR(CPF));

See the master record in *Document 6*

\* The International Standard for Describing Institutions with Archival Holdings (ISDIAH) is applied, albeit slightly modified for this project, for the data entries into the record for the archival and/or research institutes and all other archival holders;

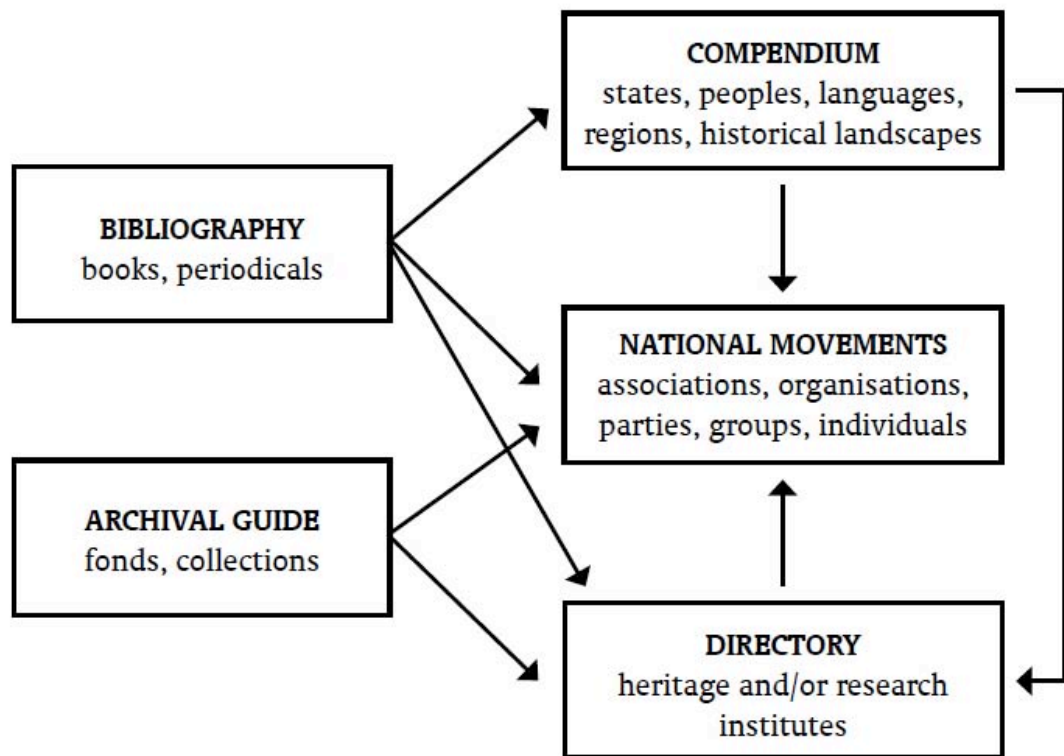
See the master record in *Document 7*

\* The General International Standard Bibliographic Description (ISBD(G)) is used for the data entries about publications by and concerning the intermediary structures and persons;

\* For the information on the context within which each political party operates, no international standard record is available. Therefore a master record sui generis was developed by NISE.

The last two master records (for publications and for the context) were not in use for this project and are therefore not presented in this report. They will however be used during the follow-up to the project and presented at that later date.

The configuration of the database is as follows (simplified):



The data processing operation took place centrally, at the ADVN archives and research centre in Antwerp (Belgium). This will continue also after the project has ended (alongside data gathering, see section 4).

## **2.3**

### **Data presentation**

The data resulting from the project are presented and made available to the political parties involved and to EFA and CMC, as well as to the archival world and the general public, through the Internet.

The data concerning the archives of the EFA member political parties are made freely accessible on the Internet in the form of so-called 'authority files'. These files are available for consultation with the help of an Online Public Access Catalogue (OPAC). The language used for the database is English. The database observes the European legislation for the protection of personal data.

The OPAC will provide for each party archive:

- data on its actual situation
- data on the party and the persons involved
- data on the holders
- data on the publications by and about the party
- data about the context
- illustrations, as:
  - party logo(s)
  - exemplary source materials, mainly audiovisual, such as photographs, banners, posters etc., but also important documents from the party archive [digitised].
- links, with:
  - the party website
  - news on the party
  - important contextual documents
  - this report, with general conclusions and recommendations
  - a common thesaurus.

At the end of the project, the following datasets were already available for public use: the archival data, the records on the intermediary structures and the individuals involved and the information on the archival holders, whether the records were entered in full or not. Also party logo's and links with the parties' website were inserted.

At a later stage, the bibliographical as well as the contextual records will be made available to the public domain. Also links with websites providing access to historical documents (Diliname) and with information on the actual situation for the party (Nationalia) could be installed in 2012, pending negotiations with the different operators.

All the authority files are centralised in the NISE database. They are managed centrally at the ADVN archives and documentation centre in Antwerp (Belgium). The records that have been disclosed can be consulted at the following Internet address: <http://gta.nise.eu/> (NISE).



**Welcome**

The Guide to the Archives (GTA) database holds information on the archives of the EFA parties, on the parties themselves and regarding the archival holders. The data are open for consultation by the general public; they will be constantly added to and updated by the NISE platform, as it forms part of its remit.

**The GTA project**

Back in 1994, the German archivist Günter Buchstab called the situation for archives of political parties in Europe unsatisfactory: with a few exceptions they were neglected or even in some cases destroyed. He called for action by historians and archivists to stimulate historical and archival awareness among the parties. Cross-boundary solutions had to be found and an important role was reserved on a European level for archival institutes and archivists. How much progress has been made since then?

The Guide to the Archives (GTA) project wanted to answer that question for a cross-section of party archives in Europe: the parties assembled in the [European Free Alliance \(EFA\)](#). This European political party unites progressive nationalist, regionalist and autonomist parties in the European Union.

Its European foundation, the [Centre Maurits Coppieters \(CMC\)](#), initiated the project. CMC observes, analyses data and contributes to the debate on European public policy issues with a special focus on the role of democratic-nationalist and regionalist movements and the process of European integration. One of its goals is gathering and managing information for scientific purposes on all nationalist and regionalist movements, organisations, structures... in all its appearances, situated in a European context. This guide fits hand in glove with this particular purpose.

To carry out the project, NISE (National movements and Intermediary Structures in Europe) was selected. NISE is an international historiographical, heuristic and archival platform coordinated by the ADVN, the archives, documentation and research centre in Antwerp (Belgium). NISE wants to facilitate the scientific historiography of national movements, in particular its intermediary structures (associations, clubs, periodicals, political parties a.s.o.); part of its operation is about the archival and documentary heritage of those intermediary structures, including political parties.

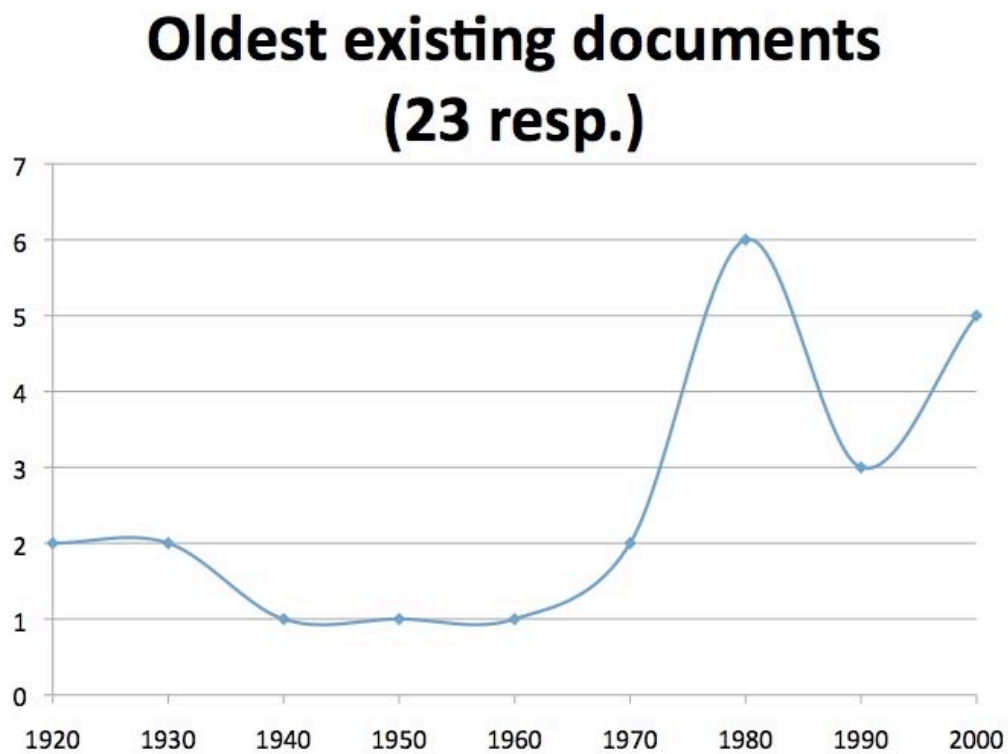
NOV 2015

**3**

**FINDINGS**

This section presents the results of the survey. First of all the data are summarised into a number of categories. The second chapter analyses the results. Finally, on the basis of the gathered information, a number of conclusions are drawn.

Before we start, this graphic shows, to all intents and purposes, the age of the earliest documents in approximately half the archives included the survey:



### **3.1**

#### **Framework**

The information was processed into categories and put into percentual outcome; with the help of diagrams, the results were moreover visualised.

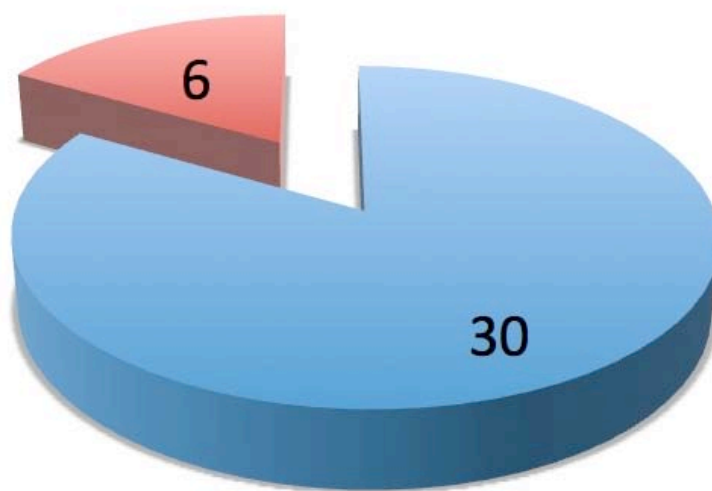
All the information received is, put into a number of general statistics, purporting to the main topics of the survey. The following topical categories are seized upon: status, conditions, content, disclosure and access.

#### **A. Status**

This category establishes where the archive is kept and by what kind of archival holder.

*A.a. Is it a private organisation or individual or a public government institute?*

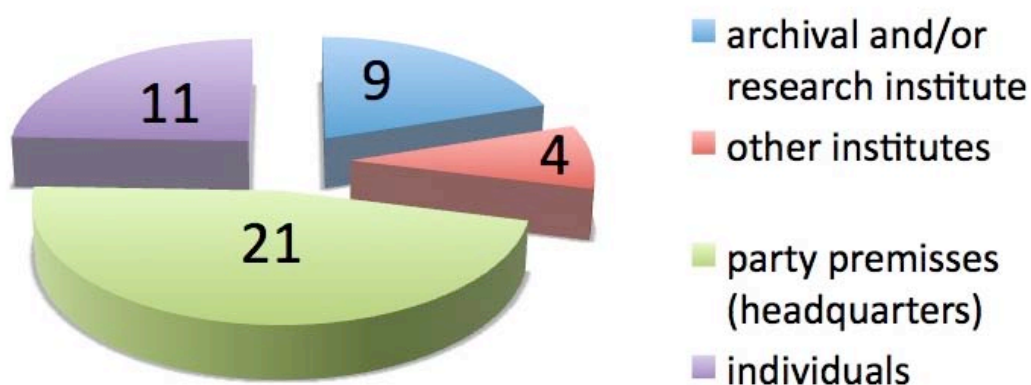
#### **Status (30 resp.)**



■ Private body   ■ Public body

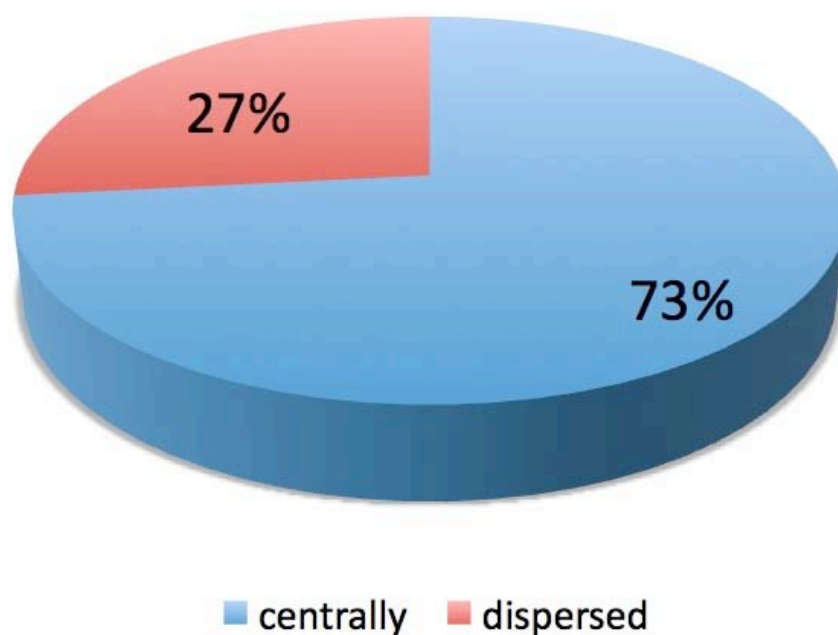
A.b. What kind of archival holder keeps the archives?

### Status (30 resp.)



A.c. Are the archives kept in one place or are they dispersed over several depots?

### Status (30 resp.)

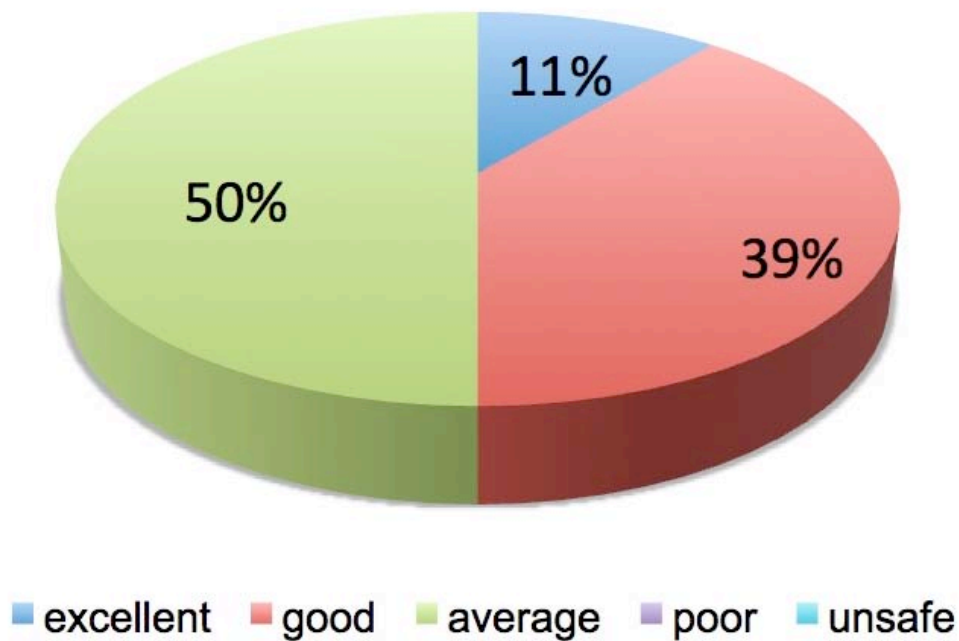


**B. Conditions**

This category quantifies the actual material situation for the archive, from the building itself down to the condition of the documents themselves.

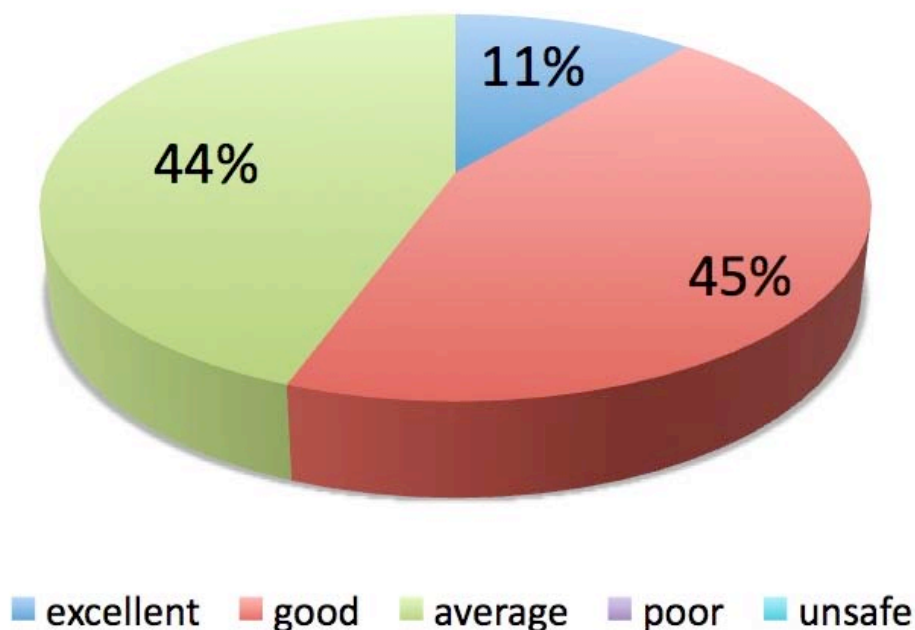
*B.a. In what the state are of the holding premisses?*

**Conditions: Building (18 resp.)**



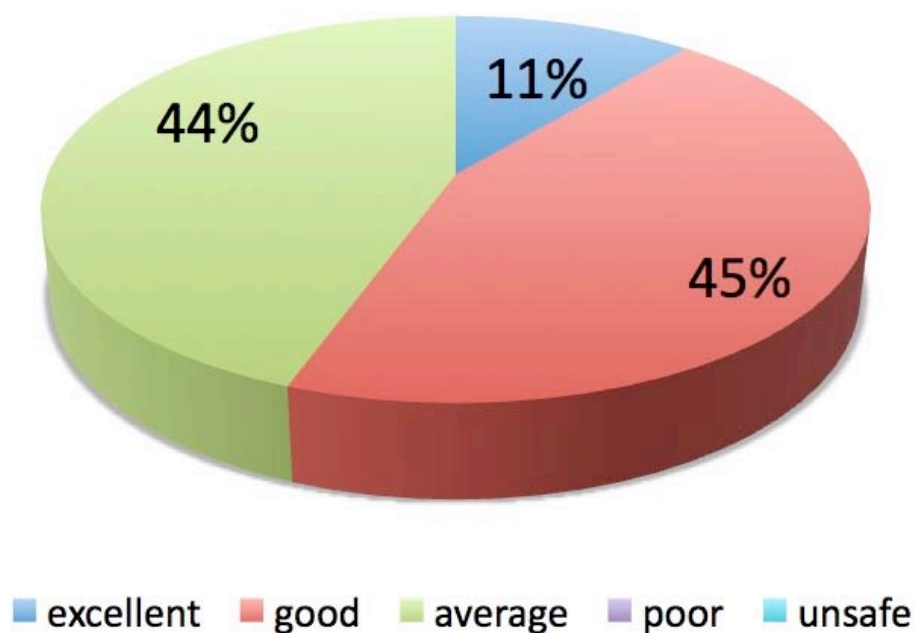
B.b. What is the situation for the actual room(s) the archives are kept in?

### Conditions: Room(s) (18 resp.)



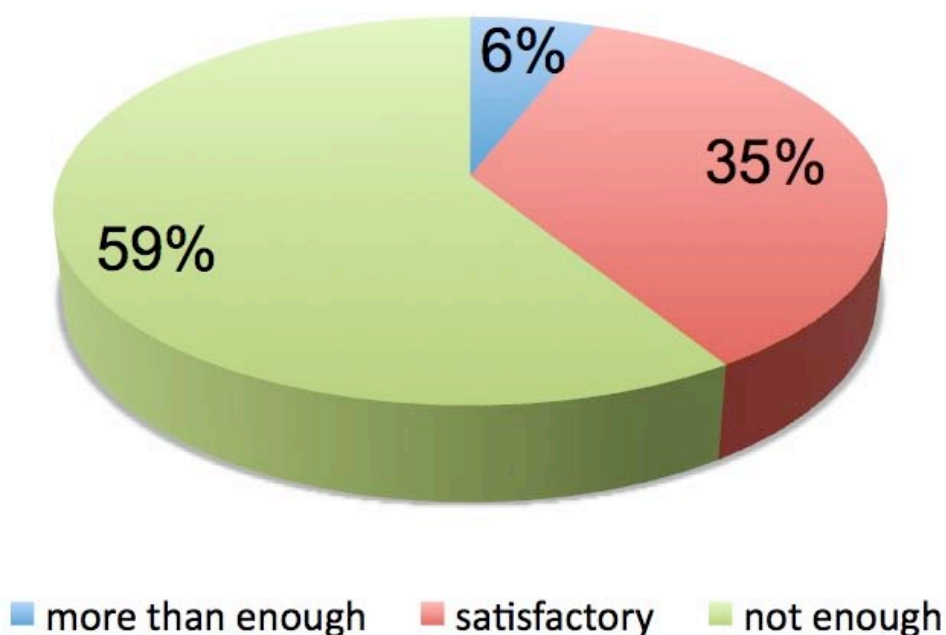
B.c. In what condition are the documents themselves?

### Conditions: Items (18 resp.)



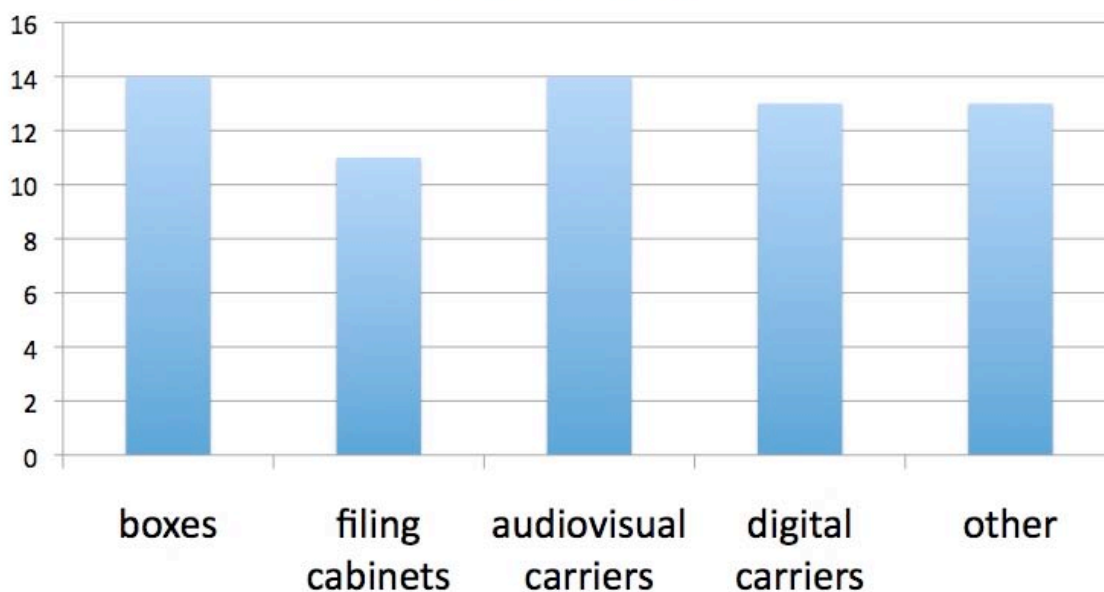
*B.d. Is there sufficient space to store the documents (now and in the foreseeable future)?*

### Conditions: Space (17 resp.)



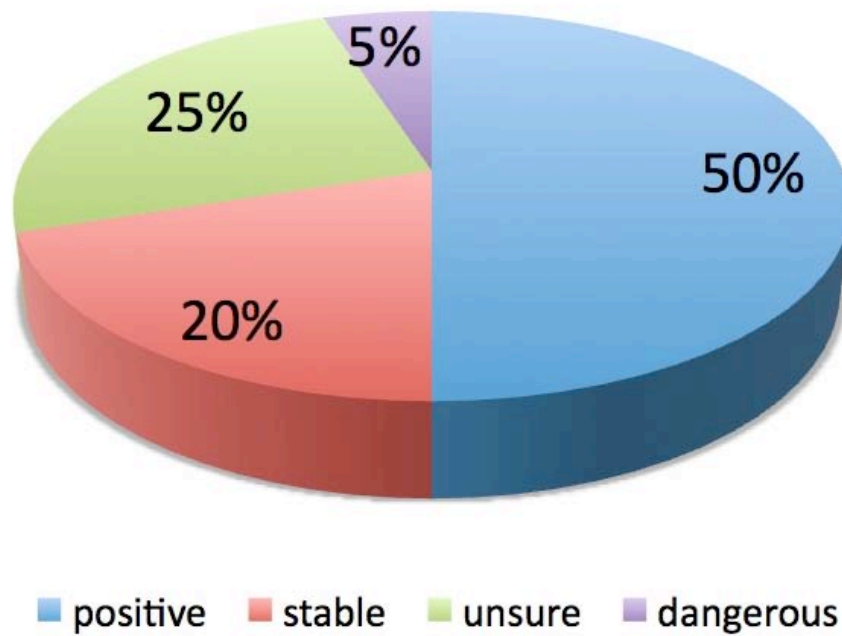
*B.e. In what holders the documents are stored?*

### Conditions: Containers (20 resp.)



B.f. How is the geopolitical situation, esp. regarding the archives?

## Conditions: Context (21 resp.)

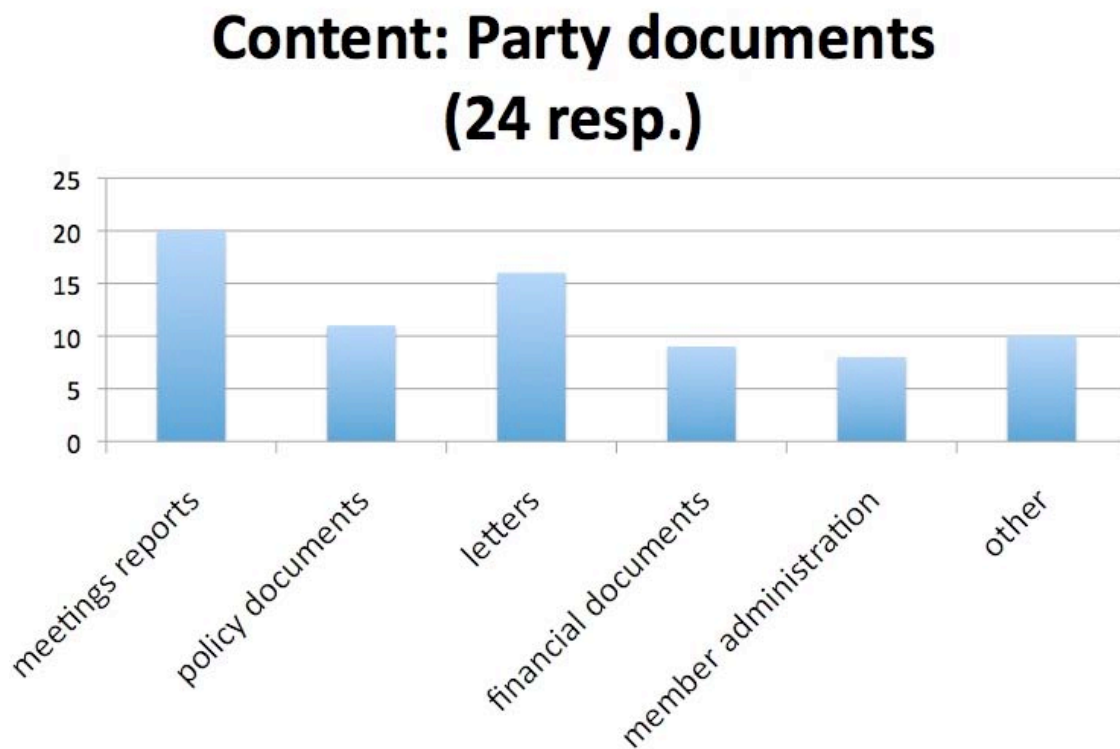




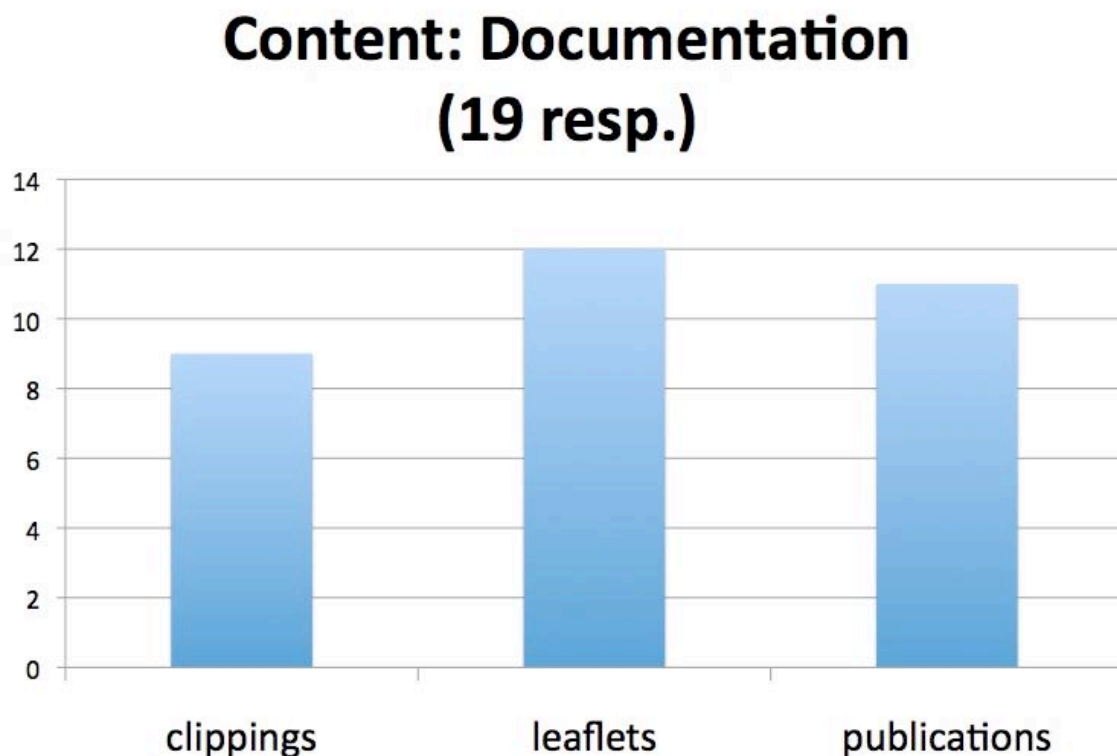
### C. Content

This category describes the type of documents held in the archives, including the digital documents.

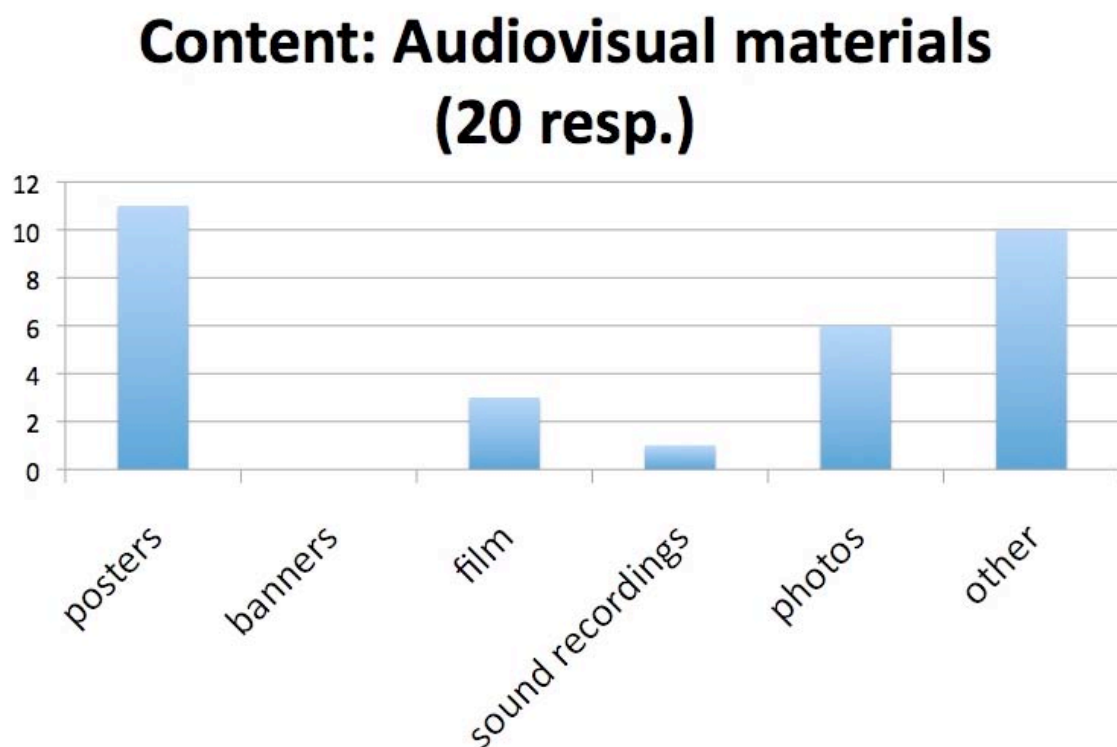
*C.a. What kind of party documents the archives hold?*



C.b. What kind of documentation is available?

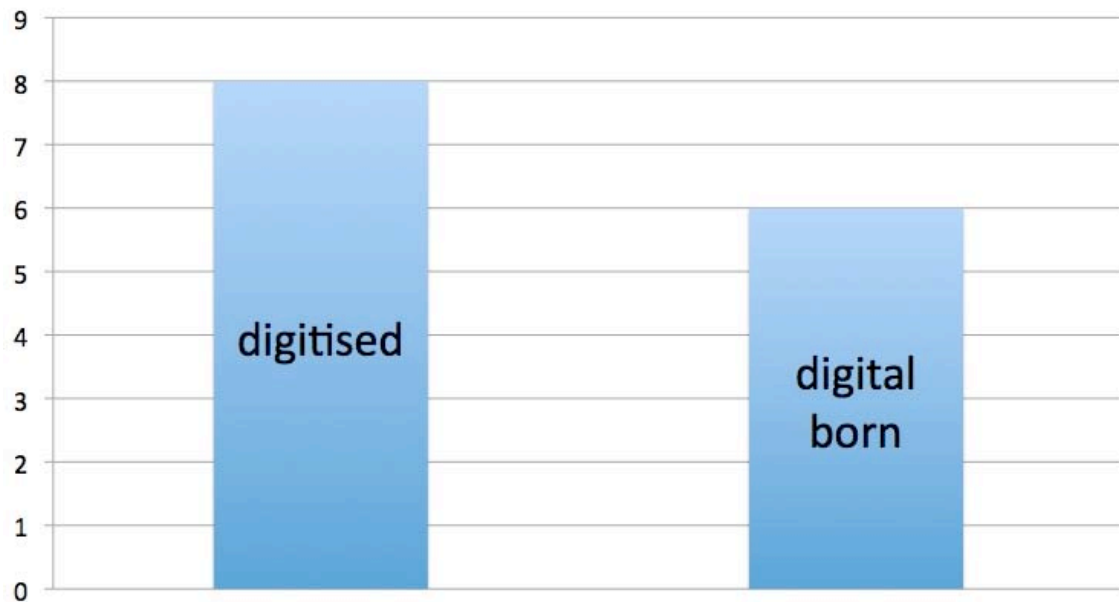


C.c. What kind of audiovisual materials are present?



*C.d. What kind of digital materials form part of the archives?*

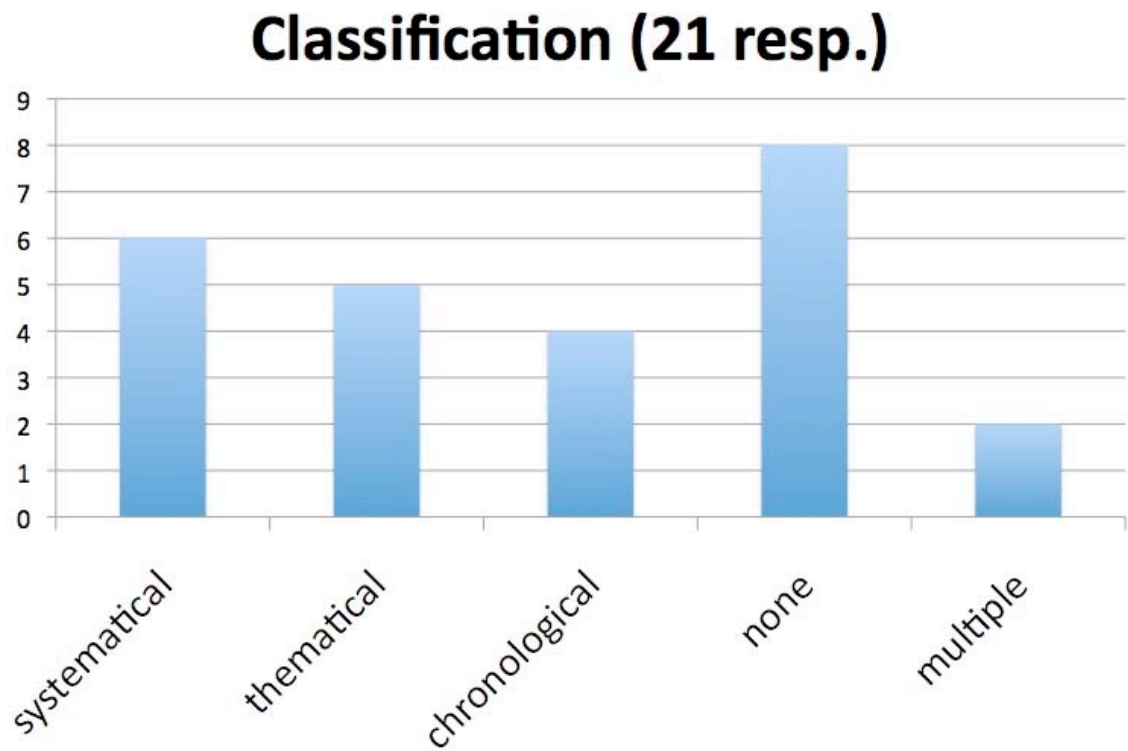
## **Content: Digital materials (12 resp.)**



#### D. Disclosure

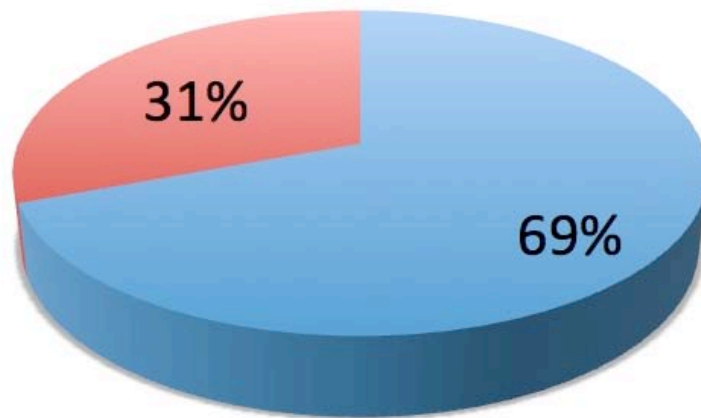
This category establishes to what extent and how the content of the archives is described.

*D.a. Which (primary) classification is applied?*



D.b. Are there finding aids available?

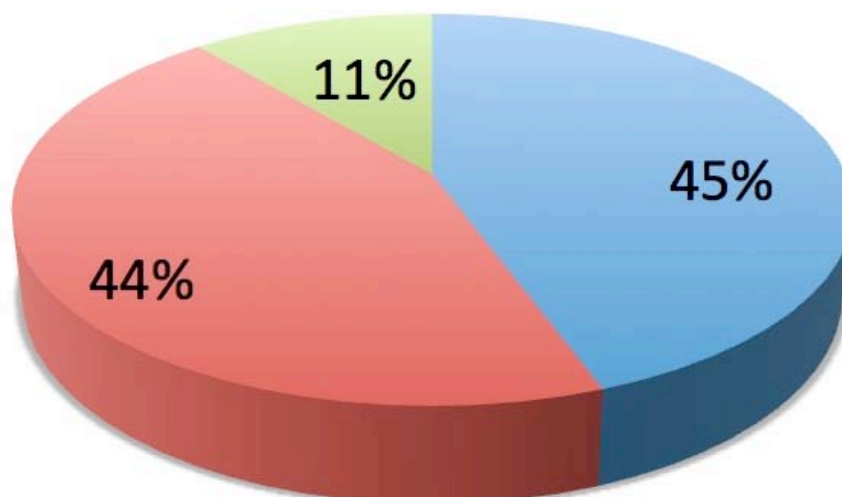
### Finding aids (13 resp.)



■ yes (inventory / ISAD / list) ■ none

D.c. Has automatisisation taken place?

### Automatisation (9 resp.)



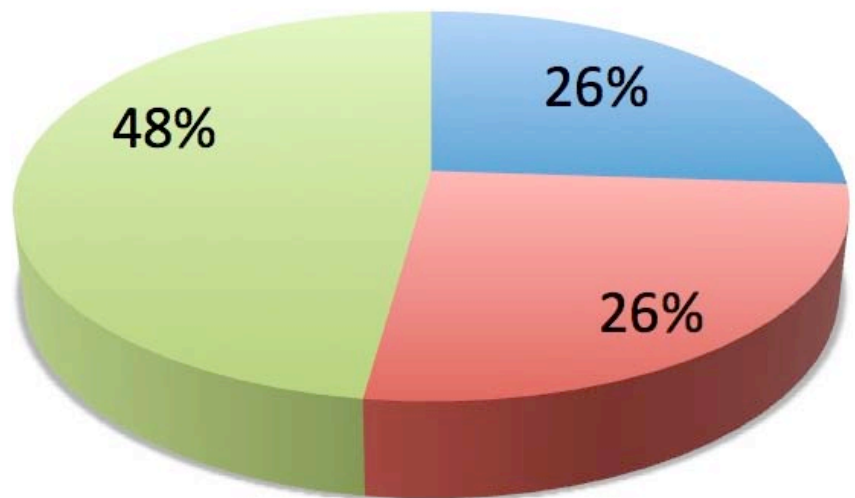
■ internal ■ external ■ none

### *E. Access*

This last category follows through at which level and how party members, external researchers and the public in general, have access to the archives.

*E.a. How is the access regulated within the party?*

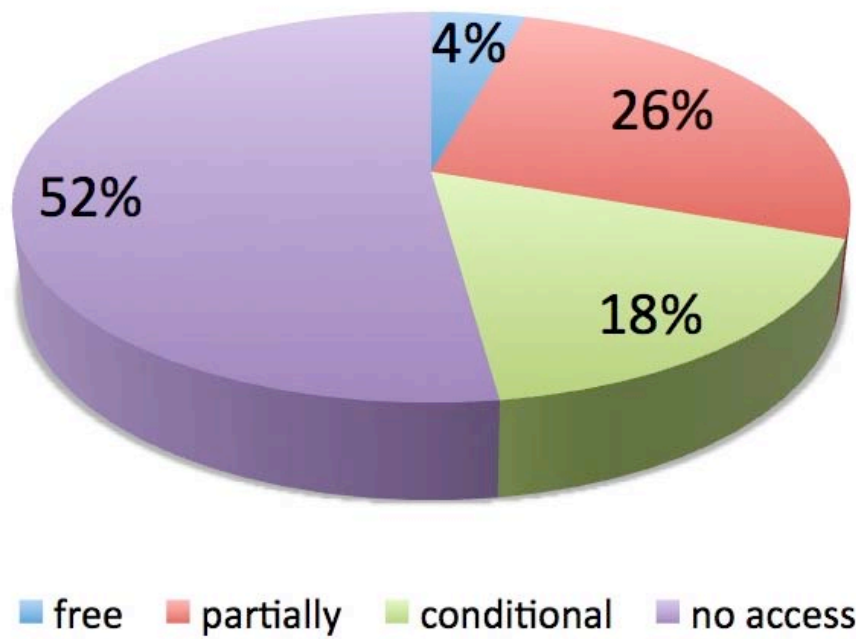
## **Access: Internal (23 resp.)**



■ free ■ partially ■ conditional ■ no access

*E.b. How is the access regulated externally?*

### **Access: External (23 resp.)**



## **3.2**

### **Analysis**

The following analysis only make use of the data provided by the parties or retrieved by the researchers. In total, the survey has produced thirty authority files with the required minimum information. From those, approximately two-thirds contain data at a sufficient level to hazard an analysis so as to be able to detect some trends, on the basis of which general and specific conclusions can be drawn on the state of the archives of the EFA parties. The conclusions will run along the categories used for the analysis. Unless stated otherwise, they refer to data in thirty authority files.

Setting aside that the somewhat feeble response could in itself be indicative, the survey leads to the following analysis.

The status of the so-called archival holders is an important element for the general situation for the archives. The survey has showed that all parties have stored at least part of their archives with a private organisation. Six of them keeps part of it in a public institute: most of the time this is the national archives (BP, ERC) or national library (SNP, PC, SSW). In one case (ChA), part of the party archives are being kept by a city archives. In four cases (the archives are kept at a private professional archives and research centre: three of them with the ADVN in Antwerp-Belgium (N-VA, SLP, BP), the other is with CIRDOC (in Béziers). The three other parties who state keeping their archives at "other institutes", do that with often very professional outfits. In 70% of cases the archive is partially kept at party headquarters. One third of the parties in the survey see parts of their archives being kept with party members, more often than not (former) presidents or secretaries. It is of course not surprising that this relates closely to the proportion of archives being dispersed.

Regarding the conditions within which the archives are kept, the figures for the state of the building, the rooms and the items are pretty much the same. In at least half the cases, the situation is reported to being good to very good and it is deemed satisfactory for the mainpart; only in one case the archives are being kept in miserable conditions. These findings should however be put into perspective. For the analysis of this category, the information gathered was indeed not as straightforward as for the previous one. It could be supposed that in those cases where there is no information available, the situation veers towards at least the unsatisfactory (or worse). And where (part of) the archives for several reasons are kept with party officials or volunteers, the situation is to all accounts undesirable, albeit in some cases unavoidable to prevent worse happening to the documents and files. However, in most of the reported cases the (political) context appears to be stable, or sometimes even positive. What bothers most archival holders is however the lack of space.

The kind of archives produced by political parties generally rather similar. It stands to reason that for the most part the archives contain transcripts of meetings as well as correspondence. Only one third to half of the parties also have kept policy documents, financial papers and a members administration. The same number of parties also have



clippings, publications and propaganda materials stored. A surprising low number of parties indicate having digital born archives at their disposal.

More than half of the archives are disclosed with the help of at least a simple classification. Most cases resort to a chronological order following the systematic or thematic arrangement.

The access to the archives within the party itself, is in almost half of the survey participants limited by a number of preconditions. Nevertheless, a quarter leaves the archives available, on conditions, for all of its members; for another quarter the access is unconditionally granted to all members. External access, by researchers, is denied in half of the cases; the other half grants access under certain conditions or for only the oldest parts of the archives. In one particular case however access is free to everyone, within or without the party.

### **3.3**

#### **Synthesis**

The conclusions drawn in the previous chapter from the analysis of the data, lead to a number of general and specific remarks.

Generally speaking,

- there is a huge difference between the situation (in general) of party archives, most of the time linked with being kept at an institute or not (in its turn – at least for parties in Western Europe – related to the age and the volume of the archives);
- a number of party archives are underresourced, suffering from unsuitable accommodation, the lack of know-how and/or time and personell, or are even in a political hazardous situation;
- all archives, even those that are well cared for and managed, lack a (tailor-made) international dimension, as part of an overall lack of interconnectiveness.

More specifically, it transpired that:

- care has been taken to put the archives in a systematic order, albeit in many cases not according to archival standards, methods and procedures;
- in contrast, the disclosure of the archives through finding aids is in many cases not in place, the retrieval of documents sometimes depending on the knowledge of those responsible for the archives;
- the general drive towards digitisation of archives lacks a methodical approach; on the whole the level of computerisation is low;
- the level of external access to the archives lacks consistency and is sometimes at odds with the general archival rules of access.

To illustrate this synthesis, a number of case studies, representative for the same number of types of archival situation, has been added to this report.

*See Document 8*

The analysis and synthesis of the actual situation for the archives, has led to a number of recommendations for (in some cases immediate) action and regarding (mid and long term) policy, by the parties themselves, by EFA, by the authorities and by heritage institutes all over Europe. These are discussed in the concluding section of this report.

4

## RECOMMENDATIONS

As a result of the findings made through the survey, several practical recommendations are being made here regarding different aspects of archival care and management. This includes the depot and preservation, processing, arrangement and description (finding aids), access (conditions), digitisation, dissemination and research. These will be published in the final report and publication, but this report already holds a brief summary of some practical recommendations.

However, the conclusions lead also to a number of structural and internationally coordinated and supported measures to be taken by some of all party archives involved. Finally, the recommendations are summarised into a set of rules of thumb, aimed at improving the archival care and management of the archives of the EFA parties.



## 4.1

### The needs of archives

As the Belgian pioneer of library science Paul Otlet (1868-1944) once said, classifying is the most important task for the human mind, a task that implies all other ones: classifying allows for abstraction, systematisation and synthesis and leads to better comprehension of the world and humanity. This is also, or the more so, the case today, with an unseen flood of information available to everyone on the Internet, but without 'gatekeepers' or mediators (e.g. *Wikipedia*): whereas before teachers, editors and also archivists guarded the quality of information, all hierarchy is ignored. So, a critical classification of information will always be required.

On the other hand, as the act of 'collecting' – depositing and archiving – implies attributing value, things becoming valuable because one reserves a place for them, by depositing, one also discards them, rendering them 'untouchable'. So, paradoxically, in the culture of keeping (alive) by archiving, there is also an element of death (Devoldere 1999).

In both cases, the need for information gateways and for breathing new life into the archives by disclosing them, archival care and management are indispensable. And, at the outset, the presence of 'archival awareness' among all archival creators.

However, while visiting the different party archives, we noticed the urgent need for advice and good practices in the management of archives. Even though there were great differences between the particular requests. Some parties didn't have any notion about archives at all and demanded very basic advice to start with. Other parties had a well elaborated archival policy or kept their archives at an institute and wanted to exchange knowledge. Moreover many of the archival recommendations depend on locally varying customs, laws and regulations. Thus the following does not constitute a crash course for novice archivists nor is it an absolute list of requirements for party archives. These recommendations are a first step in the development of best practices for archives of national movements in Europe. As a work in progress they will be further developed as a *Manual* on the on-line expertise and information centre linked to the website of NISE (cf. infra).

The recommendations are bundled in 6 main themes that follow the classic archival workflow: context, appraisal, arrangement, preservation, digitisation and access.

#### 4.1.1. Context: the whereabouts?

##### \* *Discover your archives:*

In an ideal world all the archives of a party or organisation are kept at the headquarters and managed with a continuity in classification and order. Obviously that is rarely the case. Therefore look for, map and bring together as much archival material as possible. Ask former chairmen and secretaries about the records in their possession because the border between organisational and personal archives can be very thin. Explore every possible location for potential archive material.

*\* Learn about the use of your archives:*

There are several reasons why records are being and should be kept: legal function, administrative function, research and historical value etc. (cf. chapter 1.1). The first two reasons have primary value for the organisation today, thus requiring a different approach in sorting and accessibility.

*\* Research the history of the archive:*

It is recommended that the archivist gets acquainted with the history of the organisation: its foundation, objectives, work, personnel etc. Understanding and being able to trace the development of the organisation, identify its functions, its operating committees, administrative structure, significant persons involved is essential in developing a solid classification scheme for the archive.

**4.1.2. Appraisal: all paper in the bin?**

*\* Know your national retention policies:*

Most European countries have regulations concerning the retention periods for financial, tax and other administration records. Learning about these policies may help to dispose of space consuming documents.

*\* Destroy, but keep history in mind:*

The disposal of records may save space, but can cost very important information to future researchers. Five-year-old membership lists may be worthless now, but the destruction of it will make it impossible for historians to for example study the evolution of your members' social backgrounds.

*\* Cleaning: the easy option:*

Identical prints, rough notes, envelopes etc. can easily be disposed. But remember to shred all documents.

**4.1.3. Arrangement: think twice!**

*\* What applies to paper...:*

A classification scheme is essentially a model for the ordering of archives into categories based upon the organisation and functioning of the entity that produced them. The process of classification needs careful thought. There is no model scheme adaptable to any archive, but a guideline will be published in the forthcoming general report. The archivist of the organisation needs to proceed pragmatically and to devise a scheme best suited for the archives which are in their care. Classification schemes derived from a library environment should generally be avoided as they are usually based on subject. Archives, on the contrary, need to be arranged according to the principles of provenance and original order.

*\* ... applies to digital:*

Opposing to popular belief there should be no difference between classification schemes for archives in paper or digital format. Good model schemes can be perfectly implemented in both environments. Digital files and folders however, do require more than usual

attention concerning their names. Give them logical (classification number), meaningful names and other useful data (places and dates).

#### **4.1.4. Preservation: better than conservation!**

*\* Avoid the cost of conservation:*

Sometimes there is no other option than the conservation of valuable historical archives to save them and the information they hold for future generations. As amateur repairs are likely to make the damage worse, professional aid is the only option. The financial weight of these operations are usually hard to justify for other than founding documents. The best advice is to avoid conservation by keeping them in optimal conditions.

*\* Good materials are half the job:*

- Use quality paper for long term preservation, recycled paper can be used for documents that do not need to be preserved.
- Remove metal paper clips, staples, pins, adhesive tape, rubber bands and post-it's from documents and photos as they damage fast and easy.
- Archival documents should be wrapped in acid free paper and/or folders and packed in an acid free box. These archive boxes also offer protection from dust.
- Photos should be wrapped in sulphur and acid free material. Maps, plans and posters should be kept flat or wrapped round a tube.
- Choose open source, standardised or well documented file formats for your digital office files (pdf, odf, xml etc) and photos (tiff, jpeg etc). Avoid compression and password protection.

*\* Storage conditions are essential:*

- Try to avoid cellars, attics and garages, although a dry cellar combined with good isolation, heating and natural ventilation can be a good archival depot.
- Put archive racks and cabinets against interior walls, preferably at 10 cm distance from the wall and the ground. Exterior walls, that are more sensitive to outside temperature and humidity, are only an option when racks are put at a distance of at least 70 cm. Avoid archival storage in the proximity of drain and heating pipes.
- Pay attention to temperature (15-18° Celsius) and relative humidity (45%) and avoid fluctuations at all cost. They can be monitored with hygrometers, thermo-hygrographs, digital hand held temperature and relative humidity probes.
- Avoid direct (sun)light (max. 50 lux). UV light makes paper brittle and yellow and causes inks to fade.
- Magnetic tapes, computer tapes, floppy discs, cd-rom's and other optical discs are no good carriers for digital documents. Migrate them to an external hard disk drive (HDD). Combined with regular integrity checks, multiple backups at different locations (LOCKSS – Lots Of Copies Keep Stuff Safe) and to different carriers (cd and dvd), this is the most favorable option against possible data corruption or damage.

#### **4.1.5. Digitisation: a paperless archive?**

*\* The purpose of digitisation:*

The digitisation of records can have two purposes. Either it is carried out as a way of document management, so it allows several people to access remotely the same document at the same time while removing the necessity of holding the original on-site. Or it is used as a means of preserving documents by making them available to researchers without exposing the originals to wear-and-tear. Digitising also allows for great savings in space, and through proper use of metadata tags, allows for accurate searching of large quantities of material.

*\* Use SOAP for a clean scan:*

Digitisation is a labour intensive purpose, and can be costly, so you need to make sure each image produced is of high quality (min. 300 dpi, preferably 600 dpi) and worry about producing different versions later. The 'master' copy of each file should be treated as an archival document and kept as true to the original as possible. Versions of the master file for use, in publications, websites or intranets, should be created from the master file using Paintshop Pro, Adobe Photoshop, GIMP or similar graphics manipulation software, and stored as entirely separate files from the master. This approach is called SOAP: Scan Once for All Purposes.

#### **4.1.6. Access: locking away or opening up?**

*\* The research benefit:*

Besides internal users, party archives can expect requests for access from external users, such as historians or journalists. Rather than locking away, parties should consider opening up their archives. Allowing access may provide intellectual benefit for the party if an access policy is drawn up which finds a compromise between the needs of the organisation and the needs of the users. To external users access to party archives should always be considered a privilege rather than a right, and does not necessarily need to put stress on the archive-holding organisation.

*\* The right for information:*

As parties are private organisations, there is no legal right of access to those archives. There may be however some legal exceptions depending on local regulations. Under some personal data protection or privacy laws people have the right to know what information is stored about them and have it corrected if necessary. If the party or party organisations received public funding then all relevant records can be subject to freedom of information regulations.

*\* Transparent policies:*

Parties are private organisations, therefore it is perfectly acceptable to set a closure period for the archives. We advise a general 30 year closure period, but they may vary between 25, 50 or even 100 years. It is, however, essential to be clear, transparent and undiscriminatory about those restrictions. Researchers are understanding about refusal of access if they know that they are treated fair unbiased, rather than suspecting uninformed censorship.

Finally one general remark: regardless of the level of access to the archives, it is advisable, both for internal and external purposes, to not only have one party official or employee responsible for the archives, but also to communicate this, and preferably also other information regarding the archives, to the party members and the general public (for instance, on the website).



## **4.2**

### **Cooperation and coordination**

Among the party archives forming part of this survey, a substantial number is being cared for by the party itself. Notwithstanding the enthusiasm and genuine concern amongst many or indeed all responsible for the archives, there exists most of the time a lack of opportunity, know-how and/or resources to keep archival care and management up to standard. It however has been proven that for the management of the party as well as for historiographical purposes, respectively dynamic and static archives and documentation are indispensable.

This report therefore proposes three options to consider regarding the safeguarding and managing of the party archives; these can be executed separately or (preferably) combined; it also suggests away out of archival problems and worries.

#### ***Information***

After making the database public, the records will not only have to be constantly updated, but also increasingly added to. NISE will perform this task, as part of its general remit.

However, as the project has shown without a shadow of a doubt, questionnaires, corresponding and interviewing are valuable means to get to know the situation at a certain level. But there is only one way to be able to really assess the archival situation, which is a diversified and bespoke approach. This entails at one stage or another, visiting the location itself of party archives that have not yet been included into the list of visits.

This undertaking will have to lead to a document summarizing the situation and containing suggestions concerning the preservation and management of each individual archive. This document could be revised every five years by NISE.

This has to be accompanied by a general promotion of archival awareness among party officials. Not only the database, but also the findings and recommendations in this report will be brought to the attention of the public through the usual external communication channels of CMC and NISE, in this case especially directed at the political parties within EFA. In view of the subject of the survey and report, also other institutes, organisations and media will be targeted (for instance the International Council of Archives – Section of Archives and Archivists of Parliaments and Political Parties). Finally, all other nationalist and regionalist political parties who are not member of EFA will be made aware of the survey and the report.

All of this however does not automatically guarantee better management or even the naked preservation of the archives. Further action has to be taken, providing basic archival skills, through modern communication media as well as hand-on archival services, i.e. a manual and a consulting archivist.

## Manual

A manual will be available from now on to help party officials and volunteers with the management of the party archives. It contains general information, advice and guidelines, master documents and standards etc. on how to assess the context of archives, to arrange and preserve it, as well as regarding the digitisation of and access to the documents.

For a detailed content of the manual, see *Document 9*

The manual can be consulted on-line at the following address: <http://eic.nise.eu/>.

It will stay constantly updated and added to by the NISE Coordination Centre.

The screenshot shows the NISE website interface. On the left is a sidebar with the NISE logo and navigation links: Main page, Recent changes, Help, Resources (GTA Manual), and Toolbox (What links here, Related changes, Special pages, Printable version, Permanent link). The main content area is titled 'Category:GTA Manual' and includes a description of the manual's purpose. Below the description is a 'Contents [hide]' section with a list of six items: 1 Context, 2 Appraisal, 3 Arrangement, 4 Preservation, 5 Digitisation, and 6 Access. The 'Context' section is expanded, showing a list of topics: The importance of the history of your archives, Discovering the contents of your archives, The different usage of archive, and Locating and collecting archives. The 'Appraisal' section is also expanded, showing topics: Preliminary sorting: how, Extracting published and audiovisual materials: what and why, Retention policies (overview of retention policies in different European countries, applying a retention policy), and Cleaning the archives (what can be destroyed, how to destroy archives). The 'Arrangement' section is expanded, showing topics: Classification (Building a classification scheme, Arrangement model(s): theoretical and practical, Implementing a digital classification) and Cataloguing (International standards, Archival terminology, Software).

### ***"Flying archivist"***

The next stage, subsequent to this project, with an accompanying publication and database concerning the EFA party archives available, would preferably see a "flying archivist" at work, to assist with the most urgent and basic needs of the party archives, which the parties themselves cannot provide. This work could be limited to consulting but even extend to (one or two months) drawing up inventories and to providing appropriate shelves or boxes. With each party separately a cooperation agreement would have to be made, setting out the mutual obligations. This setting of ways, delivering of models and showing procedures to be followed, could in many a case constitute a world of difference.

The project will:

- organise the application process by EFA party members to CMC as well as the consequent selection process, resulting in three cases approved;
- sign with each participant separately a cooperation agreement, setting out the mutual obligations;
- send a qualified and experienced archivist for a maximum of 5 days to each of the selected party archives. This "flying archivist" will perform one, some or all of the following tasks, in accordance with the specific circumstances for each situation:
  - \* *consult on storage, materials, handling, arranging, drawing up finding aids, digitalisation, access regulations and procedures etc.;*
  - \* *execute an exemplary arrangement;*
  - \* *assist with finding and organising due material care and attention;*
  - \* *point to and arrange for the relevant ITC environment for digital born archives;*
  - \* *draw up a report with conclusions and recommendations for each participating party archives separately.*
- from the experience gained with the different cases, add to the on-line archival manual for the preservation and management of archives of nationalist and regionalist political parties.

The project aims:

- to set ways, delivering models and showing procedures to be followed;
- to create a basic acceptable level of archival care for all party archives;
- to engender archival awareness among party members and workers;
- to add to and disseminate the general knowledge on nationalist and regionalist party archives.

### ***Joining means and forces***

However, the guidance offered by the publication and database on the one hand and by a flying archivist on the other, lack sustainability and as well as the possibility of keeping updated over time. Also many parties will continue having insufficient resources to keep up to standards what the care and management of their archives is concerned.

A solution to this remaining problem lies in pooling together know-how and resources, under guidance of a professional archival institute, so as to ascertain best practices and benchmarking.

There already exists such an international organisation regarding political party archives: the International Council of Archives – Section of Archives and Archivists of Parliaments and Political Parties (ICA–SPP) (cf. <http://www.ica.org/792/about-section-for-archives-of-parliaments-and-political-parties-spp/about-parliamentary-and-political-party-archives-spp.html>).

Also nationally, there are organisations to that purpose, as for instance in the United Kingdom, the Political Parties and Parliamentary Archives Group, UK (PPPAG UK) (cf. <http://www.bodley.ox.ac.uk/pppag.htm>).

These organisations are however not really suited to accommodate non-professional archivists and institutes. There are also the specific circumstances of nationalist and regionalist parties and their archives to consider.

Those preconditions could however be met within the NISE framework (cf. <http://www.nise.eu>). A specific section for party archives could be created to that purpose. This NISE Network of Party Archives (NISE-NPA) would gather and provide information, develop joint action plans and together seek funding; the NISE-NPA could in turn join, as a whole, the aforementioned ICA–SSP. As for the rest of NISE, participation will not entail any financial cost; the pace and level of cooperation is decided by each participant autonomously.

It would therefore be recommendable that all party archives of nationalist and regionalist parties would be invited to join such a NISE-NPA.

### ***Depositing the archives***

There is of course the danger, for all archives, but certainly for archives of political parties, and even more so in the case of nationalist and regionalist movements, of willfully damaging or even destruction, as has already been the case for the Rainbow archives.

For such cases, there is the possibility to deposit that part of the archives and documentation which no longer is operational, with a professional archival and/or research institute. The party retains the ownership of the archives, with at the same time being assured of the safeguarding and professional care for their collection, free of charge. This goes of course also for less dramatic circumstances, for instance in those cases that the static archives are still at party headquarters or with officials of the party.

As local state-run institutes not always possess the necessary experience with and nous regarding the specific circumstances surrounding national and regional movements, i.e. parties, archives could be deposited with the ADVN, the archival and research centre in Antwerp, which acts as coordinator for NISE. For example, the Bayern Partei decided to transfer the archives that still were kept at its headquarters (and of some of local branches of the party) to the ADVN, this institute providing the safekeeping, registration, listing and publicizing (through the Internet website). The BP archives were deposited in the ADVN archives at the end of November 2010.

### 4.3

#### Coda

This report wants to emphasise the extra effort that will have to be made to explain the importance of archives. Archives are created as a result of carrying out tasks, of work processes and activities within organisations and with individuals. They are not only indispensable for the administration, but they play also an important role in decision making and organisational policy. They are moreover necessary for holding the professionals and managers of the organisation to account. There is also the undisputable historic interest of the archives (Brouwer 2009, 75). And, finally, archives are indispensable for the identity of any group, organisation or country. It goes without saying that in particular parties with group identity as their core business, are expected to pay attention to the need for and the needs of archives.

To benefit from the project also after it long has stopped, a continuing coordination of archival care and management and of data flow on a supra-national level, has to be arranged through structured cooperation. This has to promote the implementation of international procedures and standards by all parties involved, so as to raise the level of archival care and management.

This report, accompanied by the constantly increasing information on the individual cases via the permanently updated on-line database and manual, both managed by the NISE platform, as well as separate initiatives and projects, will not only increase archival awareness among but also actually ameliorate the situation for the archives of the EFA parties.



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## DOCUMENT 1

### List of parties

Below are listed alphabetically all the parties that were potentially subject to the project, accompanied by the following data:

- name (with abbreviation)
- location of party headquarters
- part of which movement
- status.

All party and place names are indicated in the relevant languages; the reference to the language used is based upon the ISO 639-2 Code for the Representation of Names of Languages – option "T" (terminology). For a full description of each party, conforming to the ISAAR–CPF standard, consult the database at NISE and CMC websites.

- ***Alleanza Libera Emiliana / Libertà Emiliana***

Cortemaggiore, Italy

Emilian

No member [stopped]

- ***Autonomie Liberté Participation Ecologie (ALPE)***

Aoste (fra) / Aosta (ita), Italy

Valdotanian

Member [previously *Renouveau Valdotaïn (RV)* until they merged in 2010 with *Lively Aosta Valley*, *Alternative Greens* and other left-wing groups, into this new party]

- ***Bayern Partei (BP)***

München (deu) / Munich (eng), Germany

Bavarian

Member

- ***Bloque Nacionalista Galego (BNG)***

Santiago de Compostela, Spain

Galician

Member

- ***Chunta Aragonesista (CHA)***

Zaragoza / Saragossa (eng), Spain

Aragonese

Member

- ***Die Friesen***

Aurich, Germany

East Frisian

Member

**- *Enotna Lista (EL)***

Čelovec (slv) / Klagenfurt (deu), Austria  
Slovene  
Member

**- *Esquerra Republicana de Catalunya (ERC)***

Barcelona, Spain  
Catalan  
Member

**- *Eusko Alkartasuna (EA)***

Donostia (eus) / San Sebastian (spa), Spain  
Basque  
Member

**- *Fryske Nasjonale Partij (FNP)***

Ljouwert (fry) / Leeuwarden (nld), Netherlands  
Frisian  
Member

**- *Lausitzer Allianz* (deu) / *Luzicka Alianca* (wen)**

Cottbus (deu) / Chóšebuz (wen), Germany  
Sorb  
Observer  
former: Wendische Volkspartei

**- *Liga Veneta Repubblica***

Verona, Italy  
Venetian  
Member

**- *Ligue Savoisienne***

Ugine, France  
Savoyard  
Member

**- *Lista per Fiume* (ita) / *Lista za Rijeku* (hrv)**

Fiume (ita) / Rijeka (hrv), Croatia  
Liburnian  
Member

**- *Mebyon Kernow (MK)***

Truru (cor) / Truro (eng), United Kingdom  
Cornish  
Member

**- *Megújult Magyarországi Roma Összefogás Párt (Renewed Roma Union Party of Hungary)***

Budapest, Hungary  
Roma  
Observer

- **Moravané**

Brno, Czech Republic  
Moravian  
Member

- **Mouvement Région Savoie (MRS)**

Chens-sur-Leman, France  
Savoyard  
Member

- **Movimento per l'Indipendenza della Sicilia (MIS)**

Santa Venerina, Italy  
Sicilian  
Observer

- **Nieuw-Vlaamse Alliantie (N-VA)**

Brussel (ndl) / Bruxelles (fra) / Brussels (eng), Belgium  
Flemish  
Member

- **Omo "Ilinden"-Pirin**

Blagoevgrad, Bulgaria  
Macedonian  
Member

- **Par cilvēka tiesībām vienotā Latvijā (PCTVL) (lav) / Za Prava Človeka v Edinoj Latvii (rus) / FHRUL-For Human Rights in United Latvia (eng)**

Riga, Latvia  
Russian  
Observer

- **Partido Andalucista (PA)**

Sevilla, Spain  
Andalusian  
Member

- **Partidu Sardu / Partito Sardo d'Azione (PSd'A)**

Cagliari, Italy  
Sardinian  
Member

- **Partit Occitan (PÒc)**

Saint Julien Chaptueil, France  
Occitan  
Member

- **Partitu di a Nazione Corsa (PNC)**

Bastia, France  
Corsican  
Member

- **Plaid Cymru (PC)**

Caerdydd (cym) / Cardiff (eng), United Kingdom  
Welsh  
Member

- **Polska Partia Ludowa (PPL) (pl) / Lietuvos Lenkų Liaudies Partija (LLLLP) (lit)**

Polish  
Wilno (pl) / Vilnius (lit), Lithuania  
Not member anymore

- **Pro deutschsprachigen Gemeinschaft (ProDG)**

Eupen, Belgium  
German  
Member

- **PSM-Entesa Nacionalista**

Palma, Spain  
Balearic  
Member

- **Renouveau Valdotain (RV), cf. ALPE**

- **Ruch Autonomii Śląska (RAŚ)**

Katowice, Poland  
Silesian  
Member

- **Schleswigsche Partei (deu) / Slesvigsk Parti (dan) (SP)**

Apenrade (deu) / Aabenraa (dan), Denmark  
German in Denmark  
Observer

- **Scottish National Party (SNP)**

Edinburgh, United Kingdom  
Scottish  
Member

- **Slovenska Skupnost (slv) / Unione Slovena (ita)**

Trst (slv) / Trieste (ita), Italy  
Slovene  
Member

- **Sociaal-Liberale Partij (S-LP)**

Brussel (ndl) / Bruxelles (fra) / Brussels (eng), Belgium  
Flemish  
Member (joined the party Groen!)

- **Strana Regiónov Slovenska (SRS)**

Košice, Slovak Republic  
Slovak-Regional  
Member

**- Südschleswigsche Wählerverband (SSW)**

Flensburg, Germany  
Danish (and Frisian) in Germany  
Member

**- Süd-Tiroler Freiheit**

Kaltern (deu) / Caldaro (ita), Italy  
South-Tirolese  
Observer

**- Svenska Folkpartiet (SFP)**

Swedish  
Helsingfors (swe) / Helsinki (fin), Finland  
No member (extra-curricular)

**- Unidá Nacionalista Asturiana (UNA)**

Uvieu (ast) / Oviedo (spa), Spain  
Asturian  
Prospective member

**- Union Démocratique Bretonne (UDB)**

Sant Brieg (bre) / Saint-Brieuc (fra), France  
Breton  
Member

**- Unitat Catalana**

Perpinya (cat) / Perpignan (fra), France  
Catalan  
Member

**- Unser Land**

Guewenheim, France  
Alsatian  
Member

**- Vinozhito / European Free Alliance – Rainbow**

Lerin (mkd) / Florina (ell), Greece  
Macedonian  
Member

**- Ålands Framtid**

Mariehamn, Finland  
Åland  
Member

## **DOCUMENT 2**

### **Questionnaire**

#### **2/a: English**

##### **a. Where are the archives and documentation kept?**

- at the party
  - where?
  
  - in what (kind of) room(s)?
  
- at an institute
  - which (name, address, brief identification: public/private, research/heritage)?
  
  - what are the terms of contract (if any) (in brief)?
  
- in private hands
  - who and where (brief identification)?
  
  - is there a (written) contract?
  
- in which conditions is it being kept?
  
- in what condition is it?

##### **b. What is its history?**

- has it always been in the same place?
  
- how was it created?
  
- who has kept it in the past?
  
- has it been reduced in the past?

- does it contain archives of defunct or other parties or of other organisations or individuals?

- is it still being used for day-to-day administration?

**c. What does it contain?**

- material (letters, reports, notes, publications, leaflets, audiovisual materials, clippings, objects etc.)

- content (subjects, series, events, personal etc.)

- begin- and end-dates (approximately)

- language(s)

**d. Is it arranged?**

How?

**e. Is it described?**

Name the finding aid(s)

**f. Who has access to it and in what way?**

- internal

- external

- what are the conditions for consulting it (embargos?)?

- what are the facilities (reading room, reproduction etc.)?

**g. Has (parts of) it been copied / digitised?**

If so, what (series)?

**h. Has research been done with the help of it?**

Name the publication(s)

**i. Who is responsible for it?**

- department

- person (name and function)

**j. Additional information**

**k. Name**

**Function**

**Date**



**2/b: French**

**GUIDE DES ARCHIVES ET DE LA DOCUMENTATION DES PARTIS MEMBRES DE  
L'ALLIANCE LIBRE EUROPEENNE (ALE)**

**ENQUETE**

**QUESTIONNAIRE DE BASE**

**! VEUILLEZ REMPLIR CE FORMULAIRE ET LE RENVOYER A : [luc.boeva@nise.eu](mailto:luc.boeva@nise.eu) !**

**a. Quelles sont les archives et la documentation conservées?**

- au parti
  - où?
  - dans quelle(s) pièce(s) ou quel type de pièce(s)?
- dans un institut
  - lequel (nom, adresse, brève identification: public/privé, recherche/patrimoine)?
  - quelles sont les conditions du contrat (le cas échéant) (en bref)?
- en mains privées
  - qui et où (brève identification)?
  - y a-t-il un contrat (écrit)?
- dans quelles conditions est-ce conservé?
- dans quel état est-ce?

**b. Quel est son historique?**

- a-t-il toujours été à la même place?
- comment a-t-il été créé?
- qui l'a conservé dans le passé?

- a-t-il été réduit dans le passé?

- contient-il des archives d'un parti dissous, d'autres partis ou d'autres organisations ou personnes?

- est-il encore utilisé pour l'administration au jour le jour?

**c. Que contient-il?**

- matériel (lettres, rapports, notes, publications, dépliants, matériel audiovisuel, coupures de presse, objets, etc.)

- contenu (sujets, séries, événements, personnel, etc.)

- dates de début et de fin (approximativement)

- langue(s)

**d. Est-il arrangé?**

Comment?

**e. Est-il décrit?**

Indiquer l'index ou les index de recherche

**f. Qui y a accès et de quelle manière?**

- en interne

- en externe

- quelles sont les conditions pour le consulter (embargos?)?

- quelles sont les infrastructures (salle de consultation, reproduction, etc.)?

**g. A-t-il été copié/numérisé en tout ou en partie?**

Si oui, quoi (séries)?

**h. A-t-il servi à des activités de recherche?**

Titre de la/des publication(s)

**i. Qui en est responsable?**

- département

- personne (nom et fonction)

**j. Informations complémentaires**

**k. Nom**

**Fonction**

**Date**

**! VEUILLEZ REMPLIR CE FORMULAIRE ET LE RENVOYER A : [luc.boeva@nise.eu](mailto:luc.boeva@nise.eu) !**

**2/c: Spanish**

**GUÍA DE LOS ARCHIVOS Y DE LA DOCUMENTACIÓN DE LOS PARTIDOS  
MIEMBROS DE LA ALIANZA LIBRE EUROPEA (ALE)**

**ENCUESTA**

**CUESTIONARIO DE PREGUNTAS BÁSICAS**

**¡POR FAVOR, RELLENEN ESTE CUESTIONARIO Y ENVÍENLO A: [luc.boeva@nise.eu](mailto:luc.boeva@nise.eu)!**

**a. ¿Dónde se guardan los archivos y la documentación?**

- En el partido:
  - ¿Dónde?
  
  - ¿En qué (tipo de) locales o dependencias?
- En una institución: ¿cuál? (nombre, dirección, breve descripción: pública/privada, investigación/conservación del patrimonio, etc.)
  - ¿Cuáles son los términos del contrato (si existe)? Describa brevemente
- En manos privadas:
  - ¿Quién y dónde? (breve descripción)
  
  - ¿Existe algún tipo de contrato (escrito)?
- ¿En qué condiciones se guardan estos archivos?
- ¿En qué estado están?

**b. ¿Cuál es la historia del archivo?**

- ¿Siempre se han conservado los documentos en el mismo lugar?
  
- ¿Cómo se creó?
  
- ¿Quién se encargaba antes de guardar el archivo?

- ¿Ha habido algún tipo de reducción o pérdida?
- ¿Contiene partidas de defunción u archivos de otros partidos, organizaciones o individuos?
- ¿Se sigue utilizando actualmente para las tareas administrativas ordinarias?

**c. ¿Qué contiene el archivo?**

- Tipo de documentos (cartas, informes, notas, publicaciones, panfletos, material audiovisual, recortes, objetos, etc.)
- Contenido (temas, series, acontecimientos, información personal, etc.)
- Fechas del primer y del último documento archivados (aproximadamente)
- Idioma(s)

**d. ¿Está ordenado?**

¿Cómo?

**e. ¿Está descrito?**

Nombre del/de los instrumento/s de descripción

**f. ¿Quién tiene acceso al archivo y de qué manera?**

- interno
- externo
  - ¿Cuáles son las condiciones de uso y de consulta (¿embargos)?
  - ¿De qué espacios se dispone para ello (sala de lectura, sala de reproducción etc.)?

**g. ¿Se han digitalizado/copiado partes del archivo (o su totalidad)?**

En caso afirmativo, ¿qué se ha digitalizado (series)?

**h. ¿Se ha hecho algún estudio o investigación con la ayuda de este archivo?**

Nombre de la/s publicación/es

**i. ¿De quién depende el archivo?**

- departamento

- persona (nombre y cargo)

**j. Información adicional**

**k. Nombre**

**Cargo**

**Fecha**

**¡POR FAVOR, RELLENEN ESTE CUESTIONARIO Y ENVÍENLO A: [luc.boeva@nise.eu](mailto:luc.boeva@nise.eu)!**

## **LEITFADEN FÜR ARCHIVE UND DOKUMENTATION DER MITGLIEDSPARTEIEN DER EUROPÄISCHEN FREIEN ALLIANZ (EFA)**

### **UMFRAGE**

#### **GRUNDLEGENDE FRAGEN**

**WIR BITTEN SIE, DIESES FORMULAR AUSZUFÜLLEN UND ZURÜCKZUSENDEN  
AN: [luc.boeva@nise.eu](mailto:luc.boeva@nise.eu)**

**a. Wo werden die Archive und die Dokumentation aufbewahrt?**

- bei der Partei- wo?
- in welchen (welcher Art von) Räumen?
- in einem Institut (Name, Adresse, kurze Identifizierung: öffentlich/privat, Forschung/Erbe)?
  - unter welchen Vertragsbedingungen (falls zutreffend) (in Kürze)?
- in privater Hand- wer und wo (kurze Identifizierung)?
  - gibt es einen (schriftlichen) Vertrag?
- unter welchen Bedingungen wird sie aufbewahrt?
- in welchem Zustand befindet sie sich?

**b. Wie kam sie zustande?**

- war sie immer am selben Ort?
- wie wurde sie erstellt?
- wer bewahrte sie früher auf?

- wurde sie früher gekürzt?
- enthält sie Archive nicht mehr existierender oder anderer Parteien, Organisationen oder Einzelner?
- wird sie immer noch für das Tagesgeschäft genutzt?

**c. Wie setzt sie sich zusammen?**

- Material (Briefe, Berichte, Notizen, Veröffentlichungen, Broschüren, audiovisuelles Material, Zeitungsausschnitte, Gegenstände, usw.)
- Inhalt (Themen, Serien, Veranstaltungen, Persönliches, usw.)
- Anfangs- und Enddaten (ca.)
- Sprache(n)

**d. Ist sie geordnet?**

Wie?

**e. Ist sie beschrieben?**

Nennen Sie die Suchhilfe(n)

**f. Wer hat Zugang und in welcher Weise?**

- intern
- extern
  - Sind Nutzungsbedingungen (Embargos?) vorgeschrieben?
  - Welche Ausstattung ist vorgesehen (Lesesaal, Kopierer, usw.)?

**g. Wurde sie (teilweise) vervielfältigt / digitalisiert?**



Falls ja, was (Serien)?

**h. Wurde sie zu Forschungszwecken benutzt?**

Nennen Sie eventuelle Veröffentlichung(en)

**i. Wer ist für sie verantwortlich?**

- Abteilung

- Person (Name und Funktion)

**j. Zusätzliche Angaben**

**k. Name**

**Funktion**

**Datum**

**WIR BITTEN SIE, DIESES FORMULAR AUSZUFÜLLEN UND  
ZURÜCKZUSENDEN AN: [luc.boeva@nise.eu](mailto:luc.boeva@nise.eu)**

**2/e: Italian**

**GUIDA AGLI ARCHIVI E ALLA DOCUMENTAZIONE DEI PARTITI MEMBRI  
DELL'ALLEANZA LIBERA EUROPEA (ALE)**

**INDAGINE**

**ALCUNE DOMANDE ESSENZIALI**

**LA PREGHIAMO DI RIEMPIRE IL SEGUENTE QUESTIONARIO E INVIARLO A:**  
[luc.boeva@nise.eu](mailto:luc.boeva@nise.eu)

**a. Dove sono tenuti gli archivi e i documenti?**

- nella sede del partito
  - dove?
  
- in quale (tipo di) stanza?
  
- in un istituto
  - quale (nome, indirizzo, breve identificazione: pubblico/privato, ricerca/patrimonio)?
  
- quali sono i termini del contratto (se esistenti) (in breve)?
  
- in mani private
  - chi e dove (identificazione)?
  
- esiste un contratto (scritto)?
  
- in che condizioni vengono tenuti?
  
- in che stato sono?

**b. Qual è la loro storia?**

- sono sempre stati nello stesso posto?
  
- come sono stati creati?

- chi li teneva in passato?
- sono stati ridotti di numero in passato?
- contengono archivi di partiti non più esistenti, di altri partiti o di altre organizzazioni o persone?
- vengono ancora usati per l'amministrazione di tutti i giorni?

**c. Che cosa contengono?**

- materiale (lettere, resoconti, appunti, pubblicazioni, volantini, materiale audiovisivo, ritagli di giornale, oggetti, etc.)
- contenuto (soggetto, serie, avvenimenti, fatti personali, etc.)
- date di inizio e di fine (approssimativamente)
- lingua (lingue)

**d. Sono in ordine?**

Come?

**e. Sono descritti?**

Nominare elementi utili a trovarli

**f. Chi vi aveva accesso e in che modo?**

- interno
- esterno
  - quali sono le condizioni per consultarli (divieti?)?
  - quali sono le strutture (sala di lettura, riproduzioni, etc.)?

**g. Sono (in parte) stati copiati / digitalizzati?**

In caso affermativo, quali (serie)?

**h. Sono state fatte delle ricerche con il loro aiuto?**

Nominare la (le) pubblicazione (-i)

**i. Chi ne è il responsabile?**

- ufficio

- persona (nome e funzione)

**j. Informazioni aggiuntive**

**k. Nome**

**Funzione**

**Data**

**LA PREGHIAMO DI RIEMPIRE IL SEGUENTE QUESTIONARIO E INVIARLO A:**  
[luc.boeva@nise.eu](mailto:luc.boeva@nise.eu)

## **DOCUMENT 3**

### **Respondents**

This document lists the parties and names of the respondents as a result of the questionnaire (3/a), the interview (3/b) and the visit (3/c).

#### **3/a: Respondents to the questionnaire**

(in alphabetical order)

- Bayern Partei
- Bloque Nacionalista Galego
- Fryske Nasjonale Partij
- Plaid Cymru
- Strana Regiónov Slovenska
- Südschleswigsche Wählerverband
- Süd-Tiroler Freiheit
- Svenska Folkpartiet
- Unser Land
- Vinozhito / European Free Alliance – Rainbow
- Ålands Framtid

**3/b: Respondents to the interview**

(in alphabetical order of party names):

- Florian Weber (Bayern Partei)
- Xabier Macias (Bloque Nacionalista Galego)
- Miguel Martínez Tomey (Chunta Aragonesista)
- Justine Hribernik (Enotna Lista)
- Marta Raira (Esquerra Republicana de Catalunya)
- Peio Urizar (Eusko Alkartasuna)
- Sybren Posthumus (Fryske Nasjonale Partij)
- Fabrizio Comencini (Liga Veneta Repubblica)
- Denis Pesut (Lista per Fiume)
- Davyth Hicks (Mebyon Kernow)
- Jiří Novotný (Moravané)
- David Vitkov (OMO "Ilinden"-Pirin)
- Franco Piretta (Partidu Sardu / Partito Sardo d'Azione)
- Zanna Karelina (Partija Par cilvēka tiesībām vienotā Latvijā)
- Peire Costa (Partit Occitan)
- Lucy Collyer (Partit Socialista de Mallorca-Entesa Nacionalista)
- Julia Sanguinetti (Partitu di a Nazione Corsa)
- Pia Morise (Renouveau Valdotain)
- Miklos Karvanský (Strana Regiónov Slovenska)
- Flemming Meyer (Südschleswigsche Wählerverband)
- Eva Klotz (Süd-Tiroler Freiheit)
- Ernesto Avelino Suárez Sáez (Unidá Nacionalista Asturiana)
- Pierre Fourel (Union Démocratique Bretonne)
- Guy Cazes (Unitat Catalana)
- Henry Matusch (Wendische Volkspartei)

- Rolf Granlund (Ålands Framtid)

### **3/c: Respondents during the visits made to the party archives**

- Bayern Partei  
16 June 2010 (spokespersons: Florian Weber and Thomas Hummel)
- Ålands Framtid  
21 September 2010 (spokesperson: Axel Johnson)
- Svenska Folkpartiet  
23 September 2010 (spokesperson: Lena Karhu)
- Enotna Lista  
23 November 2010 (spokesperson: Justina Hribernik)
- Moravané  
25 November 2010 (spokespersons: Milan Trnka, Zdeněk Zbožínek, Jaroslav Pazour and Stanislav Kozel)
- Union Démocratique Bretonne  
6 April 2011 (spokesperson: Jef Monnier)
- Unser Land  
9 May 2011 (spokesperson: Daniël Willmé)
- Südschleswigsche Wählerverband  
10 May 2011 (spokesperson: Martin Lorenzen)
- Ligue Savoisienne  
10 May 2011 (spokesperson: Patrice Abeille)
- Mouvement Région Savoie  
11 May 2011 (spokesperson: Pierre Ottin)
- Schleswigsche Partei  
11 May 2011 (spokesperson: Gösta Toft)
- Ruch Autonomii Śląska  
23 August 2011 (spokesperson: Michal Buchta)
- European Free Alliance-Rainbow  
16 September 2011 (spokesperson: Pavle Voskopoulos)
- Esquerra Republicana de Catalunya  
29 November 2011 (spokespersons: Josep Vall and Natàlia Lara)
- Eusko Alkartasuna  
29 November 2011 (spokesperson: Rafael Larreina Valderrama)
- Chunta Aragonesista  
1 December 2011 (spokespersons: Miguel Martinez Tomey and Josefina Muslen)



## **DOCUMENT 4**

### **Archival record / Master Record**

Based on: *ISAD(G): General International Standard Archival Description, Second Edition*.  
Available from: <http://www.ica.org/10207/standards/isadg-general-international-standard-archival-description-second-edition.html> [Last accessed 2 December 2011]

#### **4/a English**

##### *1. Identification area*

- 1.1. Reference code
- 1.2. Title
- 1.3. Date
- 1.4. Level of description
- 1.5. Extent and medium of the unit of description

##### *2. Context area*

- 2.1. Name of creator(s)
- 2.2. Institutional history
- 2.3. Archival history
- 2.4. Acquisition or transfer

##### *3. Content and structure area*

- 3.1. Scope and content
- 3.2. Appraisal, destruction and scheduling information
- 3.3. Accruals
- 3.4. System of arrangement

##### *4. Conditions of use and access area*

- 4.1. Conditions governing access
- 4.2. Conditions governing reproduction

4.3. Language

4.4. Physical characteristics and technical requirements

4.5. Finding aids

*5. Allied materials area*

5.1. Existence and location of originals

5.2. Existence and location of copies

5.3. Related units of description

5.4. Publications

*6. Note area*

6.1. Note

*7. Description control area*

7.1. Archivist's Note

7.2. Rules or Convention

7.3. Date(s) of descriptions

## **4/b French**

### *1. Zone d'identification*

1.1. Référence

1.2. Intitulé / analyse

1.3. Dates

1.4. Niveau de description

1.5. Importance matérielle et support de l'unité de description (quantité, volume ou dimension)

### *2. Zone du contexte*

2.1. Nom du producteur

2.2. Histoire administrative / Notice biographique

2.3. Historique de la conservator

2.4. Modalités d'entrée

### *3. Zone du contenu et de la structure*

3.1. Présentation du contenu

3.2. Evaluation, tris et éliminations, sort final

3.3. Accroissements

3.4. Mode de classement

### *4. Zone des conditions d'accès et d'utilisation*

4.1. Conditions d'accès

4.2. Conditions de reproduction

4.3. Langue et écriture des documents

4.4. Caractéristiques matérielles et contraintes techniques

4.5. Instruments de recherché

### *5. Zone des sources complémentaires*

5.1. Existence et lieu de conservation des originaux

5.2. Existence et lieu de conservation de copies

5.3. Sources complémentaires

5.4. Bibliographie

*6. Zone des notes*

6.1. Notes

*7. Zone du contrôle de la description*

7.1. Notes de l'archiviste

7.2. Règles ou conventions

7.3. Date(s) de la description

## **4/c Spanish**

### *1. Área de identificación*

- 1.1. Código(s) de referencia
- 1.2. Título
- 1.3. Fecha(s)
- 1.4. Nivel de descripción
- 1.5. Volumen y soporte de la unidad de descripción (cantidad, tamaño o dimensiones)

### *2. Área de contexto*

- 2.1. Nombre del o de los Productor(es)
- 2.2. Historia institucional / Reseña biográfica
- 2.3. Historia archivística
- 2.4. Forma de ingreso

### *3. Área de contenido y estructura*

- 3.1. Alcance y contenido
- 3.2. Valoración, Selección y Eliminación
- 3.3. Nuevos Ingresos
- 3.4. Organización

### *4. Área de condiciones de acceso y uso*

- 4.1. Condiciones de acceso
- 4.2. Condiciones de reproducción
- 4.3. Lengua / escritura(s) de la documentación
- 4.4. Características físicas y requisitos técnicos
- 4.5. Instrumentos de descripción

### *5. Área de Documentación Asociada*

5.1. Existencia y localización de los originales

5.2. Existencia y localización de copias

5.3. Unidades de descripción relacionadas

5.4. Nota de Publicaciones

*6. Área de Notas*

6.1. Notas

*7. Área de Control de la Descripción*

7.1. Nota del archivero

7.2. Reglas o Normas

7.3. Fecha(s) de la(s) descripción(es)

## **4/d German**

### *1. Identifikation*

- 1.1. Signatur(en)
- 1.2. Titel
- 1.3. Entstehungszeitraum
- 1.4. Verzeichnungsstufe
- 1.5. Umfang (Menge oder Abmessungen)

### *2. Kontext*

- 2.1. Name der Provenienzstelle
- 2.2. Verwaltungsgeschichte / Biographische Angaben
- 2.3. Bestandsgeschichte
- 2.4. Abgebende Stelle

### *3. Inhalt und innere Ordnung*

- 3.1. Form und Inhalt
- 3.2. Bewertung und Kassation
- 3.3. Neuzugänge
- 3.4. Ordnung und Klassifikation

### *4. Zugangs- und Benutzungsbedingungen*

- 4.1. Zugangsbestimmungen
- 4.2. Reproduktionsbestimmungen
- 4.3. Sprache / Schrift
- 4.4. Physische Beschaffenheit und technische Anforderungen
- 4.5. Findhilfsmittel

### *5. Sachverwandte Unterlagen*

5.1. Aufbewahrungsort der Originale

5.2. Kopien bzw. Reproduktionen

5.3. Verwandte Verzeichnungseinheiten

5.4. Veröffentlichungen

## *6. Anmerkungen*

6.1. Allgemeine Anmerkungen

## *7. Kontrolle*

7.1. Informationen des Bearbeiters

7.2. Verzeichnungsgrundsätze

7.3. Datum oder Zeitraum der Verzeichnung



## **4/e Italian**

### *1. Area dell'identificazione*

- 1.1. Segnatura/e o codice/i identificativo/i
- 1.2. Denominazione o titolo
- 1.3. Data/e
- 1.4. Livello di descrizione
- 1.5. Consistenza e support dell'unità di descrizione (quantità, volume, dimensione fisica)

### *2. Area delle informazioni sul contest*

- 2.1. Denominazione del/dei soggetto/i produttore/i
- 2.2. Storia istituzionale / amministrativa, nota biografica
- 2.3. Storia archivistica
- 2.4. Modalità di acquisizione o versamento

### *3. Area delle informazioni relative al contenuto e alla struttura*

- 3.1. Ambiti e contenuto
- 3.2. Procedure, tempi e criteri di valutazione e scarto
- 3.3. Incrementi previsti
- 3.4. Criteri di ordinamento

### *4. Area delle informazioni relative alle condizioni di accesso ed utilizzazione*

- 4.1. Condizioni che regolano l'accesso
- 4.2. Condizioni che regolano la riproduzione
- 4.3. Lingua / scrittura della documentazione
- 4.4. Caratteristiche materiali e requisiti tecnici
- 4.5. Strumenti di ricerca

### *5. Area delle informazioni relative a documentazione collegata*

5.1. Esistenza e localizzazione degli originali

5.2. Esistenza e localizzazione di copie

5.3. Unità di descrizione collegate

5.4. Bibliografia

*6. Area delle note*

6.1. Note

*7. Area di controllo della descrizione*

7.1. Nota dell'archivista

7.2. Norme o convenzioni

7.3. Data/e della descrizione

## DOCUMENT 5

### Archival record / Manual

Based on: *ISAD(G): General International Standard Archival Description, Second Edition*. Available from: <http://www.ica.org/10207/standards/isadg-general-international-standard-archival-description-second-edition.html> [Last accessed 2 December 2011]

#### 1. Identification area

##### 1.1. Reference code

*Purpose:* To identify uniquely the unit of description and to provide a link to the description that represents it.

*Rule:* Record, as necessary for unique identification, the following elements:

- the country code in accordance with the latest version of *ISO 3166 Codes for the representation of names of countries*;
- the repository code in accordance with the national repository code standard or other unique location identifier;
- a specific local reference code, control number, or other unique identifier.

All three elements must be present for the purpose of information exchange at the international level.

##### 1.2. Title

*Purpose:* To name the unit of description.

*Rules:* Provide either a formal title or a concise supplied title in accordance with the rules of multilevel description and national conventions.

If appropriate, abridge a long formal title, but only if this can be done without loss of essential information.

For supplied titles, at the higher level, include the name of the creator of the records.

At lower levels one may include, for example, the name of the author of the document and a term indicating the form of the material comprising the unit of description and, where appropriate, a phrase reflecting function, activity, subject, location, or theme.

Distinguish between formal and supplied titles according to national or language conventions.

##### 1.3. Date(s)

*Purpose:* To identify and record the date(s) of the unit of description.

*Rules:* Record at least one of the following types of dates for the unit of description, as appropriate to the materials and the level of description.

Date(s) when records were accumulated in the transaction of business or the conduct of affairs;

Date(s) when documents were created. This includes the dates of copies, editions, or versions of, attachments to, or originals of items generated prior to their accumulation as records.

Identify the type of date(s) given. Other dates may be supplied and identified in accordance with national conventions.

Record as a single date or a range of dates as appropriate. A range of dates should always be inclusive unless the unit of description is a record-keeping system (or part thereof) in active use.

1.4. Level of description

*Purpose:* To identify the level of arrangement of the unit of description.

*Rule:* Record the level of this unit of description (Fonds, Sub-fonds, Series, Sub-series, File, Item)

1.5. Extent and medium of the unit of description (quantity, bulk, or size)

*Purpose:* To identify and describe

a. the physical or logical extent and

b. the medium of the unit of description.

*Rules:* Record the extent of the unit of description by giving the number of physical or logical units in arabic numerals and the unit of measurement. Give the specific medium (media) of the unit of description.

*Alternatively,* give the linear shelf space or cubic storage space of the unit of description. If the statement of extent for a unit of description is given in linear terms and additional information is desirable, add the additional information in parentheses.

*Optionally,* where the unit of description is a record-keeping system (or part thereof) in active use, show the known extent at a given date and/or the extent in custody.

2. Context area

2.1. Name of creator(s)

*Purpose:* To identify the creator (or creators) of the unit of description.

*Rule:* Record the name of the organisation(s) or the individual(s) responsible for the creation, accumulation and maintenance of the records in the unit of description.

The name should be given in the standardised form as prescribed by international or national conventions in accordance with the principles of ISAAR(CPF).

2.2. Institutional history

*Purpose:* To provide an administrative history of, or biographical details on, the creator (or creators) of the unit of description to place the material in context and make it better understood.

*Rules:* Record concisely any significant information on the origin, progress, development and work of the organisation (or organisations). If additional information is available in a published source, cite the source.

The Information Areas of ISAAR(CPF) suggest specific informational elements that may be included in this element.

Record information such as the official name, the dates of existence, enabling legislation, functions, purpose and development of the body, its administrative hierarchy, and earlier, variant or successive names.

2.3. Archival history

*Purpose:* To provide information on the history of the unit of description that is significant for its authenticity, integrity and interpretation.

*Rules:* Record the successive transfers of ownership, responsibility and/or custody of the unit of description and indicate those actions, such as history of the arrangement, production of contemporary finding aids, re-use of the records for other purposes or software migrations, that have contributed to its present structure and arrangement. Give the dates of these actions, insofar as they can be ascertained. If the archival history is unknown, record that information.

*Optionally,* when the unit of description is acquired directly from the creator, do not record an archival history but rather, record this information as the *Immediate source of acquisition* (See 2.4.).

2.4. Immediate source of acquisition or transfer

*Purpose:* To identify the immediate source of acquisition or transfer.

*Rule:* Record the source from which the unit of description was acquired and the date and/or method of acquisition if any or all of this information is not confidential. If the source is unknown, record that information. *Optionally*, add accession numbers or codes.

3. *Content and structure area*

3.1. Scope and content

*Purpose:* To enable users to judge the potential relevance of the unit of description.

*Rule:* Give a summary of the scope (such as time periods, geography) and content, (such as documentary forms, subject matter, administrative processes) of the unit of description, appropriate to the level of description.

3.2. Appraisal, destruction and scheduling information

*Purpose:* To provide information on any appraisal, destruction and scheduling action.

*Rules:* Record appraisal, destruction and scheduling actions taken on or planned for the unit of description, especially if they may affect the interpretation of the material. Where appropriate, record the authority for the action.

3.3. Accruals

*Purpose:* To inform the user of foreseen additions to the unit of description.

*Rule:* Indicate if accruals are expected. Where appropriate, give an estimate of their quantity and frequency.

3.4. System of arrangement

*Purpose:* To provide information on the internal structure, the order and/or the system of classification of the unit of description.

*Rule:* Specify the internal structure, order and/or the system of classification of the unit of description. Note how these have been treated by the archivist. For electronic records, record or reference information on system design.

*Alternatively*, include any of this information in the Scope and Content element (3.1.) according to national conventions.

4. *Conditions of access and use area*

4.1. Conditions governing access

*Purpose:* To provide information on the legal status or other regulations that restrict or affect access to the unit of description.

*Rule:* Specify the law or legal status, contract, regulation or policy that affects access to the unit of description. Indicate the extent of the period of closure and the date at which the material will open when appropriate.

4.2. Conditions governing reproduction

*Purpose:* To identify any restrictions on reproduction of the unit of description.

*Rule:* Give information about conditions, such as copyright, governing the reproduction of the unit of description after access has been provided. If the existence of such conditions is unknown, record this. If there are no conditions, no statement is necessary.

#### 4.3. Language

*Purpose:* To identify the language(s), script(s) and symbol systems employed in the unit of description.

*Rule:* Record the language(s) and/or script(s) of the materials comprising the unit of description.

Note any distinctive alphabets, scripts, symbol systems or abbreviations employed.

*Optionally*, also include the appropriate ISO codes for language(s) (*ISO 639-1* and *ISO 639-2: International Standards for Language Codes*) or script(s), (*ISO 15924: International Standard for Names of Scripts*).

#### 4.4. Physical characteristics and technical requirements

*Purpose:* To provide information about any important physical characteristics or technical requirements that affect use of the unit of description.

*Rule:* Indicate any important physical conditions, such as preservation requirements, that affect the use of the unit of description. Note any software and/or hardware required to access the unit of description.

#### 4.5. Finding aids

*Purpose:* To identify any finding aids to the unit of description.

*Rule:* Give information about any finding aids that the repository or records creator may have that provide information relating to the context and contents of the unit of description. If appropriate, include information on where to obtain a copy.

### 5. Allied materials area

#### 5.1. Existence and location of originals

*Purpose:* To indicate the existence, location, availability and/or destruction of originals where the unit of description consists of copies.

*Rule:* If the original of the unit of description is available (either in the institution or elsewhere) record its location, together with any significant control numbers. If the originals no longer exist, or their location is unknown, give that information.

#### 5.2. Existence and location of copies

*Purpose:* To indicate the existence, location and availability of copies of the unit of description.

*Rule:* If the copy of the unit of description is available (either in the institution or elsewhere) record its location, together with any significant control numbers.

#### 5.3. Related units of description

*Purpose:* To identify related units of description.

*Rule:* Record information about units of description in the same repository or elsewhere that are related by provenance or other association(s). It is here that reference can be made to the relevant archives of party politicians. Use appropriate introductory wording and explain the nature of the relationship. If the related unit of description is a finding aid, use the finding aids element of description (3.4.5) to make the reference to it.

#### 5.4. Publication note

*Purpose:* To identify any publications that are about or are based on the use, study, or analysis of the unit of description.

*Rule:* Record a citation to, and/or information about a publication that is about or based on the use, study, or analysis of the unit of description. Include references to published facsimiles or transcriptions.

**6. Notes area**

**6.1. Note**

*Purpose:* To provide information that cannot be accommodated in any of the other areas.

*Rule:* Record specialised or other important information not accommodated by any of the defined elements of description.

**7. Description control area**

**7.1. Archivist's Note**

*Purpose:* To explain how the description was prepared and by whom.

*Rule:* Record notes on sources consulted in preparing the description and who prepared it.

**7.2. Rules or Conventions**

*Purpose:* To identify the protocols on which the description is based.

*Rule:* Record the international, national and/or local rules or conventions followed in preparing the description.

**7.3. Date(s) of descriptions**

*Purpose:* To indicate when this description was prepared and/or revised.

*Rule:* Record the date(s) the entry was prepared and/or revised.

## **DOCUMENT 6**

### **Political party record / Master record**

Based on: *ISAAR (CPF). International Standard Archival Authority Record for Corporate Bodies, Persons and Families. Second Edition, 2004.* Available from:  
<http://www.ica.org/10203/standards/isaar-cpf-international-standard-archival-authority-record-for-corporate-bodies-persons-and-families-2nd-edition.html> [Last accessed 2 December 2011]

#### *1 Identity area*

- 1.1 Type of entity
- 1.2 Authorized form(s) of name
- 1.3 Parallel forms of name
- 1.4 Standardized forms of name according to other rules
- 1.5 Other forms of name
- 1.6 Identifiers for corporate bodies

#### *2 Description area*

- 2.1 Dates of existence
- 2.2 History
- 2.3 Places
- 2.4 Legal status
- 2.5 Functions, occupations and activities
- 2.6 Mandates/Sources of authority
- 2.7 Internal structures/Genealogy
- 2.8 General context

#### *3 Relationships area*

- 3.1 Names/Identifiers of related corporate bodies, persons or families
- 3.2 Category of relationship



3.3 Description of relationship

3.4 Dates of the relationship

4 *Control area*

4.1 Authority record identifier

4.2 Institution identifiers

4.3 Rules and/or conventions

4.4 Status

4.5 Level of detail

4.6 Dates of creation, revision or deletion

4.7 Languages and scripts

4.8 Sources

4.9 Maintenance notes

## **DOCUMENT 7**

### **Archival holder record / Master record**

Based on: ISDIAH. International Standard for Describing Institutions with Archival Holdings. First Edition, 2008./Available from: <http://www.ica.org/10198/standards/isdiah-international-standard-for-describing-institutions-with-archival-holdings.html> [Last accessed 2 December 2011]

#### **[IDENTITY AREA]**

##### **1.1. Identifier**

The international archival code for the institution, containing the code for country and institution.

##### **1.2. Authorised form(s) of names**

The unique and authorised name identifying the institute.

##### **1.3. Parallel type(s) of names**

Other authorised names (also in other relevant languages).

##### **1.4. Other type(s) of names**

Non-authorised names, including acronyms and changes over time.

##### **1.5. Type**

Taxonomical categorisation of the institution, using the following categories: status (public/private); matter (archives/documentation/library); activity (education/museum/research); subject matter (general/language, minority, people/nationalism).

#### **[CONTACT AREA]**

##### **2.1. Location and address(es)**

Full address, incl. the name of the country and the URL of the website.

##### **2.2. Telephone/Fax/Email**

Telephone (tel.), incl. the international code/fax, incl. the international code/e-mail (<between brackets>).

##### **2.3. Contact persons**

Information needed to contact members of staff.

#### **[DESCRIPTION AREA]**

##### **3.1. History**

Information about the history of the institution (date of formation, changes of names, mandates, ownership, important events and developments etc.).

##### **3.2. Geographical and cultural context**

Information on the geographical-administrative-political entity [through link, see 7.2.], as well as relevant historical and cultural information [with link, see 7.1.].

3.3. Mandates/Sources of Authority

Indication any text (law, decree, charter) regulating the institution (powers, functions, responsibilities).

3.4. Administrative structure

Information on departments, sections etc.

3.5. Records management and collecting policies

Description of the collection and research area and policy and of the subsequent management (collecting: active survey work, gift, loan, purchase).

3.6. Building(s)

Information on the building(s) the institution occupies: history, architecture, reading room (capacity), storage area (capacity, conditions etc.).

3.7. Archival and other holdings

Concise description of the archives and other sources of the institution (contents, how and when formed etc.) [with link, see 7.3.].

3.8. Finding aids, guides and publications

Reference to the archival guide (published or not, incl. electronic) and other relevant publications (periodical, newsletter, series) by the institution [through link, see 7.4.].

*[ACCESS AREA]*

4.1. Opening times

Opening hours and days, seasonal and public holidays, closing dates etc.

4.2. Conditions and requirements for access and use

Entrance, appointment, reader ticket, letter of introduction, admission fees etc.

4.3. Accessibility

Information about travelling to the institution and details about facilities for the disabled.

*[SERVICES AREA]*

5.1. Research services

Reading room, information service, computer room, audio-visual, microfilm and microfiche reader, research undertaken by the archival institution (fees) etc.

5.2. Reproduction services

Facilities available for reproduction (photocopy, photograph, microfilm, digital), with conditions and restrictions as well as costs.

5.3. Public areas

Information about areas available to the public: exhibitions (permanent or temporary), cafeteria, restaurants, shop, restroom etc.

*[CONTROL AREA]*

6.1. Description identifier

6.2. Institution identifier

Providing the code for the institution responsible for the description.

6.3. Rules and/or conventions used

ISDIAH (modified)

6.4. Status

Drafting status: first draft or final or revised or deleted.

6.5. Level of detail

Minimal (1.1., 1.2., 2.1.: obligatory) or partially (any number of elements between minimal and full) or full (all elements).

6.6. Dates of creation, revision and deletion

When created, revised or deleted: year-month-day.

6.7. Language(s) and script(s)

Language / script used for the description.

6.8. Sources

Sources used for the description [through link, see 7.4.].

6.9. Maintenance notes

The names of the person(s) responsible for creating the description.

## **DOCUMENT 8**

### **Case examples**

To illustrate the very different sort of situation the archives involved in the survey, find themselves, a number of cases were selected to be presented here. They represent the following type of party archive, i.e. archival situation:

- parties having their archives held by a state institute. Example: Plaid Cymru;
- parties having their archives with a private institute. Example: Bloque Nacionalista Galego;
- parties with dispersed archives. Examples: Bayern Partei and RAS;
- parties with a long and chequered history (also regarding their archives). Example: Partito Sardo d'Azione;
- relatively recent parties, with a budding organisation. Example: Ålands Framtid;
- parties lacking resources for proper archival care. Examples: Moravané and Ligue Savoisienne;
- parties acting in a non-cooperative environment. Example: Union Démocratique Bretonne.

For each case, extracts from two database records (archival and holding) are printed in annex.

In one case, the Partito Sardo d'Azione (PSd'Az), the information still has to be gathered through a visit: its records will be included in the publication. Indeed, in all cases, also those printed in this report, additional information will continue to be entered. This goes of course also for all other party archives.

## Plaid Cymru (PC)

### View archival description

#### Fonds GB/0210/PLAMRU – Plaid Cymru Archives

##### Identity area

Reference code GB GB 0210 GB/0210/PLAMRU

Title Plaid Cymru Archives

Date(s) ☐ (1915-) 1925-now (Creation)

Level of description Fonds

##### Context area

Name of creator [Plaid Cymru](#) (1925-today)

Repository [Yr Archif Wleidyddol Gymreig](#)

Archival history The archives are held by the Welsh Political Archive (Yr Archif Wleidyddol Gymreig) at the National Library of Wales in Aberystwyth. Documentation is kept at [party headquarters in Cardiff](#).

##### Content and structure area

Scope and content The archives contain minutes, agendas and correspondence of the executive and other committees (1925-1997); general correspondence with many prominent party members and officials (1925-1998); minutes, correspondence and other papers of the various regional committees (1925-1997) and branches (1930-1992); minutes and records of the National Council (1967-1997); financial records, including those of the party's monthly newspaper Y Ddraig Goch and Welsh Nation and Cronfa Gwyl Dewi (1927-1996); arrangements for and programmes of conferences and Summer Schools (1933-1998); membership records (1930-1996); papers of the Gr?p Ymchwil -research group- ([1960]-1995); papers, including speeches and ephemera relating to elections (1929-1999); papers relating to the Adran Menywod - Women's Section- (1934-1996), and the Mudiad Ieuenctid -Youth Movement- (1964-1998); papers relating to the 1979 devolution referendum (1969-1983); papers relating to the 1997 referendum and Welsh Assembly (1992-1998); papers relating to Y Ddraig Goch, Welsh Nation and other publications (1932-1996); printed matter by Plaid Cymru and others including books, periodicals and pamphlets (1913-1996); press cuttings (1924-1996); circulars

##### Holders

[Yr Archif](#)  
[Wleidyddol](#)  
[Gymreig](#)

##### Creator

☐ [Plaid Cymru](#)

##### Fonds

[Fonds](#)  
[GB/0210/PLAMRU](#)  
- [Plaid Cymru](#)  
[Archives](#)

##### Export

☐ [Dublin Core](#)  
[1.1 XML](#)  
☐ [EAD 2002 XML](#)

(1938-1992); papers relating to the Parliamentary Party (1980-1996); papers of individuals and to various miscellaneous topics (1926-1998).

The archive also holds audiovisual materials and papers of political parties and politicians, related to the history and activities of Plaid Cymru.

**System of arrangement** The archives are managed professionally.

#### Conditions of access and use area

**Conditions governing access** Anyone can have access to the archives after gaining permission in writing of the Chief Executive of the party. Nevertheless there is a 10-year embargo on the Plaid Cymru archives. Readers are advised to make appropriate arrangements by contacting the enquiries department before visiting the Library.

**Language of material**

- English
- Welsh

**Finding aids** Catalogues of the National Library of Wales

#### Allied materials area

**Existence and location of copies** Plaid Cymru supports the ongoing digitisation of the National Library of Wales.

**Publication note** Besides a lot of research, there is to mention a publication of Dr Richard Wyn Jones: *Rhoi Cymru'n Gyntaf: Syniadaeth Plaid Cymru: Cyfrol 1* (Gwasg Prifysgol Cymru, 24 Sep 2007).

#### Access points

**Name access points**

- [Plaid Cymru](#) (Creator)

#### Description control area

**Dates of creation** 2011-2012  
**revision deletion**

**Sources** Data retrieved through questionnaire by Lowri Jackson received on 18/03/2010 and the catalogues of the Archives Network Wales and the National Library of Wales.

**Archivist's note** Tom Cobbaert, Harry Wils

## View Holders

### Yr Archif Wleidyddol Gymreig

Identifier GB 0210

Authorized form of name Yr Archif Wleidyddol Gymreig

Parallel form(s) of name 

- The Welsh Political Archive

Other form(s) of name 

- WPA

Contact information The National Library of Wales (NLW)

Aberystwyth

United Kingdom

SY 23 3BU

Telephone

+44 19-7063 2866

Fax

+44 19-7063 2883

Email

[jqj@llgc.org.uk](mailto:jqj@llgc.org.uk)

URL

[www.llgc.org.uk/index.php?id=503](http://www.llgc.org.uk/index.php?id=503)

Dr. J. Graham Jones (Head)

**History** The Welsh Political Archive forms part of the National Library of Wales. The WPA was set up in 1983 to coordinate the collection of documentary evidence of all kinds about politics in Wales.

**Administrative structure** In 1985 the NLW set up the Welsh Political Archive's Advisory Committee, which meets once a year. The members include politicians, historians, broadcasters and political scientists. The Committee provides an important link between the Archives and those active in Welsh politics.

**Records management and collecting policies** The WPA collects the records and papers of political parties, politicians, quasi-political organizations, campaigns and pressure groups; leaflets, pamphlets, ephemera, posters, photographs and tapes of radio and television programmes. The NLW has a legal right to receive (free of charge) a copy of all published material in Britain and Ireland (but it doesn't choose to accept everything) and it also selects and buys

Holdings

- [Plaid Cymru Archives](#)

Results 1 to 1 of 1



material which is relevant to Celtic studies. Sometimes people bequeath (leave) their collections or an item to the NLW and sometimes people wish to lend items on long term loans.

**Buildings** The Welsh Political Archive is housed by the National Library of Wales.

The building looks down over the town of Aberystwyth and Cardigan Bay in mid-Wales. The construction of the new Library began in 1911. As it had to be suitable as a place of national importance and also for climatological reasons, Sidney Greenslade's winning design had a solid and strong shape. The extensions of the Library over the years represent different architectural styles along the side of the building. The latest project was building a circular auditorium – within an internal courtyard.

**Holdings** The WPA includes national and some local records of all the major political parties active in Wales. The largest party archive is that of Plaid Cymru, which dates back to the party's foundation in 1925. It also has acquired the archives of several important politicians, including Gwynfor Evans (president of Plaid Cymru) and of quasi-political organizations and pressure groups.

**Finding aids, guides and publications** You can gain access to the Welsh Political Archive material through a online catalogue. The institute publishes a newsletter, the Welsh Political Archive Newsletter (°1985/86), containing news of activities and acquisitions and of sources in general.

**Opening times** Monday – Friday 9.30am – 6.00pm ; Saturday 9.30am – 5.00pm (limited service)

**Access conditions and requirements** Membership is free. A valid Library reader's ticket is necessary. Readers are advised to make appropriate arrangements by contacting the enquiries department before visiting the institute. Access to some records and papers is restricted by embargo. This is often the case with recent papers. For example, all the political parties restrict access to their records (e.g. a 10-year embargo on the Plaid Cymru Archives).

**Accessibility** The NLW can be reached by car (there is a car park), train (fifteen-minute walk) and bus (the bus station is next to the train station).

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**Accessibility** The NLW can be reached by car (there is a car park), train (fifteen-minute walk) and bus (the bus station is next to the train station).

**Maintenance notes** Elly Broes / Luc Boeva

## View Holders

### Plaid Cymru party headquarters

Holdings

No results

Identifier	GB/PC-HQ
Authorized form of name	Plaid Cymru party headquarters
Contact information	<p>Ty Gwynfor ; Park Grove 18</p> <p>Cardiff</p> <p>United Kingdom</p> <p>CF1 3BN</p> <p><b>Telephone</b></p> <p>+29 20 472272</p> <p><b>Email</b></p> <p><a href="mailto:post@plaidcymru.org">post@plaidcymru.org</a></p> <p><b>URL</b></p> <p><a href="http://www.plaidcymru.org">http://www.plaidcymru.org</a></p> <p>Dafydd Iwan (President)</p>
Administrative structure	Lowri Jackson is the research and policy officer of PC.
Buildings	The documentation is kept in a storeroom.
Holdings	The Plaid Cymru party headquarters hold documentation.
Description identifier	NISE-I-53
Institution Identifier	BE ADVN
Rules and/or conventions used	ISDIAH
Status	Draft
Level of detail	Minimal
Dates of creation, revision and deletion	January 17, 2011
Language(s)	<input type="radio"/> English
Sources	Questionnaire answered on 18 March 2010 by Lowri Jackson
Maintenance notes	Harry Wils

## Bloque Nacionalista Galego (BNG)

### View archival description

#### Fonds ES/FGS/BNG – Bloque Nacionalista Galego Archives

##### Identity area

Reference code ES ES/FGS ES/FGS/BNG

Title Bloque Nacionalista Galego Archives

Date(s) 

- 1982 - 2005 (Creation)

Level of description Fonds

##### Context area

Name of creator [Bloque Nacionalista Galego](#) (1982-today)

Repository [Fundación Galiza Sempre](#)

Archival history Until 2008 the archives were kept by the Secretariat of the BNG in their national headquarters on Rua de Santiago de Chile in Santiago de Compostela. From 2009 on the Galiza Sempre Foundation has charge of the archives. The archives are still used today for common administrative tasks.

##### Content and structure area

**Scope and content** The archives contain a variety of documents: reports, greeting cards, statistics, pamphlets, audiovisual materials (photos), press kits, brochures,... Furthermore it holds private collections, collections of organisations, documentary collections of Galician nationalism and special materials and iconographic collections. The private collections contain the Camilo Nogueira collection, the Francisco Garcia Suarez collection and the Emilio Noqueira Moure collection and also documents from nationalist leaders such as X.M. Beiras Torrado, the parliamentary group of the BNG in the Galician Parliament and members of the BNG in Congress such as Francisco Rodriguez, Carlos Aymerich, William Vasquez and Olaias Fernandez Davilla. The collections of organisations are the documentary collections of the Bloque Nacionalista Gallego and collections of Galician socio-political, nationalist organisations.

**System of arrangement** The archives are coordinated and partially described, following organic-functional criteria. The Galiza Sempre Foundation developed a classification table

##### Holders

[Fundación Galiza](#)

[Sempre](#)

##### Creator

- [Bloque Nacionalista Galego](#)

##### Fonds

[Fonds](#)

[ES/FGS/BNG](#)

- [Bloque](#)

[Nacionalista](#)

[Galego A...](#)

##### Export

- [Dublin Core 1.1 XML](#)
- [EAD 2002 XML](#)

based on functions and activities of the BNG because it offers the great advantage that it doesn't change so often. This classification table provides the basis for organising documents and preparing files. The Foundation uses a numerical code, which corresponds to the hierarchical structure of classification.

#### Conditions of access and use area

**Conditions governing access** There are two categories of users and there are specific rules for each type. On the one hand the external users can visit the consultation room from 9.00 a.m. to 14.00 p.m. from Monday to Friday. They have to fill out a consultation form with personal information and the reason of the request; it is also possible to make requests via forums or e-mail. Users have only access to the open files in the consultation room, not to the deposit area. Only two units can be asked at the same time. It is strictly forbidden to remove documentation out of the premises of the archive. If necessary, the archive staff is allowed to ask the user to identify himself. The consultation room can only be entered with paper and pencil. On the other hand the internal users (staff and national office of the Galiza Sempre Foundation and the BNG) follow the same standards as the external users, with the difference that they are entitled to the loan of original documents in their own workplace, always under control of the technical staff. There are some other restrictions for consultation: people have to state a research purpose, limitations can arise from the nature of the documents, their condition or other factors determined by law. Access will be considered then by the manager of the archive. In any case, the consultation of documentation dating from 2000 onwards, will always depend on the decision of the archive director.

**Conditions governing reproduction** Copies are made in a special room under supervision of the archive staff. Applicants can collect their copies in this room. In 2010 copies cost 0,06 Euro per sheet. Copies for publications cost 2,00 Euro per sheet and therefore applicants need to ask permission from the archive direction by submitting an appeal.

**Language of material** ☐ English

- French
- Galician
- Portuguese
- Spanish

**Physical characteristics and technical requirements** The documents are in excellent condition.

**Finding aids** The archives are partially described according to international standard (ISAD (G)). The description of each unit is made by introducing the data into a model or database with fields are directly based on the structures of the international standard ISAD (G).

#### Allied materials area

**Existence and location of copies** No part of the archives has been copied or digitised.

**Publication note** The documentation has been a source of advice to queries of various national and international researchers on Galician nationalism. To mention here is an American research on the BNG, a study on electoral marketing and a play of Manuel Anxo Fernandez Vaz. The most important publication so far is 'Formacion do Nacionalismo Galego Contemporaneo (1963–1984)' by Manuel Anxo Fernandez Vaz in 2003.

#### Access points

**Name access points** ◦ [Bloque Nacionalista Galego](#) (Creator)

#### Description control area

**Dates of creation** 2010

**revision deletion**

**Sources** Data retrieved through interview with Xabier Macias in Venice on 26/03/2010 and questionnaire received on 05/05/2010.

**Archivist's note** Tom Cobbaert, Harry Wils



## View Holders

### Fundación Galiza Sempre

**Identifier** ES/FGS

**Authorized form of name** Fundación Galiza Sempre

**Other form(s) of name** ☐ FGS

**Contact information** Avda. Rodríguez de Viguri 16  
Santiago de Compostela  
Spain  
15702

**Telephone**  
+34 981-55 42 00

**Fax**  
+34 981-55 53 42

**Email**  
[fgs@galizasempre.org](mailto:fgs@galizasempre.org)

**URL**  
[www.galizasempre.org](http://www.galizasempre.org)

Xabier Macias Virgós (Director)

### Holdings

- ☐ [Bloque](#)
- ☐ [Nacionalista](#)
- ☐ [Galego](#)
- ☐ [Archives](#)

Results 1 to 1 of 1

**History** The Galiza Sempre Foundation is a private institution, created in 1999 with two main objectives : a) the dissemination of the national identity of Galicia, its history and the socio-political reality of the Galician nationalism. b) the study and development of political, social, economic and cultural thought of Galicia.

**Mandates/Sources of authority** FGS is registered under the number 1999/15 in the register of fundacións de interese galego of the Xunta de Galicia.

**Records management and collecting policies** The archives are stored on the ground floor in a separated room of about 20 square meters. This is a completely independent unit with a compact cabinet on rails, 3.50 meters deep by 3.70 meters long. It consists of five modular units of cupboards wich move on tracks set in the pavement. On the first floor is a room that serves as a workplace where the archives are handled. There is a large table and enough room to work with the packing material (boxes, folders,...) All files are stored in optimal conditions. In terms of conservation, the documents are stored on paper, with



a temperature between 15 and 25 degrees, a relative humidity of 45 to 65% and an artificial light that doesn't exceed 200 lux. Against light, dust, humidity and heat following measures were taken: no documents beside windows or close to fluorescent light, documents always placed in folders and containers, no documents in areas where pipes pass and far away from heat sources. For their protection the photos are kept in envelopes and paper wrappers which contain no adhesive, acidity, polyethylene, acetate or polyester. They are kept away from heat sources because high temperature accelerates the aging process and too much humidity causes discoloration. For quite the same reasons CDs, cassettes, videos and computer disks are stored in plastic containers.

**Buildings** The headquarters of the Fundacion Galiza Sempre are located on the first floor of a building where the Bloque Nacionalista Galego also has its headquarters on the ground floor.

**Holdings** The Fundacion Galiza Sempre has charge of the archives of the Bloque Nacionalista Galego party (1982-2005) with a variety of documents: reports, forums, greeting cards, statistics, pamphlets, audiovisual materials (photos), press kits and publicity brochures. The archives of the Bloque Nacionalista Galego contain private collections, collections of organisations, documentary collections of Galician nationalism and special materials and iconographic collections. The private collections contain the Camilo Nogueira collection, the Francisco Garcia Suarez collection and the Emilio Nogueira Moure collection and also documentation from nationalist leaders such as X.M. Beiras Torrado, the parliamentary group of the BNG in the Galician Parliament and members of the BNG in Congress such as Francisco Rodriguez, Carlos Aymerich, William Vasquez and Olaias Fernandez Davilla. The collections of organisations are the documentary collections of the Bloque Nacionalista Galego and collections of Galician socio-political, nationalist organisations.

**Research services** The institute publishes books including a series: Ideas

impresas. It also holds seminars and conferences, as well as exhibitions.

**Description Identifier** NISE-I-27

**Institution Identifier** BE ADVN

**Rules and/or conventions used** ISDIAH

**Status** Draft

**Level of detail** Partial

**Dates of creation,** January 17, 2011

**revision and deletion**

**Language(s)** ☐ English

**Sources** Interview by Luc Boeva and Elly Broes with Xabier Macias in Venice on 26/03/2010 and questionnaire received on 05/05/2010.

**Maintenance notes** Elly Broes / Luc Boeva / Harry Wils

## Bayern Partei (BP)

### View archival description

#### Fonds BE/ADV N/AC884 – Bayernpartei Archives

##### Identity area

Reference code BE BE/ADV N BE/ADV N/AC884

Title Bayernpartei Archives

Date(s) 

- 1951 - 2010 (Creation)

Level of description Fonds

##### Context area

Name of creator [Bayernpartei](#) (1946-today)

Repository [Archief- en Documentatiecentrum voor het Vlaams-nationalisme](#)

Archival history A major part of the party archives until 1979 were sold to the [Bayerisches Hauptstaatsarchiv](#) around 1984 (probably 1982). Though the Hauptstaatsarchiv continued to receive some archival donations in the following years, the main archives were kept by the party president Max Zierl in Pentling. From the years 1990 on the archives remained at the party headquarters in Munich. In 2010 the party gave the archives not used for daily administration in custody to the ADVN. Finally, a collection of personal archives and research materials concerning the BP are kept at the [Institut für Zeitgeschichte](#).

##### Content and structure area

Scope and content The archives contain correspondence, meeting reports, press reports, financial documents, member administration and campaign material (posters, leaflets etc).

System of arrangement There is no set system of arrangement yet.

##### Conditions of access and use area

Conditions governing access The archives are accessible for everyone, internal as well as external, providing the general rules and regulations of the ADVN, BayHSta or IfZ are applied

Language of material 

- English
- German

Physical characteristics and technical requirements The documents are in good condition.

##### Holders

[Archief- en Documentatiecentrum voor het Vlaams-nationalisme](#)

##### Creator

- [Bayernpartei](#)

##### Fonds

[Fonds BE/ADV N/AC884 - Bayernpartei Archives](#)

##### Export

- [Dublin Core 1.1 XML](#)
- [EAD 2002 XML](#)

**Finding aids** An inventory of the archives in the ADVN is planned to appear before the end of 2012, the archives in the IfZ are available in the online catalog, the inventories or Findbücher of archives in the BayHStA are only available in the reading room.

#### Access points

**Name access points**

- [Bayernpartei](#) (Creator)

#### Description control area

**Dates of creation** 2010-2011

**revision deletion**

**Sources** Data retrieved through questionnaire with (?) received on (?), the files and catalogues of the ADVN, the catalogues of the Bayerisches Hauptstaatsarchiv and the Institut für Zeitgeschichte and correspondence with the Bayerisches Hauptstaatsarchiv.

**Archivist's note** Tom Cobbaert

## View Holders

### Archief- en Documentatiecentrum voor het Vlaams- nationalisme

**Identifier** BE/ADV N

**Authorized form of name** Archief- en Documentatiecentrum voor het Vlaams-  
nationalisme

**Parallel form(s) of name**

- ADV N, archief-, documentatie- en  
onderzoekscentrum

**Other form(s) of name**

- ADV N, Archives, Documentation and Research  
Centre

**Contact information** Lange Leemstraat 26

Antwerp

Belgium

2018

**Telephone**

+32 3 225 18 37

**Fax**

+32 3 226 64 05

**Email**

[info@advn.be](mailto:info@advn.be)

**URL**

[www.advn.be](http://www.advn.be)

Koen De Scheemaeker (Director) ; Luc Boeva  
(Coördinator NISE)

**History** The ADVN was founded in 1984 in Antwerp. The institute has an archival and documentation assignment concerning nationalism and national movements in general, and Flemish nationalism and the Flemish movement in particular. The institute also does scientific research on all theoretical, general and specialized topics in the field of nationalism. It moreover partakes in a number of state-funded database projects, like ODIS (a database on Flemish intermediary structures: [www.odis.be](http://www.odis.be)) and Archiefbank Vlaanderen (the archival database for private archives in Flanders: [www.archiefbank.be](http://www.archiefbank.be)). The ADVN publishes the results of its research through conferences, exhibitions and publications

#### Holdings

- [Bayernpartei Archives](#)
- [Nieuw-Vlaamse Alliantie Archives](#)
- [Sociaal-Liberale Partij Archives](#)

Results 1 to 3 of 3

<b>Geographical and cultural context</b>	Flanders is a region and community in Belgium. The Flemish movement from the 19th and Flemish nationalism from the early 20th century onwards strived for the cultural, linguistic, social, economic and political emancipation of the Flemish people
<b>Mandates/Sources of authority</b>	The institute is recognized by decree and funded by the Flemish Community.
<b>Records management and collecting policies</b>	The ADVN collects, preserves and describes all sorts of historical sources on nationalism and national movements in general, and Flemish nationalism and the Flemish movement in particular and including related subjects as cultural identity, migration or the new social movements.
<b>Finding aids, guides and publications</b>	L. Boeva, 'Fontes fons scientiæ. Overzicht van de archieven bewaard in het ADVN', Antwerpen, ADVN, 2004, is the archival guide; 'Wetenschappelijke tijdingen' is the leading scientific journal on the history of the Flemish movement; 'ADV-N-Mededelingen': is a free newsletter
<b>Opening times</b>	Monday-Friday: 9am - 4pm
<b>Access conditions and requirements</b>	specific
<b>Accessibility</b>	train-tram-bus
<b>Research services</b>	The sources are made available for research in its reading room. They are also used for publications and exhibitions and for media purposes (newspapers, periodicals, television, radio).
<b>Description Identifier</b>	NISE-I-5
<b>Institution Identifier</b>	BE ADVN
<b>Rules and/or conventions used</b>	ISDIAH
<b>Status</b>	Draft
<b>Level of detail</b>	Minimal
<b>Dates of creation, revision and deletion</b>	February 19, 2012
<b>Language(s)</b>	<input type="radio"/> English
<b>Maintenance notes</b>	Elly Broes / Luc Boeva

## View Holders

### Bayerisches Hauptstaatsarchiv

Identifier DE/M333

Authorized form of name Bayerisches Hauptstaatsarchiv

Other form(s) of name ☐ BayHStA

Contact information Ludwigstrasse 14

München

Germany

80539

Telephone

+49 89 28638 2596

Fax

+49 89 28638 2954

Email

[poststelle@bayhsta.bayern.de](mailto:poststelle@bayhsta.bayern.de)

URL

<http://www.qda.bayern.de/>

Holdings

No results

**Holdings** The Bayerisches Hauptstaatsarchiv, dept. V. legacies and collections, holds the archives of the Bayernpartei.

**Finding aids, guides and publications** There are two inventories made of the Bayernpartei Archives in the Bayerisches Hauptstaatsarchiv:

- ☐ Findbuch zu Akten der Bayernpartei I;
- ☐ Findbuch zu Akten der Bayernpartei II (2008).

**Opening times** Mo-Th: 8.30 -18.30

Fr: 8.30 - 13.30

**Description identifier** NISE-I-50

**Institution identifier** BE ADVN

**Rules and/or conventions used** ISDIAH

**Status** Draft

**Level of detail** Minimal

**Dates of creation,** February 19, 2012

**revision and deletion**

**Language(s)** ☐ English

**Maintenance notes** Tom Cobbaert



## View Holders

### Institut für Zeitgeschichte

Identifier DE/M352

Authorized form of name Institut für Zeitgeschichte

Parallel form(s) of name ☐ Stiftung zur wissenschaftlichen Erforschung der Zeitgeschichte

Other form(s) of name ☐ IfZ

Contact Information Leonrodstrasse 46b  
München  
Germany  
80636

Telephone  
+49 89 12688 0

Fax  
+49 89 12688 191

Email  
[archiv@ifz-muenchen.de](mailto:archiv@ifz-muenchen.de)

URL  
<http://www.ifz-muenchen.de/>

Prof. Dr. Dr. h. c. mult. Horst Möller

History The institute was founded in 1949.

Geographical and cultural context The Institute of Contemporary History, Institut für Zeitgeschichte (IfZ), located in Munich is a national research institution having the legal status of a publicly endowed foundation. Until the seventies the Institute's research dealt primarily with National Socialist dictatorship and its origins, the Weimar Republic, as well as the Allied period of occupation. Since then, new lines of study in the history of the Federal Republic of Germany and former East Germany have been found.

Holdings The institutes archives store unpublished works by politicians, scholars and journalists, as well as records of political parties and private associations. From the Nuremberg Trials there are records of court sessions, indictments and sentences of war criminals, as well as an extensive collection of printed media consisting of

Holdings

No results

government documents, newspapers, press releases and leaflets. Transcripts of the records of the Office of Military Government for Germany (U.S.) (OMGUS) are available on microfiche.

ED 719, Bestand Bayernpartei (1945-1972): collection of personal archives and research materials concerning the Bayernpartei.

**Opening times** Mo-Fr: 8.30-16.30  
**Description Identifier** NISE-I-60  
**Institution identifier** BE ADVN  
**Rules and/or conventions used** ISDIAH  
**Status** Draft  
**Level of detail** Minimal  
**Dates of creation, revision and deletion** February 19, 2012  
**Language(s)** ☐ English  
**Maintenance notes** Tom Cobbaert

## Ruch Autonomii Śląska (RAŚ)

### View archival description

#### Fonds PL/RAS – Ruch Autonomii Śląska Archives

##### Identity area

**Reference code** PL/RAS  
**Title** Ruch Autonomii Śląska Archives  
**Date(s)** ☐ - (Creation)

**Level of description** Fonds

##### Context area

**Name of creator** [Ruch Autonomii Śląska](#) (1990-today)  
**Archival history** There has never been a central archives. Archives are kept at the party headquarters in Katowice, as well as in the former seat in Rybnik and with the different local branches and politicians. Recently the administration i.e. the archives became largely digital.

##### Content and structure area

**Scope and content** The archives contain the member administration, financial documents, periodicals etc.  
**System of arrangement** The archives are not arranged.

##### Conditions of access and use area

**Conditions governing access** Access is granted to all members.  
**Finding aids** The archives are not described.

##### Access points

**Name access points** ☐ [Ruch Autonomii Śląska](#) (Creator)

##### Description control area

**Rules and/or conventions used** 2012  
**Sources** Data retrieved through visit in loco (and at the Silesian parliament in Katowice) with Michał Kies on 23/08/2011.  
**Archivist's note** Tom Cobbaert

##### Creator

- ☐ [Ruch Autonomii Śląska](#)

##### Fonds

- [Fonds PL/RAS - Ruch Autonomii Śląska Archives](#)

##### Export

- ☐ [Dublin Core 1.1 XML](#)
- ☐ [EAD 2002 XML](#)

## ***Partito Sardo d'Azione (PSd'Az)***

[to be added in the publication]

## Ålands Framtid

### View archival description

#### Fonds FI AF 001 – Ålands Framtid Archives

##### Identity area

**Reference code** FI FI/AF-PO FI AF 001

**Title** Ålands Framtid Archives

**Date(s)**

- 2003-now (Creation)

**Level of description** Fonds

**Extent and medium** approx. 2m

##### Context area

**Name of creator** [Ålands Framtid](#) (1999-present)

**Repository** [Ålands Framtid parliamentary office](#)

**Archival history** The archives were created from the election of two representatives of the party into the Åland parliament onwards. Since the foundation of the party in 2003, it has always been kept in the party office in the Åland parliament building and under control of the party staff.

##### Content and structure area

**Scope and content** The archives contain documents concerning party meetings, lists of party members with personal information, financial documents, documents regarding the parliamentary work (motions, proposal, notes etc.) as well as documentation and publications about Ålands history, politics and statistics. It also contains archives of party chairman Andres Eriksson. A large part of the archives is digital born or kept digitally.

**Appraisal, destruction and scheduling** Reduction of the archives will take place in the future.

**System of arrangement** The archival documents are arranged by type of document and then filed chronologically.

##### Conditions of access and use area

**Conditions governing access** The archives are accessible only for internal users (with restrictions for financial documents, which only can be lifted by the chairman).

**Language of material**

- English
- Swedish

##### Holders

[Ålands Framtid parliamentary office](#)

##### Creator

- [Ålands Framtid](#)

##### Fonds

[Fonds FI AF 001 - Ålands Framtid Archives](#)

##### Export

- [Dublin Core 1.1 XML](#)
- [EAD 2002 XML](#)

**Physical characteristics and technical requirements** The documents are in good condition.

**Finding aids** The archives are not described.

#### Allied materials area

**Existence and location of copies** Since 2008 a large part of the archives is digitised.

**Publication note** No research has been done with the archives.

#### Access points

**Name access points**

- [Ålands Framtid](#) (Creator)

#### Description control area

**Status** Final

**Level of detail** Full

**Dates of creation** 2010

**revision deletion**

**Sources** Data retrieved through questionnaire by Axel Jonsson (party secretary) received on 21/07/2010, interview with Rolf Granlund in Venice on 26/03/2010 and a visit in loco with Axel Jonsson on 21/09/2010.

**Archivist's note** Tom Cobbaert, Harry Wils

## View Holders

### Alands Framtid parliamentary office

#### Holdings

Identifier FI/AF-PO

Authorized form of name Alands Framtid parliamentary office

Parallel form(s) of name ☐ Ålands Framtid parliamentary office

Contact information Post Box 69

Mariehamn

Finland

22101

Telephone

+358 (0)18 25366

Email

[info@alandsframtid.ax](mailto:info@alandsframtid.ax)

URL

<http://www.alandsframtid.ax>

Anders Eriksson (President)

**Buildings** The archives are kept in the Åland parliament building, in the office of Ålands Framtid, a small room with some shelves and a table with four chairs.

**Holdings** The party office holds the archives of Åland Framtid (2003-today).

**Reproduction services** There is no reproduction facility.

**Public areas** There is no reading room.

**Description identifier** NISE-I-59

**Institution identifier** BE ADVN

**Rules and/or conventions used** ISDIAH

**Status** Draft

**Level of detail** Minimal

**Dates of creation,** February 9, 2012

**revision and deletion**

**Language(s)** ☐ English

**Sources** Questionnaire by Axel Jonsson and interview in loco by Luc Boeva and Elly Broes

**Maintenance notes** Harry Wils

Results 1 to 1 of 1



## Moravané

### View archival description

#### Fonds CZ/Mo – Moravané archives

##### Identity area

**Reference code** CZ CZ/Mo-HQ CZ/Mo  
**Title** Moravané archives  
**Date(s)**

- (1968) 1992-now (Creation)

**Level of description** Fonds

##### Context area

**Name of creator** [Moravané](#) (2005-today)  
**Repository** [Moravané party headquarters](#)  
**Archival history** The archives are in principle kept at the party headquarters in Brno (as well as at the party branches), but are, due to a leaking roof, for the moment kept by a limited number of party officials (names and location known).

##### Content and structure area

**Scope and content** The archives contain all documents regarding the activity of the party (meetings, elections a.s.o.), pertaining to letters, reports, notes, publications leaflets, audiovisual materials (photographs). It also contains the archives of its predecessors: the Hnutí samosprávné Moravy a Slezska (SMS) and the Morávská demokratická strana (Mds)-only partly- as well as from the Society for Moravians and Slovaks (Bata).  
**System of arrangement** The archives are thematically arranged in files and chronologically within each file.

##### Conditions of access and use area

**Conditions governing access** Only the president, vice-presidents and heads of committees have access.  
**Language of material**

- Czech

  
**Physical characteristics and technical requirements** The documents are in average condition.  
**Finding aids** The finding aids are to be made available.

##### Allied materials area

##### Holders

[Moravané party headquarters](#)

##### Creator

- [Moravané](#)

##### Fonds

[Fonds CZ/Mo](#)  
- [Moravané archives](#)

##### Export

- [Dublin Core 1.1 XML](#)
- [EAD 2002 XML](#)



**Existence and location of copies** Parts of the archives have been copied; the meeting reports have been digitised.

**Related units of description** There are party archives in each local branch of the party.

#### Access points

**Name access points**

- [Moravané](#) (Creator)

#### Description control area

**Dates of creation** 2010-2011

**revision deletion**

**Sources** Data retrieved through interview with Jiří Novotný in Venice on 26/03/2010 and visit in loco with Milan Trnka, Zdeněk Zbožínek, Jaroslav Pazour and Stanislav Kozel on 25/11/2010.

**Archivist's note** Luc Boeva, Tom Cobbaert

## View Holders

### Moravané party headquarters

Identifier	CZ/Mo-HQ
Authorized form of name	Moravané party headquarters
Contact information	Solnicni 8 Brno Czech Republic 60200
Administrative structure	Milan Trnka acts as archivist.
Records management and collecting policies	A leaking roof has caused the archives to be partly and temporarily removed. A recent, dynamic part of the archives are kept at the party headquarters.
Buildings	The building is owned by the city council. The Moravané party headquarters are located in three adjacents rooms on a floor of a large building. At present, the party is negotiating with the owner of the building, the city council, the repair of a leaking roof.
Holdings	The Moravané party headquarters hold the Moravané party archives (1968 and 1992-today); it also holds archives of the Hnutí samosprávné Moravy a Slezska (SMS) and the Morávská demokratická strana (Mds)- only partly- as well as the Society for Moravians and Slovaks (Bata).
Finding aids, guides and publications	Yes (they will be send through e-mail to NISE.)
Description identifier	NISE-I-47
Institution identifier	BE ADVN
Rules and/or conventions used	ISDIAH (modified)
Status	Draft
Level of detail	Minimal
Dates of creation, revision and deletion	February 6, 2012
Language(s)	English
Sources	Data retrieved through interview of Jiří Novotný in Venice on 26/03/2010 and of Milan Trnka, Zdeněk Zbožínek, Jaroslav Pazour and Stanislav Kozel in loco

### Holdings

- [Moravané archives](#)

Results 1 to 1 of 1

on 25/11/2010.

**Maintenance notes** Luc Boeva

## Ligue Savoisienne

### View archival description

#### Fonds FR/LS – La Ligue Savoisienne Archives

##### Identity area

**Reference code** FR FR/LS-HQ FR/LS  
**Title** La Ligue Savoisienne Archives  
**Date(s)** ☐ 1996-now (Creation)

**Level of description** Fonds

##### Context area

**Name of creator** [La Ligue Savoisienne](#) (1994-today)  
**Repository** [La Ligue Savoisienne party headquarters](#)  
**Archival history** The archives were originally kept by the secretary general, but were moved in 2007 to the party headquarters in Ugine.

##### Content and structure area

**Scope and content** The archives contain letters, financial documents, member administration, meeting reports of local and regional councils and Régions et Peuples Solidaires (RPS), files concerning congresses, elections and legal cases, photos and other audiovisual materials, editorial files of party periodicals and other party publications.  
**System of arrangement** The archives are thematically arranged in files and chronologically within each file.

##### Conditions of access and use area

**Conditions governing access** Only administrators and members of the party can consult the archives when asked for.  
**Language of material** ☐ French

**Physical characteristics and technical requirements** The documents are in average condition.

##### Allied materials area

**Existence and location of copies** Nothing is copied, but a lot of the material is digitised.

##### Access points

**Name access points** ☐ [La Ligue Savoisienne](#) (Creator)

##### Holders

[La Ligue Savoisienne party headquarters](#)

##### Creator

☐ [La Ligue Savoisienne](#)

##### Fonds

[Fonds FR/LS - La Ligue Savoisienne Archives](#)

##### Export

☐ [Dublin Core 1.1 XML](#)  
☐ [EAD 2002 XML](#)

Description control area

**Dates of creation** 2011

**revision deletion**

**Sources** Data retrieved through interview in Venice on 25/11/2010, questionnaire by Patrice Abeille received on 2/05/2011 and visit in loco with Patrice Abeille on 10/05/2011.

**Archivist's note** Tom Cobbaert, Céline Van Den Abeele

## View Holders

### La Ligue Savoisienne party headquarters

<b>Identifier</b>	FR/LS-HQ
<b>Authorized form of name</b>	La Ligue Savoisienne party headquarters
<b>Contact information</b>	Place du Val d'Arly 3 Ugine France 73400 <b>Telephone</b> +33 9 54 91 73 74 <b>Email</b> <a href="mailto:secretariatls@free.fr">secretariatls@free.fr</a> Patrice Abeille (Président)
<b>Buildings</b>	The archives most recent archives are kept in the multiple-use meeting room. Older archives are kept in the basement in 7 filing cabinets and hold boxes and binders.
<b>Opening times</b>	Tuesday-Friday: 9-17h
<b>Research services</b>	The multiple-use meeting room is used as a reading room for the small library of the party, and can be used to consult the archives.
<b>Reproduction services</b>	Photocopying is possible.
<b>Description identifier</b>	NISE-I-79
<b>Institution identifier</b>	BE ADVN
<b>Rules and/or conventions used</b>	ISDIAH
<b>Status</b>	Draft
<b>Level of detail</b>	Minimal
<b>Dates of creation, revision and deletion</b>	February 19, 2012
<b>Language(s)</b>	<input type="radio"/> English
<b>Maintenance notes</b>	Tom Cobbaert

#### Holdings

- [La Ligue Savoisienne Archives](#)

Results 1 to 1 of 1

## Union Démocratique Bretonne

### View archival description

#### Fonds FR/UDB – Union Démocratique Bretonne Archives

##### Identity area

**Reference code** FR FR/UDB-HQ FR/UDB

**Title** Union Démocratique Bretonne Archives

**Date(s)** ☐ 1970-now (Creation)

**Level of description** Fonds

##### Context area

**Name of creator** [Union Démocratique Bretonne](#) (1964-today)

**Repository** [Union Démocratique Bretonne party headquarters](#)

**Archival history** During the party crisis in the 1970's some militants stored a part of the archives in a garage, and remained there until the 1990's. From then on the archives are being kept at the political and administrative headquarters in Saint-Brieuc and with different party officials and politicians. For instance: financial documents are with the treasurer and many historical documents are with Jean-Jacques Monnier, author of a history of the UDB. The archives are still being used for the daily administration of the party. Jef Monnier, in charge of political animation, is also responsible for the archives. There are still some documents from the early period (before 1970) kept by militants and local branches (some local branches begin to get aware of the importance of keeping archives).

##### Content and structure area

**Scope and content** The archives contain letters, reports, notes, leaflets, posters (election and propaganda), clippings (from 2007 onwards) etc. As well as the editorial files of Le Peuple Breton.

**System of arrangement** Until 2007 the archives were arranged in chronological order. From 2007 on the arrangement became thematical.

##### Conditions of access and use area

**Conditions governing access** For internal use, the archives are open to every member (in the same way as every member is allowed

##### Holders

[Union  
Démocratique  
Bretonne party  
headquarters](#)

##### Creator

☐ [Union  
Démocratiqu  
e Bretonne](#)

##### Fonds

[Fonds  
FR/UDB -  
Union  
Démocratique  
Bretonne  
Arch...](#)

##### Export

☐ [Dublin Core  
1.1 XML](#)  
☐ [EAD 2002 XML](#)

to attend every party gathering).

For external use the decision is made ad hoc with the exception that the archives of Le Peuple Breton are open to everyone.

**Language of material**

- Breton
- French

**Physical characteristics and technical requirements** The documents are in average condition.

#### Allied materials area

**Publication note** Many publications by students were based on the archives, mainly about Le Peuple Breton.

#### Access points

**Name access points**

- [Union Démocratique Bretonne](#) (Creator)

#### Description control area

**Dates of creation** 2011  
**revision deletion**

**Sources** Data retrieved through interview with Pierre Fourel in Venice on 26/3/2010 and visit in loco with Jef Monnier on 06/04/2011.

**Archivist's note** Tom Cobbaert



## View Holders

### Union Démocratique Bretonne party headquarters

<b>Identifier</b>	FR/UDB-HQ
<b>Authorized form of name</b>	Union Démocratique Bretonne party headquarters
<b>Contact information</b>	Rue Pinot Duclos 9 Saint-Brieuc France 22000 <b>Telephone</b> + 33 (0)2 96614863 Jef Monnier, chargé d'animation politique 'Permanence', i.e. the administrative and political head office
<b>Records management and collecting policies</b>	The archives are kept in two rooms (and there are posters on the wall in one other room), of which one room is esp. for archival storage, more specifically for the collection of "Le Peuple Breton". They are kept in archival boxes and cardboard boxes, both on metal shelves.
<b>Buildings</b>	The building is old, but renovated.
<b>Holdings</b>	The "permanence" holds the archives of the UDB, including those of the Le Peuple Breton journal.
<b>Research services</b>	There is no reading room as such.
<b>Reproduction services</b>	Photocopying is possible.
<b>Description identifier</b>	NISE-I-78
<b>Institution identifier</b>	BE ADVN
<b>Rules and/or conventions used</b>	ISDIAH
<b>Level of detail</b>	Minimal
<b>Dates of creation, revision and deletion</b>	February 19, 2012
<b>Language(s)</b>	<input type="radio"/> English
<b>Sources</b>	Visit by Luc Boeva and Elly Broes 6/4/2011 (talk with Jef Monnier)
<b>Maintenance notes</b>	Luc Boeva

#### Holdings

- ☐ [Union Démocratique Bretonne Archives](#)

Results 1 to 1 of 1

## **DOCUMENT 9**

### **Arrangement model for party archives**

There is no international standard model for the arrangement of party archives available. The model below is therefore based upon several such proposals in archival manuals and studies, as well as (and in fact for the greater part) upon the experience gathered with arranging political party archives at the ADVN.

The user has to bear in mind that it is only a theoretical draft. It gives an idea how a party archive *can* be arranged. In most cases practical adjustments will need to be made according to actual situations. It is one of the goal of the soon to be installed Expertise and Information Centre (EIC) of NISE to gather extensive information on the subject and gradually improve the proposal below into a standard model.

#### 1. Statutes and regulations

#### 2. General correspondence

#### 3. Structures

##### *3.1. Executive Board / Bureau / ...*

##### *3.2. Council / General Assembly / ...*

##### *3.3. Committees*

#### 4. Administration

##### *4.1. Financial management*

##### *4.2. Property*

###### *4.2.1. Real estate*

###### *4.2.2. Movable property*

##### *4.3. Personnel*

#### 5. Member administration

##### *5.1. Files, lists etc.*

##### *5.2. Recruitment*

6. Branches and sections

*6.1. National*

*6.2. Regional*

*6.3. Local*

7. Meetings

*7.1. Conferences*

8. Communication

*8.1. Publications*

*8.1.1. Periodicals*

*8.1.2. Monographies*

*8.1.3. Brochures and leaflets*

*8.2. Press releases*

*8.3. On-line media*

*8.4. Other materials*

9. Documentation

*9.1. Thematic files*

*9.2. Publications*

10. Elections

*10.\*. [per election]*

11. Mandates

*11.1. International*

*11.2. National*

*11.3. Regional*

*11.4. Local*

12. Constituency work

13. Contacts with other parties and organisations

## **DOCUMENT 10**

### **Manual / Content**

#### ***Context***

- The importance of the history of your archives:
  - \* examples of possible backgrounds of archives and the corresponding problems
- Discovering the contents of your archive:
  - \* the kinds of content
- The different usage of archive:
  - \* difference between static and dynamic archives
- Locating and collecting archives:
  - \* where can archives be found

#### ***Appraisal***

- Preliminary sorting:
  - \* how
- Extracting published and audiovisual materials:
  - \* what and why
- Retention policies:
  - \* overview of the retention policies in different European countries
  - \* applying a retention policy
- Cleaning the archives:
  - \* what can be destroyed
  - \* how to destroy archives

#### ***Arrangement***

- Classification:
  - \* building a classification scheme
  - \* arrangement model(s): theoretical and practical
  - \* implementing a digital classification
- Cataloguing:
  - \* international standards
  - \* archival terminology
  - \* software

## **Preservation**

- Conservation:
  - \* the materials in an archive
  - \* first aid
  - \* minimal intervention
  - \* professional intervention (with list of professional conservation enterprises)
- Materials (paper):
  - \* examples of good packaging
  - \* examples of bad packaging
  - \* list of packaging suppliers
- Materials (digital):
  - \* overview of file formats
  - \* compression and password protection
- Storage conditions:
  - \* store room equipment
  - \* temperature
  - \* humidity
  - \* light
  - \* vermin
  - \* security (vandalism, disasters...)
  - \* digital storage (carriers, backups...)

## **Digitisation**

- \* principle of multi-purpose digitisation
- \* requirements for a good digitisation
- \* list of software

## **Access**

- Examples of possible research using party archives
- Legal matters:
  - \* overview of data protection laws in Europe
  - \* overview of privacy laws in Europe
- Developing an access policy (closure, restrictions...) constant updated

