

Questionnaire:

GENERAL INFORMATION:

Country: **Republic of Armenia**

Organization(s) or entity (s) responsible for the preparation of the report:

Ministry of Culture of the Republic of Armenia

Officially designated contact person/institution:

Tigran Galstyan, Deputy Minister of Culture of the Republic of Armenia

Name(s) of designated official(s) certifying the report:

Tigran Galstyan, Deputy Minister of Culture of the Republic of Armenia

Brief description of the consultation process established for the preparation of the report:

The Ministry of Culture of the Republic of Armenia, the Ministry of Territorial Administration and Development of the Republic of Armenia and the “National Archives of Armenia” SNCO operating thereunder have participated in the preparation of the report.

REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENATION:

General support:

1. Has the Recommendation been promulgated to appropriate ministries and institutions? (Section 1)

After the adoption of the recommendation, in accordance with Article IV Par. 4 of the UNESCO Constitution, the Secretariat of the Armenian National Commission for UNESCO officially circulated the Recommendation among the relevant ministries in June, 2016. The ministries, in their turn, informed the Secretariat of having circulated the recommendation further to all relevant agencies, including the National Archives of Armenia.

During the period of 2016-2018 various Government's Decisions and 16 other regulations regarding the preservation and promotion of archival documents have been adopted.

2. Has the Recommendation been translated into the national language(s) (if applicable)?

Yes, the Recommendation has been translated into Armenian.

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1. 1, 1.2, 3. 1, 4. 5, 5. 1, 5. 2)

Armenia has created an enabling and supportive environment for all parties — both the state and the private sector are engaged in the preservation of documentary heritage. The State has delegated to the authorised bodies the functions of regulation of the legislative framework of the field, localisation of the international practice, establishment of directory databases and enrichment, record-registration, preservation, use and promotion of documentary heritage.

A stable legislative framework has been established in the field of archive-keeping and it is regularly updated based on the international practice.

4. How, if at all, has your country applied international standards and curatorial best practice (2. 4, 2. 7, 2. 8, 2. 9, 4. 2, 5. 1, 5. 2, 5. 5)?

International standards or best practices available in the field are either directly applied where it is mandatory or localised by including them in the concept papers and objectives of development of the field. For instance, issues related to compilation, record-registration

and storage of digital and electronic documents, establishment of electronic database of documents to ensure the availability and accessibility of archival documents. Experience with regard to issues requiring urgent solution or deemed to be challenges is always shared. It is carried out both in the form of bilateral and multilateral meetings.

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional associations, relevant NGOs)? (1.2)

As an authorised body of the field, the National Archives of Armenia has actively cooperated with not only state institutions, but also local, private organisations, non-governmental organisations and individuals, regularly providing consultation on the issues of compilation, record-registration and preservation of archival documents.

In 2010, “OSG Records Management” international private company started its activity in Yerevan and it is specialised in the storage of documents of the private sector.

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms? (1. 1, 1. 2, 2. 2, 2.3, 3. 2)

Organisations involved in the given field have been informed of the given recommendations, as well as guides to be used while developing policies and setting standards.

7. What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5. 1, 5.2)

The archival collection of the Republic of Armenia (4248040 files, which are included in 102 thematic lists and 5873 funds) is consistently studied and introduced to the wide public. At the same time, not only Armenian, but also foreign (Iran, Italy, Russia, Georgia, France, USA) representatives of academic field conduct research in the National Archives of

Armenia. In the past 3 years, 1726 researchers have studied the collection of the National Archives of Armenia.

For the purpose of training of archive-keeping professionals, a relevant chair has been established in the State Pedagogical University of Armenia after Kh. Abovyan. Archive-keeping professionals, 1-2 times a year, complete vocational trainings abroad, in particular, in Russia, France, Lebanon.

The professional skills of archivists are improved also through international professional conferences and meetings (1-4 times a year). In addition, local offices and branches operating under the National Archives of Armenia are regularly instructed and provided with necessary guides.

Along with 2105184 museum pieces taken under the protection, the documentary heritage collections are also taken under protection in the museums under the Ministry of Culture of the Republic of Armenia. One of the distinguished museums is Charents Museum of Literature and Arts (about 1029246 museum pieces), the collection of which, as well as of others, is available to different layers of the society.

Museum professionals gain relevant experience, knowledge and skills in the mentioned subject through different conferences, training courses and master classes (1-3 times a year).

Legislation and mandates:

8. What legislation does your country have in place to:

- define the authority, mandate, independence and governance structure of your national memory institutions? (3. 1, 4. 5)

The National Archives of Armenia is a state non-commercial organisation (SNCO) which operates under the Ministry of Territorial Administration of the Republic of Armenia. Pursuant to the Law of the Republic of Armenia “On archive-keeping” and the Charter of the National Archives of Armenia (approved by the Decision of the Government of the

Republic of Armenia No 1604-N of 22 August 2002), the National Archives of Armenia with its 10 branches and 28 local offices, as an authorised body, shall manage and perform the functions of developing, registering, preserving and using, publishing and promoting the archival collection of the Republic of Armenia (set of archival documents (including electronic) documents) located within the Republic of Armenia, created historically and compiled constantly) constituting an integral part of the cultural heritage and information resources of the Republic of Armenia, as well as scientific, cultural and other functions prescribed by the legislation of the Republic of Armenia.

While pursuing its statutory objectives, the National Archives of Armenia may also carry out entrepreneurial activity — publication of archival documents, provision of copies of documents, delivery of archival services to natural and legal persons, repair of documents and restoration of literature, preparation of backup copies of archival documents.

Archive materials held in museums are registered as museum pieces, the procedure for record-registration, preservation and use whereof is prescribed pursuant to Order of the Minister of Culture of the Republic of Armenia No 140-A of 1 April 2010 “On approving the procedure for record-registration and preservation of museum pieces and collections in museums under the Ministry”. Pursuant to the internal regulations of museums, archival documents held in museums may be provided in digitised format.

The draft Law “On museums of the Republic of Armenia and museum funds of the Republic of Armenia” is yet under development and the implementation thereof is envisaged in 2020.

Museums of the Republic of Armenia belong to different agencies. 21 museums (with branches — 51) operate under the Ministry of Culture of the Republic of Armenia and they are state non-commercial organisations (SNCO) and operate pursuant to the Law of the Republic of Armenia of 23 October 2001 “On state non-commercial organisations”.

- Guarantee the ability of memory institutions to take unhindered presentation action on documents in their collections? (3.5 to 3.7)

Pursuant to the Law, the State shall guarantee that the user of archival documents has the right to freely search for and obtain archival documents for study from state and community archives, except for the cases prescribed by the legislation of the Republic of Armenia. These rights may be restricted also by international obligations assumed by the Republic of Armenia, as well as decisions of the owners of archival documents deemed to be the property of legal and natural persons. Access to archival documents containing information on personal and family secret shall be restricted for 100 years since their creation unless otherwise prescribed by law. This information may be accessible earlier where the written permission of the person and in case of his or her death — that of his or her heirs or the court decision, is available.

- promote and facilitate maximum inclusive access by empowering memory institutions? (3. 2)

For the purpose of ensuring the availability of documents, directory databases are established, catalogues are published, search system is in place on the websites. Thus, for example, electronic database of archival collection is underway, and the information on the film collection is included in the complete set entitled “Armenian film”.

Archive materials held in museums as museum pieces are registered on the websites of museums, as well as in the directory “Armenian treasury” available at <http://www.treasury.am>.

- support memory institutions providing access to material whose copyright status cannot be clarified? (3.5 to 3. 7)

Access to archival documents irrespective of the right of ownership thereover, shall be only limited to information containing state and official and other secret protected by law, as well as to rare and especially valuable original documents of archival collection of the Republic of Armenia and archival documents in unsatisfactory state of preservation. In the latter case, the copy or digitised form thereof is provided.

- ensure statutory deposit of documents in memory institutions? (4.6)

Pursuant to the above-mentioned Law, documents to be included in the archival collection of the Republic of Armenia shall be subject to state record-registration irrespective of the right of ownership thereover and place of preservation. Rare documents of the archival collection of the Republic of Armenia shall be record-registered also in the special state register of record-registration of rare documents of the archival collection of the Republic of Armenia.

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)

State funding for the field constitutes about AMD 527,7 million per annum. In recent years no increase in funding has been recorded. A part of issues related to the development of the field is settled through extra-budgetary funding (which constitutes AMD 120 million per annum), and funding for research, publications and exhibits is carried out through grant programmes provided by the Ministry of Education and Science of the Republic of Armenia (annual funding — AMD 12 million. The programme is ongoing).

10. What long term investment in analogue and digital documentary presentation has been made?(4.1)

In 2004, following the technical upgrading, the process of establishment of electronic archive and database and digitisation of the collection of the National Archives of Armenia has been initiated. Today, the server of the National Archives of Armenia contains information constituting 1 300 000 pages. Electronic file cabinet holds 700 000 thematic files.

11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions? (4.7, 4. 8)

Identification and preservation status of documentary heritage

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies,

mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage?
What policies have been developed recently? (1.1)

Yes, in 2004, the Law of the Republic of Armenia “On archive-keeping” was adopted, followed by 16 regulatory legal acts (decisions, regulations, procedures and orders, concept papers) and development programmes. These documents regulate the compilation, record-registration, preservation and use of archival documents. The process of compilation, record-registration, storage and use of electronic archival documents was also regulated by Decision of the Government of the Republic of Armenia No 884-N of 13 July 2013 (see Annex No 1).

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)

As regards the documentary heritage in the National Archives of Armenia and museums, the preservation of the film collection is more vulnerable which implies that special thermal and facility conditions are ensured. The matter is in the focus of state authorities. Currently the matter is partly settled: the thermal conditions are ensured in the repository, digitisation is carried out.

14. What arrangements are in place to protect the documentary heritage from danger? (5.4)

Documents (including film-, photo-, phonodocuments) are held in special (thermal, light, humidity, security) conditions, including facility conditions. Digitisation is carried out in order to protect the documents from any kind of danger. Each year 250 000 pages of documents in hard copies and 1 500 c.u. of film-, photo-, phonodocuments are digitised. Archival documents of particular importance are primarily digitised so that researchers could be provided with digital form thereof, they are regularly examined and restored, where necessary. Thus, for example, 5 films have been digitised by the National Cinema Centre of Armenia jointly with reputable digitising organisations abroad.

5. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1. 3, 4. 3)

Capacity-building

16. What specified steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2. 1, 2. 7)

Joint professional seminars have been organised together with M. Mashtots Institute of Ancient Manuscripts “Matenadaran” (the ancient manuscripts collection of which is inscribed on the MOW Register-1997), National Library of Armenia and Mother See of Holy Etchmiadzin. There were joint publications, digitisation of films together with the National Cinema Centre of Armenia and reputable digitising organisations abroad, films in digitised format were provided to the National Cinema Centre of Armenia in order to arrange the retrospective of the Armenian film in international festivals, documentary compilations were published jointly with the archival institutions abroad, assistance was provided to television and radio programmes.

For the purpose of preservation of documentary heritage, preventive measures are constantly implemented, in particular, examination, disinfection, treatment of documents, including cine films, photo films, phonofilms, repair of damaged documents, etc. Thus, for example, in 2017, 4455 kg of files and 1672 c.u. of cine films, photo films, phonofilms were disinfected.

For the purpose of preventing the damage of highly demanded and rare documents, duplicates are made or they are primarily digitised.

17. What training schemes have been developed? (1. 5)

First of all, trainings of archive-keeping professionals have been conducted through professional seminars or conferences, as well as master classes and sharing of experience.

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2. 9)

The National Archives of Armenia is a member of the EURASICA of the International Council on Archives (in 2016-2020 Armenia is presiding in the mentioned organisation). The National Archives of Armenia is also a member of the advisory board of heads of archive agencies of the CIS member states. In addition, the National Archives of Armenia is actively engaged in bilateral cooperation with the archive agencies abroad.

19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2. 2, 3.4, 4. 2)

There are no such partnerships in the field of archive-keeping.

Memory of the World programme

20. Is there in your country a national Memory of the World committee? If not, what plans exist to establish one? (4. 10, 5. 6)

At this point Armenia does not have a National Committee for the Memory of the World Program and all collaboration efforts with the latter are processed via the Armenian National Commission for UNESCO

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1. 4)

In 2016, Armenia submitted the nomination of the “Collection of the Ethno-Musicological, Music-Theoretical and Compositional Works of the Composer Komitas Vardapet” for inclusion in the Memory of the World International Register.

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3. 7)

Joint professional seminars have been organised together with M. Mashtots Institute of Ancient Manuscripts “Matenadaran” (the ancient manuscripts collection of which is inscribed on the MOW Register-1997), National Library of Armenia and Mother See of Holy Etchmiadzin. There were joint publications, digitisation of films together with the National Cinema Centre of Armenia and reputable digitising organisations abroad, films in digitised format were provided to the National Cinema Centre of Armenia in order to

arrange the retrospective of the Armenian film in international festivals, documentary compilations were published jointly with the archival institutions abroad, assistance was provided to television and radio programmes.

Annex No 1

**REGULATORY ACTS CONCERNING THE ACTIVITIES
OF THE NATIONAL ARCHIVES OF ARMENIA**

1. Decision of the Government of the Republic of Armenia No 168 of 22 February 2002 **“On approving the procedure for transferring to the state archive or destroying the information with term of storage expired, constituting state or official secret, decrypted”**
2. Decision of the Government of the Republic of Armenia No 188-N of 17 February 2005 **“On approving the procedure for funding the preservation of the archival collection of the Republic of Armenia”**
3. Decision of the Government of the Republic of Armenia No 189-N of 17 February 2005 **“On approving the procedure for state record-registration of the archival collection of the Republic of Armenia”**
4. Decision of the Government of the Republic of Armenia No 932-N of 23 June 2005 **“On approving the procedure for appraising through expert examination of archival documents and including in the archival collection of the Republic of Armenia and for repealing Decision of the Government of the Republic of Armenia No 559 of 4 September 1999”**
5. Decision of the Government of the Republic of Armenia No 1111-N of 14 July 2005 **“On approving the procedure for recognising the archival documents as particularly valuable and rare, record-registration thereof, creation and storage of backup copies”**

6. Decision of the Government of the Republic of Armenia No 1896-N of 20 October 2005 **“On approving the procedure for depository storage of the archival collection of the Republic of Armenia and the list of state bodies, state institutions and organisations carrying out depository storage”**
7. Decision of the Government of the Republic of Armenia No 351-N of 9 March 2006 **“On approving the sample list of archival documents having the indication of the term of storage”**
8. Order of the Minister of Culture and Youth Affairs of the Republic of Armenia No 476-N of 21 December 2004 **“On approving the procedure for use of documents of archival collection of the Republic of Armenia deemed to be state property”**
9. Order of the Minister of Culture and Youth Affairs of the Republic of Armenia No 481-N of 24 December 2004 **“On approving the model regulation of expert examination commissions of state bodies, state institutions and organisations”**
10. Order of the Minister of Culture and Youth Affairs of the Republic of Armenia No 496-N of 29 December 2004 **“On approving the procedure for preservation of documents of the archival collection of the Republic of Armenia deemed to be state property”**
11. Order of Minister of Culture and Youth Affairs of the Republic of Armenia No 204-N of 15 April 2005 **“On approving the procedure for organising the archival documents and transferring them to the state archives”**
12. Order of the Minister Coordinating the Ministry of Territorial Administration of the Republic of Armenia No 1-N of 16 February 2006 **“On approving the procedure for maintaining a special state register for record-registration of rare documents of the archival collection of the Republic of Armenia and the form thereof”**
13. Order of the Minister of Territorial Administration of the Republic of Armenia No 2-N of 16 February 2006 **“On approving the procedure for state record-registration of documents of the archival collection of the Republic of Armenia, keeping the record-**

registered documents and submitting reporting information for centralised state record-registration”

14. Protocol Decision of the Government of the Republic of Armenia No 4 of the sitting of 30 January 2014 “On approving the concept paper on making reforms in the archive-keeping in the Republic of Armenia and the 2014-2016 Programme for upgrading the material and technical support to “National Archives of Armenia” state non-commercial organisation”

15. Protocol Decision of the Government of the Republic of Armenia No 4 of the sitting of 30 January 2014 “On approving the concept paper on making reforms in the archive-keeping in the Republic of Armenia and the 2014-2016 Programme for upgrading the material and technical support to “National Archives of Armenia” state non-commercial organisation”

16. Decision of the Government of the Republic of Armenia No 884-N of 13 July 2017 “On establishing the procedure for development, record-registration, preservation and use of archival collection of the Republic of Armenia, making amendments and supplements to a series of decisions of the Government of the Republic of Armenia and repealing a series of decisions of the Government of the Republic of Armenia”

17. Order of the Minister of Culture of the Republic of Armenia No 140-A of 1 April 2010 “On approving the procedure for record-registration and preservation of museum pieces and collections in the museums under the Ministry”.