

RUSSIAN FEDERATION

REPORT ON THE IMPLEMENTATION OF THE RECOMMENDATION ON PRESERVATION AND AVAILABILITY OF DOCUMENTARY HERITAGE, INCLUDING IN DIGITAL FORM (2015)

Country: Russian Federation
Organization(s) or entity (s) responsible for the preparation of the report: Federal Archival Agency
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1. Has the Recommendation been promulgated to appropriate ministries and institutions? The Recommendation has been promulgated to appropriate ministries and other institutions through the official website of the UNESCO Memory of the World Program.
2. Has the Recommendation been translated into the national languages (if applicable)? There exists the translation of the Recommendation into Russian
3. Has your country created a supportive, participatory, enabling and stable environment for all parties? Preservation, enhancement and use of the national archival heritage is part of the cultural policy of the state, that is reflected in the Basis of the State Cultural Policy, approved by Decree of the President of the Russian Federation of December 24, 2014 N 808. Relations in the sphere of preservation, acquisition, registration and use of archival records of the Archival Fond of the Russian Federation are regulated by the Federal Law "On Archives in the Russian Federation" No. 125-FZ dated October 22, 2004. In the development of the Law, regulatory acts were adopted which regulate practical issues of the activity of archival institutions, for example: "The Rules for Organizing the Preservation, Acquisition, Registration and Use of Records of the Archival Fond of the Russian Federation and Other Archival Records in Government Bodies, Local Governments and Organizations"; "Procedure for Archival Records Use in the State and the Municipal Archives of the Russian Federation", etc. A new edition of the "Rules for Organizing the Storage, Acquisition, Registration and Use of Documents of the Archival Fond of the Russian Federation and Other Archival Documents in the State and Municipal Archives, Museums and Libraries, Entities of the Russian Academy of Sciences" is in the process of preparation.
4. How, if at all, your country applied international standards and curatorial best practice? An analytical review "Study of International Standards and Draft International ISO

Standards for Records Management, Determination of the Advisability of Developing of the Relevant National Standards of the Russian Federation on this Basis” is held annually. In 2015 - 2018 the following standards were developed and approved:

1. The State Standard (GOST) R ISO 30300-2015 "Information and Documentation – Records Management System - Basic Provisions and Vocabulary."
2. 7.0.97-2016 “Standard for Information, Librarianship and Publishing (SIBID). Organizational and administrative documentation. Requirements for the Formalization of the Documents”(this standard was approved by the order of Federal Agency for Technical Regulation and Metrology (Rosstandart) dated December 8, 2016);
3. GOST R 7.0.101-2018 / ISO 30301: 2011 SIBID. "Information and Documentation. Records Management System. Requirements”

Currently, the GOST R ISO 15489-1: 2019 “SIBID. Records Management. The Basic Provisions "(2018-2019) is under development.

Russia is a member of the international research project “InterPARES Trust”.

The international experience in organizing the work of archives is studied and used in the process of participation in the activities of the International Council on Archives, its professional and regional bodies and in the framework of bilateral cooperation (Russia is a member of ICA since 1991, and is a member of the European and Eurasian regional branches of ICA).

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

One of the main consultation mechanisms for institutions of different levels and subordination that preserve documentary heritage is the Council for Archival Affairs at the Federal Archival Agency, established in 2004. The Council was established to review the most relevant issues of the development of archives in the Russian Federation and prepare proposals for their solution with the participation of authorized executive bodies in the field of archives in the entities of the Russian Federation, the Russian Society of Historians and Archivists. The Council:

- carries out a preliminary review of current and fundamental issues of the development of archives, including the preparation of draft legislative and other regulatory legal acts in the field of archival affairs;
- discusses issues of development and implementation of federal (interregional, regional) and departmental programs in the field of archives;
- discusses issues of maintaining state recording of documents of the Archive Fond of the Russian Federation, maintaining the State Register of Unique Documents of the Archival Fond of the Russian Federation, organizing the centralized storage of an security fond of unique and especially valuable documents of the Archival Fond of the Russian Federation, forming the Archival Fond of the Russian Federation, providing information for citizens, government bodies , local governments, organizations and public associations on the basis of documents of the Archival Fond of the Russian Federation; other issues of activities of the state and municipal archival institutions;
- considers the issues of academic and methodological councils of archival institutions of federal districts;
- promotes information exchange in the field of archives at the federal and regional levels.

Another mechanism for cooperation and consultation within the archival community of Russia are the Academic and Methodological Councils of Archival Institutions of federal districts. The main tasks of the Council are:

- coordination of research and methodological work of archival institutions included in the council;
- organization of joint preparation by the archival institutions located within the federal district of the scientific and methodological developments on the problems of archival science, records management, archeography and their implementation in practice;
- organization of the participation of archival institutions located within the federal district in the development of branch research topics;
- informing the employees of archival institutions located within the federal district on scientific and technical achievements in the field of archives; dissemination of best practices; promotion of professional and scientific level of employees.

There are 8 academic and methodological councils in Russia, according to the number of federal districts.

The interaction of specialists in the field of work with documentary heritage is also carried out through conferences, seminars, round tables and other scientific and practical events.

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?

Academic institutions of Russia in the field of documentation and archives provide methodological support of the archival branch and the sphere of recordskeeping.

1. Development of guidelines “The Use of Archival Records Containing Confidential Information Protected by Law (With the Exception of State Secrets)” (2015)
2. Preparation of guidelines “Organization of Work of the State (Municipal) Archives (Planning, Reporting, Rationing and Organization of Labor, Organization of Work of Advisory Bodies)” (2015).
3. Development of a complex of regulatory and procedure documents in the field of documentary ensure of management (2016).
4. Preparation of amendments to the “Guidelines for the Development of Instructions for Recordskeeping in Federal Executive Authorities” in connection with changes made in 2016 to the “Rules for Recordskeeping in Federal Executive Authorities” and the adoption of GOST R 7.0.97-2016 “SIBID. Organizational and Administrative Documentation. Requirements for the Formalization of the Documents” (2017).
5. Preparation of “Guidelines for the Assignment of Archival Records to the Objects of Copyright and Related Rights, Access and Use of Such Records” (2017).
6. Preparation of “Guidelines for Working with Documents on Staff in State and Municipal Archives and Archives of Organizations” (2017)
7. Preparation of “Guidelines for the Application of the «Rules for the Organizing of Preservation, Acquisition, Registration and Use of Records of the Archival Fond of the Russian Federation and Other Archival Records in Government Bodies, Local Governments and Organizations»” (2016).

The following documents are being prepared:

1. Preparation of a new edition of the “Guidelines for the Definition of Unique Records to be Included in the State Register of Unique Records of the Archival Fond of the Russian

Federation”.

2. Development of basic requirements for the description of archival documentary information in the information systems of the state and municipal archives of the Russian Federation at the level of the file, the record and part of the record.

3. Preparation of “Guidelines for the Implementation of Thematic Inquiries in the State and Municipal Archives of the Russian Federation”.

4. Preparation of “Guidelines for the Federal State Authorities on Development of Exemplary Nomenclatures of Files for Territorial Bodies and Subordinate Organizations”.

5. Preparation of guidelines for the application of GOST R 7.0.97-2016 “SIBID.

Organizational and Administrative Documentation. Requirements for the Formalization of the Documents”.

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?

The main institution of the Russian Federation for the training of specialists in the field of archives is the Historical Archives Institute at the Russian State University for the Humanities. It prepares specialists of a wide profile in the field of documentation and archives in the following areas:

- Records management and documentary ensure of management
- Records management and archival studies
- Staff records management and archives of documents on staff
- Electronic document flow
- Legal and methodological bases of work with records in the organization
- Archeography
- Modern technologies of documentary ensure of management (24 hours)

Retraining and advanced training of archival staff is carried out at the All-Russian Research Institute for Records Management and Archival Affairs (VNIIDAD).

There is a branch center in VNIIDAD for advanced training in archives and documentary ensure (OTsPK). OTsPK conducts professional retraining and advanced training courses, as well as short-term courses and seminars of various lengths. Correspondence, full-time and mixed forms of education are implemented. Since 2017, there is also a distance learning center with using the information and communication technologies. 207 persons graduated from one-year courses of retraining and advanced training of the OTsPK at VNIIDAD in 2017. In the same period also 360 persons took short-term advanced training at VNIIDAD. The total number of students in the OTsPK in 2017 for all forms of education amounted to 769. During classes at the Branch Center, various forms of organization of the educational process are used: lectures, trainings, consultations, workshops at the VNIIDAD and federal archives, study tours to federal archives and to the companies - producers of software for documentary ensure of management. There is also a postgraduate study in VNIIDAD in the areas of “Documentary Studies, Records Management, Archival Studies” and “Information Systems and Processes”.

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

***define the authority, mandate, independence and government structure of your national memory institutions?**

***guarantee the ability of memory institution to take unhindered preservation action**

on documents of their collections?

***promote and facilitate maximum inclusive access by empowering memory institutions?**

***support memory institutions providing access to material whose copyright status cannot be clarified?**

***ensure statutory deposit of documents in memory institutions?**

The basic legislative act for the functioning of archival institutions is, as mentioned above, the Federal Law “On Archives in the Russian Federation” No. 125-FZ dated October 22, 2004. In this series, we should also mention the Federal Law “On Information, Information Technologies and Information Protection” of July 27, 2006, No. 149-Φ3. Issues of access to documents protected by copyright are governed by Part 4 of the Civil Code of the Russian Federation. In addition to these laws, Russia has a number of other regulatory documents, both at the federal level and of executive bodies, which cover the organization of archives at the level of constituent entities of the Russian Federation and at the municipal level.

The main regulatory and methodological document defining the activities of the institutions of national memory are the “Rules for the Organizing of Preservation, Acquisition, Registration and Use of Records of the Archival Fond of the Russian Federation and Other Archival Records in State and Municipal Archives, Museums and Libraries, Organizations of the Russian Academy of Sciences” (2007).

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

The budgetary financing of the state federal archives in the recent years has increased. The increase in financing is about 4% per year. The government agencies of the constituent entities of the Russian Federation also seek to increase funding for their archival institutions. The situation in different parts of country may vary.

10. What long term investment in analogue and digital documentary preservation has been made?

Measures in the field of preservation of documents are comprehensive and are aimed primarily at strengthening and developing the material and technical base for storing and special processing of archival documents. The concrete examples of such investment are the following:

- construction of a new laboratory building of the Russian State Archive of Film and Photo Documents;
- repair of storage facilities, repair and replacement of shelving equipment, improvement of the fire alarm systems, fire extinguishing in most federal state archives;
- construction of new buildings and reconstruction of existing buildings of the state archives in the city of Sevastopol, in the Ulyanovsk region, in the Chuvash Republic;
- new microfilming equipment for records microfilm and restoration laboratories in Moscow and St. Petersburg;
- creation of the security stock of copies of archival documents in the amount of over 2.1 million microimages for unique and especially valuable documents of the federal archives;
- taking under the protection of the police buildings of the federal state archives.

11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions?

The federal archival institutions and the archival institutions of the constituent entities of the Russian Federation are using the Unified Automated Information System consisting of following software systems: "Archivny fond" (Archival Fond); "Fondovy catalog" (Fond Catalog); "Tsentralny Fondovy Catalog" (Central Fond Catalog). The programs are being funded and supported by the means of the state budget from the federal target program "Culture of Russia" and the state program "Information Society, 2011-2020".

12. Do all 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?

The matters of acquisition, preservation and access in respect of documents of the Archive Fond of the Russian Federation are subject to the "Rules for Organizing the Storage, Acquisition, Registration and Use of Documents of the Archival Fond of the Russian Federation and Other Archival Documents in the State and Municipal Archives, Museums and Libraries, Entities of the Russian Academy of Sciences" (2007), (currently a new version of the Rules is being prepared) and "Rules for Organizing the Storage, Acquisition, Registration and Use of Documents of the Archival Fond of the Russian Federation and other Archival Documents in Government bodies, Local Governments and Organizations" (2015). Numerous methodical recommendations are developing them, for example:

- "Guidelines for the Preparation of Lists of Documents Created in the Federal Executive Bodies, as well as in their Subordinate Organizations, with indication the Terms of Storing".

13. What arrangements are in place to protect the documentary heritage from danger?

The priority activity in the field of preservation of documents of the Archival Fond of the Russian Federation is to increase the safety of the archival infrastructure facilities in terms of their technical strength, to prevent emergencies through modernization of the life support systems for buildings, and to improve their fire safety. Modernization of power grids and electrical equipment of archival objects, security and fire alarm systems, equipping federal archives with automatic fire extinguishing systems is continuing. A special place among the problems of safe keeping paper documents is the their protection from biological damages caused by the non-compliance with the storing conditions documents, occurrence of emergency situations. This problem is typical for archives of all levels.

The main areas of preservation work are the restoration and security copying of archival documents. Annually the country's archival institutions carry out the restoration of more than 3.3 million sheets of paper documents.

An integral part of the solution to the problem of ensuring the safety of archival paper documents is the security copying of records. Annually the archival institutions of the Russian Federation produce more than 5.0 million microfilm frames. The updated park of microfilming equipment of the central records microfilming and restoration laboratories in

Moscow and St. Petersburg ensured the creation of a security fond for unique and especially valuable documents of federal archives in 2017 in the amount of over 2.0 million microimages. A special issue is the keeping of the security fond, which must be stored separate from the archival documents under the appropriate temperature and humidity conditions, and being periodically subject to a technical condition check. Such conditions are created in the Center for the Storage of the Security Fond in the Tyumen region. Over the past five years, over 14.6 million security copies have been transferred to the Center. Special attention is paid to monitoring the security fond. To do that special “Recommendations for Estimate the Physical and Chemical state of the Security Fond” have been developed. On the basis of special recommendations, the Center monitors the state of security copies in terms of identifying the so-called “vinegar syndrome”.

14. What practical support has been given to private, local and individual collections of documentary heritage?

The transition to civil society and a market economy led to the creation of archives of private organizations in Russia. The responsibility of organizations of the non-state sector in relation to the documents they create in the process of their activity is primarily to ensure their safety. In accordance with the current legislation, this can be implemented through the transfer of documents for permanent storage under the contract conditions to state or municipal archives, the creation of their own private archives, or the transfer of archive documents for storage to other non-state archives.

Keeping this in mind, state policy is developed and implemented with respect to the non-state part of the country's documentary heritage. The state supports public-private partnership in the field of archives, it encourages creation and functioning of non-state archives.

15. What specific steps have been taken to encourage consistency of best practice coordination and sharing of tasks among memory institutions?

In order to study the best practices of memory institutions in certain areas, special seminars, meetings, round tables etc are organized.

One of examples is a standing Meeting of the Chief Keepers of Federal Archives, in which the chief keepers of state archives of the constituent entities of the Russian Federation participate.

Best practices can also be studied through the preparation of analytical reviews of the state of archives in Russia and foreign countries, for example:

- “The State of Archives in the CIS member states” (2014);
- “The State and Development of Archives in the Russian Federation in 2003–2013” (2014);
- “The Use of Archival Documents in the Reading Rooms of Foreign Archives: the Problem of Digital Self-Service Copying” (2016);
- “Experience of State and Municipal Archives on the Execution of Thematic Requests” (2017);

16. What is the level of involvement of national memory institutions in international professional associations and networks?

Since 1991, the Federal Archival Agency is a member of the International Council on Archives (ICA) in “A” category. It is also a member of the European and Eurasian regional

branches of the ICA. A number of federal and regional archival institutions are ICA members in other categories. Russian archivists constantly participate in international archives congresses, other ICA events, making presentations and providing papers there. In addition documentary heritage storing institutions are involved in the activities of international organizations such as IFLA, ICOM, the International Institute for Archival Science in Trieste and Maribor, etc.

17. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services?

“The Concept of the Long-term Socioeconomic Development of the Russian Federation for the Period up to 2020” (the so-called “Strategy 2020”) implies, among other things, the development of public-private partnership mechanisms, including the archival matters. The partnership is expressed in the cooperation between the public and private structures in such matters as the preservation of archival documents, the creation of the security fond and the fond for use documents of the Archival Fond of the Russian Federation, the creation and maintenance of software for working with electronic documents, for the preparation of archival databases and other types of reference aids of state archives.

18. Is there in your country a national Memory of the World committee?

There is a national committee of the UNESCO Memory of the World Program in the Russian Federation, established in 2011.

19. What recent nominations have been made to Memory of the World registers?

In 2014, the Unified Code of Laws of the Russian Kingdom - “Sobornoye Ulozheniye of 1649” and the collection “Workbooks of F.M. Dostoevsky” were submitted to the International Register. Included was the “Sobornoye Ulozheniye”.

In 2016, the Pensitarian Psalter of 1397 and the album of an Indian and Persian miniature of the XVI-XVIII centuries “Petersburg Muraqqa” were nominated to the International Register. Included was the “Petersburg Muraqqa”.

There is no national register of the Memory of the World Program in Russia.

20. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage?

Numerous events (conferences, round tables, etc.) to promote documentary heritage are being held in Russia. Examples:

- International scientific and practical conference "From Parchment to digits", on the occasion of the 100th anniversary of the State Archival Service of Russia, 2018, Kazan;
- “ARCHIVAL DOCUMENTS IN THE INTERNET: Pro et Contra”, 2018, St. Petersburg;
- Interregional historical and archival conference "Path a Century Long ...", 2018, Ulyanovsk;

- International archival conference “World War I and its Consequences for Prisoners of War and Civilians”, organized by the International Committee of the Red Cross, 2018, Moscow;

- International conference of young archivists “KLIO”, annually Moscow;

- International conference “Documentation in the Information Society”, annually, Moscow.

In addition, the official website of the Federal Archival Agency (<http://archives.ru>) and the portal "Archives of Russia" (<http://www.rusarchives.ru/arhivnye-online-proekty>) host online exhibitions and collections of documents from Russian archives on Russian and world history.

