

GENERAL INFORMATION:

Country: SLOVENIA

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

ARCHIVES OF THE REPUBLIC OF SLOVENIA

Officially designated contact person/institution: NATALIJA GLAŽAR, senior adviser

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

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

REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENDATION:

Général support:

1. Has the Recommendation been promulgated to appropriate ministries and institutions? (Section 1) Yes – through the Office of UNESCO and the responsible Ministry of culture

2. Has the Recommendation been translated into the national language(s) (if applicable)? No.

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)

Yes. Through all official and strategic documents.

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 for preserving archival heritage including digital archives are incorporated into the national legislation ([PROTECTION OF DOCUMENTS AND ARCHIVES AND ARCHIVAL INSTITUTIONS ACT, 2014](#) (PDAAIA) and through the under-law Regulation (from 2017), as well as through technical specification for e-archives (Unified technological requirements, 2.1).

http://www.arhiv.gov.si/fileadmin/arhiv.gov.si/pageuploads/zakonodaja/Predpisi/Zakonodaja_in_do_kumentacija_ZVDAGA_2014/ZVDAGA_2014_angleski_prevod.pdf

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)

The public institutions (creators of records) are obliged by law to be educated (personnel) to preserve and transfer their archives to the responsible Archives, and to follow legislation. Other organisations are informed through organised seminars, participation to the archives conferences. For certain organisations (like Associations of Slovenes living abroad) National and other Archives have individual program of visits of their premises, educate personnel (including software advising) and have arrangements for transferring archives into the permanent custody. For private owners of archives there are different approaches (cooperation with archives, joint issue if finding aids, software advising, premises advising, etc.) – these cooperation mechanisms differ according to the importance and size of protected heritage.

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)

The most wide strategic document for protection of archival and other types of heritage is the National programme for culture (NPK 2018 – 2025), issued by the Ministry for culture and approved by the Government. Annual plans of individual institutions are harmonised with the

NPK. International established norms are incorporated into the field legislation and technical specifications – detail knowledge of international norms and standards is realising through membership of international organisations.

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)

Yes. The education is already on high degree level (Universities), with professional exams (for different levels) for all employees in archives institutions. Further education on regular basis is organised through participation and organisation of national and international conferences, workshops, post-graduate study (archival science), exchange of good practice with foreign archives, individual capacity building abroad (for certain profiles of personnel), on organisational level – to be member of various international organisations (ICA, FIAF, ACE, etc.) and applying their promulgated international standards; reporting on state to some of this organisations.

Législation 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 status, authority, mandate is defined by the specialised field law and by the law defining the structure and organisation of public administration.

. guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3. 7)

Documents kept by archival institutions are kept in their original form (unhindered) and are intended to be in use like that by the public. Only in cases (a very small percentage of the whole kept material) where kept data in the documents include sensitive and personal data – these data should be hidden (covered) by the anonymization procedure – where a copy of original is done with the covered personal or other sensitive data. In cases where whole files of archives are of sensitive nature (defined by the Act on Secrecy Data), with e.g. state, economy, military or other secret data – in this cases the whole files are classified and not available for public – but kept in the original /not unhindered form.

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

To facilitate access (for various groups, organised school visits, visit of associations, regular visit and work of researchers) archival institutions are obliged by their annual plans and by the field legislation.

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

According to the field legislation on archives no material is classified if it is not defined by law or if there are copyrights on work (specially for film material) – and these rights should be arranged in advance with the copyright owner. If the status is not clear (or it is obvious that the creator/owner is not known) the material is available for public as well.

. ensure statutory deposit of documents in memory institutions? (4. 6)

It is defined by field law, under law regulations, confirmed/issued Technical specifications (e.g. Uniform Technological Requirements), professional guidance and literature. It is ensured by

annual plans of archival institutions and in detail defined by appraisal policy (which documents have the nature of archives and should be permanently preserved) – it is performed by selection criteria and constant cooperation with creators of archives.

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4. 1)

The government sources financing the protection of archival heritage and the activity in the archival sector in the last years are not stagnating, but slightly increasing for the general costs (however, not increasing for the program). On the other side the quote for personnel employed in archives was in the last 10-15 years decreasing (no new employees after retirements in many cases). However, in the last years this situation is improving.

On the other side, there are new financial sources for development and personnel employed in the EU projects. These are time limited projects (with EU finances) – e.g. development projects for e-archives. But these employees and finances are on the contractual bases and on limited time period.

10. What long term investment in analogue and digital documentary preservation has been made?(4. 1)

The most important investment for digital archives at the Archives of the Republic of Slovenia has recently realised through the EU project – titled “**e-ARH.si: ESS 2016 – 2020**”, with several working groups (Competence Centres), achieving several goals (linked with each other), including facilitating access to the special groups of visitors – the disabled. The whole finance estimation – including the establishment of e-archives repository (for national + six regional archives) is for the 5 years period of 4 mio EUR (of the EU Cohesion Fund).

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)

The National Archives allows in the public procurement (call for tenders) the 'open code' solutions, but in the process of selecting of the offered solutions there are no special value (or given points in the selection decision) for the tenderer who give this kind of solution. This means that 'open code' solutions are allowed, but not stimulated.

Identification and préservation status of documentary héritage

12. Do all national memory institutions have published collection development, préservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary héritage? What policies have been developed recently? (1. 1)

Yes. For archives they are defined by the field legislation and by professional recommendations – promulgated by education, conferences, obligatory seminars and exams (for creators of archives as well). This is all defined by archives law and sub-ordinated regulation (general criteria and appraisal structure) – however selecting decisions are always done for each archives' creator individually.

New strategies mostly relates to many procedures needed for e-archives. Lately has been developed the product of inf. scheme to prepare the SIP (Submission Information Package) – which is the appraised e-archives of a creator to be transferred into the E-Archives storage for permanent preservation. This is part of project “e-ARH.si: ESS 2016 – 2020”.

13. What documentary héritage 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)

There are endeavours (through annuals' plans) not to have endangered archival heritage – constantly being in contact with the archives' creators. However, according to the nature of it – the most endangered kind of archives could be the digital archives – for this reason it is important to embrace control at the time of their creation (to be created in the prescribed and defined sphere by confirmed internal rules, etc.) – all with high cooperation level with creators and Archives.

14. What arrangements are in place to protect the documentary heritage from danger? (5. 4)

It is important to have information and control of the state of protected heritage.

15. 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)

With private holdings and owners of archives it is in work the cooperation approach of the responsible Archives – advising for preservation, arrangements of donations/acquisitions. Private holdings are visible in the national directories only in cases if they are transferred/donated to the Archives.

Capacity-building

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

Best practice for archives in Slovenia is most shared, on regular basis between all the state archives (1 national + 6 regional), occasionally also with other memory institutions – like field-experts-consultation meeting of National archives and National library (once per year).

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

Education, conferences, obligatory seminars and exams (for creators of archives as well for private enterprises engaged in records management), organisation of national and international conferences, workshops, post-graduate study (archival science), exchange of good practice with foreign archives, individual capacity building abroad (for certain profiles of personnel), education for personnel in EU projects.

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

National archives institution is always a member of several international professional associations (e.g. ICA, FIAF, ACE, etc.). The Nat. Archives pays on annual level membership fees for six international organisations and Foundations. It is also involved through active participation in the organised events of these associations, as well as with individual active members to the bodies of these organisations.

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

It is not a real public-private partnership with investments. However, for some projects there is a kind of cooperation activity – not on the basis of sharing costs, but through the signed agreement with the Archives to perform digitisation of certain part of archives (according to the special wish of private institution). This agreement includes submitting of one free copy of digitised archives to the Archives.

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)

No – not yet.

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

There are no new nominations. For Slovenia is inscribed in the MW register one item – “Codex Supraliensis”.

There is an initiative from the archives sector – to create ‘a national list (nominations)’ for the MW program. The archives have created their proposals for the national nominations, however the cooperation of the museums and library sector is still missing.

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)

Yes. There are some promoting activities of the MW program. Specially the archives have established their board for national (archives) nominations and in the reproductions’ exhibition (outside the National archives) presented the nominations of all public and private archives (the Church archives). All cooperating archives were informed on the MW program and were simulated to review the MW central register (on UNESCO web page).