



EUROPEAN COMMISSION

SECRETARIAT-GENERAL

OFFICE FOR INFRASTRUCTURE AND LOGISTICS - BRUSSELS

THE ARCHIVES OF THE EUROPEAN COMMISSION

ACTIVITY REPORT 2009

Table of Contents

Introduction	3
1 Administration	4
1.1 Budget	4
1.2 Personnel	4
1.3 Professional Training	4
1.4 Internal Communication	6
2 Infrastructure	6
3 Information Technology	7
4 Current and Intermediate Records	9
5 Historical Archives	10
5.1 Archival services for researchers	10
5.2 Archival processing	12
5.3 Communication	16
5.4 Relations with the European University Institute in Florence	16
6 Relations with professional and academic organisations	17
6.1 European cooperation on archives	17
6.2 Cooperation on electronic archives	18
7 Inter-institutional working group on archives	18

INTRODUCTION

The responsibility for archiving at the Commission is shared by different services. Overall responsibility for records management and archival policy lies with the Secretariat General (SG). The implementation of this policy is shared by Commission departments (Directorates General and equivalent services), and the Historical Archives Service, which is part of the Office for Infrastructure and Logistics in Brussels.

The Secretariat General is responsible for the Commission's internal policy with regard to records management and archives, as well as external cooperation and coordination. Internally, it aims to put in place the legal framework, strategies and procedures that allow the Commission to manage its records and to open its archives to the public after thirty years. Externally, the Commission's archival policy aims to promote cooperation on archives with and between the member states, as well as with the other EU institutions and international archival bodies.¹

The Commission departments are responsible for their own current and intermediate records that are transferred to the historical archives in accordance with the Commission's retention schedule.

The Historical Archives Service fulfils the Commission's obligation to ensure that documents of legal, historical or administrative value are preserved and opened to the public.² They process and preserve archives transferred to them by Commission departments and prepare the deposit of the Commission's historical archives at the Historical Archives of the European Union (HAEU). Since 1984, the European institutions collaborate with the European University Institute (EUI) in Florence, where the historical archives are stored and made accessible to scholars.

This report is the first of its kind. It covers a particularly important year for archiving at the Commission. In 2009 a new records management application, ARES, was successfully rolled out to more than half of the Commission services, the Historical Archives embarked on a major overhaul of their working methods and preliminary discussions took place on the renewal and reinforcement of the partnership between the EU institutions and the EUI for the management of the historical archives of the Union.

This report was jointly prepared by the Secretariat General and the Historical Archives Service and covers the entire lifecycle of records and archives management at the Commission.

¹ For more information on the Commission's archival policy, see:
http://ec.europa.eu/transparency/archival_policy/index_en.htm

² For more information on the Commission's Historical Archives Service, see:
http://ec.europa.eu/historical_archives/index_en.htm

1. ADMINISTRATION

1.1. *Budget*

The Commission's records management policy is known as e-Domec, an acronym for the electronic archiving and document management policy in the European Commission. The financial resources allocated in 2009 for the development and implementation of the e-Domec IT systems were distributed as follows:

Description	Amount
Maintenance and support of the central corporate system (HERMES, ARES, NOMCOM)	1 100 000 €
IT Training and support to migration of Directorates General (DGs) to ARES	300 000 €
Implementation and support of the Hermes Repository Services	300 000 €
Analysis and development of the Hermes Preservation Services and support of the current tool for the management of the historical archives	350 000 €
Total	2 050 000 €

1.2. *Personnel*

At corporate level, the unit responsible for document management and archival policy, SG.B2, has a staff of 16.

The technical development and maintenance of the corporate IT applications for records management and archives is the responsibility of the Commission's Directorate General for Information Technology (DIGIT).

The management of the Historical Archives Service is handled by OIB.OS.1.002 which in total consists of 30 agents, including ten archivists.

Each Commission Department has a Document Management Officer (DMO) designated by the Director-General, who is responsible for the implementation of the Commission's records management policy in his or her own department. The DMO is often assisted by a document administration centre (known by its French acronym, CAD) and, in most cases, a local network of correspondents that help to implement the e-Domec policy and tools in their respective units or directorates.

1.3. *Professional Training*

The Commission is aware of the need to raise awareness and to train its staff with respect to records management and archiving. To this end, it organises regular awareness campaigns and also provides a large spectrum of records management and

archives training for staff at all levels.

Training is provided not only for specialists such as the Document Management Officers and their local networks but also for secretaries, desk officers and managers. It focuses on providing the knowledge and tools required by the group in question and ranges from a general introduction to records management and archiving for all staff to professional records management certification courses for specialists. Desk officers and managers can learn how good records management can improve performance and reduce risks and how to manage the documents for which they are responsible.

In 2009, 12 different records management and archives courses managed by the SG came to a total of 160 days with an audience of approx. 2900 persons.

A complement to the standard records management and archives training consists of a visit to the main repository of the Historical Archives Service in Kortenberg where the importance of the document life cycle is illustrated and the management of the historical archives until the opening to the public is explained in detail. On request, the Historical Archives Service provides specific training to Commission departments concerning the preparation of file transfers.

In addition to professional training, the Commission also organises master classes to provide more in depth insight into archival issues. Three such master classes were organised in 2009:

- Yves Marleau, president of the Canadian company Cogniva Information Solutions, "La gestion de l'information et le 'records management' en Europe";
- Dr. Sebastian Gleixner of the Bundesarchiv presented the European Archives Portal (APENet);
- Professor Giulio Passerin d'Entrèves, Université de Paris I (Sorbonne), "Les archives de plus en plus électroniques à l'aune des historiens: problèmes de méthode et de documentation vue par les historiens".

On the IT side, roughly 3000 staff followed training on the new records management application (ARES) that is currently being rolled out. Training materials have been developed to allow e-learning and to allow self-teaching users to progress with ARES. Specific training workshops are held regularly for local IT service desks, DMO teams and local training staff. The following training sessions were organised in 2009:

- ARES users training: a one-day hands-on training that gives a general overview of the day-to-day processes involved in using ARES;
- DMO/CAD training: a detailed technical training designed to support records and archives managers at the Commission. It covers all aspects of ARES and how to manage the application within each department;
- Management Training: a short overview for managers that focuses on the tasks they may need to perform in ARES. It includes a brief overview, simple functionalities and takes no longer than half a day;
- E-learning ARES: managing tasks, document search and a general explanation of the most needed modules in ARES;

- Train the trainers: local trainers follow a general training session and afterwards a specially designed workshop.

An ARES "playground environment" is also available to practice working with the application before migration.

1.4. Internal Communication

The development of the Commission's records management and archives policy is overseen by a Steering Committee composed of Director-Generals and Directors.

Internal communication consists of the following:

- Meetings of the Steering Committee (once or twice each year);
- Organisation of regular interservice meetings of DMOs;
- Support offered through a central "flying squad" and a helpdesk function from the SG;
- Awareness raising campaigns;
- Information visits organised by SG in the Commission departments to explain policy;
- Support offered by the Historical Archives Service for the transfer of files to the historical archives;
- Regular contacts and meetings between the SG and the Historical Archives Service.

2. INFRASTRUCTURE

The physical infrastructure for archiving comprises the repositories and the reading room. The main repository is situated in an industrial building in Kortenberg (KORT), a suburb in the north-east of Brussels, which accommodates the files transferred by the Commission services located in Brussels and by the delegations and representations. From its total capacity of 125 linear km (lkm), currently 113.9 lkm are used. The 4.5 lkm of files of the former Commissioner's cabinets are stored in a repository located on square de Meeus (SDME), the total capacity of which amounts to 5.0 lkm. The Commission's services in Luxemburg transfer their files to the repository in the Jean-Monnet-building (JMO) on the plateau Kirchberg. The volume of files in Luxemburg amounts to 11.1 lkm, total capacity of the building comes up to 12.0 lkm.

Capacity and holdings by repository

Repository	Total capacity (lkm)	Holdings stored (lkm)	Free capacity (lkm)
KORT	125.0	113.9	11.1
SDME	5.0	4.5	0.5
JMO	12.0	11.1	0.9
Total	142.0	129.5	12.5

In order to cope with the shortage of storage space and to reduce the risk of damage due

to fire and to a steady degradation of paper, the construction of "KORT1", a new repository meeting all required standards for storing paper archives is foreseen. It will be adjacent to the current KORT building and offer a capacity of about 90 lkm. A part of this new building will be used by DG Communication to store audiovisual archives. In November 2009, the Commission's "comité immobilier" gave its approval to launch the inter-service consultation for the construction of the new repository.

The reading room of Historical Archives Service, which was renovated in 2007, is situated between the Council and the European Parliament in rue van Maerlant 18, a building shared with the central library of the Commission and the Brussels antenna of the Office for Publications. This location provides for a geographic synergy for researchers visiting the other institutions as well as for the users of the Commission's library.

The reading room offers about 10 workplaces to consult paper files and puts a number of other facilities at the visitor's disposal, such as:

- 6 microfiche scanners/readers (including software for scanning microfiches to PDF)
- 3 special microfiche printers
- 6 PCs with secure internet connection
- Additional internet connections for laptops
- Photocopier.

Researchers will not only find the files they have asked for but also a number of useful reference material and collections such as:

- Annual General Reports on the activities of the European Communities/Union
- Organisation charts of the European Commission
- Bulletins of the European Communities
- Collections of minutes of the meetings of the European Commission (up to 1979) and COREPER (up to 1977)
- Speeches made by members of the European Commission and leading personalities.

3. INFORMATION TECHNOLOGY

On the IT side, the Commission has developed three central information systems. A basic platform (HERMES) provides a common repository and a set of document management modules (register, file, search, scan ...), which is complemented by an application (ARES) for the management of incoming and outgoing documents and an application that manages the Commission's filing plan (NOMCOM).

Further modules have or are being developed to provide document management services to existing IT applications, which will allow their progressive integration into HERMES.³ Eventually all Commission applications will be integrated in or interoperable with the central records management system. This will help ensure that all relevant records are properly preserved and transferred to the historical archives.

³ Hermes Repository Services and Hermes Preservation Services

The most important IT developments for records management and archives in 2009 were:

- The migration to the new electronic document and records management system, ARES, which is now successfully implemented in more than 50% of the Commission services. This represents about 10 000 ARES users and 500 000 documents⁴ in the system. The migration will be completed in 2010.
- ARES was further improved in 2009. New features added to the ARES interface significantly improve the usability and performance of the application. Remote (web) access to ARES is possible since the second quarter of 2009. Scanning supports PDF and OCR to fully benefit from full-text search. Version 1.4 that includes changes in the security model (delegation mechanism) was deployed in October 2009;
- The development of tools for archival appraisal and preservation (Hermes Preservation Services – HPS) is organised in three phases. For the first phase, covering the management of the retention schedule, the analysis has been completed and development has started in 2009. The application will be rolled-out in 2010. The second phase will cover the management of files transferred to the Historical Archives Service, with the exception of the second review which will be covered in the third phase. The third phase will also cover the archiving of documents from other IT systems such as the Adonis databases (mail registration) and the application for internal consultations, CIS-NET.
- Integration of local applications with HERMES, Hermes Repository Services (HRS), was successfully rolled out in 2009 and is now used by several local applications in the Commission departments.

The proprietary database ARCHIS for the management of the archives has been further developed in order to reply to the needs which arose due to the implementation of new procedures. The main changes were the integration of the new basic file lists (in use since autumn 2008) and the possibility to easily upload and modify metadata of files analysed by the method of summary description. Additionally, a further analysis is ongoing on how to integrate sampling functions into ARCHIS and how to produce and store typical archival descriptions of entities such as producers, fonds and series in accordance with ICA⁵ standards.

ARCHISplus constitutes the database which can be consulted directly by the public. It contains transfers and files which have been opened to the public according to the 30-years-rule. The public database has been adapted in the context of the update of the internet site of the Historical Archives Service (cf. infra) through which it can be accessed. Notably the "look and feel" of the search and result screens have been improved, with special emphasis on the user-friendliness of the modules for "speeches" and "minutes of Commission's meetings" and on the overall navigation. Explanatory texts have been revised and, where needed, put into an additional help-function.

⁴ The number of documents had risen to 640 000 by early March 2010. A document can contain multiple attachments.

⁵ International Council on Archives.

References in the ARCHIS databases

Database	Transfers (#)	Files (#)
ARCHIS	12 964	1 247 533
ARCHISplus	97	42 758

4 CURRENT AND INTERMEDIATE RECORDS

The Commission's records management and archives policy provides rules for the whole document lifecycle. The objective is to ensure that all official documents are registered, filed and preserved in order to protect the memory, and facilitate the transparency and accountability of the European Commission.

This policy, known as e-Domec, consists of three main areas:

- the development of the legal framework and accompanying procedures;
- the development of supporting IT tools;
- policy implementation, including awareness raising campaigns, training and support, regular evaluations, etc.

The legal framework for the Commission internal records management and archiving policy is based on two Commission decisions, which provide provisions on document management⁶ in general and on the management of electronic and digitised documents⁷. These decisions are supplemented by implementing rules⁸ on registration, filing, electronic and digitised documents, preservation, appraisal and transfer, as well as by a Commission filing plan⁹ and a retention schedule¹⁰.

The Commission carries out periodical reviews on the implementation of its records management and archives policy. A composite indicator that measures overall progress and quality of the implementation of the rules and procedures was developed in 2009. At the end of that year the composite indicator showed a compliance rate of 77% for the Commission as a whole.

⁶ Decision 2002/47/EC

⁷ Decision 2004/563/EC

⁸ SEC(2009)1643. The implementing rules were originally adopted between 2003 and 2008 and recast and published as a single document in 2009

⁹ SEC(2003)903/1

¹⁰ SEC(2007)970

5 HISTORICAL ARCHIVES

5.1 *Archival services for researchers*

5.1.1 *Requests for research and day-to-day assistance*

According to article 1 of Council Regulation 1700/2003 amending regulation 354/83, documents of historical and administrative value have to be made accessible to the public wherever possible. Ensuring this public access also means assistance to both people outside the institution as well as Commission colleagues looking for specific information, a document or a set of files.

The Historical Archives Service is involved in two different approaches for research. The first one concerns requests for documents older than 30 years which are entirely within the remit of the Service. The other one relates to requests for documents of a more recent date, falling under the terms of Regulation 1049/2001 regarding public access to documents.¹¹ It is the department that has established the document which decides on public access requests. However, in a number of cases, the document requested has already been transferred to the historical archives, so that the physical and database research to retrieve the document falls upon the archives service. With regard to certain requests – both internal and external – (complex issues, or very specific information), the support provided by the Historical Archives Service goes beyond the mere localisation of files, involving consultation of the researcher, time consuming background research and in depth screening of files.

Users of the archives are mainly researchers in the classical sense of the term (academic staff and students from universities or similar institutions), but increasingly lawyers and lobbyists request information from the Historical Archives Service. Media requests are rare.

In total, the Historical Archives Service handled 1739 research requests in 2009, of which 1428 concerned a specific document or file. They have been answered by the transmission of 5719 files and 43 539 scanned documents. 311 requests were part of extensive academic field work and required in-depth research in the database and in the repositories in order to supply the set of files deemed to contain the suitable documents.

The code of conduct for good administrative behaviour allows a deadline of 15 working days for replying to a request. However, the service commits itself to reply as quickly as possible and 86% of the requests for specific documents or files are treated on the same day or on the calendar day following the request.

¹¹ OJ L 145, 31.5.2001, p. 43.

Time to answer a request (number of calendar days)	Relative share (%)
0	63
1	23
2	2
3	7
4	2
5	1
6 and more	2
Total	100

The reading room received 456 visitors studying the documents put at their disposal.

In order to make the user familiar with the pertinent aspects of the use of the reading room, in 2009 new reading room rules were drafted. Among other things, they provide explanations on the conditions of access, finding aids and reference publications, the conditions for the use of the technical equipment and the provisions concerning copyright.

5.1.2 Survey on the needs and expectations of researchers

The importance of having a reliable indication on the future focus of interest of research became apparent in the context of the Working Methods Group (cf. infra). Even if day-to-day contacts with researchers in the reading room or when dealing with their requests allow the Historical Archives Service to get an idea about their projects, a broad, scientific approach on a representative sample of researchers was carried out, thus coming to reliable results. An interactive online survey addressed to 322 holders of Jean-Monnet-chairs in 26 Member-states, entitled "6 questions for nearly 60 years of history", was conducted between June and October. The questions referred not only to their research, but also to their use of archival services and to their expectations towards the archives of the Commission. Received replies indicate that research will focus on institutional development, the legislation making process, as well as on external relations including enlargement, external cooperation and development. At the bottom of the table were agriculture, fisheries and the European Coal and Steel Community.

5.1.3 Publications

In 2007, the Commission published the first volume of the "History of the European Commission", covering the period from the founding of the European Communities until the first enlargement (1958 -1972). Following this successful publication, the Secretariat General launched a new project to gather first hand accounts and original source material with a view to writing a second inside history of the European Commission from 1973 to 1986.

The contract for this project was recently awarded to an international European network of academics, HISTCOM.2, led by the Professor Michel Dumoulin of the Université Catholique de Louvain-la-Neuve. Over the next two years the network will gather first hand sources, including a large number of interviews with former Commissioners and officials. The Historical Archives Service is actively involved in the project and

will co-operate closely with the Secretariat General and the consortium of researchers to provide access to the primary written sources. Once the project has been completed the interviews will be deposited in the Historical Archives of the EU in Florence.

5.2 Archival processing

5.2.1 *Transfers*

The year 2009 again showed the positive impact of the e-Domec policy introduced in 2002. Whereas in 2008 the total volume of transfers amounted to 7.6 lkm (of which 7.0 for the repositories in Brussels and 0.6 for Luxemburg), in 2009 it decreased by 45% to only 4.2 lkm (4.1 for the repositories in Brussels and 0.1 for Luxemburg) as a result of proper application of the document management rules. The total number of transfers amounted to 305 which included 79 672 files.

Neither mixed transfers nor transfers of only electronic documents have taken place yet.

The archival implications of the end of mandate of the Barroso I Commission (9 February 2010) were handled jointly by the Secretariat General, DG Human Resources, DG Media and Information Society and the Historical Archives Service. They included creating awareness in the cabinets for the importance of the exercise and appropriate training of the agents involved. Apart from paper files, preparatory work concerned also the transfer of electronic documents and files registered in the ADONIS databases (registration system), personal folders on MS-Outlook and the websites of the Commissioners. At the end of 2009, already 23 transfers containing 3898 paper files had taken place.

5.2.2 *Description and analysis*

5.2.2.1 Output 2009

4880 files have been described and analysed, thereof 1847 according to the established working methods of Historical Archives Service and 3033 by using the method of summary description, which is part of the "method of normalised archival treatment" (see below). The focus of this work was on DG Economic and Financial Affairs, DG Communication, cases at the Court of Justice in which the Commission was involved and international relations.

5.2.2.2 Method of normalised archival treatment

During the last years it became increasingly apparent that the number of files to be opened in accordance with the 30-years-rule and the number of archivists to treat these files do not match and will never match. Furthermore, the lack of "contextual" information in the file descriptions and more generally the difficulty to get a complete overview of all transferred archives were a challenge. In order to improve this situation, a change in the working methods had to be brought about. Since 2008 the "Working Methods Group", composed of the head of unit OIB.OS.1, seven agents of the Historical Archives Service, one of the SG and two document management officers, analysed how a new classification scheme for the historical archives based on the ICA

methods and standards for description of records creators (ISAAR), fonds and their sub-entities (ISAD (G)) can be applied.

Having established the concept in December 2008, it was applied in 2009 on two pilot DGs: Communication and Economic and Financial Affairs. In a nutshell, the change foreseen consists mainly in developing a new filing plan taking provenance and archival integrity principles into account, describing the "fonds" and their subdivisions as well as the related records creators in accordance with international standards and suggesting appraisal/selection actions based on physical assessment ("random check") in the repositories. Given this broad descriptive background, the analysis of the individual files can be kept to a minimum.

The results achieved with the pilot DGs were encouraging. They have been validated by Prof. Charles Jeurgens, professor of archival science at Leiden University and head of the department of appraisal and selection at the National Archives in Den Haag. Prof. Charles Jeurgens underlined the necessity to deal first with the question of appraisal and selection of the files transferred. It has been decided to gradually apply this "Method of normalised archival treatment" from the beginning of 2010, extending it over time to all services. In the long run the application of these methods will contribute not only to an increase of properly described files but also to a better and global understanding of the holdings of the Commission. Nevertheless it is important to bear in mind that:

- the process of applying the normalised archival treatment will have substantial implications on the workflow following description and analysis;
- the period for transformation of the Historical Archives Service will take 5 to 10 years;
- for certain categories of files the current methods will continue to be applied; mainly for transfers coming from the private offices of Commissioners and containing documents of diverse nature on the one hand and of high historical value on the other hand as well as for transfers which already have been partially analysed in the course of research work and which will be finalised by applying a coherent methodology;
- the new methods will allow to increase the number of files described, but given the number of files which should already be open to the public (about 300 000), making up the leeway cannot be expected.

5.2.2.3 Specific operations of description and analysis

A module for speeches in the database ARCHISplus

Speeches of members of the Commission as well as of high ranking officials constitute a valuable and easy-to-use source for people interested in European history. In order to facilitate access to those speeches they will be available in full text online through the database ARCHISplus, accompanied by a short description and the relevant metadata such as the occasion, date and place of the speech. In 2009, preparatory works (research of metadata, encoding, describing) for the publication of 94 speeches of Jean Monnet were carried out.

Speeches held in the period 1985 – 1988

Since 1985, all speeches of the members of the Commission are available to the public in the RAPID database. However, for the period 1985 – 1988, in total 211 speeches were still missing. The Historical Archives Service retrieved 201 speeches and transmitted them to DG Communication for publication via Internet.

Minutes of the meetings of the European Commission

The minutes of the Commission's meeting constitute one of the most requested series of the archives and are thus treated with priority. In 1979, in total 42 meetings took place, the volume of minutes opened to the public amounts to 83 folders. In order to facilitate consultation of the most important parts of these minutes, two compendia of 13 folders each have been established, one for the reading room in Brussels, the other one for the HAEU in Florence.

Studies ordered by the Commission on its administrative budget

The Historical Archives Service has the mandate to hold the register of the studies ordered by the Commission on its administrative budget so that the services are bound to deliver one copy of each study. In 2009, a total of 246 studies were entered into the register.

Organisation charts of the Commission

In 2009 the collection of organisation charts has been completed. It comprises the charts in the French language up to the level of unit (division) from 1958 - 2009. They are available in the reading room in paper version as well as in electronic format enabling an optical character recognition (OCR). Work on a German version has started.

5.2.3 Elimination

Following the principles of efficient and responsible archiving and given the shortage of storage space, since 2008 the elimination of files which have no archival value has become a priority for the Historical Archives Service. In 2009, 7.5 lkm (corresponding to 300 tons of paper) have undergone destruction. In all cases the producing/originating departments of the eliminated files, DG Budget and DG Development, as well as the Legal Service gave their prior consent to proceed with the destruction of the files, which in total belonged to 238 transfers.

Until October the destruction of files was done through incineration. For financial and ecological reasons, since November 2009 the files are shredded directly on site, in the KORT repository. The contractor is an affiliated company of Bruxelles Propreté; after shredding, the remainders are recycled. The procedure is supervised by an agent of the Historical Archives Service and offers all the necessary guarantees for confidentiality and security.

5.2.4 Sampling

Further to the policy of elimination, in 2009 preparatory work for the sampling of files

were started. The transfers chosen concern 37 000 FEOGA project files (applications, project presentations, performance specifications, bills, payment orders, control documents, ...), covering the period 1964 – 1994. The preliminary approval of the producer, DG Agriculture, for eliminating the files has been obtained and the archival methods as well as the criteria for sampling have been developed. Next steps will be the execution of the sampling and, as this will be the first procedure of its kind, to lay down, on the basis of the experience gained, a standard procedure for future samplings.

5.2.5 Declassification

Declassification continues to be Achilles' heel of efficient archival processing. The legitimate interest of the producer of a confidential document to decide to extend the classification status often entails long-lasting requests for declassification, both for Commission documents and for documents established by third parties. In some cases, the time for a reply goes into years, requiring regular reminders from the Historical Archives Service. Nevertheless, in 2009 in total 1 067 files were declassified.

Attempts to improve the regulatory background for declassification showed some success; particularly it was possible to establish clear procedures for documents falling under the terms of the Euratom Treaty as well as to clarify the meaning of ambiguous terms of classification. Next steps should include:

- a legal basis allowing the automatic declassification of documents established by the Commission and classified "EU Restricted" when they reach the age of 30 years,

as well as

- a clear definition on "personal data" (whether to apply or not Regulation 45/2001 to files which are not established on the basis of the names of persons) and on "commercial interests".

5.2.6 Technical treatment

In total 2907 files, containing 677 284 pages (i.e. an average file consists of 233 pages) have undergone the process of technical treatment (removing metal objects and redundant copies of documents, making photocopies of damaged documents, numbering, binding). After technical treatment, microfiche master-copies and two additional sets of microfiches have been produced.

During the last years, the technology of micro-formatting has undergone substantial improvements; for example it becomes more often a joint technical operation with a digitisation of paper documents. The step-by-step introduction of the new working methods will need an adequate approach to producing micro-formats and a feasibility study into this matter has been conducted in 2009.

5.2.7 Deposit at the Historical Archives of the European Union (HAEU)

Based on the contract of 17 December 1984 (cf. Introduction), on 9 December 2009, 1814 files were transported to the HAEU in Florence, accompanied by two sets of 5371 microfiches. The policies covered by the files transferred concern mainly internal

market, regional policy, external relations and agriculture.

5.3 Communication

In 2009 the Historical Archives Service modernised and developed its internet site. The new site follows the Europa-site guidelines and it is linked to the inter-institutional archives portal displaying information relevant to the archival services of all European institutions. Thus the site concentrates on a description of the service as well as of its essential holdings and collections. The public database ARCHISplus, which is accessible through the site, has been made more user-friendly and convivial.

5.4 Relations with the European University Institute in Florence

The historical archives of the institutions and other organs of the European Union are deposited at the European University Institute (EUI) in Florence, where they are made available to the public.¹² The deposit of the historical archives in Florence is regulated by a contract of 17 December 1984 between the European Communities, represented by the Commission, and the EUI.

The European Union provides funding for the management of the HAEU in Florence by way of an annual service contract. In 2009, the total EU funding for the archives amounted to €1 786 000.

In 2008 the Secretariat General of the European Commission initiated a reflection on the future development of the Historical Archives of the European Union at the EUI and its relations with the EU institutions. Since the time of the original contract in 1984 the EU has considerably evolved and new fields of activity have appeared, notably the increasing importance of digital archives. The Commission concluded that the time had come to establish a more modern and solid basis for a lasting relationship with the EUI as a partner in the management of the historical archives of the European institutions.

The Commission, therefore, proposed a vision for the future relationship with the EUI and the other EU institutions. It includes:

- a more appropriate legal base for the HAEU and a permanent role of the EUI with respect to the archives of the EU institutions;
- establishing partnership agreements for medium term programming whereby the responsibilities of the EUI and the EU institutions are clearly set out;
- defining the future role of the EUI in facilitating access to digital archives by researchers.

In October the Inter-institutional Working Group on Archives approved in principle the Commission proposal. There was broad agreement on the future role of the EUI as a centre for consultation and access to the digital archives of the European Union. The proposals will be further developed in 2010 and should lead to first results in 2011.

¹² At present the European Parliament, the Council, the Commission, the Court of Auditors, the European Economic and Social Committee and the EIB deposit their historical archives at the EUI.

On 17 December the inaugural ceremony for the opening of the new seat of the Historical Archives of the European Union in Florence at Villa Salviati took place in the presence of the President of the Italian Republic. In his message, President Barroso thanked the Italian government and the EUI for their hospitality and support to the Historical Archives of the European Union.

6 RELATIONS WITH PROFESSIONAL AND ACADEMIC ORGANISATIONS

6.1 European cooperation on archives

European Cooperation on archives is coordinated by the European Archives Group (EAG). The EAG comprises experts from all 27 Member States and from the EU institutions. The group meets twice a year to discuss the progress achieved with respect to the implementation of the 2005 Council Recommendation¹³ on priority actions to increase cooperation in the field of archives in Europe and the Progress Report on the implementation of this recommendation of August 2008¹⁴.

During 2009, further progress was achieved with respect to all the priority measures of the 2005 Council recommendation. This included archives preservation and disaster prevention, European interdisciplinary cooperation on electronic documents and archives, the creation of a European portal for archives and the establishment of a database with archival legislation and related laws at national and Community level. A fifth priority measure on measures to prevent theft of archival documents had already been completed in November 2008.

The development of the legal database, Euronomos, was completed in January and, as previously agreed, the International Council on Archives (ICA) took over the full responsibility for hosting and maintenance of the database. The Member States and the European Institutions continue to contribute to the content of Euronomos.

The EU-funded project to develop an archives portal for Europe (APENet) was launched at the beginning of 2009. The Commission participated in the APENet General Assembly that took place in Lund, Sweden, on 12 October 2009 and a model of the portal was demonstrated at the EAG meeting of 14 October. It is expected that archival material will start to become available via APENet, and also via Europeana¹⁵, during the second half of 2010.

Work on the future challenges (archives and the re-use of public sector information, the question of on-line versus on-site access to archives and digital record keeping and the role of archives) was accelerated in the autumn of 2009. First results are planned to be presented to the EAG in May of 2010.

¹³ OJ L 312, 29.11.2005, p.55.

¹⁴ COM(2008)500.

¹⁵ Europeana is the online European digital library that provides access to the collections of libraries, archives and museums from all around Europe, see: <http://www.europeana.eu/>.

6.2 Cooperation on electronic archives

After the publication in early 2008 of the update of the Model Requirements for the management of electronic records (MoReq2) by the European Commission, the DLM Forum¹⁶ took responsibility for the further management of the specification. In its progress report to the Council of Ministers in August 2008 the European Archives Group recommended that the DLM Forum maintains a viable governance regime for MoReq2, including notably the translation of MoReq2 into the official languages of the EU and the addition of national chapters zero to take account of the national traditions and specific legislative framework. It also asked the DLM Forum to set up and monitor a European compliance testing and certification regime for MoReq2.

Consequently, in December 2008 the DLM Forum installed a MoReq Governance Board (MGB) for this purpose. The main tasks of the MGB are to ensure the consistency and quality of MoReq translations and chapters zero, to promote the use and adoption of MoReq in the EU and to establish a programme for MoReq maintenance and testing.

The European Commission continues to support the DLM Forum and MoReq. It is represented on the MoReq Governance Board and has observer status in the DLM Forum Executive Committee. The Commission participated in the DLM Forum members meetings hosted by the EU Presidencies in the Czech Republic (Prague) and Sweden (Härnösand). It actively supports translations of MoReq2 into the official languages of the EU through the issuing of copyright licence agreements.

7 INTER-INSTITUTIONAL WORKING GROUP ON ARCHIVES

The Commission is represented in the Interinstitutional Working Group on Archives by the Secretariat General, which coordinates the Commission position. The Historical Archives Service also participates in these meetings.

During 2009 meetings were hosted by the Secretariat General of the Council on 4 June and by the European Commission on 28 October. The meetings serve to discuss issues of mutual interest with respect to records management and archiving at the different institutions and to exchange best practices and to foster cooperation. Some of the issues discussed in 2009 include the effects of draft transparency legislation on archives, archival staff recruitment and professional training, joint online presentation of the EU archives services and the coordination of the deposit of the historical archives in Florence. At the October meeting the Commission has initiated the discussion on the future relationship between the EU institutions and the EUI in Florence, which will continue in 2010.

¹⁶ The DLM Forum was originally established in 1996 as an inter-disciplinary cooperative effort led by the EU member states and the European Commission. It has since evolved to become an independent community of interested parties in archive, records, document and information lifecycle management throughout Europe. DLM stands for Document Lifecycle Management.