

Rules of Access to the Archival Material
and
Reading Room Regulation
of the
Service of Diplomatic and Historical Archives
of the Hellenic Ministry of Foreign Affairs

CHAPTER A
GENERAL RULES OF ACCESS

Article 1

Aim and general rules of access to archival material

1. Access to archival material for which the management responsibility lies with the Service of Diplomatic and Historical Archives is governed by the provisions of Article 19 of Law 3566/2007, Official Gazette A117/2007 (*Ratification as a Code of the “Regulation of the Ministry of Foreign Affairs”*) and the deriving Ministerial Decisions and Presidential Decrees, issued according to the MFA’s Regulation. Also, the founding Act of the General State Archives (GAK) (Law 1946/1991) and the Law 2472/1997, Official Gazette A50/1997 (*Protection of Individuals with regard to processing of personal data*) apply mutatis mutandis.
2. The present Rules of Access aim at the description of the conditions of access of citizens to the MFA’s archival material and the facilitation of scientific research in diplomatic documents, as well as their conservation and preservation.

Article 2

Scope

These Rules apply to access to the archival material of the MFA, as defined in paragraph 2 of Article 19 of Law 3566/2007, Official Gazette 117/A’/2007 (*Ratification as a Code of the “Regulation of the Ministry of Foreign Affairs”*). They do not cover access to the material of the Audiovisual Archives (Photographic and Cinematographic Archives) of the Service of Diplomatic and Historical Archives and the Library of the Ministry of Foreign Affairs.

Article 3

Use of the catalogues of archival material

1. The use of the archival material catalogues provided by the MFA Service of Diplomatic and Historical Archives is free. Search can be conducted either through the search engine running on the website of the Ministry of Foreign Affairs or through printed catalogues located in the Reading Room of the Service of Diplomatic and Historical Archives.
2. Delivering copies of printed catalogues of archival material to researchers or potential researchers is not permitted. Printing or digital storage of search results through the electronic catalogue is only permitted for personal use by the researcher. Further reproduction, distribution or commercial use by any means is not permitted without the written permission of the Service of Diplomatic and Historical Archives.

Article 4
Research conducted by the personnel
of the Service of Diplomatic and Historical Archives

The staff of the Service of Diplomatic and Historical Archives can conduct research for official purposes only. As an exception, in extraordinary cases, following the justified judgment of the Director of the Service of Diplomatic and Historical Archives, research on behalf of individuals is possible, exclusively on grounds of national interest or the country's international promotion.

Article 5
Obligations of users and researchers

1. The user of the archival material officially declares that he/she is bound to respect the anonymity of the data collected, refusing to disclose, make public or publish any of the sensitive personal data of third parties possibly mentioned in MFA documents collected or just noticed during his/her work, according to Law 2472/1997, Official Gazette A50/1997 (*Protection of Individuals with regard to processing of personal data*).
2. The researcher is required to read and officially declare that he/she accepts the unconditional respect of the present Rules prior to receiving permission to access (digital or paper) archives of the Ministry of Foreign Affairs.

CHAPTER B
ACCESS TO DIGITAL MATERIAL

Article 6
Possibility of access to digital material

1. Access to released digitized archival material of the Ministry of Foreign Affairs is free, under the prerequisites of article 7 of these Rules.
2. The Ministry of Foreign Affairs possesses a special web-based electronic application (software) for access to released digitized MAFA archival material. Researchers dispose the possibility to have access to released digitized archival material either through the relevant web page, or by using specific computers (workstations) that operate at the Reading Room of the Service of Diplomatic and Historical Archives.

Article 7
Registration to the electronic application for access to the digital material

1. Access to the digitized material is available only to registered users, according to the terms hereof and the limitations mentioned in the provisions of article 1 paragraph 1 of these Rules. The registration process aims at keeping statistics on the access to the material, but also at the protection of the MFA archival material from misuse in accordance with the provisions of the relevant legislation.
2. The user is required to enter his/her actual and true information into the registration form /

application. Passwords for registered users are granted in an automatic way, without further consideration of the application by the Service of Diplomatic and Historical Archives and the Ministry. The Service of Diplomatic and Historical Archives may process all or part of the information submitted by the researcher for verification purposes, statistical purposes and in order to improve services.

3. The password for access to the digitized material and the digital copies of the archival material available from the website of the Ministry of Foreign Affairs is provided for the exclusive use of the applicant researcher. Any distribution and use by others is not permitted. The password is valid for 6 months. After the expiration of the password, the user may repeat the registration process.

Article 8

Special permission for access

The Service of Diplomatic and Historical Archives reserves the right, in exceptional circumstances and according to the provisions of the legislation mentioned in article 1 of the present Rules, to provide access to specific digitized files or documents for which special conditions may apply, like e.g. copyright of organizations, individuals, etc., only after a special permission is granted. This type of material has a special signaling in the electronic catalogue.

Article 9

Printing and saving digital copies

The system for electronic management and distribution of digital material provides users with the possibility of printing and storing digital copies, tagged with a watermark of the Ministry of Foreign Affairs. Paper or digital copies without watermark for special purposes may be provided exclusively by the Service of Diplomatic and Historical Archives, whenever it deems appropriate, upon motivated request of the researcher and the relative approval.

Article 10

Copyright of the catalogues and the digital material

Copyright of the catalogues and the digital material belongs to the Ministry of Foreign Affairs, in accordance with current legislation. Reproduction by any means or systematic storage or printing for purposes of distribution, publication or commercial use of all or part of the documents or their digital images without prior permission from the Service of Diplomatic and Historical Archives is not permitted.

CHAPTER C

ACCESS TO PAPER MATERIAL AND READING ROOM REGULATION OF THE SERVICE OF DIPLOMATIC AND HISTORICAL ARCHIVES

Article 11

Access to non-digital material

Access to non-digitized archival material, contained in the catalogues of Service of Diplomatic and Historical Archives, is provided exclusively in the Reading Room of the Service, following an application submitted by the interested researcher and approved in accordance with the procedure laid down this chapter.

Article 12
Access through workstations
at the Service of Diplomatic and Historical Archives

1. In case a user requests access to digital material through the computers (workstations) available for this purpose in the Reading Room of the Service of Diplomatic and Historical Archives, the same conditions of access that apply to digital material uploaded on the internet apply mutatis mutandis. As an exception to the above, printing and storing of digital material by users of the workstations located in the Reading Room of the Service of Diplomatic and Historical Archives is not permitted. The workstations of the Reading Room of the Service of Diplomatic and Historical Archives are not available for work not related to research in the archival material of the Ministry of Foreign Affairs.
2. The staff of the Service of Diplomatic and Historical Archives reserves the right to supervise and control the use of workstations in the Reading Room of the Service of Diplomatic and Historical Archives, in order to ensure that the provisions of this Regulation are respected.

Article 13
Research at the premises
of the Service of Diplomatic and Historical Archives

Access and research in paper archival material kept by the Service of Diplomatic and Historical Archives is conducted exclusively within the premises of the Service of Diplomatic and Historical Archives. Moving files and original documents of archival material outside the premises of the Service of Diplomatic and Historical Archives is not permitted, except in cases of official need and following a special permission by the Service. Access to the repositories of the Service of Diplomatic and Historical Archives is not permitted to researchers.

Article 14
Procedure for granting permission for access to paper archival material

Reading and conducting research in the files of the Ministry of Foreign Affairs follows the approval of an application submitted by the interested candidate researcher to the secretariat of the Service of Diplomatic and Historical Archives, after having completed the application form provided by the administrative staff of the Service. Along with the application, the interested researcher must submit a short biographical note. In case the Director of the Service of Diplomatic and Historical Archives considers that the topic under study is not clear enough, the Service may request a short clarifying summary that the applicant is obliged to submit for purposes of facilitation of the research. The Service is bound not to publish personal data contained in the application and the accompanying documents and not to use them for purposes not related to the research in the archives of the Ministry of Foreign Affairs. The permission for conducting the research is granted following the application's review and approval by the relevant Committee set up to review and approve submitted applications and it is signed by the Minister of Foreign Affairs.

Article 15

Access to original (paper) material of digitized documents

1. Access to the original (paper) archival material, in case it has already been digitized and uploaded on the internet, is not permitted. As an exception, access to this material is permitted under the same procedure as provided for in this Regulation for access to archival paper material and under the condition that the applicant researcher justify sufficiently to the competent Approval Committee the need for research in paper material and not in its digital copies. The Committee in this case decides after considering the need to protect and preserve the historical archives in perpetuity.
2. Following relative verification and the approval of the Director of Service of Diplomatic and Historical Archives, any user of digital material who encountered problems in the study of specific documents due to technical problems in the digital reproduction of the original, may have access to the originals without specific approval of the appropriate Committee.

Article 16

Study of archival material in the Reading Room
of the Service of Diplomatic and Historical Archives

1. Only files that have been recorded, organised and released may be studied in the Reading Room. Researchers shall fill in special forms with the details of the files they are interested in viewing. Every day each researcher is entitled to study up to 3 files. Files are delivered to the researcher the following day after the day of the request. Each researcher is entitled to have on his/her desk one file at a time. Once completed the study, the researcher returns the file to the appropriate employee of the Service to receive the next. The files and documents should be placed flat on the work table while no small objects may be placed on the documents or files. Every researcher is accountable for the safe maintenance and return of the archival material he/she received.
2. Researchers are obligated to sign-in as well as sign-out during their visits and use of the Reading Room.

Article 17

Protection of the archival material inside the Reading Room

1. The use of ink pens or fountain pens is not permitted. Lead pencils are only allowed in the Reading Room. Laptop computers are also allowed for note taking in the Reading Room. Using a portable scanner or a digital camera is permitted only after consultation with the supervisor of the Reading Room and permission by the Director of the Service, and only for documents before 1900 or those damaged due to poor maintenance and it is subsequently impossible to photocopy them. In this case, researchers take photographs on their own and with their own resources. They are also required to deliver to the Service of Diplomatic and Historical Archives a copy of the digital copies they produce.
2. Any alteration of the documents' integrity or any notes thereon or additions thereto are not permitted. Any alteration in the classification order of the documents and the files is also not permitted. Researchers are not allowed to consume food, coffee and beverages in the Reading Room. Smoking is also not permitted in the Reading Room.

3. Researchers are obliged to leave their overcoats, raincoats etc and bags in individual, well secured lockers on the ground floor of the building where the Reading Room is located. Researchers are allowed to carry with them paper or a working notebook. All material are prone to a security check upon departure from the Reading Room. In order to accommodate portable computer users, the Service has electrical plugs. The operation and use of mobile phones in the Reading Room of the Service of Diplomatic and Historical Archives is not permitted.

Article 18

Reproduction of material

1. Photocopies of documents, scanned images and digital photographs are limited to 100 pages per research topic. Photocopies may be produced only by the Ministry's employee supervising the Reading Room. Photocopies requested by researchers are not necessarily delivered on the same day of the request and they are delivered to researchers themselves and cannot be mailed or otherwise dispatched, and in any case, through a third party. It is not permitted to photocopy documents dated before 1900 and those in poor physical condition. These documents can only be copied using a digital camera, after permission is granted by the Director of the Service. The time required to satisfy the requests for reproduction is determined by the number of copies requested, the degree of difficulty of the request and staff availability.
2. Reproduction and publication of documents is subject to copyright (with the provisions of Article 5 para. 5 of Law 2690/1999, Official Gazette A45/1999, applying mutatis mutandis). Any reproduction of the documents of the Ministry of Foreign Affairs does not automatically give the right to the researchers themselves or any third party to copy, disseminate, publish and use for commercial purposes this material without prior permission from the Service of Diplomatic and Historical Archives of the Ministry of Foreign Affairs. The reproduction of entire files, subfiles or collections of original material is not permitted, unless a special permission is granted by the Director of the Service of Diplomatic and Historical Archives.

Article 19

Opening hours of the Reading Room of the Service of Diplomatic and Historical Archives

The opening hours of the Reading Room of the Service of Diplomatic and Historical Archives are 9:30 to 14:30, every working day of the year. The Reading Room remains closed during the months of August and November as well as during the official National and religious holidays. In exceptional cases where it is ascertained either the absence of the supervising staff of the Reading Room, or the existence of other reasons threatening at that time the safety of the Archives, the Director of the Service reserves the right to a reasoned decision temporarily suspending the operation of the Reading Room for as long as the irregular situation lasts

Article 20

Copy of studies for the Library of the Ministry of Foreign Affairs

Upon the completion and publication of their work, researchers are required to submit a copy of the completed study to the Library of the Ministry of Foreign Affairs

Article 21
Obligations of the personnel
of the Service of Diplomatic and Historical Archives

The competent staff of the Service of Diplomatic and Historical Archives is responsible for overseeing the smooth operation of the Reading Room and the unswerving compliance with all rules provided for in this Regulation.