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International Council on Archives
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1903
1933
2023
PAM Pokrajinski arhiv Maribor

TEHNIČNI IN VSEBINSKI PROBLEMI KLASIČNEGA IN ELEKTRONSKEGA ARHIVIRANJA

Mednarodna konferenca
24. - 26. maj 2023

Radenci, Slovenija

International Conference
May 24 - 26, 2023

Radenci, Slovenia
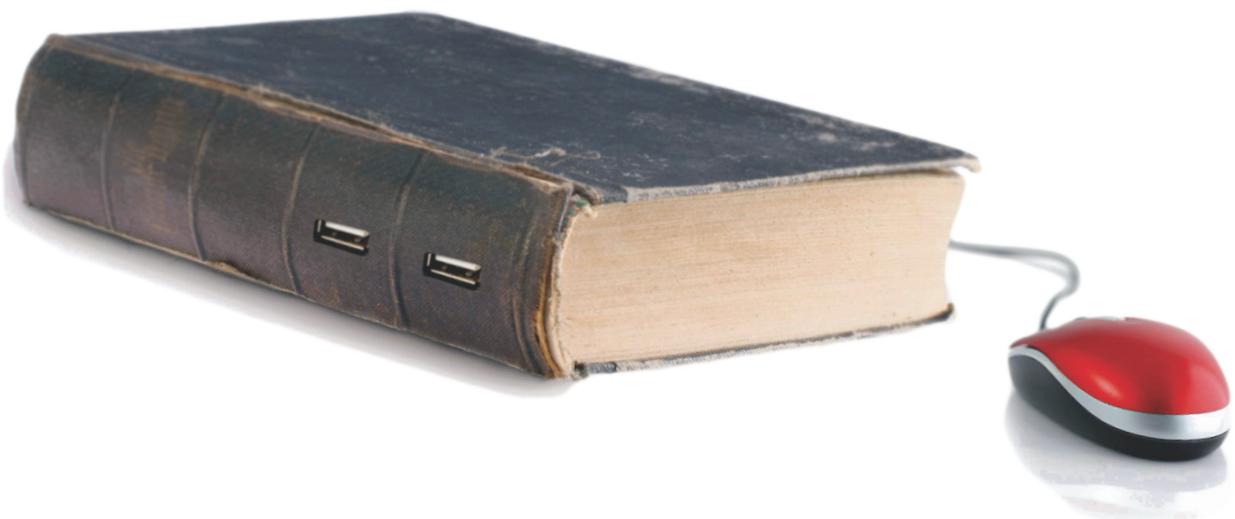
Izzivi in izkušnje pri delu v arhivih

Challenges and Experiences in Archives

Knjiga povzetkov
Book of abstracts

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Spoštovane udeleženke, spoštovani udeleženci!

Mednarodna konferenca Tehnični in vsebinski problemi klasičnega in elektronskega arhiviranja se ponaša z dolgo tradicijo, saj je že leta 1978 v Pokrajinskem arhivu Maribor nastala pobuda po dodatnih oblikah izobraževanja, ki bi bile na eni strani namenjene arhivistom, na drugi pa vsem tistim, ki upravljajo z dokumentarnim in arhivskim gradivom pri ustvarjalcih le-tega. Prva realizacija te pobude se je zgodila že v istem letu. V sodelovanju z Arhivskim društvom Slovenije in komisijo za varstvo arhivskega gradiva pred prevzemom je bila izvedena okrogla miza v Mariboru, ki se je je udeležilo kar 73 udeležencev.

V naslednjih letih je okrogla miza prerasla v posvetovanje, ki je redno obravnavalo aktualne teme arhivske teorije in prakse ter združevalo domače in tuje strokovnjake. Od leta 1981 je posvetovanje potekalo v hotelu Radin v Radencih, od leta 2002 kot mednarodna konferenca z naslovom Tehnični in vsebinski problemi klasičnega in elektronskega arhiviranja.

V 45 letih obravnavanja strokovnih vprašanj smo se premikali od problematike arhiviranja gradiva na klasičnih nosilcih do mikrofilmov in digitiziranega ter digitalnega gradiva. Papir, kot nosilec informacij, sicer še vedno ostaja stalnica obravnave, razvoj pa prinaša nova arhivska strokovna vprašanja. Razvojni izzivi se ne nanašajo le na spremembe nosilcev informacij in z njimi povezanega načina dela, temveč pomenijo tudi pridobivanje novih znanj in kompetenc, ki nekoč v arhivih niso bili nujni.

Arhivska srečanja v Radencih so tako nosilec prenosa znanj in izkušenj, središče pobud za implementacijo novih rešitev v arhivistiki in predstavljajo pomembno stičišče za vse, ki so tako ali drugače povezani z upravljanjem dokumentarnega in arhivskega gradiva. Vsakoleten nabor predavanj, raznovrstnih profilov predavateljev in praktičnih delavnic ponuja vpogled v stanje arhivske stroke doma in v tujini, omogoča komunikacijo med stanovskimi kolegi, izmenjavo izkušenj, idej in praks. Zelo pomemben je tudi stik z zaposlenimi pri ustvarjalcih arhivskega gradiva, ki na konferenci navežejo neposreden stik s pristojnimi arhivisti.

Učinkovito upravljanje z zapisi in arhivskim gradivom je nujen predpogoj za dobro upravljanje, vladavino prava, upravno transparentnost, ohranjanje kolektivnega spomina človeštva in dostopa do informacij za državljane.

Kakovost in tradicija sta temelja, na katerih gradimo nove izvedbe konferenc, in ponosni smo, da je letos naš trud prepoznala tudi najvišja mednarodna arhivska organizacija – Mednarodni arhivski svet. Mednarodni arhivski svet je nevladna organizacija, ki promovira mednarodno sodelovanje arhivov in arhivistov že od leta 1948. Združuje arhivske institucije in posameznike vsega sveta z namenom zagotavljati dobro upravljanje z arhivskim gradivom in fizično zaščito pisne dediščine, pripravo standardov, kakor tudi vzpodbujanje dialoga, izmenjave in posredovanja znanja in izkušenj med državami. Združuje več kot 2000 članov iz 161 držav, njegovo delo pa je tesno povezano z medvladnimi telesi, kot sta UNESCO in Evropski svet.

Častno pokroviteljstvo Mednarodnega arhivskega sveta, to visoko priznanje našemu delu, nam daje še večji zagon in obvezo, da bomo tudi v prihodnje zagotavljali kvalitetne vsebine in poskrbeli, da bo arhivska stroka v Sloveniji vedno v koraku z novimi standardi in trendi.

Zahvala ob izvedbi konference gre v prvi vrsti kolektivu Pokrajinskega arhiva Maribor, ki v pripravo konference vloži resnično ogromno truda in znanja, našima generalnima pokroviteljema, podjetjema Mikrografija d. o. o. in Trevis d. o. o., ki vsako leto prepoznata pomembnost konference, visokošolski ustanovi Alma Mater Europaea, ki v konferenci vidi izobraževalni potencial, ter Ministrstvu za kulturo Republike Slovenije, ki vsako leto odobri izvedbo konference. Za dobro počutje in gostoljubje pa gre zahvala tudi Zdravilišču Radenci ter podjetju Radenska d. o. o.

Mag. Nina Gostenčnik,
direktorica Pokrajinskega arhiva Maribor

Dear participants!

The International Conference on Technical and Field Related Problems of Traditional and Electronic Archiving has a long tradition, as the initiative for additional forms of education aimed at both archivists and those who manage records and archives at creators was launched in 1978 at the Regional Archives in Maribor. The first realization of this initiative took place in the same year, with a round table held in Maribor in cooperation with the Slovenian Archival Association and the Commission for the Protection of Archives before their Acquisition. The event was attended by as many as 73 participants.

In the following years, the round table grew into a consultation that regularly addressed current issues of archival theory and practice, bringing together domestic and foreign experts. Since 1981, the conference has been held at the Radin Hotel in Radenci, and since 2002, it has evolved into an international conference titled "Technical and Field Related Problems of Traditional and Electronic Archiving".

Over the course of 45 years of addressing professional issues, we have moved from traditional carriers to microfilms and digitized and digital records. Paper, as an information carrier, still remains a constant focus of our attention, but new professional issues arise with the development of technology, which we face in archives. Developmental challenges not only involve the change in information carriers and the associated work methods but also acquiring new knowledge and competencies that were not previously necessary in archives.

Archival meetings in Radenci are thus the carrier of knowledge and experience transfer, the centre of initiatives for implementing new solutions in archival science, and a significant meeting point for all those who are in one way or another connected with managing records and archives. The annual selection of lectures, diverse profiles of lecturers, and practical workshops offer an insight into the state of the archival profession at home and abroad, facilitate communication among professional colleagues, exchange of experiences, ideas, and practices. Direct contact with employees of creators of archival records is also very important since they establish direct contact with competent archivists at the conference.

Efficient management of records and archives is a necessary prerequisite for good governance, the rule of law, administrative transparency, preserving the collective memory of humankind, and access to information for citizens.

Quality and tradition are the foundations on which we build new conference editions, and we are proud that our efforts were recognized by the highest international archival organization - the International Council on Archives. The International Council on Archives is a non-governmental organization that has been promoting international cooperation between archives and archivists since 1948. It brings together archival institutions and individuals from all over the world with the aim of ensuring good management of archival records and the physical protection of written heritage, preparing standards, and promoting dialogue, exchange, and transfer of knowledge and experience among countries. It has over 2,000 members from 161 countries, and its work is closely related to intergovernmental bodies such as UNESCO and the Council of Europe.

The honorary patronage of the International Council on Archives is a high recognition of our work, giving us even greater impetus and obligation to provide quality content in the future and to ensure that the archival profession in Slovenia is always in line with new standards and trends.

The thanks for the successful execution of the conference go primarily to the team of the Regional Archives Maribor, who invest a tremendous amount of effort and knowledge into preparing the conference, our main sponsors, Mikrografija d.o.o. and Trevis d.o.o., who recognize the importance of the conference each year, Alma Mater Europaea, a higher education institution that sees the educational potential of the conference, and the Ministry of Culture of the Republic of Slovenia, which approves its implementation every year. We also thank the Radenci Spa and Radenska d.o.o. for their hospitality and warm welcome.

Nina Gostenčnik, M. Sc.
directress of the Regional Archives Maribor

8.30 - 9.20	**Registracija udeležencev**

9.30   **UVODNI NAGOVORI**

mag. Nina Gostenčnik, direktorica Pokrajinskega arhiva Maribor
Uvodni nagovor organizatorja

Vesna Maučec, direktorica hotelov, Zdravilišče Radenci
Uvodni pozdrav gostitelja

izr. prof. dr. Peter Pavel Klasinc, predstojnik Oddelka za arhivistiko,
Alma Mater Europaea - ECM Maribor
Uvodni pozdrav pokrovitelja

mag. Ivan Šijanec, direktor podjetja Trevis d. o. o.
Uvodni pozdrav generalnega pokrovitelja

Boštjan Gaberc, direktor podjetja Mikrografija d. o. o.
Uvodni pozdrav generalnega pokrovitelja

Josée Kirps, predsednica, Mednarodni arhivski svet, Paris, Francija
Uvodni nagovor častnega pokrovitelja

10.00 - 11.30   **Stojan Skalicky, Arhisol d. o. o. Maribor, Slovenija**
Simona Vidmar Čelik, Umetnostna Galerija Maribor, Slovenija
mag. Nina Gostenčnik, Pokrajinski arhiv Maribor, Slovenija
Galerija in arhiv: razstava »Saša Dev, arhitekt« – primer dobre prakse

Primož Premzl, Umetniški kabinet Primož Premzl, Maribor, Slovenija
Projekt evidentiranja in digitalizacije zasebne domoznanske zbirke

Andreja Kozjek, Narodna in univerzitetna knjižnica - Oddelek za zaščito in restavriranje, Ljubljana, Slovenija
Priprava in digitalizacija inkunabul za projekt INCUNABULA SLOVENICA

Sonja Galina, Državni arhiv v Zagrebu, Zagreb, Hrvaška
Dogodek »Transcribathon Zagreb 2022« – izkušnje in rezultati

Jan Cotič, Ivančica Sabadin, Pokrajinski arhiv Koper, Slovenija
Pregled in primerjanje orodij za prepoznavanje z roko napisanega besedila

Razprava

11.30 - 12.00	**Odmor za kavo**

12.00 - 13.30   **dr. Tatjana Hajtnik, Arhiv Republike Slovenije, Ljubljana, Slovenija**
Sistem e-ARH.si: kaj imamo in kaj še razvijamo

Špela Valadžija, Pokrajinski arhiv Maribor, Slovenija
Metode arhivskega strokovnega dela na področju digitizacije gradiva Pokrajinskega arhiva Maribor

Igor Filipič, Nadškofijski arhiv Maribor, Slovenija
Uporaba arhivskega gradiva na spletu: izkušnje in perspektive uporabe digitaliziranih matičnih knjig

dr. Miroslav Novak, Pokrajinski arhiv Maribor, Slovenija
Stanje in perspektive razvoja slovenske vzajemne arhivske podatkovne zbirke na podlagi statističnih podatkov

dr. Mateja Jeraj, dr. Matevž Košir, Arhiv Republike Slovenije, Ljubljana, Slovenija
Pomen objave virov s poudarkom na polpretekli zgodovini

Razprava

13.30 - 15.00	**Kosilo in mreženje (restavracija Hotela Radin)**

15.00 - 16.30	**Borut Jurca, Slovenski filmski arhiv, Arhiv Republike Slovenije, Ljubljana, Slovenija** *Postopki digitizacije analognega filmskega traku*
	Anja Props, Arhiv Republike Slovenije, Ljubljana, Slovenija *Konserviranje in restavriranje scenarija za film »Na svoji zemlji«*

TREVIS

Jovica Zeković, Trevis d. o. o., Ljubljana, Slovenija
Projekt za strukturno ureditev arhiva Centralne davčne uprave Republike Srbije in oprema za premagovanje tehničnih in strukturnih izzivov v arhivih

mikrografija

Aljaž Bratina, Mikrografija d. o. o., Novo mesto, Slovenija
mArh - Spletni portal za naročanje gradiva

16.30 - 17.30	**Odmor "Mikrografija vabi ..."**

17.30	**Odprtje razstave Filmsko ustvarjanje 20. stoletja v Bosni in Hercegovini (preddverje Kongresne dvorane)**

19.00	**Filmski večer (Kongresna dvorana)**
	V sodelovanju z **Arhivom Republike Slovenije** in **Slovenskim filmskim centrom** si bomo ogledali digitalno obnovljeno različico filma **Vesna** z angleškimi podnapisi.

21.00	**Družabni večer (Mezzanin, Hotel Radin)**

POSTER PREDSTAVITVE

Posterji bodo na ogled vse tri dni konference v preddverju Kongresne dvorane.

Panxha Ruzhdi, Haxholli Kimete, Državna agencija za arhive, Priština, Kosovo
Arhivski fond Komisija za pripravo ustave Republike Kosovo 2007/2008 kot kulturna dediščina

Mag. Hazbije Krasniqi, ing. Gjon Gegaj, Državna agencija za arhive, Priština, Kosovo
Težave pri konzervaciji in restavraciji gradiva

Suzana Petrović, Milena Jovanović, Zgodovinski arhiv "31. januar" Vranje, Srbija
Tehnično in tehnološko varovanje arhivskega gradiva v Zgodovinskem arhivu 31. januar Vranje

Luigj Nrejaj, Medobčinski arhiv Ferizaj, Kosovo
Medobčinski arhiv Ferizaj - nadzor nad zapisi

dr. Maja Nikolova, UNIHUB, Belgrade, Srbijaa
Begunski otroci v Srbiji med drugo svetovno vojno

dr. Jasna Požgan, Državni arhiv za Medžimurje, Štrigova, Ivana Posedi, Državni arhiv v Varaždinu, Varaždin, Hrvaška
Obdelava manjših arhivskih fondov - praksa in izzivi

dr. Julija Barunčić Pletikosić, dr. Željka Križe,
Hrvaški spominski in dokumentacijski center domovinske vojne, Zagreb, Hrvaška
Arhivsko gradivo v Hrvaškem spominskem in dokumentacijskem centru domovinske vojne, ki je povezano s kulturno dediščino

Marijana Todorović Bilić, Arhiv Republike Srbske, Banja Luka, Bosna in Hercegovina
Odbiranje in izločanje zapisov

9.00 - 10.30

Domagoj Čičko, Državni arhiv v Zagrebu, Hrvaška
Vsebinska in fizična urejenost dosjejev arhivskih fondov in zbirk Državnega arhiva v Zagrebu

Jasmin Jajčević, Arhiv Tuzelskega kantona, Tuzla, Bosna in Hercegovina
E-pošta - elektronski arhivski zapis (značilnosti, dostopnost, varnost in zaščita)

Siniša Domazet, Arhiv Bosne in Hercegovine, Sarajevo, Bosna in Hercegovina
Zaščita digitalnega gradiva v arhivu Bosne in Hercegovine

Branka Molnar, Oddelek za zgodovino, Filozofska fakulteta Zagreb, Hrvaška
Priporočila za pripravo arhivskega vodnika za zgodovino žensk na primeru Zgodovinskega arhiva Ljubljana, Enota za Dolenjsko in Belo krajino Novo mesto

Saša Đukić, Arhiv Republike Srbske, Banja Luka, Bosna in Hercegovina
Uporaba programa AI Image Upscaler v arhivih

Razprava

10.30 – 11.00 Odmor za kavo

11.00 - 12.30

Arran Griffith, Fedora Program, Lyrasis, New Brunswick, Kanada
Funkcionalnosti aplikacije Fedora 6.x

Ameera AL-Hooti, Državna agencija za arhive, Oman, Združeni arabski emirati
Informacijska infrastruktura e-arhiva (e-skladišč) pri Državni agenciji za arhive v Omanu

mag. Lucia Stefan, Romunija
Model kontinuitete zapisov in njegov vpliv na upravljanje z dokumenti in zapisi

dr. Arian Rajh, Oddelek za informacijske in komunikacijske znanosti, Filozofska fakulteta Zagreb, Hrvaška
Vrednotenje digitalne arhivske vsebine

Razprava

Sekcija za ustvarjalce arhivskega gradiva

9.00 - 10.30

dr. Tatjana Hajtnik, mag. Boris Domanjko, Arhiv Republike Slovenije, Ljubljana, Slovenija

Delavnica: dodatna strokovno-tehnična navodila (dSTN) v praksi – delavnica za ustvarjalce in arhiviste

Namen delavnice je osvetlitev določenih poudarkov s področja priprave dSTN v zvezi s posameznimi vrstami gradiva, saj ravno z ustreznimi navodili dosežemo, da ustvarjalec pravilno hrani določene vsebine in tako kasneje ne pride do zadrege pri izročanju.

Ključne točke vsebine delavnice:

- *čemu dSTN in pristop k njihovi pripravi,*
- *struktura dSTN,*
- *vsebinski in tehnični del dSTN s poudarkom na posameznih vrstah gradiva (besedilni dokumenti, avdio in video zapisi, podatkovne baze, e-pošta, spletno gradivo itd.).*

10.30 – 11.00 Odmor za kavo (avla pri Kongresni dvorani)

11.00 - 13.00

dr. Zdenka Semlič Rajh, Zgodovinski arhiv Ljubljana, Slovenija

Delavnica: Izzivi popisovanja arhivskega gradiva v kontekstu

Nov konceptualni model »Records in Context« bo nadomestil do sedaj obstoječe arhivske standarde za popisovanje arhivskega gradiva in tudi spremenil način dojemanja popisovanja arhivskega gradiva.

Na delavnici, ki je namenjena vsem tistim, ki popisujejo arhivsko gradivo, bomo skušali na konkretnih primerih pokazati omejitve, ki jih prinašajo obstoječi standardi, in jih odpraviti s pomočjo popisovanja v skladu z novim konceptualnim modelom.

Delavnica bo sestavljena iz posameznih vaj iz popisovanja arhivskega gradiva na konkretnih živih primerih. Udeleženci bodo razdeljeni v posamezne skupine, vsaka pa bo izdelala popis določenega gradiva. V zaključku delavnice bomo interaktivno analizirali posamezne primere popisa.

14.00 Strokovna ekskurzija (Grad)

21.00 Skupna večerja v restavraciji hotela Radin

9.00 - 11.00   **Arhivi in ustvarjalci arhivskega gradiva**

dr. Jelka Melik, Alma Mater Europaea – ECM, Maribor, Slovenija
Pravne in upravne dimenzije arhivskega gradiva

dr. Žiga Koncilija, Arhiv Republike Slovenije, Ljubljana, Slovenija
Izzivi arhiviranja gradiva iz informacijskega sistema za upravljanje z dokumenti (ISUD) v javni upravi z vidika arhivista

David Gajić, Alma Mater Europaea – ECM, Maribor, Slovenija
Podjetniško arhivsko gradivo kot kulturna dediščina

Anja Prša, Zgodovinski arhiv Celje, Slovenija
mag. Boštjan Zajšek, Pokrajinski arhiv Maribor, Slovenija
Nina Kralj Frece, Notarska pisarna notarke Sonje Kralj, Slovenj Gradec, Slovenija
Notarji kot ustvarjalci arhivskega gradiva

mag. Tomaž Moškon, Logitus d. o. o., Ljubljana, Leo Čelofiga, Osnovna šola Brezno-Podvelka, Brezno, dr. Vinko Skitek, dr. Miroslav Novak, Pokrajinski arhiv Maribor, Maribor, Slovenija
Primerno zajeto gradivo in metapodatki ter njihov nadaljnji pomen za oblikovanje sprejemnega informacijskega paketa dokumentacije s področja vzgoje in izobraževanja

Mojca Kosi, Pokrajinski arhiv Maribor, Slovenija
Strokovno usposabljanje za delo z dokumentarnim gradivom

Razprava

11.00 - 11.30   **Odmor za kavo**

11.30 - 13.30   **Arhivi in ustvarjalci arhivskega gradiva**

dr. Benjamin Lesjak, Datainfo d. o. o., Maribor, Slovenija
Novosti ZVOP-2 glede obdelave osebnih podatkov za arhivske namene

Žiga Primc, Evidentium d. o. o., Trzin, Slovenija
Hekerski napadi in varnost v javnem in zasebnem sektorju

Andreja Samec Koderman, Mono tro d. o. o., Kranj, Slovenija
Pravilna ureditev in arhiviranje dokumentacije v kadrovski službi

Razprava

13.30   **Zaključek konference**

8.30 - 9.20	**Participant registration**

9.30 **Introductory speeches**

Nina Gostenčnik, M. Sc.
directress, Regional Archives Maribor
Introductory speech of the organizer

Boštjan Gaberc
director, Mikrografija d. o. o.
Introductory speech of the general sponsor

Vesna Maučec
directress Radenci Health Resort
Introductory speech of the host

Ivan Šijanec, M. Sc.
director, Trevis d. o. o.
Introductory speech of the general sponsor

Peter Pavel Klasinc, Ph. D.
Alma Mater Europaea - ECM Maribor
Introductory speech of the sponsor

Josée Kirps, president, International Council on Archives, Paris, France
Introductory speech of the honorary patron

10.00 - 11.30

Stojan Skalicky, Arhisol d. o. o. Maribor, Slovenija
Simona Vidmar Čelik, Art Gallery Maribor, Slovenia
Nina Gostenčnik, M. Sc., Regional Archives Maribor, Slovenia
Art Gallery and Archives – Exhibition Saša Dev, Architect – Best Practice Example

Primož Premzl, Art Cabinet Primož Premzl, Maribor, Slovenia
Recording and digitization of a private local history collection

Andreja Kozjek, National and University Library - Department for Protection and Restoration, Ljubljana, Slovenia
Preparation and digitisation of incunabula for the INCUNABULA SLOVENICA project

Sonja Galina, State Archives in Zagreb, Croatia
Transcribathon Zagreb 2022: experiences and results

Jan Cotič, Ivančica Sabadin, Regional Archives Koper, Slovenia
Review and Comparison of Handwritten Text Recognition Tools

Discussion

11.30 - 12.00	**Coffee brak**

12.00 - 13.30

Tatjana Hajtnik, Ph. D., Archives of the Republic of Slovenia, Ljubljana, Slovenia
e-ARH.si system – What we have and what is in development

Špela Valadžija, Regional Archives Maribor, Slovenia
Methods of Archival Professional Work in the Filed of Archives' Digitization in the Regional Archives Maribor

Igor Filipič, Archdiocesan Archives Maribor, Slovenia
Use of Archival Records Online: Experiences and Perspectives of Using Digitized Registry Books

Miroslav Novak, Ph. D., Regional Archives Maribor, Slovenia
State and Development Perspectives of the Slovenian Mutual Archival Database based on Statistical Indicators

Mateja Jeraj, Ph. D., Matevž Košir, Ph. D., Archives of the Republic of Slovenia, Ljubljana, Slovenia
The Importance of Publishing Sources with an Emphasis on Recent History

Discussion

13.30 - 15.00	**Lunch break (Hotel Radin restaurant)**

15.00 - 16.30

Borut Jurca, Slovenian Film Archives, Archives of the Republic of Slovenia, Ljubljana, Slovenia
Process of DIgitizing Analogue Film Tapes

Anja Props, Archives of the Republic of Slovenia, Ljubljana, Slovenia
Conservation and Restoration of the Screenplay Na svoji zemlji

Jovica Zeković, Trevis d. o. o., Ljubljana, Slovenia
Project for the Structural Arrangement of the Central Tax Administration of the Republic of Serbia Archives and Equipment for Overcoming Technical and Structural Challenges in Archives

Aljaž Bratina, Mikrografija d. o. o., Novo mesto, Slovenia
mArh - Web portal for Ordering Documents

16.30 - 17.30   **Mikrografija break**

17.30   **Exhibition opening**

Film-making in the 20th century in Bosnia and Herzegovina (anteroom of the Congress Hall)

19.00   **Film night (Congress Hall)**

In collaboration with the Archives of the Republic of Slovenia and the Slovenian Film Centre, we will be watching a digitally restored version of the film Vesna with English subtitles.

21.00   **Social Gathering (Mezzanin, Hotel Radin)**

Poster presentations (anteroom of the Congress Hall)

Panxha Ruzhdi, Haxholli Kimete, State Agency of Kosovo Archives, Prishtine, Kosovo
Archival Fonds »Commission for Drafting the Constitution of the Republic of Kosovo 2007/2008« as Cultural Heritage

Hazbije Krasniqi, M. Sc., ing. Gjon Gegaj, State Agency of Kosovo Archives, Prishtine, Kosovo
Problems During the Conservation and Restoration Process

Suzana Petrović, Milena Jovanović, Historical Archives "January 31" Vranje, Serbia
Technical Protection of Archives at the Historical Archives January 31, Vranje

Luigj Nrejaj, State Agency of Kosovo Archives, Prishtine, Kosovo, Intermunicipal Archive of Ferizaj, Kosovo
Intermunicipal Archive of Ferizaj - Inspection of Records

Maja Nikolova, Ph. D., Unihub, Beograd, Serbia
Refugee Children in Serbia during the Second World War

Jasna Požgan, Ph. D., National Archives for Međimurje, Štrigova, Croatia, Ivana Posedi, National Archives in Varaždin, Varaždin, Croatia
Processing of smaller archival fonds - practice and challenges

Julija Barunčić Pletikosić, Ph. D., Željka Križe, Ph. D., Croatian Memorial and Documentation Center of the Homeland War, Zagreb, Croatia
Archival Records Related to Cultural Heritage in the Croatian Memorial Documentation Center of the Homeland War

Marijana Todorović Bilić, Archives of Republika Srpska, Banja Luka, Bosnia and Herzegovina
Selection and disposal of records

9.00 - 10.30

Domagoj Čičko, State Archives in Zagreb, Croatia
Intellectual and Physical Management of Fonds and Collections Dossiers in State Archives in Zagreb

Jasmin Jajčević, Archives of the Tuzla Canton, Tuzla, Bosnia and Herzegovina
E-mail - Electronic Archival Record (Importance, Availability, Security and Protection)

Siniša Domazet, Archives of Bosnia and Herzegovina, Sarajevo, Bosnia and Herzegovina
Protection of Digital Archives in the Archives of Bosnia and Herzegovina

Branka Molnar, Faculty of Philosophy in Zagreb, Croatia
Recommendations for Creating an Archival Guide for Women's History Based on the Example of the Historical Archives Ljubljana, Dolenjska and Bela Krajina Unit, Novo mesto

Saša Đukić, Archives of Republika Srpska, Banja Luka, Bosnia and Herzegovina
Using AI Image Upscaler in Archives

Discussion

10.30 – 11.00 Coffee break

11.00 - 12.30

Arran Griffith, Fedora Program, Lyrasis, New Brunswick, Canada
Introduction to Fedora 6.x

Ameera Al-Hooti, National Records and Archives Authority, Oman
Information Infrastructure of E-archives (E-repositories) at the National Records and Archives Authority Oman

Lucia Stefan, M. Sc., Romania
The Continuum Document-to-Record Model and its impact in managing documents and records

Arian Rajh, Ph. D., Faculty of humanities and social sciences, University of Zagreb, Croatia
Appraisal of Potential Digital Archival Content

Discussion

THURSDAY, MAY 25, 2023　　　　　　　　IZVIR HALL

9.00 - 10.30

Tatjana Hajtnik, Ph. D., Boris Domajnko, M. Sc.
Archives of the Republic of Slovenia, Ljubljana Slovenia
Additional Professional Technical Instructions in Practice – Workshop for Creators and Archivists

The purpose of the workshop is to highlight certain points in the field of the preparation of aPTI in relation to individual types of digital records.

With appropriate instructions we achieve that the creator stores certain digital records correctly and there will not be problems when transferring records to the competent archival institution. Key content of the workshop: why aPTI and approach to their preparation, structure of aPTI, content and technical part of aPTI with emphasis on individual types of digital records (text documents, A/V records, databases, e-mail, online material, etc.).

10.30 – 11.00 Coffee break
(ateroom of the Congress Hall)

11.00 - 13.00

Zdenka Semlič Rajh, Ph. D., Historical Archives Ljubljana, Slovenia, member of the Expert Group on Archival Description EGAD/ICA

Workshop: Challenges of Describing Records in Contexts

The new Conceptual Model »Records in Context« will replace the existing archival standards for describing archival records and will also change the way archival description is perceived. The rapid development and increasing scope of the creation of born digital records has led to a situation where the existing standards no longer correspond to the current situation, especially when we are talking about describing hybrid archival records. Above all, the existing description methods no longer meet the user's expectations. At the workshop, which is intended for all those who describe archival records, we will try to present real-life examples to show the limitations given by the existing standards and present the description in accordance with the new conceptual model.

At the end of the workshop, participants will know the elements of the RiC model (entities, attributes and relations) and will be able to create and comment the relations between individual entities, identify individual entities, describe them using attributes and create relations between them.

14.00 Professional excursion (Grad)

21.00 Dinner at Hotel Radin

9.00 - 11.00	**Archives and Creators**

Jelka Melik, Ph. D., Alma Mater Europaea, Maribor, Slovenia
Legal and Administrative Dimensions of Archives

Žiga Koncilija, Ph. D., Archives of the Republic of Slovenia, Ljubljana Slovenia
Challenges of Archiving Records Management Systems in Public Administration from an Archivist's Point of View

David Gajić, Alma Mater Europaea, Maribor, Slovenia
Corporate Archives as Cultural Heritage

Anja Prša, Historical Archives Celje, Slovenia
Boštjan Zajšek, M. Sc., Regional Archives Maribor, Slovenia
Nina Kralj Frece, Notary Office of Sonja Kralj, Slovenj Gradec, Slovenia
Notaries as Creators of Archival Records

Tomaž Moškon, M. Sc., Logitus d.o.o., Leo Čelofiga, Brezno Podvelka Elementary School, Vinko Skitek, Ph. D., Miroslav Novak, Ph. D., Regional Archives Maribor, Slovenia
Appropriately Captured Records and Metadata and their Further Significance for the Creation of the SIP Package in the Field of Education

Mojca Kosi, Regional Archives Maribor, Slovenia
Professional Education for Managing Records

Discussion

11.00 - 11.30	**Coffee break**

11.30 - 13.30	**Archives and Creators**

Benjamin Lesjak, Ph. D., Datainfo d.o.o., Maribor, Slovenia
Novelties of the Personal Data Protection Act for Archiving Purposes

Žiga Primc, Evidentium d.o.o., Trzin, Slovenia
Basics of Cyber Security in Practice

Andreja Samec Koderman, Mono tro d.o.o., Kranj, Slovenia
Correct Arrangement and Archiving of Records in Human Resources Department

Discussion

13.30	**Conference closings**

Stojan Skalicky
direktor, arhitekt, Arhisol d. o. o. Maribor, Slovenija

stojan.skalicky@icloud.com

Simona Vidmar Čelik
direktorica, kustosinja, Umetnostna galerija Maribor, Slovenija

simona.vidmar@ugm.si

mag. Nina Gostenčnik
direktorica, arhivska svetovalka, Pokrajinski arhiv Maribor, Slovenija

nina.gostencnik@pokarh-mb.si

Galerija in arhiv: razstava »Saša Dev, arhitekt« – primer dobre prakse

V Umetnostni galeriji Maribor je bila od decembra 2022 do konca marca 2023 na ogled razstava Saša Dev, arhitekt, ki je prikazala temeljna dela prvega modernističnega arhitekta v Mariboru. Pri pripravi razstave je UGM partnersko sodelovala z arhitektom Stojanom Skalickyjem in Pokrajinskim arhivom Maribor.

Z razstavo smo postavili tezo, da je arhitekt Saša Dev ena najbolj spregledanih osebnosti Maribora in zgodovine arhitekture Slovenije v 20. stoletju, saj za svoje delo ni prejel ne stanovskega ne mestnega priznanja.

Dev je pomagal postaviti temelje moderne arhitekture v mestu in smernic sodobne arhitekture v slovenskem prostoru. Arhitekturne trende 20-ih in 30-ih let 20. stoletja ni le poznal, temveč jih je s svojo h kontekstualizmu usmerjeno prakso celo prehitel za 30 let. Z mentorskim delom tako v svojem biroju pred drugo svetovno vojno kot kasneje, ko je 20 let vodil glavni arhitekturni biro Projekt Maribor, je soustvarjal tudi temelje arhitekturne šole v mestu. Navsezadnje so danes dela Saše Deva arhitekturne ikone mesta: med njimi Hutterjev blok, stanovanjsko poslopje zavarovalnice Drava, železniška postaja, stavba Hranilnice Dravske banovine idr. Kot študent prof. Jožeta Plečnika je Dev tudi predstavnik arhitekture, ki išče lasten izraz, ki črpa iz mediteranske arhitekture od antike do renesanse na eni strani ter srednjeevropske na drugi strani in ki soustvarja »slovensko arhitekturo«.

Ob tem je Dev skozi vse življenje ohranil svoj moralni kompas. Bil je glasbenik in velik poznavalec umetnosti. Zaključimo lahko, da je bil Dev ustvarjalec in intelektualec, ki je pomembno vplival na podobo Maribora danes in na katerega je mesto lahko izredno ponosno.

Na razstavi so bili javnosti prvič predstavljeni številni originalni arhitekturni načrti Saše Deva, arhitektova zanimiva korespondenca z naročniki in obrtniki, del osebnega arhiva ter arhivske fotografije iz obdobja med obema svetovnima vojnama. Bogati arhivski material, pridobljen predvsem iz Pokrajinskega arhiva Maribor, pa tudi iz drugih arhivov in muzejev (Muzeja za arhitekturo in oblikovanje v Ljubljani, Plečnikove hiše v Ljubljani, Zgodovinskih arhivov Ptuj in Celje idr.), je omogočil vpogled v navdihujoče arhitekturno in družbeno dogajanje v Mariboru med svetovnima vojnama.

Razstava je nedvomno mejnik pri strokovni obravnavi mariborskih arhitektov, saj gre za celovit pregled in analizo arhitektovih ključnih del. Ta so s pomočjo arhivskega gradiva predstavljena s 3D-prikazi prostorskih in arhitekturnih konceptov.

Avtorji bodo v prispevku predstavili protagonista razstave, arhitekta Saša Deva, nekatere njegove najpomembnejše arhitekturne stvaritve, ohranjeno arhivsko gradivo, koncept razstave ter inovativne pristope k strokovni obdelavi eksponatov, prikazu in obdelavi arhivskega gradiva, prav tako pa tudi dogodke, ki so spremljali razstavo.

O avtorjih:

Stojan Skalicky je diplomiral na Fakulteti za arhitekturo Univerze v Ljubljani leta 2000. Podiplomsko se je izpopolnjeval na TU München, na Katedri za projektiranje in spomeniško varstvo. V Münchnu je opravljal tudi arhitekturno prakso. V letih 2008 do 2013 je kot mestni arhitekt koordiniral in usmerjal prostorski razvoj v mestu Maribor. Na Fakulteti za gradbeništvo Univerze v Mariboru deluje na Oddelku za arhitekturo od leta 2010 kot gostujoči strokovnjak na področju prostorske problematike mest in arhitekture. Široko razvejana dejavnost Stojana Skalickyja pokriva različna področja ustvarjanja: arhitekturne in urbanistične razstave, publicistično dejavnost, arhitekturne in urbanistične natečaje, delavnice in seminarje ter izdelavo različnih arhitekturnih in urbanističnih projektov v različnih državah. Je soustanovitelj in direktor podjetja Arhisol.

Simona Vidmar Čelik je umetnostna zgodovinarka in managerka v kulturi ter od leta 2022 direktorica Umetnostne galerije Maribor. Študij umetnostne zgodovine je zaključila na Karl-Franzens-Universität v Gradcu in Università Cá Foscari v Benetkah. V letih 2001–2002 je opravila še magistrski študij managementa v kulturi na City University v Londonu. Je prejemnica Nagrade ICOM-a Slovenije za razstavo leta 2021 (skupaj s kolegoma Bredo Kolar Sluga in Juretom Kirbišem) za trienale EKO 8. Mednarodna razstava sodobne umetnosti Ne glej nazaj, okej, ki jo je kurirala, je bila izbrana za eno izmed najboljših razstav v letu 2019 (po izboru ameriške revije Hyperallergic). Leta 2012 je sokurirala razstavo Nedokončane modernizacije, ki je bila izhodišče za veliko razstavo o jugoslovanski arhitekturi v newyorški MoMI. Evropski projekt Naši heroji, ki ga je zasnovala in vodila, je bil uvrščen med tri najboljše projekte EU likovne dediščine v obdobju 2014–2020. Bila je komisarka Slovenskega paviljona na 56. Beneškem bienalu leta 2015. Z razstavami, predavanji in strokovnimi prispevki je promovirala slovensko umetnost v Italiji, Avstriji, na Hrvaškem in v Srbiji ter Veliki Britaniji, Turčiji in Franciji.

Mag. Nina Gostenčnik je magistrica zgodovine, arhivska svetovalka in direktorica Pokrajinskega arhiva Maribor. V Pokrajinskem arhivu Maribor se je zaposlila leta 2006. Od leta 2007 sodeluje pri organizaciji mednarodnih konferenc, seminarjev in drugih dogodkov za diseminacijo znanja in promocijo arhivov. Je urednica revije Moderna arhivistika in publikacij Gradivo za zgodovino Maribora ter Gradivo za zgodovino Koroške, članica uredniškega odbora revije Arhivi. Ob strokovnem delu v arhivu se ukvarja tudi z znanstvenoraziskovalno dejavnostjo. Njeno raziskovalno delo zajema 170 bibliografskih enot izvedenih ali objavljenih del s področja zgodovinopisja, jezikoslovja, arhivske teorije in prakse ter implementacije družbenih omrežij na področju arhivske dejavnosti. Med drugim se ukvarja z uveljavljanjem in implementacijo rešitev na področju prezentacij arhivskih vsebin tako v fizični kot tudi v elektronski obliki ter razvoju le-teh. Slovensko prakso prezentacij arhivov in arhivskega gradiva javnosti preko spletnih orodij je kot vabljena predavateljica predstavljala tudi strokovni javnosti v tujini (Nemčija, Avstrija, Hrvaška, Bosna in Hercegovina). Leta 2018 je bila nominirana za prejem Aškerčevega priznanja za prispevek na področju popularizacije arhivov in arhivske dejavnosti.

Stojan Skalicky
Director, Architect, Arhisol d.o.o. Maribor, Slovenia
stojan.skalicky@icloud.com

Simona Vidmar Čelik
Directress, Curator, Maribor Art Gallery, Slovenia
simona.vidmar@ugm.si

Nina Gostenčnik, M. Sc.
Directress, Archival Adviser, Regional Archives Maribor, Slovenia
nina.gostencnik@pokarh-mb.si

Art Gallery and Archives – Exhibition Saša Dev, Architect – Best Practice Example

From December 2022 to the end of March 2023 the Maribor Art Gallery presented an exhibition about Saša Dev, the architect, which showcased the fundamental works of the first modernist architect in Maribor. In preparing the exhibition, the Gallery worked with architect Stojan Skalicky and the Regional Archives Maribor.

The exhibition presented the thesis that Saša Dev is one of the most overlooked personalities in Maribor and in the history of architecture in Slovenia in the 20th century, as he did not receive professional or municipal recognition for his work.

Architect Saša Dev helped lay the foundations of modern architecture in the city and set the guidelines for contemporary architecture in Slovenian space. He not only knew the architectural trends of the 1920s and 1930s but with his contextualized approach, even exceeded them by 30 years. Through his mentoring work in his office before the Second World War and later, as head of the main architectural office Projekt Maribor for 20 years, he also helped create the foundations of the architectural school in the city. Ultimately, Saša Dev's works are now architectural icons of the city, including Hutter's apartment building, the Drava Insurance residential building, the railway station, the Drava Bank Savings Bank, and others. As a student of prof. Jože Plečnik, Saša Dev is also a representative of architecture that seeks its own expression, drawing from Mediterranean architecture, from antiquity to the Renaissance on the one hand, and Central European on the other, and co-creating "Slovenian architecture".

Throughout his life, Saša Dev maintained his moral compass. He was a musician and a great connoisseur of art. It can be concluded that Saša Dev was a creator and intellectual who significantly influenced the image of Maribor today, and the city can be extremely proud of him.

The exhibition showcased numerous original architectural plans by Saša Dev, his interesting correspondence with clients and craftsmen, part of his personal archives, and archival photographs from the period between the two wars, for the first time. The rich archival material, obtained primarily from the Regional Archives Maribor, but also from other archives and museums (the Museum of Architecture and Design in Ljubljana, Plečnik's House in Ljubljana, the Historical Archives of Ptuj and Celje, among others), provided insight into inspiring architectural and social events in Maribor between the two wars.

The exhibition undoubtedly represents a milestone in the professional treatment of Maribor's architects, as it presents a comprehensive overview and analysis of the architect's key works. These are shown through 3D representations of spatial and architectural concepts, which were created on the basis of preserved archival material.

The authors will present the exhibition's protagonist, architect Saša Dev, some of his most important architectural works, preserved archival material, the concept of the exhibition and innovative approaches to the professional treatment of exhibits, display and processing of archival material, and events that accompanied the exhibition.

About the authors:

Stojan Skalicky graduated from the Faculty of Architecture at the University of Ljubljana in 2000. He pursued postgraduate studies at the Technical University of Munich, at the Chair for Design and Heritage Preservation, and also worked in architectural practice in Munich. From 2008 to 2013, he coordinated and directed spatial development as the city architect of Maribor. Since 2010, he has been a visiting expert in spatial issues of cities and architecture at the Department of Architecture of the Faculty of Civil Engineering at the University of Maribor. Stojan Skalicky's broad range of activities covers various areas of creative work, including architectural and urban exhibitions, journalistic work, architectural and urban competitions, workshops and seminars, and the creation of various architectural and urban projects in different countries. He is a co-founder and director of the company Arhisol.

Simona Vidmar Čelik is an art historian and cultural manager, and from 2022, she is the directress of the Maribor Art Gallery. She completed her art history studies at Karl-Franzens-Universität in Graz and Università Cá Foscari in Venice. In 2001-2002, she also completed a master's degree in cultural management at City University in London. She is the recipient of the ICOM Slovenia Award for the 2021 exhibition of the year (together with colleagues Breda Kolar Sluga and Jure Kirbiš) for the EKO 8 triennial; the international contemporary art exhibition "Don't Look Back, Okay," which she curated, was selected as one of the best exhibitions of 2019 (by the American magazine Hyperallergic); in 2012, she co-curated the "Unfinished Modernisations" exhibition, which was the starting point for a major exhibition on Yugoslav architecture at MoMI in New York; the European project "Our Heroes," which she designed and led, was ranked among the top three EU projects in the field of visual heritage between 2014 and 2020; she was the commissioner of the Slovenian Pavilion at the 56th Venice Biennale in 2015; through exhibitions, lectures, and professional contributions, she promoted Slovenian art in Italy, Austria, Croatia, Serbia, as well as in Great Britain, Turkey, and France.

Nina Gostenčnik, M. Sc. is a history graduate, archival advisor, and directress of the Regional Archives Maribor. She started working at the Regional Archives Maribor in 2006. Since 2007, she has been involved in organizing international conferences, seminars, and other events for disseminating knowledge and promoting archives. She is the editor of the journal Moderna Arhivistika and the publications Archives for the History of Maribor and Archives for the History of Carinthia, as well as a member of the editorial board of the journal Arhivi. In addition to her professional work at the archives, she is also involved in scientific research. Her research work includes 170 bibliographic units of executed or published works in the field of historiography, linguistics, archival theory and practice, and the implementation of social networks in archival activities. She also deals with the establishment and implementation of solutions in the field of presenting archival content both in physical and electronic form, and their development. As an invited lecturer, she has also presented Slovenian practices of presenting archives and archival materials to the public through online tools to professional audiences abroad (Germany, Austria, Croatia, Bosnia and Herzegovina). In 2018, she was nominated for the Aškerc Recognition Award for her contribution to the popularization of archives and archival activities.

Primož Premzl

založnik, galerist
Umetniški kabinet Primož Premzl, Maribor, Slovenija
umetniski.kabinet@t-2.net

Evidentiranje in digitalizacija zasebne domoznanske zbirke

Zasebna domoznanska zbirka Primoža Premzla je bila zasnovana leta 1983 in je bila štirideset let ves čas sistematično dopolnjevana. Zajema številna področja slikovnega gradiva in drobnih tiskov, vezanih na Maribor in njegovo širšo okolico, na nekaterih področjih pa posega še na območje nekdanje dežele Štajerske in tudi širše, vse pa v časovnem razponu od 16. do sredine 20. stoletja.

Projekt Evidentiranje in digitalizacija zasebne domoznanske zbirke ter ureditev prostorov hranjenja, ki ga je podprl Center za kreativnost v okviru razpisa »Spodbujanje kreativnih industrij – Center za kreativnost«, je omogočil javno dostopnost zasebne domoznanske zbirke Primoža Premzla. Na ta način sta zbirki zagotovljeni večja prepoznavnost in vključitev v sistem tovrstnih javnih zbirk. V sodelovanju in s podporo Pokrajinskega arhiva Maribor postaja zbirka dostopna preko platforme VAČ (Virtualna arhivska čitalnica).

Pokrajinski arhiv Maribor že nekaj let sistematično spremlja rast in razvoj omenjene zbirke. Gre za eno največjih zasebnih domoznanskih zbirk, zasnoval pa jo je založnik in galerist, velik poznavalec domoznanstva, organizator dogodkov, predvsem pa neutrudni raziskovalec in zbiralec Primož Premzl. Prevladala je ocena, da je za zbirko treba dolgoročno zagotavljati in vzdrževati doseženi strokovni nivo, predvsem pa njen status v okolju in s tem povezano celovitost ter sistemsko dostopnost. S tega stališča je arhiv podprl prizadevanja ustvarjalca in lastnika te zbirke, da opremi zbrano gradivo z manjkajočimi vsebinskimi in kontekstnimi ter tehničnimi metapodatki, hkrati pa dolgoročno zavaruje celotno zbirko pred propadom ali njeno namerno ali nenamerno dekompozicijo v posamezne sestavne dele, zaključene ali druge celote, ne nazadnje pa tudi pred njeno delno ali celotno umestitvijo v druge, že obstoječe zbirke.

Zbirka predstavlja neprecenljiv vir za raziskovanje zgodovine. Evidentiranje in digitalizacija ter dajanje zbirke v javni dostop bodo ne samo povečali njeno prepoznavnost, temveč tudi omogočili zainteresirani in širši javnosti lažji vpogled v gradivo.

Avtor bo predstavil potek projekta in njegove rezultate.

O avtorju:

Primož Premzl je založnik, galerist in neutruden zbiralec mariborskega domoznanskega gradiva. Leta 1992 je ustanovil svoje založniško in galerijsko podjetje. Doslej je založil in izdal 61 knjig iz umetnostne zgodovine, zgodovine in etnologije.

Njegova domoznanska zbirka, ki jo je zasnoval leta 1983, zajema več kot 20.000 enot starih vedutnih grafik, načrtov, risb, fotografij, razglednic in drobnih tiskov Maribora ter njegove bližnje okolice od 17. do sredine 20. stoletja. Za raziskovanje mestne zgodovine je postala Premzlova zbirka neprecenljiv vir. Je tudi lastnik pri nas najbogatejše zbirke zemljevidov Štajerske od 16. do konca 19. stoletja, ki obsega 200 enot.

S projektom Predstavitev in poskus evidentiranja zasebne zbirke za njeno javno dostopnost, ki ga je izvajal preko Centra kreativnih industrij, je leta 2020 začel s sistematičnim popisovanjem. Njegova želja je, da se zbirka ne bi nikoli razdrobila in da bi v danem trenutku postala del javno dostopne zbirke ene izmed ustanov, ki so namenjene varovanju premične dediščine. V letu 2021 sta tako nastali predstavitvena spletna stran www.zbirka.primozpremzl.si in obsežna monografija Zbirka Primoža Premzla. V nadaljevanju sta predvidena pospešeno evidentiranje in digitalizacija, s čimer bi zbirka postala bolj prepoznavna in bi imela več možnosti za vključitev v sistem javnih zbirk, kakršne so v domeni knjižnic, arhivov in muzejev in jih po zakonu podpirajo država in lokalne skupnosti.

Leta 2002 in 2012 je za posebne dosežke na področju kulture prejel Glazerjevo listino, leta 2023 pa Glazerjevo nagrado za življenjsko delo. Leta 2020 je za pomemben prispevek k razvoju založništva in knjigotrštva prejel Schwentnerjevo nagrado za življenjsko delo.

Primož Premzl

Publisher, Gallery owner
Primož Premzl Art Cabinet, Maribor, Slovenia
umetniski.kabinet@t-2.net

Recording and Digitization of a Private Local History Collection

Primož Premzl's private collection of local history was established in 1983 and was systematically expanded for forty years. The collection includes a variety of pictorial material and small prints related to Maribor and its surroundings, as well as some areas of the former region of Styria and beyond, spanning from the 16th to the mid-20th century.

The public accessibility of the private local history collection of Primož Premzl, made possible by the project "Recording and Digitization of Private Local History Collections" and the arrangement of storage space, supported by the Centre for Creativity within the call "Promoting Creative Industries - Centre for Creativity," has provided greater recognition and inclusion of the collection into the system of public collections of this kind. In collaboration and with the support of the Regional Archives Maribor, the collection is becoming accessible through the Virtual Archival Reading Room platform.

For several years now, the Regional Archives Maribor has been systematically monitoring the growth and development of a private local history collection. The collection, one of the largest in the region, was conceived by publisher, gallery owner, and renowned local history expert, event organizer, and tireless researcher and collector Primož Premzl. It was determined that the collection required long-term preservation and maintenance of its achieved professional level, as well as its status in the community and associated integrity and systemic accessibility. From this perspective, the archives supported the creator and owner of the collection's efforts to supplement the collected material with missing substantive and contextual as well as technical metadata, while also securing the entire collection from decay or its intentional or unintentional decomposition into individual components or concluded or other entities, and lastly, from its partial or complete incorporation into other existing collections.

The collection represents a valuable source for historical research. The documentation, digitization, and public access to the collection will not only increase its visibility but also enable interested parties and the wider public to access the material more easily. The author will present the progress of the project and its results.

About the author:

Primož Premzl is a publisher, gallery owner, and tireless collector of Maribor's local historical material. In 1992, he founded his publishing and gallery company, and since then he has published and edited 61 books on art history, history, and ethnology.

His local history collection, which he started in 1983, includes more than 20,000 units of old vedutic graphics, plans, drawings, photographs, postcards, and small prints of Maribor and its surroundings from the 17th to the mid-20th century. For the study of urban history, Premzl's collection has become an invaluable source. He is also the owner of the richest collection of maps of Styria from the 16th to the end of the 19th century, comprising 200 units.

In 2020, he began systematically cataloguing his. His desire is that the collection would never be fragmented and that it would become part of a publicly accessible collection of one of the institutions dedicated to preserving movable heritage. In 2021, a presentation website www.zbirka.primozpremzl.si and an extensive monograph on the Premzl Collection were created. In the future, accelerated documentation and digitization are planned to make the collection more recognizable and increase its chances of inclusion in the system of public collections under the jurisdiction of libraries, archives, and museums supported by the state and local communities.

In recognition of his special achievements in culture, he received the Glazer award in 2002 and 2012, and in 2023, he received the Glazer Award for Lifetime Achievement. In 2020, he was awarded the Schwentner Award for Lifetime Achievement for his significant contribution to the development of publishing and bookselling.

Andreja Kozjek

višja konservatorka-restavratorka, vodja Oddelka za zaščito in restavriranje,
Narodna in univerzitetna knjižnica, Ljubljana, Slovenija
andreja.kozjek@nuk.uni-lj.si

Priprava in digitalizacija inkunabul za projekt INCUNABULA SLOVENICA

Prispevek predstavlja projekt INCUNABULA SLOVENICA, ki ga kot nosilec vodi Narodna in univerzitetna knjižnica. Projekt zajema digitalizacijo inkunabul različnih ustanov v Sloveniji. Inkunabule so prve tiskane knjige, nastale so od leta 1454 do konca leta 1500, predstavljajo pa edinstven del naše kulturne dediščine – mnoge med njimi so neprecenljivi zakladi.

Evropska komisija je leta 2021 izdala priporočila, v katerih je bila EUROPEANA (Evropska digitalna knjižnica) prepoznana kot temeljni standardiziran model na evropski ravni ohranjanja kulturne dediščine. V sodelovanju Unescovega Odbora za spomin sveta in Narodne in univerzitetne knjižnice kot nosilke projekta je bil v letu 2022 izpeljan prvi sklop digitalizacije inkunabul. Narodna in univerzitetna knjižnica je pozvala k sodelovanju dediščinske ustanove (knjižnice, arhive, muzeje, samostane), ki hranijo inkunabule, z namenom, da z digitalizacijo vzpostavi dostop do slovenske zbirke inkunabul v mednarodnem okolju za učne, študijske, raziskovalne in kulturne namene vsem in za vse.

Pri procesu digitalizacije se običajno premalo pozornosti posveča materialnim lastnostim knjig in tveganjem, ki so jim izpostavljene med procesom. Vloga konservatorja-restavratorja pri digitalizaciji ni vedno očitna in upoštevana, vendar je bistvena, da se vrednost knjige med procesom ne zmanjša ali spremeni. S sodelovanjem v procesu, pravilnim izborom gradiva, njegovo pripravo, popisom materialnega stanja in vrst poškodb ter urejeno dokumentacijo želimo konservatorji-restavratorji zmanjšati tveganja za nastanek novih poškodb gradiva med transportom, shranjevanjem in med samim digitaliziranjem. S tem želimo objektom ohraniti vrednost in jim podaljšati življenjsko dobo ter uporabnost.

Možnosti nastanka poškodb se med procesom digitalizacije ni mogoče popolnoma izogniti, lahko pa jih z različnimi ukrepi zmanjšamo na minimum. Ena izmed najpomembnejših zahtev je pravilno rokovanje in določitev kota odpiranja, ki nam pove, do katerega kota lahko knjigo odpremo, ne da bi povzročili poškodbe vezave. Knjige, ki so na videz v dobrem stanju, so lahko bolj ranljive, kot se zdijo na prvi pogled, in se lahko v procesu digitaliziranja poškodujejo. Po drugi strani na videz močno poškodovane knjige za digitalizacijo ne predstavljajo tveganja, saj je bil del, ki bi se lahko poškodoval pri digitalizaciji, v preteklosti že poškodovan. Pomembno je, da se tudi digitalizator, preden začne postopek digitalizacije, zaveda možnih tveganj. V pomoč pri delu mu je popisni obrazec, ki smo ga v ta namen izdelali konservatorji-restavratorji in je predstavljen v tem prispevku.

O avtorici:

Andreja Kozjek, po izobrazbi diplomirana inženirka grafične tehnike. Od leta 2005 zaposlena v Narodni in univerzitetni knjižnici kot konservator-restavrator. Trenutno je vodja Oddelka za zaščito in restavriranje in ima pridobljen naziv višji konservator-restavrator.

Andreja Kozjek

Senior Conservator-Restorer, Head of the Department for Protection and Restoration,
National and University Library, Ljubljana, Slovenia
andreja.kozjek@nuk.uni-lj.si

Preparation and digitisation of incunabula for the INCUNABULA SLOVENICA project

The author presents the INCUNABULA SLOVENICA project, led by the National and University Library. The project covers the digitisation of incunabula from various institutions in Slovenia. Incunabula are the first printed books produced between 1454 and the end of 1500, which represent a unique part of our cultural heritage - many of them are priceless treasures.

In 2021, the European Commission issued recommendations recognising EUROPEANA (the European Digital Library) as a core standardised model at European level for the preservation of cultural heritage. In cooperation with the UNESCO Memory of the World Committee and the National and University Library as the project promoter, the first phase of digitisation of the incunabula was carried out in 2022. The National and University Library invited heritage institutions (libraries, archives, museums, monasteries) holding incunabula to participate in the digitisation process, with the aim of making the Slovenian collection of incunabula internationally accessible for teaching, study, research and cultural purposes to all and for all.

The digitisation process usually pays too little attention to the material properties of books and the risks they are exposed to during the process. The role of the conservator-restorer in digitisation is not always obvious and considered, but it is essential that the value of the book is not diminished or altered during the process. By participating in the process, selecting the material correctly, preparing it, taking stock of the material condition, the type of damage and keeping the documentation in order, conservator aim to minimise the risks of new damage to the material during transport, storage and during the digitisation process itself. In this way, we aim to preserve the value of the objects and extend their life and usefulness.

The possibility of damage during the digitisation process cannot be completely avoided, but it can be minimised by various measures. One of the most important requirements is proper handling and the determination of the opening angle, which tells us how far the book can be opened without causing damage to the binding. Books that appear to be in good condition may be more vulnerable than they first appear and may be damaged in the digitisation process. Or apparently badly damaged books do not pose a risk for digitisation because the part that could be damaged in digitisation has already been damaged in the past. It is important that the digitiser is also aware of the possible risks before starting the digitisation process. To help him/her in his/her work, the digitisation inventory form that we have developed for this purpose and which is presented in this paper is a useful tool for the digitiser.

About the author:

Andreja Kozjek is a graduate engineer of graphic technology. Since 2005, she has been employed at the National and University Library as a conservator-restorer. She is currently the head of the Department for the Protection and Restoration and has the title of senior conservator-restorer.

Sonja Galina

Archivist, State Archives in Zagreb, Zagreb, Croatia

sonja.galina@daz.hr

Transcribathon Zagreb 2022: experiences and results

The State Archives in Zagreb was a part of the project „Enriching Europeana through citizen science and artificial intelligence – unlocking the 19th century" or for short "Enrich Europeana +". The project started on the 1st of April 2021., and ended on the 31st of March 2023. It was a collaboration of nine institutions from Ireland, Austria, Germany, Poland and Croatia.

The goal of the project was to enable access to handwritten documents from the 19th century by combining artificial intelligence and citizen science campaigns. Each project partner had a role in the project to achieve this goal. The main role of the State Archives in Zagreb in the project was content providing and dissemination. More than 120 000 new items were delivered to Europeana from the State Archives. Dissemination was achieved by spreading information and organizing a Transcribathon event in Zagreb.

Transcribathon is a crowdsourcing platform that allows individuals from around the world to transcribe, translate and annotate historical documents. The platform is used by libraries, museums and archives to make their collections more accessible and searchable for researchers, scholars and the general public. The Transcribathon events aim to make history more accessible and engage a larger audience in the preservation of cultural heritage. It also provides an opportunity for participants to learn more about the history and the value of preserving historical documents.

The State Archives in Zagreb organized the „Transcribathon Zagreb 2022" event as part of the "Enrich Europeana +" project. The event was held at the Faculty of Humanities and Social Sciences in Zagreb from 7th to 11th November 2022. The main participants were students from the Department of information and communication sciences. They were asked to transcribe and annotate selected documents from a few archival fonds and collections from the State Archives. They had a few days to transcribe and annotate as much as possible. They were encouraged to do as much as possible, especially because the event had a competitive tone. Based on the number of transcriptions, annotations and their quality, a committee of three judges declared winners in three categories: the largest number of transcriptions, the largest number of enrichments and the best presentation. The first three places in each category received a prize. This event and the work of the students contributed to 356 552 transcribed characters on 434 documents.

With dissemination in mind, the State Archives in Zagreb organized a two-day conference „Cultural heritage and AI: Transcribathon Zagreb" at the beginning of the Transcribathon event. A total of 14 lectures were held by colleagues from Slovenia, Netherlands, Germany and Croatia. The idea behind the conference was to give an overview of new technologies that could be used in archives and other cultural heritage institutions such as gamification, Transkribus, etc. Also, it emphasized the benefits of the Croatian national aggregator eKultura and showed the best practices from fellow state archives. More than 80 participants was a good sign of the success of the conference as well as an indicator of the need for more such meetings and talks.

About the author:

Sonja Galina is an archivist specialist for recent archival records in the Department for arranging and processing archival materials at State Archives in Zagreb and has a master's degree in history and library science.

Sonja Galina

arhivistka, Državni arhiv v Zagrebu, Zagreb, Hrvaška

sonja.galina@daz.hr

Dogodek »Transcribathon Zagreb 2022« – izkušnje in rezultati

Državni arhiv v Zagrebu je vključen v projekt »Obogatitev Europeane s pomočjo ljubiteljske znanosti in umetne inteligence – odkrivanje 19. stoletja« ali na kratko »Obogatitev Europeane +«. Projekt se je začel 1. aprila 2021 in se končal 31. marca 2023, v njem pa je sodelovalo devet institucij iz Irske, Avstrije, Nemčije, Poljske in Hrvaške.

Cilj projekta je bil omogočiti dostop do ročno pisanih dokumentov iz 19. stoletja s kombiniranjem umetne inteligence in udejstvovanja državljanov. Vsak projektni partner je imel pri doseganju cilja svojo vlogo. Glavni naloge Državnega arhiva v Zagrebu sta bili priprava vsebin in seznanjanje javnosti. Arhiv je izvedel več kot 120.000 novih vnosov na Europeano, hkrati pa je na projekt opozarjal z informiranjem in organizacijo dogodka Transcribathon v Zagrebu.

Transcribathon je platforma za zbiranje informacij iz množice, ki posameznikom po svetu omogoča transkripcijo, prevod in tolmačenje zgodovinskih dokumentov. Platformo uporabljajo knjižnice, muzeji in arhivi z namenom, da svoje zbirke približajo raziskovalcem, znanstvenikom in splošni javnosti. Cilj dogodkov v okviru Transcribathona je napraviti zgodovino bolj dostopno in privabiti širše občinstvo k ohranjanju kulturne dediščine. Prav tako ponuja udeležencem priložnost, da se naučijo več o zgodovini in vrednosti ohranjanja kulturne dediščine.

Državni arhiv v Zagrebu je organiziral dogodek Transcribathon Zagreb 2022 kot del projekta Obogatimo Europeano +. Potekal je na Filozofski fakulteti v Zagrebu med 7. in 11. novembrom 2022. Udeležili so se ga študenti Oddelka za informacijske in komunikacijske znanosti. Na dogodku so morali transkribirati in tolmačiti čim več dokumentov iz arhivskih fondov in zbirk Državnega arhiva v Zagrebu, za to pa so imeli na voljo nekaj dni. Dogodek je potekal kot tekmovanje. Glede na število transkripcij in tolmačenj ter njihovo kvaliteto je tričlanska komisija razglasila zmagovalce v treh kategorijah: največje število transkripcij, največje število obogatitev in najboljša predstavitev. Prva tri mesta so dobila nagrade. Rezultat dogodka in dela študentov je bilo kar 356.552 transkribiranih znakov na 434 dokumentih.

Z namenom seznanjanja javnosti je Državni arhiv v Zagrebu ob začetku dogodka organiziral dvodnevno konferenco z naslovom »Kulturna dediščina in umetna inteligenca: Transcribathon Zagreb«. Predstavljenih je bilo 14 predavanj iz Slovenije, Nizozemske, Nemčije in Hrvaške. Ideja konference je bila podati pregled nad novimi tehnologijami, ki jih lahko uporabljamo v arhivih in drugih institucijah, kot so t. i. gamifikacija (uporaba iger za spodbujanje vključenosti posameznikov), Transkribus (platforma za prepoznavanje besedila, analizo slik in prepoznavanje strukture zgodovinskih dokumentov) itd. Konferenca je prav tako poudarila prednosti zbirke Hrvaškega narodnega agregatorja eKultura in pokazala dobre prakse sodelujočih arhivov. O uspešnosti konference priča več kot 80 udeležencev, ki so obenem indikator potrebe po podobnih pogovorih in sestankih.

O avtorici:

Sonja Galina je specialistka za arhivsko gradivo na Oddelku za urejanje in strokovno obdelavo v Državnem arhivu v Zagrebu. Ima magisterij iz zgodovine in bibliotekarstva.

Jan Cotič

arhivist, Pokrajinski arhiv Koper, Slovenija

jan.cotic@arhiv-koper.si

Ivančica Sabadin

informatik, Pokrajinski arhiv Koper, Slovenija

ivancica.sabadin@arhiv-koper.si

Pregled in primerjanje orodij za prepoznavanje z roko napisanega besedila

Arhivisti se dandanes vse pogosteje poslužujemo sodobne tehnologije, pri tem imamo v mislih zlasti raziskovanje z uporabo verige blokov (angl. Blockchain), interneta stvari (Internet of Things), množičnega zunanjega izvajanja (Crowdsourcing) in še posebej umetne inteligence. Umetno inteligenco lahko uporabljamo na področju arhivskega popisovanja, obdelave metapodatkov, klasifikacije in pretvorbe gradiva.

Ena od možnosti uporabe umetne inteligence kot dodatnega orodja na področju arhivistike je prepoznavanje z »roko napisanega besedila« (Handwritten Text Recognition), ki bi olajšala problematiko prepoznavanja vsebine tovrstnih dokumentov. Z namenom lažje dostopnosti in razumevanja starih rokopisov so raziskave na področju prepoznavanja ročno pisanih besedil zadnja leta vse pogostejše. Uporaba tehnologije prepoznavanja takšnega besedila se nenehno srečuje s številnimi izzivi in vnovičnimi vprašanji. Rokopisi starejšega izvora so bili pisani v najrazličnejših jezikih, slogih in pisavah. Dodaten problem prepoznavanja besedila predstavljajo tudi poškodbe nosilcev zapisa (slaba vidljivost zapisa, uničen nosilec zapisa itd.). V slovenskih arhivih hranimo gradivo, napisano v različnih jezikih (slovenskem, latinskem, italijanskem, nemškem itd.) in pisavah (npr. kuriali, karolini, gotici, humanistiki itd.). Cilj uporabe orodja za prepoznavanje z roko napisanega besedila je prepis besedila, ki bi omogočil hitrejše razumevanje, večjo dostopnost in lažjo uporabo specifičnega gradiva ter ponujal prosto iskanje po celotnem besedilu (angl. Full text search). Pri tem ne smemo zanemariti pomembnosti digitalizacije originalnih dokumentov, ki pripomore tako k lažji, hitrejši in preglednejši uporabi gradiva kot tudi k nadaljnji celovitosti in zaščiti originalov pred nadaljnjo rabo in morebitnim nastankom novih poškodb.

Avtorja bosta skozi analizo treh dostopnih orodij za prepoznavanje z roko napisanega besedila (Transkribus, Microsoft Azure's Computer Vision in Google Cloud's Vision AI.) predstavila postopek in dobljene rezultate na digitaliziranem gradivu Pokrajinskega arhiva Koper. Navedena orodja slonijo na različnih tehnologijah za prepoznavanje besedila iz slike. Transkribus uporablja tehnologijo globokega učenja (Deep Learning), medtem ko Microsoft Azure's Computer Vision in Google Cloud's Vision AI uporabljata kognitivno računalništvo. Avtorja bosta z navedenimi orodji na podlagi digitaliziranih dokumentov različne kakovosti in formata primerjala točnost in natančnost prepoznavanja besedila.

Uporabljene znanstvene metode bodo metoda deskripcije za predstavitev orodij, metoda analize za preučevanje delovanja posameznega orodja, metoda primerjave za primerjanje lastnosti analiziranih orodij in statistična metoda za predstavitev rezultatov primerjave.

O avtorjih:

Jan Cotič je magistriral na Fakulteti za humanistične študije Koper in prejel naziv magister arheologije. Od decembra 2017 je zaposlen kot arhivski tehnik v Pokrajinskem arhivu Koper, kjer skrbi za digitalizacijo arhivskega gradiva, popisovanje arhivskega gradiva, delo v čitalnici in izvajanje delavnic in predstavitve arhiva in arhivskega gradiva za napovedane skupine. Od aprila 2022 je bil premeščen na delovno mesto arhivista. Samostojno in v okviru nevladnih organizacij sodeluje na različnih projektih za promocijo arheološke in kulturne dediščine.

Ivančica Sabadin je diplomirala na Fakulteti organizacije in informatike v Varaždinu, Hrvaška, in prejela naziv magister informatike. Od leta 2022 je doktorska študentka arhivskih znanosti pri Alma Mater Europaea – ECM. Od decembra leta 2020 dela kot informatičarka v Pokrajinskem arhivu Koper. Je skrbnica arhivskega informacijskega sistema in drugih sistemov, ki se uporabljajo v arhivih, kot so RegUst (Register ustvarjalcev), VAČ (Virtualna arhivska čitalnica) in Krpan (Upravljanje z dokumentarnih gradivom). Sodelovala je v Projektu vzpostavitve slovenskega javnega elektronskega arhiva e-ARH.si: ESS 2016–2020. Ivančica Sabadin je vodja Medarhivske delovne skupine za področje informatike, ima tudi veliko izkušenj na področju izobraževanja in je avtorica dveh učbenikov za predmet informatika v srednji ekonomski šoli. Kot srednješolska učiteljica je prejela naziv svetovalke. Redno se izobražuje na nacionalni in mednarodni ravni.

Jan Cotič

Archivist, Regional Archives Koper, Slovenia

jan.cotic@arhiv-koper.si

Ivančica Sabadin

IT Specialist, Regional Archives Koper, Slovenia

ivancica.sabadin@arhiv-koper.si

Review and Comparison of Handwritten Text Recognition Tools

In modern archival science, more and more problems are solved using new technologies. Nowadays, archivists, scientists, and scholars are researching the usage of Blockchain, the Internet of Things, Crowdsourcing, and especially Artificial Intelligence in archival science. Artificial intelligence can be used for archival descriptions, metadata processing, classification, and converting archival documents...

One of the usages of artificial intelligence in archival science is Handwritten Text Recognition (HTR). Handwritten text recognition operates based on artificial intelligence to enable the creation of new text from digitalized documents. In the recent years, there has been more and more research in this field because this technology could facilitate the availability and comprehension of old documents.

There are many challenges to the usage of HTR technology. Historical documents are written in different writing styles and are often degraded. In Slovenian archives, papers written in different languages (Slovenian, Latin, Italian) and scripts (Curialis, Caroline, Gothic …) are preserved. The aim of using such tools is the creation of text that could be understood more quickly, more available, easier to use, and in which full-text search could be used. Also, we must not forget the importance of the digitization of historical documents so we could prevent future degradation.

Through analysis of Transkribus, Microsoft Azure's Computer Vision, and Google Cloud's Vision AI, authors will present the process and results of applying Handwritten Text Recognition technology with digitalized materials of Regional Archives Koper. Since the tools are using different technologies to recognize text from an image, authors will compare their accuracy on different qualities of images. Transkribus uses deep learning technology, while Microsoft Azure's Computer Vision and Google Cloud's Vision AI use cognitive computing.

Used scientific methods are the description of tools, analysis of the tool's operation, comparison of tools characteristics, and statistical presentation of tool comparisons results.

About the authors:

Jan Cotič received his master's degree at the Faculty for Humanistic Studies Koper in the field of archaeology. From September 2017 he has been employed at the Regional Archives Koper as an archival technician, with responsibilities for digitization and processing of archives, archival reading room and education. From April 2022, he has been working as an archivist and is involved in projects for the promotional of archaeological and cultural heritage.

Ivančica Sabadin has a master's degree in IT science and is a PhD student at Alma Mater Europaea – ECM Maribor. Since December 2020, she has been employed at the Regional Archives Koper. She is in charge of maintaining the archival information system and other systems, used in archives. She has been a part of the e-ARH.si project. She is the head of the inter-archival IT group and has many experience in education – she has written two textbooks for information science for secondary schools.

dr. Tatjana Hajtnik

vodja Sektorja za e-arhive in računalniško podporo, Arhiv Republike Slovenije Ljubljana, Slovenija

tatjana.hajtnik@gov.si

Sistem e-ARH.si: kaj imamo in kaj še razvijamo

Sistem e-ARH.si predstavlja okolje, kjer slovenska javna arhivska služba izvaja postopke, povezane z elektronskim arhiviranjem (vrednotenje digitalnega arhivskega gradiva (dAG) in njegovo odbiranje iz dokumentarnega gradiva, priprava na izročitev in izročitev dAG v e-ARH.si, prevzem dAG in prenos v e-repozitorij, dostop do elektronskega arhivskega gradiva (eAG)). Razvoj sistema e-ARH.si sega v leto 2009, ko smo izdelali študijo izvedljivosti, na njeni podlagi pa prvo Strategijo razvoja e-ARH.si za obdobje 2010–2015 in njen izvedbeni načrt, ki ju je potrdila tudi Vlada RS. Na njuni podlagi je bil vzpostavljen projekt razvoja in vzpostavitve e-ARH.si, s katerim smo izdelali oziroma vzpostavili prve rešitve v okviru sistema e-ARH.si (programsko orodje Urejevalnik SIP, različica 1.0, dve geografsko oddaljeni lokaciji za varnostne in arhivske kopije podatkov, e-repozitorij itd.). Leta 2016 je bila pripravljena nova strategija z izvedbenim načrtom za obdobje 2016–2020, tudi ta dokumenta je potrdila Vlada RS. V projektu smo združili znanje in čas strokovnjaki, tako arhivisti kot informatiki, iz celotne slovenske javne arhivske službe ter nadaljevali z razvojem sistema e-ARH.si. Rdeča nit projekta je predstavljal standard ISO 14721 (referenčni model OAIS), ki postopek elektronskega arhiviranja obravnava z vidika ustvarjalcev gradiva, arhiva in končnih uporabnikov. Naše vodilo, zapisano že v prvi strategiji leta 2010, je bilo, da bomo rešitve razvijali v smeri, da bodo uporabne tudi za ranljive skupine, od katerih smo izpostavili slepe, slabovidne, gluhe in naglušne osebe. V projektu smo izvedli delno digitalizacijo postopka elektronskega arhiviranja. Razvili oz. nadgradili smo vrsto rešitev za vse tri deležnike v postopku elektronskega arhiviranja, kot so različna programska orodja za prevzem, hrambo in dostop dAG, ter predloge in metodologije kot pomagala pri izvajanju postopka elektronskega arhiviranja. Omenjene rešitve obravnavajo le določene vrste dAG in predstavljajo prve različice, ki jih je treba seveda optimizirati in nadgraditi z novimi funkcionalnostmi. Za ta namen smo za obdobje 2022–2025 pridobili finančno podporo od EU, tokrat iz Načrta za okrevanje in odpornost, v katerega je uvrščenih pet ukrepov:

- digitalna transformacija postopkov na področju arhivskega gradiva v fizični obliki;
- razvoj novih predstavitvenih sistemov za različne vrste eAG z upoštevanjem predstavitvenih tveganj (vprašanja pravic intelektualne lastnine, zaupnosti podatkov);
- nadgradnja obstoječih metod za pomoč pri vrednotenju in odbiranju eAG ter njihov razvoj s pomočjo sodobnih tehnologij in umetne inteligence;
- nadgradnja, racionalizacija in standardizacija postopkov za prevzem in hrambo posameznih novih tipov eAG;
- razvoj programskih orodij, postopkov in metodologij za zagotovitev trajne celovitosti, avtentičnosti, dostopnosti in uporabnosti eAG za državljane in podjetja (zagotavljanje pravne varnosti).

Maja preteklega leta je bil vzpostavljen nov projekt e-ARH.si: NOO 2022–2025, ki se od takrat intenzivno izvaja skladno s projektnimi načrti. Na predstavitvi bodo poleg preteklih projektov prikazani tudi podrobnejši plani in trenutni rezultati projekta, ki je v izvajanju.

O avtorici:

Doc. dr. Tatjana Hajtnik je doktorica računalništva in informatike. Svoje poklicne izkušnje je pridobivala tako v gospodarskih družbah kot javnem sektorju in javni upravi. Poklicno pot je začela kot sistemska administratorka na velikih računalniških sistemih in administratorka podatkovnih baz. Od leta 2006 je zaposlena v Arhivu RS, kjer vodi Sektor za elektronske arhive in računalniško podporo. Pri delu se poleg razvoja informacijskega sistema Arhiva RS aktivno ukvarja s področjem elektronskega arhiviranja. Vzpostavila je metodologijo certificiranja opreme in storitev ter potrjevanja notranjih pravil za zajem in digitalno hrambo, zdaj pa sodeluje pri izvajanju teh postopkov. Od leta 2007 je vključena v proces spreminjanja nacionalne zakonodaje na področju elektronskega arhiviranja. Od leta 2016 vodi projekt razvoja e-ARH.si, do leta 2021 financiran od Evropskega socialnega sklada, od leta 2022 pa v okviru Načrta za odpornost in okrevanje. Kot docentka predava na Alma Mater Europaea na vseh treh stopnjah študijskega programa predmete, povezane z elektronskim arhiviranjem, informacijsko infrastrukturo in varnostjo. Redno predava ter objavlja članke in knjige s področja elektronskega arhiviranja in informacijske varnosti.

Tatjana Hajnik, Ph. D.

Head of Sector for Electronic Archives and Computer Support,
Archives of the Republic of Slovenia, Ljubljana, Slovenia
tatjana.hajtnik@gov.si

e-ARH.si system – What we have and what is in development

The e-ARH.si system represents an environment where the Slovenian Public Archival Service carries out procedures related to electronic archiving (appraisal of digital archival records (dAR) and their selection from documentary records, preparation for transfer and transfer of dAR in e-ARH.si, dAR ingest and transfer to e-repository, access to eAR).

The development of the e-ARH.si system dates back to 2009, when we produced a feasibility study, based on which the first e-ARH.si Development Strategy for the period 2010-2015 and its implementation plan were approved by the Government of the Republic of Slovenia. On that basis, a project for the development and establishment of e-ARH.si was established, where we created or established the first solutions within the e-ARH.si system. In 2016, a new strategy with an implementation plan for the period 2016-2020 was prepared, which was also approved by the Government of the Republic of Slovenia. In the project, we combined knowledge and time of experts, archivists and IT specialists, from the entire Slovenian public archival service and continued with the development of the e-ARH.si system. The red thread of the project was represented by the ISO 14721 standard (OAIS reference model), which deals with the process of electronic archiving from the point of view of digital archival records creators, archival institutions and end users. Our guiding principle, already written in the first strategy in 2010, was that we would develop solutions in such a way that they would also be useful for vulnerable groups, where we singled out blind, visually impaired, deaf and hard of hearing people. In the project, we partially digitized the electronic archiving process. We developed or upgraded a series of solutions for all three stakeholders in the electronic archiving process, such as various software tools for dAR ingest, storage and access, as well as templates and methodologies that help in the implementation of the electronic archiving process. The mentioned solutions deal with only certain types of dAR and represent the first versions, which of course need to be optimized and upgraded with new functionalities. For this purpose, we obtained financial support from the EU for the period 2022-2025, this time from the Recovery and Resilience Plan. Project e-ARH.si: NOO 2022-2025 includes five measures:

- Digital transformation of procedures in the field of archival records in physical form.
- Development of new presentation systems for different types of dAR taking into account presentation risks (issues of intellectual property rights, data confidentiality).
- Upgrade of existing ones and development of new methods to help in the appraisal and selection of eAR with the help of modern technologies and artificial intelligence.
- Upgrade, rationalization and standardization of procedures for the acceptance and storage of new individual types of eAR.

Development of software tools, procedures and methodologies to ensure permanent integrity, authenticity, accessibility and usability of eAR for citizens and businesses (ensuring legal certainty).

In May 2022, a new e-ARH.si project was established: NOO 2022 – 2025, which has been intensively implemented since then in accordance with the project plans. In addition to results of past projects, the presentation will also show more detailed plans and current results of the ongoing project.

About the author:

Tatjana Hajtnik, Ph. D., is a computer science and informatics doctor. She gained professional experience in both private companies and the public sector. She began her career as a system administrator for large computer systems and database administrator. Since 2006, she has been employed at the National Archives of Slovenia, where she leads the Sector for Electronic Archives and Computer Support. In addition to developing the National Archives of Slovenia's information system, she actively deals with electronic archiving. She has established the methodology for certifying equipment and services and approving internal rules for capturing and digitally storing data. Since 2007, she has been involved in the process of changing national legislation on electronic archiving. Since 2016, she has been leading the e-ARH.si development project. As an associate professor, she teaches subjects related to electronic archiving, information infrastructure, and security at Alma Mater Europaea at all three levels of the study program. She regularly lectures and publishes articles and books on electronic archiving and information security.

Špela Valadžija

arhivistka, Pokrajinski arhiv Maribor, Slovenija

spela.valadzija@pokarh-mb.si

Metode arhivskega strokovnega dela na področju digitalizacije gradiva Pokrajinskega arhiva Maribor

Pokrajinski arhiv Maribor postopno objavlja digitalizirano arhivsko gradivo v Virtualni arhivski čitalnici in presega zastavljene cilje po povečanju števila digitalizatov najbolj ogroženega in uporabljenega gradiva ter večji dostopnosti arhivskih virov. V letu 2021 je z digitalizacijo nastalo 20.298 digitalizatov spisovnega gradiva, 472 digitalizatov razglednic in fotografij ter 1.342 digitalizatov načrtov, skupaj 22.112 digitalizatov gradiva naslednjih fondov: Uprava za gradnje in regulacijo Maribora, Gospoščina Negova, Rudnik svinca in cinka Mežica, Akademsko tehnično društvo Triglav v Gradcu, Sokolsko društvo Maribor matica. Na začetku leta 2023 so bili v Virtualni arhivski čitalnici objavljeni načrti fonda Uprave za gradnjo in regulacijo Maribora, ki so nastali med letoma 1840 in 1963, ter zapisniki Mestne občine Maribor od leta 1919 do 1939. V letošnjem letu sta med drugim v teku digitalizacija informacijskih pomagal fonda Uprave za gradnjo in regulacijo Maribora ter nadaljevanje digitalizacije Zbirke gradbenih načrtov.

Postopek od priprave fizičnega arhivskega gradiva do objave digitalizatov predstavlja izziv tako za zavod kot za strokovne delavce, ki skrbijo za arhivsko gradivo. Pot do zastavljenega cilja je odvisna od več dejavnikov: finančnih sredstev, vložene energije zaposlenih in izkušenj. Tudi Pokrajinski arhiv Maribor se digitalizacije loteva na več načinov: uporablja se obstoječa oprema zavoda, izvajajo jo strokovni delavci ali sodelavci, zaposleni na projektu, oziroma izbrani ponudniki storitve. Potrebno jo je izvesti tako, da se v sami pripravi izvorno gradivo zavaruje in je vedno pod nadzorom, dokler se ne vrne v arhivsko skladišče. Med procesom in tudi kasneje je pomembno, da strokovni delavci izvajajo redne kontrole, da se že v samem procesu poskuša preprečiti čim več napak, ki bi vplivale na kakovost digitalizata. Priprava in organizacija dela predstavljata za marsikoga dodatne zadolžitve, a se vložek energije čez čas ob lažji dostopnosti in uporabi informacij povrne.

V prvi vrsti je bil namen digitalizacije zavarovati občutljivo kulturno dediščino pred materialnimi poškodbami, ki jih povzroča pogosta uporaba gradiva v izvorni obliki, in poskrbeti za varnostne kopije, ki omogočajo dolgoročno dostopnost in uporabo. Z objavo oziroma s posredovanjem digitaliziranega gradiva na zahtevo je omogočeno širšemu krogu uporabnikov dostop do le-tega na daljavo. S takšnimi koraki se lahko tudi na področju kulture pripomore k ustvarjanju trajnostne prihodnosti, premišljene in ponovne uporabe virov. Ne nazadnje digitalizirano arhivsko gradivo pripomore k popularizaciji le-tega, k večkratni in lažji uporabi, kakor tudi prepoznavnosti in promociji institucije, ki hrani neprecenljivo kulturno dediščino.

O avtorici:

Špela Valadžija je univerzitetna diplomirana zgodovinarka. Od leta 2022 je zaposlena v Pokrajinskem arhivu Maribor. Odgovorna je za gradivo s področja uprave. Je avtorica številnih razstav Kulturno-prireditvenega centra Narodni dom Maribor in Kulturno umetniškega društva Študent ter na tak način že od leta 2009 poskuša približati arhivsko gradivo čim širšemu krogu obiskovalcev. Pri monografiji Mesto, dom, vrata : Narodni dom Maribor : 1992-2022 : trideset let je sodelovala kot sourednica za arhivsko in fotografsko gradivo ter pri dokumentarnem filmu režiserja Bojana Labovića Za vsakega nekaj kot strokovna sodelavka za arhivsko gradivo.

Špela Valadžija

Archivist, Regional Archives Maribor, Slovenia

spela.valadzija@pokarh-mb.si

Methods of Archival Professional Work in the Filed of Archives' Digitization in the Regional Archives Maribor

The Regional Archives Maribor is gradually publishing digitized archival material in the Virtual Archival Reading Room, surpassing its set goals to increase the number of digitized copies of the most endangered and frequently used material, as well as improving the accessibility of archival resources. In 2021, 20,298 digitized copies of written material, 472 digitized copies of postcards and photographs, and 1,342 digitized copies of plans were produced, for a total of 22,112 digitized copies of materials from the following fonds: Administration for Construction and Regulation of Maribor, Gospoščina Negova, Mežica lead and zinc mine, Academic Technical Society Triglav in Graz, Sokol Society Maribor Matica. At the beginning of 2023, plans from the Administration for Construction and Regulation of Maribor fonds, created between 1840 and 1963, and minutes of the Maribor City Council from 1919 to 1939 were published in the Virtual Archival Reading Room. This year, digitization of the information aids from the Administration for Construction and Regulation of Maribor is also in progress, along with the continuation of digitization of the Collection of Building Plans.

The process of preparing physical archival material for digitization and eventual publication as digital copies presents a challenge both for the institution and the professional staff responsible for the archival material. The path to achieving the set goals depends on several factors, such as financial resources, the amount of energy invested by the staff, and their level of expertise. Regional Archives Maribor also approaches digitization in various ways: existing equipment is used, and professional staff or project collaborators, or selected service providers, perform the digitization. It is crucial to ensure that the source material is secured during the preparation process and that it remains under supervision until it is returned to the archival storage. During and after the digitization process, it is essential that professional staff perform regular checks to prevent errors that could affect the quality of the digital copy. The preparation and organization of work represent an additional responsibility for many, but over time, the investment of energy pays off with easier access to and use of information.

The primary purpose of digitization was to protect sensitive cultural heritage from physical damage caused by frequent use of the original material and to ensure the creation of backup copies that allow for long-term accessibility and use. By publishing or providing access to digitized materials on demand, a wider range of users can access them remotely. Such actions can contribute to creating a sustainable future, thoughtful and repeated use of resources in the cultural sector. Finally, digitized archival material helps to popularize it, facilitate multiple and easier use, and promote recognition and promotion of the institution that preserves invaluable cultural heritage.

About the author:

Špela Valadžija is a university graduate historian. Since 2022, she has been employed at the Regional Archives Maribor, where she is responsible for administrative fonds. She is the author of numerous exhibitions for the Cultural Event Center Narodni dom Maribor and the Cultural Arts Society Študent, and since 2009, she has been trying to bring archival material closer to a wider audience. She collaborated as a co-editor for archival and photographic material in the monograph "City, Home, Door: Narodni dom Maribor: 1992-2022: Thirty Years," and as a specialist for archival material in the documentary film "For Everyone Something" directed by Bojan Labović.

Igor Filipič

arhivski svetovalec, Nadškofijski arhiv Maribor, Slovenija
igor.filipic@nadskofija-maribor.si

Uporaba arhivskega gradiva na spletu: izkušnje in perspektive uporabe digitaliziranih matičnih knjig

Avtor bo opisal pridobljene izkušnje in spremembe pri delu v arhivu, ki so posledica objave arhivskega gradiva na spletu. Na podlagi primerjave poslovanja Nadškofijskega arhiva Maribor in dela z digitaliziranim arhivskim gradivom – matičnimi knjigami – predstavi bistvene spremembe uporabe arhivskega gradiva pri obravnavi v izobraževalnih ustanovah in izobraževalnem delu arhivov. Zagovarjamo stališče, da bi morali arhivi tesneje sodelovati v izobraževalnem procesu in da imajo ključno vlogo pri pravilni interpretaciji arhivskega gradiva. Arhivisti in učitelji lahko sodelujejo pri pripravi izobraževalnih projektov, pri čemer je vloga arhiva predvsem pomoč pri uporabi arhivskega gradiva in skrb za pravilno razumevanje vsebine in konteksta dokumentov.

Osredotočamo se predvsem na perspektive, ki jih spletna dostopnost prinaša v izobraževalni proces, in vlogo arhiva pri interpretaciji arhivskih virov znotraj tega procesa. Trdimo, da se lahko spletno dostopno arhivsko gradivo učinkovito uporablja za izvajanje šolskih/študijskih izobraževalnih projektov in nalog, ki temeljijo na arhivskih virih. Na podlagi ankete uporabnikov smo ugotovili, da je 71 % ljudi, ki so pregledovali matične knjige na spletu, to počela že prej, v arhivskih čitalnicah. Spodbuden pa je podatek, da 24 % uporabnikov pred objavo na spletu še ni raziskovalo. Zanimivo je tudi, da 17 % uporabnikov digitalizirano gradivo pregleduje iz splošne radovednosti, 11 % pa za študijske in šolske projekte. Kot pomembno težavo pri delu z digitaliziranim gradivom so uporabniki izpostavili težave z nerazumljivim gradivom – to je tuj jezik in neberljiva pisava. Podoben odgovor dobimo tudi od učiteljev, ki ne najdejo ustreznih metod, kako bi težko razumljivo arhivsko gradivo uporabili pri pouku. Zato uporabljajo zgolj transkribirane ter prevedene dokumente, s tem pa učence prikrajšajo za doživeto izkušnjo. Ker želimo število teh uporabnikov znotraj izobraževalnega procesa povečati, moramo torej arhivisti najti primerne rešitve.

Predstavljamo možnosti in smernice za pripravo konkretnih projektov za šolske in druge izobraževalne ustanove s poudarkom na popularizaciji arhivov in arhivskega gradiva, poglobljenem razumevanju zgodovine in kulturne dediščine ter razvijanju kritičnega mišljenja.

Izdelali smo primere za uporabo na spletu objavljenih matičnih knjig v izobraževalnem procesu. Naloge ne zahtevajo posebnega predznanja branja in razumevanja dokumentov. Zastavljene so tako, da se prilagodijo posamezni skupini uporabnikov glede na njihove preference. Delo se lahko izvede v arhivski čitalnici ali v izobraževalni ustanovi. Arhivisti pripravimo osnovna navodila, vizualne primere zapisov, delovne liste ipd. Konkretni primeri so demografska raziskava: priprava analize demografskih trendov, kot so starost, spol, poroke, rojstva in smrti, s preučevanjem matičnih knjig, kar pomaga razumeti spremembe v družbi in razvoj demografskih kazalnikov; raziskava o družbenih razmerah, kjer na podlagi podatkov, kot je poklicni status, razumevamo družbeno strukturo in spremembe v družbi; raziskava osebnih imen v določenem obdobju in regiji ter iskanje povezav z družbenimi in kulturnimi vplivi.

Cilji so povečanje zanimanja in izboljšanje učnih izkušenj, razširjanje vsebine, aktualizacija, učenje na daljavo in projektno učenje. Izpostavljena je ključna vloga arhivov v smeri pomoči pri uporabi, orientaciji, interpretaciji, opisu in analizi arhivskih virov na različnih stopnjah izobraževalnega procesa.

O avtorju:

Igor Filipič, prof. zgodovine in teologije, arhivski svetovalec. Od leta 2002 zaposlen v Nadškofijskem arhivu Maribor, kjer se ukvarja z gradivom rimskokatoliških župnij, predvsem z matičnimi knjigami. Dolga leta proučuje vprašanja, povezana z digitalizacijo klasičnega gradiva in izboljšanjem dostopnosti do gradiva. V matični instituciji je bil glavni koordinator projekta digitalizacije matičnih knjig Matriken digital in vodja projekta objave matičnih knjig Nadškofijskega arhiva Maribor na spletu.

Igor Filipič

Archival Adviser, Archdiocesan Archives Maribor, Slovenia
igor.filipic@nadskofija-maribor.si

Use of Archival Records Online: Experiences and Perspectives of Using Digitized Registry Books

The author will describe the lessons learned and changes in work processes in the archives because of the publication of archival records on the internet. Based on a comparison of the operations of the Archdiocesan archives Maribor and the work with digitised registry books, he will present significant changes in the use of archival records in consideration with educational institutions and at educational work in archives. We take the view that archives should be more closely involved in the educational process, as they play a key role in the correct interpretation of archival records. Archivists and teachers can participate in the preparation of projects, with the role of the archives primarily helping to use archival records and ensuring a proper understanding of the content and context of documents.

We focus primarily on the perspectives which web accessibility brings to the educational process and the role of the archives in interpreting archival resources within this process. We argue that online archival records can be used effectively to carry out school/study projects and tasks based on archival sources. Based on a user survey, we found that 71% of people who had reviewed registry books online had done this before, in archival reading rooms. However, it is encouraging that 24% of users have not yet investigated before posting online. It is also interesting that 17% of users research online out of general curiosity and 11% for study and school projects. As an important problem when working with digitized records, users have highlighted problems with incomprehensible records, i.e., foreign language and unreadable handwriting. A similar response is also obtained from teachers who do not find appropriate methods to use hard-to-understand records in class. That being the case, they use only transcribed and translated documents, depriving students of the real experience. Therefore, since we want to increase the number of these users within the educational process, archivists need to find appropriate solutions.

The author will present opportunities and guidelines for the preparation of concrete projects for schools and other educational institutions, with a focus on popularizing archives and archival records, in-depth understanding of history and cultural heritage and developing critical thinking.

Examples for the use of register books published online in the educational process have been created. Assignments do not require specific knowledge of reading and understanding of documents. They are set to be adapted to each group of users according to their preferences. The work can be carried out in the archival reading room or in an educational institution. Archivists prepare basic instructions, visual examples of records, worksheets, etc. A concrete example is a demographic survey: preparing an analysis of demographic trends such as age, gender, marriage, birth and death by studying the register books, which helps understand changes in society and the development of demographic indicators; a survey of social conditions where, on the basis of data such as professional status, we understand the social structure and changes in society and the survey of personal names used over a period of time and region, linking it to social and cultural influences.

The objectives are to increase interest and improve learning experience, dissemination of content, actualization, distance, and project learning. The key role of archives and archivists as an assistance in research, orientation, interpretation, description, and analysis of archival resources at different stages of the educational process is highlighted.

About the author:

Igor Filipič, professor of history and theology, archival councillor, has been working at the Archdiocesan archives Maribor since 2002 and deals with archives of Catholic parishes, mostly registry books. He has been researching questions related to digitization of archives and improving access to it. At the Archdiocesan archives Maribor he is the lead coordinator of the Matriken digital project and the head of publishing of Archdiocesan archives Maribor registry books online.

dr. Miroslav Novak

arhivski svetovalec, Pokrajinski arhiv Maribor, Slovenija

izr. prof., Alma Mater Europaea – ECM Maribor, Slovenija

miroslav.novak@pokarh-mb.si

Stanje in perspektive razvoja slovenske vzajemne arhivske podatkovne zbirke na podlagi statističnih kazalnikov

Osnovni namen izvedene raziskave je ugotoviti in opredeliti doseženo stopnjo obvladovanja arhivskih metapodatkov, ki se uresničujejo v vzajemni podatkovni bazi slovenske javne arhivske službe (dalje: podatkovna zbirka SJAS). Podatkovna zbirka SJAS obsega več milijonov zapisov entitet in njihovih povezav z drugimi zapisi. Taka količina podatkov zahteva sistematično ugotavljanje ustreznosti zajemanja podatkov in s tem povezan razvoj ter intenzivnejšo implementacijo statističnih metod tudi na tem področju. Drugi cilj raziskave predstavljajo možnosti oblikovanja in opredelitve praktične uporabnosti trendov statističnih podatkov za nadaljnja odločanja na različnih ravneh. Tretji pomemben cilj pa je opredeljen kot promocija standarda ISO 24083:2021 in uporabnost statističnih metod pri vsakdanjem arhivskem strokovnem delu.

Prve poglobljene analize podatkov v vzajemni podatkovni zbirki slovenskih regionalnih arhivih so bile opravljene že leta 2013. Temu je sledila nekoliko prilagojena raziskava še leta 2016. Od takrat dalje ni bilo objavljene več nobene primerljive in celovite analize rezultatov sistemskega zajemanja podatkov v okviru podatkovne zbirke SJAS. Skozi analizo zbranih statističnih podatkov želimo ugotoviti, kakšne izkušnje so se uveljavile na tem področju in kakšno stopnjo standardizacije je slovenska javna arhivska služba dosegla v zadnjih 10 letih. Hkrati bi na podlagi statističnih podatkov in s pomočjo analize SWOT opozorili tako na prednosti kot tudi slabosti ter na priložnosti in nevarnosti obstoječe arhivske strokovne prakse generiranja arhivskega metapodatkovnega potenciala, ki se izraža skozi vzajemno podatkovno zbirko SJAS, vključno z možnimi načini in rešitvami uporabe nekaterih statističnih metod pri vsakodnevnem arhivskem strokovnem in znanstvenem delu. Podrobne analize obdelav rezultatov po posameznih arhivih niso predmet te raziskave.

Prav obe dimenziji upoštevanja trajne vrednosti dokumentarnega gradiva uprave sta razlog, da v pravnih aktih Evropske unije najdemo pogosto izraz upravna vrednost dokumenta.

Na podlagi opravljenih analiz statističnih podatkov avtor ugotavlja, da število zapisov podatkovne zbirke raste. Rast je opredeljena s stopnjo nekaj sto tisoč zapisov in njihovih povezav letno. Ta rezultat je pomemben predvsem s stališča upravičenosti financiranja in vzdrževanja celotne infrastrukture ter načina dela slovenske javne arhivske službe. Hkrati s tem podrobna analiza trendov kaže, da so slednji skladni s pričakovanji skozi daljše obdobje. Podatki pa opozarjajo tudi na dejstvo, da bodo potrebni določeni popravki, da se bo celota podatkovnih zbirk enakomerno razvijala in s tem omogočala posredovanje celovitih informacij notranjim in zunanjim uporabnikom.

O avtorju:

Dr. Miroslav Novak je leta 1986 diplomiral iz zgodovine in sociologije kulture na Filozofski fakulteti Univerze v Ljubljani. Leta 1999 je bil promoviran na Univerzi v Zagrebu v doktorja družbenih znanosti – znanstveno polje: informacijske znanosti.

Od leta 1986 je zaposlen v Pokrajinskem arhivu Maribor, kjer je leta 2007 pridobil arhivski strokovni naziv arhivski svetnik. Od leta 2013 sodeluje tudi z visokošolskim zavodom Alma Mater Europaea ECM Maribor, kjer je od leta 2018 izredni profesor za arhivistiko.

Je avtor več kot 480 objavljenih in izvedenih del, povezanih z arhivistiko, informatiko in zgodovinopisjem.

Miroslav Novak, Ph. D.

Archival Councillor, Regional Archives Maribor, Slovenia

Associate Professor, Alma Mater Europaea – ECM Maribor, Slovenia

miroslav.novak@pokarh-mb.si

State and Development Perspectives of the Slovenian Mutual Archival Database based on Statistical Indicators

The main purpose of the conducted research is to determine and define the achieved level of managing archival metadata, which is implemented in the cooperative database of the Slovenian Public Archives Service (hereinafter: SJAS database). The SJAS database includes millions of entity records and their connections to other records. Such a quantity of data requires a systematic assessment of the adequacy of data capture and associated development, as well as a more intensive implementation of statistical methods in this field. The second goal of this research is to explore the possibilities of designing and defining the practical usability of statistical data trends for further decision-making at different levels. The third important goal is defined as the promotion of ISO standard 24083:2021 and the usefulness of statistical methods in everyday archival professional work.

The first in-depth data analysis of the Slovenian regional archives' cooperative database was carried out in 2013, followed by a slightly modified study in 2016. Since then, there has been no comparable and comprehensive published analysis of the results of systematic data capture within the SJAS database. Through the analysis of collected statistical data, we aim to determine the experiences that have been established in this field and the level of standardization achieved by the Slovenian Public Archives Service in the last 10 years. At the same time, based on the statistical data and using a SWOT analysis, we will identify the strengths and weaknesses, opportunities, and threats of the existing archival professional practice of generating archival metadata potential, as expressed through the cooperative SJAS database, including possible ways and solutions for the use of some statistical methods in everyday archival professional and scientific work. Detailed analysis of results processing by individual archives is not the subject of this research.

Based on the analysis of statistical data, the author notes that the number of records is increasing. The growth is defined by a rate of several hundred thousand records and their connections per year. This result is important mainly from the perspective of justifying the funding and maintenance of the entire infrastructure and work methods of the Slovenian Public Archives Service. At the same time, a detailed analysis of trends shows that they are consistent with expectations over a longer period. However, the data also highlights the fact that certain adjustments will be necessary to ensure that the entirety of the data sets develops evenly and thus enables the provision of comprehensive information to internal and external users.

About the author:

Miroslav Novak, Ph. D., graduated in 1986 with a degree in History and Sociology of Culture from the Faculty of Arts at the University of Ljubljana. In 1999, he earned a doctorate in Social Sciences - field of study: Information Science - from the University of Zagreb. Since 1986, he has been employed at the Regional Archives Maribor, where he was awarded the professional title of Archives Counsellor in 2007. Since 2013, he has also been collaborating with the Alma Mater Europaea ECM Maribor institution of higher education, where he has been an associate professor of archival science since 2018. He is the author of more than 480 published and executed works related to archiving, informatics, and historiography.

dr. Mateja Jeraj

višja svetovalka, Arhiv Republike Slovenije, Ljubljana, Slovenija

mateja.jeraj@gov.si

dr. Matevž Košir

vodja Sektorja za varstvo arhivskega gradiva posebnih arhivov, Arhiv Republike Slovenije, Slovenija
docent, Alma Mater Europaea - ECM Maribor, Slovenija

matevz.kosir@gov.si

Pomen objave virov s poudarkom na polpretekli zgodovini

Objava vira je najbolj izčrpna informacija o arhivskem dokumentu, ki jo arhivisti lahko podamo bralcu. Objavljen vir namreč v primerjavi z obiskom arhivske čitalnice bralcu ne omogoča le lažjega vpogleda v arhivsko gradivo, marveč tudi seznanitev s številnimi, njemu bolj ali manj neznanimi podatki: uvodna študija objave navadno vsebuje prikaz časa in prostora dogajanja ter podatke o protagonistih, nastopajočih v posameznem dokumentu; slednje je še posebej pomembno v primerih, ko so osebe navedene le s psevdonimi. Z opombami so razrešene kratice, razložene oblikovne in vsebinske nejasnosti ipd.

Neposredno srečanje z arhivskim virom dovoljuje ljudem iz preteklosti, da nam sami odgovorijo na naša vprašanja, ne da bi jim s svojo subjektivno interpretacijo morda vsiljevali svoje fascinacije, upe, nevroze in predsodke.

Objavljeni arhivski viri, opremljeni z ustreznim znanstvenim aparatom, so še posebej pomembni za težke teme in tista obdobja polpretekle zgodovine, v katerih je prišlo do številnih nasilnih dejanj, kot so na primer holokavst, druga svetovna vojna, politični sodni procesi in podobno. Sodobno evropsko zgodovinopisje poudarja velik pomen raziskav na temeljih verodostojnih virov, kar izvirni dokumenti iz tistega časa vsekakor so. Na tem mestu je vloga arhivov nesporna. Objavljeni arhivski viri, opremljeni z ustreznim znanstvenim aparatom, so tako še posebej pomembni za obdobje druge svetovne vojne na Slovenskem. Vojna, okupacija, odpor, revolucija in kolaboracija so ustvarili popolno okolje za oblikovanje v grobem vsaj dveh delno že prej sprtih političnih taborov in za njuno neusmiljeno obračunavanje. Dokumenti partizanske strani so bili v velikem številu že objavljeni, zato je zlasti zaželena objava dokumentov protikomunističnega tabora. Precejšnje število slednjih je zbral Albin Šmajd, radovljiški odvetnik in predvojni politik Slovenske ljudske stranke, med vojno eden izmed voditeljev protirevolucije. Nekateri od njih so predstavljeni v publikaciji Dr. Albin Šmajd: Dnevnik in dosje (1941–1946), ki je izšla ob koncu leta 2022, drugi pa bodo objavljeni v delih, ki bodo sledila. Z objavo teh dokumentov bo mogoče ne le dodati nova dejstva k poznavanju tedanjih dogodkov, ampak tudi prispevati k razumevanju misli in občutenj, ki so med drugo svetovno vojno privedli do brutalnega spopada ideologij, katerega sence segajo še v današnji slovenski prostor.

O avtorjih:

Dr. Mateja Jeraj je od leta 1980 zaposlena v Arhivu Republike Slovenije, danes kot višja svetovalka. Zadolžena je za arhivsko gradivo t. i. družbenopolitičnih organizacij, ki so delovale v obdobju socializma, in kulturnih ustanov. Njeno raziskovalno delo sega na področje arhivistike in zgodovine 2. svetovne vojne, političnih organizacij, ženskih gibanj in političnih sodnih procesov iz obdobja po drugi svetovni vojni, še posebej pa se posveča objavi virov.

Doc. dr. Matevž Košir je zaposlen v Arhivu Republike Slovenije na mestu vodje sektorja za varstvo arhivskega gradiva posebnih arhivov. V obdobju 2005-2009 je bil direktor Arhiva Republike Slovenije. Kot docent za področje arhivistike je angažiran na zasebni visokošolski ustanovi Alma Mater Europaea. Je član mednarodnih in nacionalnih združenj in odborov s področja arhivistike in zgodovine. Pri svojem delu združuje arhivsko delo in raziskovalno delo različnih arhivskih področij in zgodovinskih obdobij.

Mateja Jeraj, Ph. D.

Senior Adviser, Archives of the Republic of Slovenia, Ljubljana, Slovenia
mateja.jeraj@gov.si

Matevž Košir, Ph. D.

Head of the Department for the Protection of Archival Records of Special Archives,
Archives of the Republic of Slovenia, Ljubljana, Slovenia
Assistant Professor, Alma Mater Europaea - ECM Maribor, Slovenia
matevz.kosir@gov.si

The Importance of Publishing Sources with an Emphasis on Recent History

e publication of historical sources is the most comprehensive information about an archival document that archivists can provide to the reader. Compared to a visit to an archive's reading room, a published source not only makes it easier to consult the archival material, but also provides the user with a great deal of information that is more or less unknown to the reader: the introductory study usually contains an account of the time and place of the events and information about the protagonists of the document, which is particularly important in cases where the persons are referred to only by pseudonyms. Notes are used to resolve abbreviations, to explain ambiguities of form and content, etc.

Direct encounter with an archival source allows the people of the past to answer our questions, without imposing our own fascinations, hopes, neuroses and prejudices on them through our subjective interpretation.

Published archival sources, equipped with the appropriate scientific apparatus, are particularly relevant to difficult topics and periods of semi-past history, during which many violent acts took place, such as the Holocaust, the Second World War, political processes and so on. Contemporary European historiography stresses the great importance of research based on authentic sources, which the original documents of the time certainly are. The role of archives is indisputable here. Published archival sources, equipped with the appropriate scientific apparatus, are thus particularly relevant to the period of the Second World War in Slovenia. War, occupation, resistance, revolution, and collaboration created the perfect environment for the formation of, roughly speaking, at least two political camps, partly already at loggerheads, for their ruthless reckoning. The documents of the partisan side have already been published in large numbers, and it is therefore particularly desirable to publish the documents of the anti-communist camp. A considerable number of the latter were collected by Albin Šmajd, a lawyer from Radovljica and pre-war politician of the Slovenian People's Party, one of the leaders of the counter-revolution during the war. Some of them are presented in the publication Dr. Albin Šmajd: Dnevnik in dosje (1941-1946) (Dr. Albin Šmajd: Diary and Dossier (1941-1946)), which was published at the end of 2022, while others will be published in the works to follow. The publication of these documents will not only add new facts to the knowledge of the events of the time but will also contribute to the understanding of the thoughts and feelings that led to the brutal clash of ideologies during the Second World War, the shadows of which still linger in today's Slovenian space.

About the authors:

Mateja Jeraj, Ph. D., has been employed at the Archives of the Republic of Slovenia since 1980, currently as a senior advisor. She is responsible for archival records of the so-called socio-political organizations that operated during the socialist period, as well as cultural institutions. Her research extends to the field of archival studies and the history of World War II, political organizations, women's movements, and political trials from the post-World War II period, with a particular focus on source publication.

Matevž Košir, Ph. D., works at the Archives of the Republic of Slovenia as the Head of the Department for the Protection of Archival Records of Special Archives. From 2005 to 2009, he was the Director of the Archives of the Republic of Slovenia. As an associate professor in the field of archival studies, he is engaged at the Alma Mater Europaea University. He is a member of international and national associations and committees in the field of archival studies and history. In his work, he combines archival work and research from various archival fields and historical periods.

Borut Jurca

strokovni sodelavec

Slovenski filmski arhiv, Arhiv Republike Slovenije, Ljubljana, Slovenija

borut.jurca@gov.si

Postopki digitizacije analognega filmskega traku

Slovenski filmski arhiv (v nadaljevanju SFA) pri Arhivu Republike Slovenije zbira, hrani in varuje slovensko filmsko arhivsko gradivo. Večina arhivskega filmskega gradiva je izvorno zapisanega na analognem filmskem traku. Slikovni in zvočni zapis filma je ogrožen zaradi mehanskih poškodb, kemičnih in bioloških načinov propadanja analognega nosilca zapisa. Digitizacija je pretvorba ali prepis analognega signala v digitalno kodo in je zagotovo eden najboljših načinov za ohranitev vsebine zapisa na filmskem traku. Prenos zapisa z analognega na digitalni nosilec je kompleksen proces. V članku so predstavljene faze postopka priprave, zajema, kontrole, obdelave in izročanja filmskega arhivskega gradiva v digitalni obliki.

Digitizacija nam omogoča, da filmsko arhivsko gradivo dolgoročno oz. trajno hranimo in ga hkrati uporabljamo v sodobnih digitalnih okoljih. Pretvorba v digitalno obliko zapisa je torej še kako upravičena, vsako odlašanje pa bi pomenilo še večjo nevarnost za ohranitev izrednih pomnikov kulturne dediščine. Pravi čas za digitizacijo izvornega nosilca, analognega filmskega traku, je, ko zapis vsebine na filmskem traku še ni preveč poškodovan in je večino filmskega gradiva še možno prenesti v digitalno okolje. Prav tako je ključno, da je na voljo še dovolj znanja o filmskem traku, kar omogoča pripravo nosilca na zajem. Pomembno pa je tudi poznavanje sodobne strojne in programske opreme za zajem in obdelavo gradiva v digitalni obliki.

Pri celotnem procesu digitizacije filmskega gradiva moramo paziti, da ohranimo avtentične lastnosti izvirnika, vključujoč kakovost slike, hitrost predvajanja in format slike. Rezultat vseh faz postopka digitizacije analognega filmskega traka je tako imenovani arhivski format, ki pomeni najprimernejši format datotek za dolgoročno hranjenje. V arhivskem formatu se poleg ogledne kopije hrani paket brez izgubnih, nekompresiranih in nekodiranih slikovnih ter zvočnih datotek v izvorni ločljivosti skupaj z metapodatki.

Center za digitizacijo SFA ugotavlja, da se trenutno uspešno izvajajo faze zajema, kontrole in obdelave za filmske trakove 35 mm, 16 mm in 8 mm. Najpomembnejši korak, priprava analognega nosilca na zajem, se v SFA ne izvaja oziroma se izvaja okrnjeno. Trenutno se trak ročno očisti in se izvede popravilo manjših raztrganin. Ugotavljamo, da ročno čiščenje traku ni zadostno. Zaradi slabo pripravljenega nosilca tvegamo poškodbe filmskega traku ali strojne opreme in napake v nadaljnjem procesu digitizacije. Za strokovno in za arhivsko filmsko gradivo varno izvedbo zajema se mora center nujno okrepiti z dodatnimi strokovnimi sodelavci (filmski restavrator) in opremo za ultrazvočno čiščenje filmskega traku.

O avtorju:

Borut Jurca od leta 2019 v Slovenskem filmskem arhivu opravlja naloge celotnega procesa digitizacije arhivskega filmskega gradiva, s poudarkom na klasičnih analognih filmskih nosilcih. Od leta 2001 do leta 2019 je bil zaposlen v sektorju za elektronske arhive in računalniško podporo. Dodiplomski študij je končal na Fakulteti za organizacijske vede v Kranju, kjer je leta 1996 diplomiral iz smeri organizacije dela.

Borut Jurca

Professional Coworker, Slovenian Film Archives,
Archives of the Republic of Slovenia, Ljubljana, Slovenia
borut.jurca@gov.si

Process of Digitizing Analogue Film Tapes

Slovenian Film Archives (SFA) at the Archives of the Republic of Slovenia collects, stores and preserves Slovenian film archival records. Most of such material is originally written on analogue film tape, which presents a potential threat to the image and sound recording due to the susceptibility for mechanical damages and chemical and biological deterioration of such analogue medium. Digitization is a process of converting or transcribing analogue signal into a digital code and is for the time being one of the most efficient ways of preserving contents recorded on film tapes. However, transferring a record from an analogue to a digital medium is a complex process. The article describes the individual stages involved in film tape digitization: preparation of the original materials, capture of image and sound, control, processing, and submitting of digital film archival material to archivists in charge of entering it into databases.

Digitization enables long-term preservation of film archival records as well as usability of such records in contemporary digital environment. Conversion from analogue to digital form is, therefore, more than justified, and any delay in doing so increases the danger of failing to preserve these extraordinary monuments of cultural heritage. The optimum time for digitization of the original analogue film tape is when the content recorded on the tape is still well-preserved and not too damaged, so that most of the film can successfully be transferred into digital environment. It is also imperative that enough is known about the film tape itself, which enables us to prepare it for image and sound capture. In addition, those involved in the process of digitization must be well acquainted with hardware and software used in capturing and processing of records in digital form.

During the entire process of digitization of film records, we must pay extra attention to preserving authentic properties of the original records, including the quality of the image, projection speed, and image format. The result of all these stages of digitizing analogue film tape is the so-called archival format, which is actually a file format that is considered most suitable for long-term preservation. In addition to a viewing copy, archival format also stores a package of lossless, uncompressed and unencoded image and sound files in their original resolution, together with metadata.

At present, the digitization centre of the Slovenian Film Archives is successfully engaged in capturing, controlling and processing of 35 mm, 16 mm and 8 mm film tape. The most important step, however, which is the preparation of analogue film tape for capture, is currently not performed or is performed only to some extent. Namely, for the time being, we are only able to clean film tapes manually and repair some of the minor tears. We believe that manual cleaning of film tapes is not sufficient. During the process of digitization, such poorly prepared analogue film tape may lead to various damages of such tape, damages of hardware and software, as well as errors in any further digitization processes. In order to ensure a professional and safe capture of image and sound on film tapes, the centre has to employ additional experts (film restorers) and purchase equipment for ultrasonic cleaning of film tapes.

About the author:

Borut Jurca has been working at the Slovenian Film Archives where he manages tasks if digitization of archival film records, with an emphasis on classical analogue film carriers. From 2001 to 2019 he was working in the Electronic Archives and IT Support Sector.

Anja Props

konservatorka-restavratorka

Arhiv Republike Slovenije, Ljubljana, Slovenija

anja.props@gov.si

Konserviranje in restavriranje scenarija za film »Na svoji zemlji«

Scenarij Cirila Kosmača Na svoji zemlji hrani Slovenski filmski arhiv pri Arhivu Republike Slovenije. Scenarij je preprosto vezan tipkopis iz leta 1947 in je dragocen del slovenske filmske in kulturne dediščine. Zaradi nekakovostne izvorne vezave, uporabljenih materialov in pogoste uporabe je bil scenarij v slabem stanju. Namen članka je predstaviti nujnost simbioze naravoslovnih analiz in konservatorsko-restavratorskih postopkov.

Za naravoslovne preiskave arhivskega gradiva, ki ima značaj kulturne dediščine, so primerne nedestruktivne neinvazivne in mikroinvazivne metode. Izbira metode je odvisna od informacij, ki jih lahko dobimo s posamezno metodo, stanja predmeta in dostopnosti instrumentov. V raziskavi smo s standardiziranimi metodami preskušanja določili kemijske, fizikalne, optične in barvnometrične lastnosti papirja. Na osnovi pregleda stanja in v skladu z rezultati naravoslovnih raziskav smo določili postopek konserviranja in restavriranja knjižnega bloka.

Rezultati primerjalne analize posameznih listov ne nakazujejo bistvenih razlik v sestavi in strukturi papirja ter optičnih in barvnometričnih lastnostih. Scenarij je natipkan na strojno izdelanem papirju, kvalitativna mikroskopska analiza je pokazala prisotnost iglavcev in listavcev v obliki lesovine in celuloze. Prisotnost celuloznih vlaknin z ligninom je potrdil tudi test z alkoholno raztopino floroglucinola in solne kisline.

V skladu z rezultati naravoslovnih preiskav papirja in na osnovi stanja vezave smo, zaradi poškodb in slabe ohranjenosti arhivalije, v Centru za konserviranje in restavriranje Arhiva Republike Slovenije opravili nujne konservatorsko-restavratorske posege. Obstoječa vezava z vidika estetike ali tehnološke dovršenosti ni izstopala. Vezava je bila neprimerna, saj je ogrožala vsebino scenarija in onemogočala normalno uporabo knjige. V skladu s konservatorsko prakso v primeru vezav, ki pri uporabi predstavljajo vir novih poškodb, smo izvorno vezavo nadomestili z novo, ustrezno vezavo. Pri načrtovanju nove vezave smo sledili načelom čim večje reverzibilnosti postopkov, dolgoročne zaščite vsebine, optimalne uporabnosti in zaščite pred novimi poškodbami.

O avtorici:

Anja Props od leta 2019 opravlja delo konservatorke-restavratorke za papir, pergament in knjižne vezave v Centru za restavriranje in konserviranje arhivskega gradiva pri Arhivu Republike Slovenije. Dodiplomski študij je končala na Naravoslovnotehniški fakulteti Univerze v Ljubljani, kjer je leta 2013 diplomirala iz smeri Grafična in medijska tehnika. Leta 2017 je na Naravoslovnotehniški fakulteti magistrirala z nalogo Materialna podoba knjižnega dela Moskovski zapiski Žige Herbersteina. Strokovni naziv konservatorka-restavratorka s področja pisne in grafične dediščine je pridobila leta 2021. Študij nadaljuje na doktorski smeri Arhivske znanosti na Alma Mater Europaea, kjer raziskuje področje razvoja strukturnih elementov mehkih arhivskih vezav.

Anja Props

Conservator Restorer

Archives of the Republic of Slovenia, Ljubjana, Slovenia

anja.props@gov.si

Conservation and Restoration of the Screenplay Na svoji zemlji

Cirill Kosmač's screenplay Na svoji zemlji is kept by the Slovenian Film Archives at the Archives of the Republic of Slovenia. The typescript from 1947 is a valuable part of Slovenian film and cultural heritage. Due to the poor quality of the original binding, the materials used and frequent use, the script was in poor condition. The purpose of the article is to emphasise the need for a symbiotic relation between natural science analyses and conservation and restoration procedures.

Natural science research on archival records favours non-destructive, non-invasive and micro-invasive methods. The choice of the method depends on the information each method can provide, on the overall condition of the object, and on the availability of instruments needed. In our research performed on the script, we determined the chemical, physical, optical and colorimetric properties of paper using standard testing methods. Based on the inspection of the book's condition and in accordance with the results of our natural science research, we determined the steps for the conservation and restoration of the book block.

Comparative analysis of individual sheets of paper do not indicate significant differences in the composition and structure of the paper, nor in optical and colorimetric properties. The script is typed on machine-made paper and qualitative microscopic analysis showed the presence of conifers and deciduous trees in the form of wood cellulose. The presence of lignin in cellulose fibers was also confirmed by a test using alcoholic solution of phloroglucinol and hydrochloric acid.

Damages and the overall poor condition of the script prompted urgent conservation and restoration interventions performed at the Centre for Conservation and Restoration at the Archives of the Republic of Slovenia. Such interventions were carried out based on the survey of the binding and in accordance with the findings collected through application of natural science methods. The existing binding was inflicting further damage on the book, compromising its content and limiting the general use of the script. Additionally, the original binding did not bring any specialities in terms of its aesthetic value or technological perfection, but it did, however, present a threat to the content.

In accordance with the conservation practice and conservation binding method, we applied the principles of maximum reversibility without affecting the book block but still ensuring long-term protection of its content, optimal usability and protection against new damage.

About the author:

Anja Props has been working as a paper, parchment, and bookbinding conservator-restorer at the Centre for the Restoration and Conservation of Archival Material at the Archives of the Republic of Slovenia since the summer of 2019. She completed her undergraduate studies at the Faculty of Natural Sciences and Engineering at the University of Ljubljana, where she graduated in 2013 with a degree in Graphic and Media Technology. In 2017, she obtained a master's degree from the same faculty with a thesis on the Material Appearance of the Book Moscovian Notes by Žiga Herberstein. She obtained her professional title of conservator-restorer in the field of written and graphic heritage in 2021. She is currently pursuing a doctoral degree in Archival Science at Alma Mater Europaea, where she is researching the development of structural elements of soft archival bindings.

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Premični regali nove generacije - DYNAMIC II
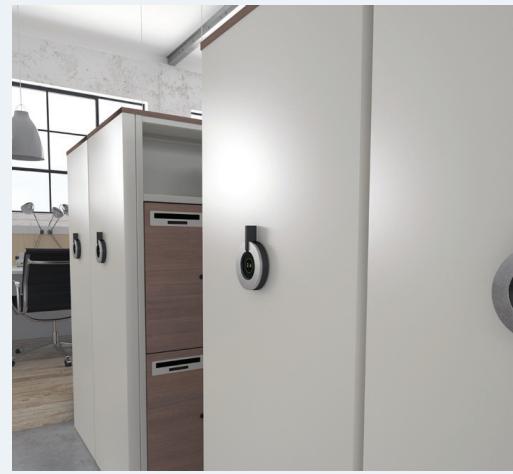
Prednosti sistema Dynamic II:

■ Popoln nadzor nad gradivom in vsebino regalnih polj (PIN koda, RF obesek, posebna kartica ali kreditna kartica). Upravljanje uporabnikov in pravic preko enostavnega vmesnika za IOS ali Android. Priključki za ethernet, Wi Fi, Bluetooth. Priprava za priključitev na aplikacije iOS in Android. Možnost zapisa nastavitev na mini SD kartico, USB ključek in kopiranje nastavitev.

■ Vklop in izklop luči v prehodu med regali, samodejni premik v požarno pozicijo. Priključitev senzorja osebe v prehodu, nadzor LED luči v prehodih.

■ Vsak modul ali regalno polje ima lastno krmilno enoto in celo lastno baterijo za premikanje.

■ Izpis napake v tekstu in priključitev na oddaljeno pomoč.

Jovica Zeković
Trevis d. o. o., Domžale, Slovenija
info@trevis.si

Projekt za strukturno ureditev arhiva Centralne davčne uprave Republike Srbije in oprema za premagovanje tehničnih in strukturnih izzivov v arhivih

Prostora za fizično arhiviranje je vse manj, hkrati pa postaja vse bolj drag in nedostopen. Zato predstavljamo rešitve za izkoristek obstoječih arhivskih kapacitet. Na primer z izkoristkom visokih prostorov, ki se pogosto nahajajo v starih industrijskih objektih. Ponujamo tudi druge rešitve za namestitev opreme in hrambo arhivskega gradiva.

Predstavljamo primer dobre prakse opremljanja arhiva Centralne davčne uprave Republike Srbije in opreme za čim večji izkoristek arhivskega prostora.

Vemo, s kakšnimi izzivi se sooča arhivska stroka na področju varovanja, konserviranja in restavriranja arhivskega gradiva, zato predstavljamo novost podjetja Trevis, ki pomaga pri reševanju teh izzivov. Naša novost je celotni nabor opreme in potrošnega materiala za konserviranje in restavriranje arhivskega gradiva.

Jovica Zeković
Trevis d. o. o., Domžale, Slovenija
info@trevis.si

Project for the Structural Arrangement of the Central Tax Administration of the Republic of Serbia Archives and Equipment for Overcoming Technical and Structural Challenges in Archives

Physical storage space is becoming increasingly scarce, while also becoming more expensive and inaccessible. Therefore, we present solutions for utilizing existing archival capacities, such as utilizing high spaces that are often found in old industrial buildings. We also offer other solutions for installing equipment and storing archival records.

We present a case study of good practice in equipping the archives of the Central Tax Administration of the Republic of Serbia and equipment for maximum utilization of archival space.

We understand the challenges faced by the archival profession in the field of preserving, conserving, and restoring archival records, which is why we present Trevis' latest innovation that helps solve these challenges. Our innovation is a complete range of equipment for conserving and restoring archival records.

ALMA MATER EUROPAEA

E C M

ARHIVISTIKA

Študiraj za zaposljiv poklic!

Ali ste vedeli, da imamo v Sloveniji okrog 2000 ustvarjalcev arhivskega gradiva?
To mora biti ustrezno urejeno in popisano, diplomiranih arhivistov pa primanjkuje.

Vljudno vabljeni na študij arhivistike na Alma Mater, kjer študijski proces poteka
po zgledu najboljših univerz na svetu!

Študijski program 1. in 2. stopnje ponujata znanja, ki so potrebna za obvladovanje
arhivskega in dokumentarnega gradiva od njegovega nastanka, urejanja, vrednotenja,
prevzemanja, popisovanja, dolgoročne hrambe, uporabe in arhiviranja. Pridobljena znanja
bodo diplomantom in magistrom omogočala upravljanje in celovito obvladovanje
dokumentov v različnih okoljih in z različnimi informacijskimi sistemi.

Študijski program 3. stopnje je osredotočen na pridobivanje poglobljenih znanj s področja
arhivistike. Široko raziskovalno področje v okviru doktorskega študija se nanaša tako na
relacije med dokumenti in z njimi povezanimi entitetami, kot tudi s celotami arhivskega
gradiva, s posebnim poudarkom na avtentičnosti, celovitosti, povezanosti z ustvarjalci
zapisov, hrambo gradiva, koncepti vrednotenja, urejanja in popisovanja arhivskega gradiva,
uporabo in dostopnjostjo do arhivskega gradiva, kakor tudi do hrambe in ohranjanja
arhivskega gradiva v fizičnih ali elektronskih oblikah.

Vljudno vabljeni na študij arhivistike na vseh treh stopnjah!

ARHIVISTIKA
DIPLOMIRANI ARHIVIST

VS **I. bolonjska stopnja**
Visokošolski strokovni študijski program

ARHIVISTIKA IN DOKUMENTOLOGIJA
MAGISTER ARHIVISTIKE IN DOKUMENTOLOGIJE

MAG **II. bolonjska stopnja**
Magistrski študijski program

ARHIVSKE ZNANOSTI
DOKTOR ARHIVSKIH ZNANOSTI

DR **III. bolonjska stopnja**
Doktorski študijski program

Dodatne informacije:
izr. prof. dr. Peter Pavel Klasinc, arhivski svetnik | Predstojnik Arhivistike na AMEU - ECM
Telefon: 041 673 785 | E-naslov: peter.klasinc@almamater.si

Domagoj Čičko

Archivist, State Archives in Zagreb, Croatia

domagoj.cicko@gmail.com

Intellectual and Physical Management of Fonds and Collections Dossiers in State Archives in Zagreb

The author will focus on dossiers of archival fonds and the development of a database, as an aid for their search and use. A dossier is a set of documents, which may be of different provenance and form, and which refer to the same thing or person. In this case, dossiers of archival fonds or collections contain documentation related to that fonds or collection, which differs in provenance and form. The organization of the above-mentioned dossiers and the database represents a systematic work on creating a comprehensive record of archival records of all fonds and collections stored at the II. Department for Arranging and Processing Archival Records of the State Archives in Zagreb for the purpose of achieving a permanent and efficient intellectual and physical supervision over archival records. The author will give an overview of the database and its layout, as well as provide an account of its use in processing of archival records and the possibilities for its further development and upgrade.

As auxiliary records, the maintenance of which is not prescribed by law or by-law, the form of the dossier in this view and the associated database have proven to be an extremely useful tool in performing professional tasks in the archives, as indicated by many years of experience in working with them in the II. Department for Arranging and Processing Archival Records of the State Archives in Zagreb. In addition, they represent a practical systematic aid for monitoring the uniformity of data in the various registers of an individual fonds or collection, which the Department is obliged to maintain. This is particularly important from the user's perspective, to ensure the provision of consistent and up-to-date information about archival records in different places, today mostly available online. Furthermore, in coordination with other departments in the archives, they provide a starting point for creating a unique and comprehensive record of the archival material of the fonds and collections of an individual archives, enabling flexibility in adapting to the specific needs of the institution or of its individual organizational units.

About the author:

Domagoj Čičko is an archivist at the State Archives in Zagreb. He finished his undergraduate studies in history in 2015 at the Faculty of Humanities and Social Sciences of the University of Zagreb, where he also obtained his masters' degree in history in 2017. In State Archives in Zagreb he works on arranging and processing archival records of judiciary organizations, political parties, social-political organizations and trade unions.

Domagoj Čičko

arhivist, Državni arhiv v Zagrebu, Hrvaška
domagoj.cicko@gmail.com

Vsebinska in fizična urejenost dosjejev arhivskih fondov in zbirk Državnega arhiva v Zagrebu

Avtor se bo osredotočil na dosjeje arhivskih fondov in zbirk ter na razvoj podatkovne baze kot pripomočka za iskanje in uporabo. Dosje je niz dokumentov, ki se lahko razlikujejo po izvoru in obliki, vendar se nanašajo na isto stvar ali osebo. V konkretnem primeru vsebujejo dosjeji arhivskih fondov in zbirk dokumentacijo, ki se nanaša nanje. Organizacija dosjejev in podatkovna baza predstavljata sistematično ustvarjanje razumljivih zapisov o arhivskem gradivu fondov in zbirk, ki jih hrani II. oddelek za urejanje in obdelavo arhivskega gradiva v Državnem arhivu v Zagrebu, z namenom doseči trajen in učinkovit vsebinski in fizični nadzor nad arhivskim gradivom. Avtor bo podal pregled podatkovne baze in njene sestave, predstavil načine njene uporabe v postopku obdelave arhivskega gradiva ter možnosti njenega nadaljnjega razvoja in nadgradnje.

Kot pomožne evidence, katerih hrambe zakonodaja sicer ne predpisuje, so dosjeji in z njimi povezana podatkovna baza zelo uporabno orodje v postopku obdelave arhivskega gradiva, kar je pokazala tudi večletna praksa v II. oddelku za urejanje in obdelavo arhivskega gradiva v Državnem arhivu v Zagrebu. Dosjeji predstavljajo praktično in sistematično pomagalo za nadzorovanje enotnosti podatkov v različnih dosjejih fondov ali zbirk, ki jih mora oddelek hraniti. To je še posebej pomembno z vidika uporabnika, saj so mu zagotovljene konsistentne in ažurne informacije o arhivskem gradivu na različnih mestih, ki so vse pogosteje dostopne tudi na spletu. Ob sodelovanju ostalih oddelkov v arhivu podajajo osnovo za enovite in izčrpne evidence o arhivskem gradivu ter zagotavljajo fleksibilnost in prilagodljivost specifičnim potrebam institucije ali njenih organizacijskih enot.

O avtorju:

Domagoj Čičko je arhivist v Državnem arhivu v Zagrebu. Zaključil je študij zgodovine na Filozofski fakulteti Univerze v Zagrebu. Zaposlen je v Državnem arhivu v Zagrebu, kjer dela na urejanju in obdelavi arhivskega gradiva pravosodne provenience, političnih strank, družbenopolitičnih organizacij in sindikatov.

Jasmin Jajčević, M. Sc.

Archivist, Archives of the Tuzla Canton, Tuzla, Bosnia and Herzegovina

jasmin.jajcevic989@gmail.com

E-mail - Electronic Archival Record
(Importance, Availability, Security and Protection)

An electronic archival record is a digital document that is kept in an archive as a permanent and authentic record. When it comes to e-mail, an electronic archive record refers to an e-mail message that is recorded and saved as a permanent record in the archive. In order for an e-mail message to be considered an electronic archival record, it needs to be preserved in its original form, without changes or modifications, and to be archived in accordance with regulations and standards related to the preservation of electronic records.

E-mail is considered an archival electronic record because it contains information that can be used for historical, legal or administrative fact-finding purposes. E-mail is important because it enables fast and efficient communication between people and organizations (institutions, companies, etc.) around the world. It has become a standard way of communication in the business world, as well as in everyday life. It enables people to send and receive messages, documents, images and other files quickly and easily, enabling business processes and projects to run more efficiently. Also, e-mail allows people to store and archive important messages and documents, which is important for maintaining historical data and meeting regulatory requirements. In any case, e-mail has become indispensable in the business world and everyday life, and it is important that it is properly managed and used.

It is important to have an organization-wide e-mail management policy to ensure that e-mails are properly archived and stored. In addition to properly archiving and storing e-mails, it is also important to have a plan for deleting e-mails that are no longer needed. This plan should include rules about when e-mails may be deleted, who is responsible for deleting them, and how to ensure that important e-mails are not deleted. If the organization has requirements to store e-mails for regulatory or legal reasons, it is necessary to be aware of these requirements and implement appropriate measures to comply with them. In addition, it is important to have security measures in place to protect e-mails from unauthorized access or data theft. This may include the use of encryption, as well as security procedures for authentication when retrieving or sending e-mails. A well-planned and implemented process for managing e-mails is important in order to to ensure their availability, security and protection.

Therefore, the aim of the presentation is to point out the importance, availability, security and protection of e-mails as electronic archival records, as well as the advantages and disadvantages of their use in the business world.

About the author:

Jasmin Jajčevič, M. Sc. graduated in 2012 with the title of Bachelor of History and received his master's degree in history in 2020. He did a volunteer-internship at the Archives of the Tuzla Canton, in 2016 passed the professional archivist exam and obtained the professional title of archivist. Since 2022, he is employed at the Archives of the Tuzla Canton.

He participated as a lecturer at several international scientific and professional meetings, as well as in the preparation and organization of several scientific and professional meetings held in Bosnia and Herzegovina in the field of history and archives. He is the author of several dozen scientific papers in the field of history and archival science in reference journals in Bosnia and Herzegovina and abroad. He is a member of several social associations in the field of history and archives and a secretary of the Editorial Board of the journal Historical Views, published by the Center for the Research of Modern and Contemporary History of Tuzla.

mag. Jasmin Jajčević

arhivist, Arhiv Tuzelskega kantona, Tuzla, Bosna in Hercegovina
jasmin.jajcevic989@gmail.com

Elektronska pošta – elektronski arhivski zapis (pomen, dostopnost, varnost in zaščita)

Elektronski arhivski zapis je digitalni dokument, ki ga hranimo v arhivu kot trajen in avtentičen zapis. Ko govorimo o elektronski pošti, se pojem elektronski arhivski zapis nanaša na e-poštno sporočilo, zapisano in trajno shranjeno v arhivu. Da lahko e-poštno sporočilo štejemo za elektronski arhivski zapis, mora biti ohranjeno v izvorni obliki, nespremenjeno in arhivirano v skladu z zakonodajo in standardi, ki določajo hrambo elektronskih zapisov.

Elektronska pošta velja za elektronski arhivski zapis zato, ker vsebuje informacije, ki jih lahko uporabimo za raziskovalne, pravne ali upravne namene. Elektronska pošta je pomembna, saj omogoča hitro in učinkovito komunikacijo med ljudmi in organizacijami po vsem svetu. Ljudem omogoča pošiljanje in prejemanje sporočil, dokumentov, slik in drugih datotek na hiter in preprost način ter tako pripomore k učinkovitejšemu opravljanju poslovnih procesov. Elektronska pošta prav tako omogoča uporabnikom, da shranijo in arhivirajo pomembna sporočila in dokumente, kar je pomembno za ohranjanje zgodovinskih podatkov in izpolnjevanje uradnih oziroma zakonodajnih zahtev. Elektronska pošta je tako v poslovnem svetu in vsakodnevnem življenju postala nepogrešljiva, zato je pomembno, da z njo pravilno upravljamo.

Zelo pomembno je, da imajo organizacije vzpostavljeno takšno politiko upravljanja z elektronsko pošto, da z njo zagotovijo njeno pravilno arhiviranje in hranjenje. Prav tako je potrebno določiti postopek brisanja elektronske pošte, ki ni več potrebna. Tak postopek mora vsebovati pravila o tem, v katerih primerih se elektronska pošta izbriše in kako zagotoviti, da niso izbrisana pomembna elektronska sporočila. Če želi organizacija hraniti elektronsko pošto za uradne oziroma pravne namene, mora sprejeti ukrepe za varno hrambo in jih tudi upoštevati. Prav tako je pomembno vzpostaviti varnostne mehanizme pred nepooblaščenim dostopom ali krajo podatkov. To lahko vključuje enkripcijo elektronske pošte ter varnostne postopke za avtentifikacijo pri prejemu ali pošiljanju. Dobro načrtovan in vpeljan postopek upravljanja z elektronsko pošto je pomemben za zagotavljanje njene dostopnosti, varnosti in zaščite.

Prispevek po prikazal pomembnost, dostopnost, varnost in zaščito elektronske pošte kot elektronskega arhivskega zapisa, kakor tudi prednosti in slabosti njene uporabe v poslovnem svetu.

O avtorju:

Mag. Jasmin Jajčević je leta 2012 pridobil diplomo iz zgodovine in leta 2020 magisterij na istem področju. Opravljal je volontersko pripravništvo v Arhivu Tuzelskega kantona in leta 2016 opravil strokovni izpit. Od leta 2022 je zaposlen v tem arhivu.

Sodeluje na mnogih mednarodnih konferencah s področja zgodovine in arhivistike. Je avtor mnogih znanstvenih prispevkov v priznanih revijah v Bosni in Hercegovini in tujini ter član uredniškega odbora revije Zgodovinski pogledi.

Siniša Domazet

Professional Associate / Archival Adviser, Arhives of Bosnia and Herzegovina, Sarajevo, Bosnia and Herzegovina
indok@arhivbih.gov.ba

Protection of Digital Archives in the Archives of Bosnia and Herzegovina

One of the basic tasks of every archives, in addition to collecting and making archival records available, is to protect them from damage and loss. Records, regardless of whether they are „traditional" or digital, are subject to deterioration. Daily careless handling and improper storage conditions contribute to increasing the risk of their permanent disappearance.

For „traditional" documents in paper form, the protection procedure is generally known and standardized, while the protection and backup procedure for digital records is still insufficiently regulated in Bosnia and Herzegovina.

The Archives of Bosnia and Herzegovina has already had the unfortunate opportunity to encounter the permanent loss of a certain number of scanned materials, and on one occasion the entire database was also compromised. Only thanks to a timely reaction and a certain amount of luck, the complete disappearance of data did not occur. On that occasion, the importance of pre-prescribed security procedures regarding the handling of digital records, (which did not exist until then) was demonstrated.

The digital era has begun a long time ago, but despite the fact that without adequate adaptation we cannot join modern archival trends, the transition to the mass use of archival databases in Bosnia and Herzegovina has not yet taken root on the necessary scale.

The author will discuss current experiences of the Archives of Bosnia and Herzegovina in manipulating digital records, especially in the aspect of preservation and protection, taking into account sharp contrast between historical importance of the fonds that are stored and the outdated and technically insufficient IT equipment which is currently in use.

About the author:

Siniša Domazet worked as assistant at the University of Eastern Sarajevo until 2007. Since then, he is employed as Archival Adviser /IT Technician at the Archives of Bosnia and Herzegovina, where he is responsible for upgrading, monitoring and maintenance of IT equipment and databases, coordination of the digitization process, maintaining cooperation and contacts with other archives and related institutions and collaboration in research projects. He is a member of the expert team in charge for the implementation of the Agreement on the Succession of Archival Records for Bosnia and Herzegovina. He is actively participating in seminars and conferences related to the improvement of the archival profession.

Siniša Domazet

strokovni sodelavec/arhivski svetovalec, Arhiv Bosne in Hercegovine, Sarajevo, Bosna in Hercegovina

indok@arhivbih.gov.ba

Zaščita digitalnega gradiva v Arhivu Bosne in Hercegovine

Ena izmed glavnih nalog vsakega arhiva je poleg zbiranja in dajanja arhivskega gradiva v uporabo tudi njegova zaščita pred poškodbami in izgubo. Zapisi, ne glede na to, ali so »tradicionalni« ali digitalni, so predmet staranja. Vsakodnevno rokovanje in neprimerni pogoji za hrambo povečujejo možnost njihove trajne izgube.

Za »tradicionalne« dokumente na papirju je postopek zaščite splošno znan in standardiziran, medtem ko sta zaščita in postopek varnostnega kopiranja digitalnih zapisov v Bosni in Hercegovini še vedno nezadovoljiva.

Arhiv Bosne in Hercegovine se je v preteklosti že srečal z neljubim dogodkom, ko je izgubil določeno število digitiziranega gradiva, v enem primeru pa je bila celo poškodovana celotna podatkovna baza. Samo zaradi pravočasnega reagiranja in nekaj sreče ni prišlo do popolne izgube podatkov. Ob tem se je pokazala pomembnost predpisanih varnostnih postopkov pri upravljanju z digitalnimi zapisi (ki do takrat niso bili vzpostavljeni).

Digitalna doba se je začela že pred časom, vendar ne glede na dejstvo, da se brez primerne prilagoditve ne moremo približati modernim arhivskim trendom, prehod na široko uporabo arhivskih podatkovnih baz v Bosni in Hercegovini še ni na zadostnem nivoju.

Avtor bo predstavil trenutne izkušnje Arhiva Bosne in Hercegovine pri upravljanju z digitalnimi zapisi, s poudarkom na vidiku hrambe in zaščite, pri tem pa bo upošteval močan kontrast med zgodovinsko pomembnostjo ohranjenih fondov in zastarelo ter tehnično nezadostno informacijsko opremo, ki je trenutno v uporabi.

O avtorju:

Siniša Domazet je bil do leta 2007 zaposlen pri Univerzi vzhodnega Sarajeva. Od 2007 je zaposlen kot arhivski svetovalec/informatik v Arhivu Bosne in Hercegovine, kjer je odgovoren za nadgradnjo, nadzor in vzdrževanje informacijske opreme in podatkovnih baz, koordinacijo postopka digitizacije, sodelovanje z arhivi in sorodnimi institucijami ter sodelovanjem v raziskovalnih projektih. Je član strokovne skupine za implementacijo Dogovora o sukcesiji arhivskega gradiva Bosne in Hercegovine ter aktiven udeleženec seminarjev in konferenc v zvezi z izboljšanjem arhivske stroke.

Branka Molnar

Senior Archivist, Doctoral Student, Faculty of Philosophy, Zagreb, Croatia

branka.molnar@gmail.com

Recommendations for Creating an Archival Guide for Women's History Based on the Example of the Historical Archives Ljubljana, Dolenjska and Bela Krajina Unit, Novo mesto

The author will describe the methodology of creating a thematic archival guide as an informative aid and a scientific research tool in the research of women's history, and recommendations will be given for the detection, selection and appraisal of relevant archival records on the example of available archival informational aids in the Novo mesto archives. In doing so, research models for studying the history of individual women and case studies will be distinguished from the history of different women's communities and social groups.

On the basis of metadata contained in different types of archival information aids, the greatest attention will be paid to one of the most significant fonds in the Novo Mesto archives, the fonds Mestna občina Novo mesto (NME 5). In addition, sources for women's history will be sought in women's personal and family fonds, in the fonds of various women's and other associations, through court records, personnel files, medical documentation and other material that can testify to the position of women in family and marriage (as wives, mothers, widows, sisters, daughters, guardians, wards), about their social role and status (nobles, citizens, serfs, women in socialism and others), about their professional activity, influence and significance, not forgetting women from the margins of society, taking into account the content scope and time frame of the available archival fonds (17th - 21st century). Special attention will be paid to "female" and related professions (maids, midwives, nurses and others), women's diseases, testimonies about women's mobility, property, inheritance and political rights.

The specifics of certain types of archival records and their associated scientific research potential will be pointed out (correspondence, wills, decisions of administrative bodies, memoir materials, printed materials, company statutes, guild rules, etc.). Emphasis will be placed on the need to select and properly evaluate material when distinguishing personal documentation from illustrative-biographical material, the need to verify unverified memoirs, as well as the importance of context and other confirmations of source credibility as a fundamental postulate in archival scientific research.

About the author:

Branka Molnar is a senior archivist, professor of Latin language and history, doctoral student at the Department of History, Faculty of Philosophy, University of Zagreb. The subject of her scientific research is the history of women in Zagreb Gradec in the 17th century.

Branka Molnar

višja arhivistka, doktorska študentka, Filozofska fakulteta Zagreb, Hrvaška

branka.molnar@gmail.com

Priporočila za ustvarjanje arhivskega vodnika za zgodovino žensk na primeru Zgodovinskega arhiva Ljubljana, Enota za Dolenjsko in Belo krajino, Novo mesto

Avtorica bo opisala metodologijo ustvarjanja tematskega arhivskega vodnika kot informativnega pripomočka in znanstvenega orodja pri raziskovanju zgodovine žensk ter podala priporočila za odkrivanje, izbor in vrednotenje relevantnih arhivskih zapisov na primeru razpoložljivih arhivskih informacijskih pripomočkov v Novem mestu. Pri tem bodo raziskovalni modeli za preučevanje zgodovine posameznih žensk ločeni od zgodovine različnih ženskih skupnosti in družbenih skupin.

Na podlagi metapodatkov, ki jih vsebujejo različne vrste arhivskih informacijskih pripomočkov, bo največ pozornosti namenjene enemu najpomembnejših fondov v novomeškem arhivu, in sicer fondu Mestna občina Novo mesto (NME 5). Vire za zgodovino žensk se bo iskalo tudi v osebnih in družinskih fondih žensk, v fondih različnih ženskih in drugih združenj, sodnih zapisih, osebnih kartotekah, medicinski dokumentaciji in drugih gradivih, ki lahko pričajo o položaju žensk v družini in zakonu (v vlogah žene, matere, vdove, sestre, hčere, skrbnice), o njihovi družbeni vlogi in statusu (plemkinje, meščanke, kmetice, ženske v socializmu in druge), o njihovi poklicni dejavnosti, vplivu in pomenu, ne zanemarjajoč žensk z obrobja družbe, ob upoštevanju obsega vsebine in časovnega okvirja razpoložljivih arhivskih fondov (17.–21. stoletje). Posebna pozornost bo namenjena "ženskim" in sorodnim poklicem (gospodinjam, babicam, medicinskim sestram in drugim), boleznim žensk, pričevanjem o mobilnosti, lastništvu, dedovanju in političnih pravicah žensk.

Opazovane bodo specifičnosti določenih vrst arhivskih zapisov in njihov znanstvenoraziskovalni potencial (korespondenca, oporoke, odločitve upravnih organov, spominski materiali, tiskovine, statuti podjetij, cehovska pravila itd.). Poudarek bo na potrebi po izboru in pravilnem vrednotenju gradiva pri ločevanju osebne dokumentacije od ilustrativno-biografskega gradiva, na potrebi po preverjanju nepreverjenih spominov ter pomembnosti konteksta in drugih potrditev verodostojnosti vira kot temeljnega postulata pri arhivski znanstveni raziskavi.

O avtorici:

Branka Molnar je višja arhivistka, profesorica latinskega jezika in zgodovine ter doktorska študentka na Oddelku za zgodovino Filozofske fakultete Univerze v Zagrebu. Predmet njenega znanstvenega raziskovanja je zgodovina žensk v Zagrebu Gradcu v 17. stoletju.

Saša Đukić

Archives of the Republic of Srpska, Banja Luka, Bosnia and Herzegovina

Arhiv Republike Srbske, Banja Luka, Bosna in Hercegovina

djsasa45@gmail.com

Using AI Image Upscaler in Archives

AI image upscaling in archives refers to using artificial intelligence algorithms to improve the resolution or size of images stored in an archives. This can be useful in cases where the original image is of low resolution and needs to be made clearer or enlarged for better viewing or analysis. In the context of archives, AI image upscaling can be used to improve the visual quality of historical images, documents, and other media that have degraded over time. For example, many archives hold old photographs that may have faded, became blurred or suffered other forms of damage. By using AI image upscaling techniques, these images can be restored to their original quality, or even enhanced beyond their original quality.

One popular approach to AI image upscaling is to use deep learning algorithms, which are trained on large datasets of high-quality images. These algorithms can identify patterns in low-resolution or low-quality images, and then use these patterns to generate new, higher-quality images. There are several commercially available AI image upscaling software tools that use these types of deep learning algorithms, and they can be used by archivists and other professionals to improve the quality of archived images.

The author will present, among others, the software called AI Image Upscaler, which claims to use advanced computer vision algorithms to increase the resolution of images up to 4x while maintaining the details and textures of the original image.

Overall, AI image upscaling has the potential to greatly improve the visual quality of archived images, making them more accessible and useful for researchers, historians, and other interested parties. However, it is important to note that the use of AI in archives must be approached with caution, as there are ethical and technical considerations that must be considered to ensure that the techniques are used responsibly and effectively.

Izboljšava slik s pomočjo umetne inteligence v arhivih

Izboljšava slik s pomočjo umetne inteligence (AI image upscaling) v arhivih se nanaša na uporabo algoritmov umetne inteligence z namenom izboljšanja resolucije ali velikosti hranjenih fotografij. To je lahko uporabno v primerih, ko je izvirna fotografija v zelo nizki resoluciji in jo je potrebno za ogled ali analizo povečati in izboljšati. V kontekstu arhivov lahko izboljšavo slik s pomočjo umetne inteligence uporabljamo za izboljšanje vizualne kvalitete zgodovinskih slik, dokumentov in drugega gradiva, ki ga je načel čas. Na primer, arhivi hranijo fotografije, ki so zbledele, postale zamegljene ali so poškodovane. Z uporabo tehnik umetne inteligence lahko takšne fotografije restavriramo do njihove izvorne kvalitete ali le-to celo še izboljšamo.

Najbolj priljubljen pristop k izboljšavi slik s pomočjo umetne inteligence je uporaba algoritmov globokega učenja, ki so se učili na velikih podatkovnih nizih visokokakovostnih slik. Ti algoritmi znajo prepoznati vzorce v slikah nizke resolucije ali nizke kakovosti, ki jih potem uporabijo za ustvarjanje novih slik višje kakovosti. Na tržišču je že dostopnih nekaj programov za izboljšavo slik s pomočjo umetne inteligence, ki uporabljajo takšne algoritme in jih lahko uporabimo v arhivih za izboljšanje kvalitete arhiviranih slik.

Avtor bo med drugim predstavil program AI Image Upscaler, ki uporablja napredne računalniške algoritme za do štirikratno izboljšanje resolucije slik, pri tem pa ohranja detalje in teksturo izvorne slike.

Izboljšava slik s pomočjo umetne inteligence je zmožna močno izboljšati vizualno kvaliteto arhiviranih slik in s tem povečati njihovo dostopnost ter uporabnost za raziskovalce in druge uporabnike. Pomembno pa je opozoriti, da je potrebno pri uporabi umetne inteligence v arhivih upoštevati etične in tehnološke vidike ter takšno tehnologijo uporabljati odgovorno in učinkovito.

Arran Griffith

Fedora Program Manager, Lyrasis, Canada

arran.griffith@lyrasis.org

Introduction to Fedora 6.x

Fedora is an open source, digital preservation focused digital repository platform used for the management and dissemination of digital content. Used by a wide variety of institution sizes and types, Fedora provides the flexibility and extensibility to store and provide access to large and complex collections of digital objects. Agnostic of the file formats it can accept, Fedora is well suited to handle a variety of use cases with a focus on providing robust digital preservation.

Fedora 6.x is the most current version of the application and is being well-received in the community. This version is a major rewrite of the popular, widely used digital repository and was guided by three themes: enhanced digital preservation sensibilities, migration support from all previous versions going back to version 3, and improved performance and scalability. With an emphasis on digital preservation standards, Fedora 6 enhances these capabilities by incorporating the Oxford Common File Layout (OCFL). The OCFL specifies a transparent, well-structured, and application-independent storage layer for digital objects.

This presentation will provide an overview of Fedora's functionality and highlight the newest features available in Fedora 6.x. The program team will outline the ways Fedora provides enhanced digital preservation within a repository, introducing OCFL-based persistence for long-term storage and real-time repository performance monitoring through the use of integrations like Grafana and Prometheus. We will share our feature development roadmap and provide information on current community-supported development aimed at ensuring Fedora continues to meet the needs of our users.

Lastly, we will provide an update on community engagement activities and program efforts to increase adoption of Fedora 6. We will discuss ways to get involved with the community and how to contribute to the on-going success of the Fedora program.

Uvod v Fedoro 6.x

Feroda je odprtokodna platforma repozitorija za elektronsko hrambo, ki se uporablja za upravljanje in posredovanje digitalnih vsebin. Uporabljajo jo različno velike in raznovrstne institucije, saj zagotavlja fleksibilnost hrambe in dostopa do velikih in kompleksnih digitalnih zbirk. Glede na formate datotek, ki jih lahko hrani, je Fedora primerna za mnoge načine uporabe, pri čemer daje poseben poudarek zagotavljanju vzdržne digitalne hrambe.

Fedora 6.x je najnovejša različica aplikacije in je bila pri uporabnikih dobro sprejeta. Gre za močno izboljšano različico popularnega in široko uporabljenega digitalnega repozitorija, zlasti v treh segmentih: izboljšani senzibilnosti digitalne hrambe, podpori migracij iz vseh prejšnjih različic do različice 3 in večji učinkovitosti delovanja. Pri tem so upoštevani veljavni standardi na področju digitalne hrambe, hkrati pa Fedora 6 implementira Oxford Common File Layout (OCFL), ki definira transparenten, dobro strukturiran in od aplikacij neodvisen nivo hrambe digitalnih vsebin.

Predstavitev bo podala pregled funkcionalnosti Fedore in osvetlila najnovejše funkcije Fedore 6.x. Programska ekipa bo predstavila načine, kako Fedora zagotavlja izboljšano digitalno hrambo v repozitorijih, dolgoročno hrambo na podlagi OCFL in učinkovito dolgoročno hrambo z uporabo integracij, kot sta Grafana in Prometheus. Podane bodo smernice bodočega razvoja, kakor tudi informacije o trenutnem stanju, ki zagotavlja, da Fedora še naprej deluje v smeri zadovoljitve potreb svojih uporabnikov.

Na koncu bodo predstavljena prizadevanja za še širšo uporabo Fedore 6, prav tako načini, kako postati del Fedorine skupnosti in kako prispevati k nadaljnjemu uspehu programa Fedore.

Almeera Al-Hooti

Records and Archives Specialist, National Records and Archives Authority, Oman

ameera1yahya2@gmail.com

Information Infrastructure of E-archives (E-repositories) at the National Records and Archives Authority Oman

E-archives or e-repositories infrastructure have the advantage and set an opportunity to manage documents. Digital repositories make it easy to take advantage and monitor the e-archives as the information infrastructure enables to manage existing collections of the data. The research purpose is to assess the information infrastructure of e-archives implemented in National Records and Archives Authority (NRAA), Oman. There are three sorts of data used in this study which comprise of interviews, observation along with document analysis. There is structured interview technique used in the main data collection techniques. The findings of the present study are classified in five basic aspects in terms of analysing the information infrastructure of e-archives (e-repositories), i.e., access of data, dissemination of archives, programming and coding, digitalization, and self-archiving along with security in NRAA, Oman. Although NRAA has implemented the open access policy that allows the record to be easily accessible regarding role of Oman for development of human civilization in the entire history. This study is beneficial for the readers specifically for developing countries as they will be able to learn about the way e-archives information infrastructure is an integral framework for scholarly networking and communication at NRAA department with the global platforms. In this study, the researcher will talk about the use of ScopeArchiv as a system for preserving and managing archives and electronic document and records managing system.

Ameera Al-Hooti

specialistka za dokumentarno in arhivsko gradivo, Državna agencija za arhive, Oman

ameera1yahya2@gmail.com

Informacijska infrastruktura e-arhiva (e-repozitorija) pri Državni agenciji za arhive v Omanu

Infrastruktura e-arhiva in e-repozitorija služi upravljanju z digitalnimi dokumenti. Digitalni repozitoriji olajšajo uporabo e-arhiva in nadzor nad njim, saj informacijska infrastruktura omogoča upravljanje z obstoječimi zbirkami podatkov. Avtorica je ocenila informacijsko infrastrukturo e-arhiva, vzpostavljenega v Državni agenciji za arhive (NRAA) v Omanu. Pri tem je uporabila deskriptivni kvalitativni pristop k raziskovanju. Raziskava je nastala na podlagi intervjujev, opazovanja in analize dokumentov. Ugotovitve glede na analizo informacijske infrastrukture so prikazane s petih vidikov, in sicer: dostopa do podatkov, razpršenosti arhiva, programiranja in kodiranja, digitalizacije in samoarhiviranja v povezavi z varnostjo. NRAA se je odločila za politiko odprtega dostopa, ki dovoljuje lahko dostopnost zapisov. Študija prinaša mnogo koristi predvsem bralcem iz držav v razvoju, saj bodo lahko spoznali, kako je informacijska infrastruktura e-arhiva sestavni del znanstvenega mreženja in globalne komunikacije. Avtorica bo govorila o uporabi programske opreme scopeArchiv za upravljanje arhivskega gradiva, elektronskih dokumentov in sistema za upravljanje z dokumenti.

About the author / O avtorici:

Ameera Alhooti has been records and archives specialist at the National Records and Archives Authority since 2012. She is a member of the Electronic Services Development Group Oman vision 2040 and second year Ph. D. student at Alma mater Europaea – ECM Maribor. She has a master's degree in information studies at Sultan Qaboos University and is a bachelor of science in records and archives management at Middle East College.

Ameera Alhooti je specialistka za arhivsko in dokumentarno gradivo pri Državni agenciji, kjer je zaposlena od leta 2012. Je članica Razvojne skupine za elektronske storitve in doktorska študentka na visokošolskem zavodu Alma Mater Europaea – ECM Maribor. Ima magisterij iz informatike Univerze Sultan Quaboos, diplomirala pa je iz upravljanja z zapisi na fakulteti Middle East College.

Lucia Stefan, M. Sc.

Independent Consultant, Romania

stelucia@outlook.com

The Continuum Document-to-Record Model and its impact in managing documents and records

The most widespread piece of unstructured content in the corporate world is the electronic document. Electronic documents are everywhere, on network drives, as attachments in emails, in content and document management systems, etc. Yet while corporate and archive records benefit from a large body of knowledge, academically and procedurally, the documents are vaguely defined, poorly understood, and badly or not managed at all.

This paper will demonstrate that there is no strict separation between the documents and records but a continuum of states between the ephemeral document and the trustworthy record. Not all documents created will end as a fully declared records, most of them will end only as completed documents. These documents have a certain amount of recordness, namely they met the requirements to be a record as per ISO 15489 but not in full. As highlighted by the work of Inter-Pares project (2003), "the requirements for authenticity are cumulative: the higher the number of satisfied requirements, and the greater the degree to which an individual requirement has been satisfied, the stronger the presumption of authenticity". The same could be said in a large extent about the other characteristics of a record: reliability, usability and integrity. So recordness can be viewed as a number of satisfied requirements, each one to a different degree. Those documents who satisfy the largest number of conditions to very high degrees have the highest recordness. The high recordness means they are records, even if they were not formally declared as records. Documents that contain personal data as per GDPR would be considered as having a high degree of recordness.

If the recordness is low or medium, these documents are either simple documents or quasi-records, not records. They exist in intermediary states, on a continuum line that starts with the ephemeral document and ends with the trustworthy record (highest degree of recordness). These near-records or quasi-records are known in corporate world as working documents, quality documents, quality documentation as per ISO 9001 or under other ad-hoc names. These quasi-records are valuable enough for the business, to justify the management and the control of their lifecycle, but they are not records, as defined by the archival theory, and not managed as such. They remain lumped and not managed along simple documents. This paper will also propose a coherent way to assess the recordness and manage the quasi-records.

The outcome of the recognition of the continuum document-to-record is a new approach in managing content, documents and record. They will be managed together during the whole lifecycle, in a coherent and unified way, but with differences according to their degrees of recordness.

About the author:

Romanian born **Lucia Stefan** is an independent Consultant with over 20 years' experience in Document and Records Management. She entered the field of electronic records management in the early 2000, while working as an IT Analyst for a British government agency. She joined the Records Advisory Service led by Richard Blake at The National Archives of UK in 2006, testing Electronic Records Management Systems (ERMS) until the scheme was closed. The experience acquired in electronic records management and EDRM /ECM technologies enabled her to work with international organisations and financial bodies. Among her past clients in international organisations were the Joint Research Centre (JRC) of the European Commission, The Electoral Commission of UK, EUMETSAT Germany, UNDP Afghanistan, EUROCONTROL Belgium and many others. The most important clients in financial corporations were the European Investment Bank (EIB) Luxembourg, the European Stability Mechanism (ESM) Luxembourg, Bank of England, Credit Suisse Bank Switzerland; Competition and Markets Authority UK etc.

Lucia Stefan took part in the activity of the DLM Forum of the European Commission and the development of European Records Management standards Moreq2 and Moreq2010, where she is mentioned as a Reviewer and Contributor. All her presentations made at specialist conferences along the years and the papers and articles she wrote are based on her long experience as a records management professional. She considers that the field experience of practitioners deserves to be taken into account by Academia.

mag. Lucia Stefan

neodvisna svetovalka, Romunija

stelucia@outlook.com

Model kontinuuma zapisov in njegov vpliv na upravljanje z dokumenti in zapisi

Najbolj razširjene nestrukturirane vsebine v poslovnem svetu so elektronski dokumenti. Najdemo jih povsod – na omrežnih pogonih, kot priloge v e-pošti, v sistemih za upravljanje vsebin in dokumentov itd. Toda, čeprav imajo podjetja in arhivi koristi od znanja in postopkov za upravljanje poslovnih in arhivskih evidenc, so dokumenti slabo opredeljeni, slabo razumljeni in jih slabo ali pa sploh ne upravljajo.

Avtorica bo dokazala, da ni stroge ločitve med dokumenti in arhivskimi zapisi, temveč obstaja več stanj na črti kontinuiete od kratkotrajnega dokumenta do zaupanja vrednega arhivskega zapisa. Vsi ustvarjeni dokumenti ne bodo postali popolni arhivski zapisi, večina jih bo ostala le dokončan dokument. Ti dokumenti imajo določeno količino značilnosti arhivskega zapisa, saj izpolnjujejo zahteve za arhivski zapis v skladu s standardom ISO 15489, vendar ne v celoti. Kot je opozoril projekt Inter-Pares (2003), so "zahteve za verodostojnost /.../ kumulativne: večje kot je število izpolnjenih zahtev in večja kot je stopnja, do katere je bila izpolnjena posamezna zahteva, močnejša je domneva o verodostojnosti". Enako velja v veliki meri tudi za druge značilnosti arhivskega zapisa: zanesljivost, uporabnost in celovitost. Tako se lahko arhivska vrednost dokumenta določa kot število izpolnjenih zahtev, vsako z različno stopnjo. Dokumenti, ki izpolnjujejo največ pogojev, in to z zelo visoko stopnjo, imajo največjo arhivsko vrednost. Visoka arhivska vrednost pomeni, da so taki dokumenti arhivski zapisi, četudi niso bili formalno razglašeni kot takšni. Za dokumente z visoko stopnjo arhivske vrednosti bi npr. veljali dokumenti, ki vsebujejo osebne podatke v skladu z GDPR.

Če je stopnja arhivske vrednosti nizka ali srednja, so ti dokumenti bodisi preprosti dokumenti bodisi kvazidokumenti, ne pa arhivski zapisi. Obstajajo nekje vmes na črti kontinuitete, ki se začne s kratkotrajnim dokumentom in konča z zaupanja vrednim zapisom (najvišja stopnja arhivske vrednosti). Ti skoraj zapisi ali kvazizapisi so znani v poslovnem svetu kot delovni dokumenti, dokumenti kakovosti oziroma kakovostna dokumentacija v skladu s standardom ISO 9001 ali pod drugimi ad hoc imeni. Kvazizapisi imajo zadostno vrednost za poslovni proces, da upravičujejo upravljanje njihovega življenjskega ciklusa in nadzor nad njim, vendar pa niso zapisi, kakor jih opredeljuje arhivska teorija, in zato tudi ne upravljani kot taki. Ostanejo nekje združeni in jih ne upravljamo skupaj s preprostimi dokumenti. Avtorica bo predstavila tudi koherenten način za ocenjevanje arhivske vrednosti in upravljanje kvazizapisov.

Rezultat priznanja kontinuitete od dokumenta do zapisa je nov pristop k upravljanju vsebin, dokumentov in zapisov. Vsi bodo upravljani skupaj med celotnim življenjskim ciklusom, na koherenten in enoten način, pa vendar različno glede na njihovo stopnjo arhivske vrednosti.

O avtorici:

Mag. Lucia Stefan se je rodila v Romuniji in je neodvisna svetovalka z več kot 20-letnimi izkušnjami na področju upravljanja dokumentov in zapisov. Vstopila je na področje elektronskega upravljanja z zapisi v začetku leta 2000, medtem ko je delala kot IT-analitičarka za Britansko vladno agencijo. Leta 2006 se je pridružila Službi za svetovanje pri upravljanju z zapisi, ki jo je vodil Richard Blake v Nacionalnem arhivu Združenega kraljestva, kjer je testirala sisteme za upravljanje elektronskih zapisov (ERMS), dokler program ni bil ukinjen.

Izkušnje, ki jih je pridobila pri upravljanju z elektronskimi zapisi ,so ji omogočili delo z mednarodnimi organizacijami in finančnimi službami. Med njenimi strankami so Združeni raziskovalni center Evropske komisije, Volilna komisija Združenega kraljestva, EUMETSAT Nemčija, UNDP Afranistan, EUROKONTROL Belgija in mnogi drugi. Najpomembnejše stranke na področju financ so Evropska investicijska banka Luksemburg, Evropski mehanizem stabilnosti Luksemburg, Banka Anglije, Švicarska kreditna banka itd.

Lucia Stefan je sodelovala v dejavnosti DLM Foruma Evropske komisije in razvoju evropskih standardov za upravljanje z dokumenti Moreq2 in Moreq2010, in sicer kot recenzentka in soustvarjalka. Vse njene predstavitve na strokovnih konferencah skozi leta in prispevki ter članki, ki jih je napisala, temeljijo na dolgoletnih izkušnjah kot strokovnjakinje za upravljanje z dokumenti. Njeno mnenje je, da bi moral akademski svet upoštevati izkušnje strokovnjakov, ki delujejo v praksi.

Arian Rajh, Ph. D.

Associate Professor, Faculty of humanities and social sciences, University of Zagreb, Croatia
arajh@ffzg.hr

Appraisal of Potential Digital Archival Content

Appraisal is a set of critical processes and skills in records management and archival theory and practice. For some archival theorists, it does not correspond to classical European archival theory, so it should be put in the second plan. For others, it occupies a critical place in archival work and becomes essential because it makes a difference in workload and processes like description and preservation. Also, appraisal is far from an exact, absolute, unified operation. However, the author will carefully examine the unfinished and open system of values related to archival content through the lens of the archival interpretative process and concerning what that content supplements and constructs.

Digital archival material is also incompatible with classical archival theory, in some ways, due to the materials' characteristics and usage. There are various views of the recordness of digital archival material in archival repositories because there are many forms of digital archival material. It would be too narrow to apply the appraisal only to digital material that corresponds solely to something traditionally viewed as "records." The plentitude of digital content becomes apparent in enterprise-level content management and cloud-based content services environments. Archivists should broaden the definition of recordness and archival value to reach all the content that archival repositories ingest, like various datasets, data from databases, different non-record messages, and dynamic web and multimedia material. Furthermore, there are very different kinds of archival repositories that exist today. Digital community and national-level mainstream archives are distinct, so they refer to different values and criteria in their work.

The appraisal and its interrelated processes are perplexing but reachable skills. Like most skills, they require devotion, reflection, and strictness in conceptualization, approach, and application, as already stated by some archivists. Value is the central concept here. The author argues against the unconscious and frivolous use of the concept of value, especially in potential digital archival content cases. Instead, this lecture considers various appraisal goals in digital environments (related to digitized and digital content), reduces the catalogue of values to the system, and provides basic guidance for applying appraisal criteria.

About the author:

Arian Rajh, Ph. D. works as an associate professor in the Department of information and communication sciences, Faculty of humanities and social sciences, at Zagreb University. He also chairs the Electronic records section of the Croatian archival society.

He has held a Ph. D. in archival science since 2010. From 2012 to 2022, he worked as the head of a national regulatory authority's Records and archives management department. He has 17 years of experience in the field, from engagement in operational and managerial processes to teaching, legislative and consultative work.

Arian Rajh has published over 50 scientific and professional papers. His research interests are focused on archival theory, appraisal theories, archival description, metadata, digitization, digital archives, RMS, ECMS and IG. During his study and career, he received the Faculty Award, Rectorial award, Digital preservation Europe exchange program award and Tibor Toth award.

dr. Arian Rajh

izredni profesor, Filozofska fakulteta Univerze v Zagrebu, Hrvaška

arajh@ffzg.hr

Vrednotenje potencialnih digitalnih arhivskih vsebin

Vrednotenje je sklop ključnih procesov in veščin v upravljanju zapisov ter teoriji in praksi arhivistike. Za nekatere arhivske teoretike vrednotenje ni v skladu s klasično evropsko arhivsko teorijo in naj bi bilo zato postavljeno v drugi plan. Za nekatere druge pa zavzema ključen oziroma bistven segment arhivskega dela, saj na njegovi podlagi prihaja do razlik v obsegu dela in postopkih, kot sta opisovanje gradiva in njegova hramba. Vrednotenje tudi ni natančen, absoluten in enoten postopek. Kljub temu bo avtor skrbno preučil nedokončan in odprt sistem vrednot, povezanih z arhivskimi vsebinami, skozi prizmo procesa arhivske interpretacije in z upoštevanjem pomena in doprinosa vsebin.

Digitalno arhivsko gradivo je v nekaterih pogledih v nasprotju s klasično arhivsko teorijo tudi zaradi svoje značilnosti in načina uporabe. Ker obstaja v arhivskih repozitorijih v mnogih oblikah, obstaja tudi več različnih gledanj nanj. Ne bi bilo primerno, če bi uporabili vrednotenje samo za tisto digitalno gradivo, ki ustreza nečemu, kar tradicionalno obravnavamo kot "zapisi". Obilna količina digitalnih vsebin postane očitna pri upravljanju vsebin v podjetjih in pri storitvah vsebin v oblaku. Arhivisti bi morali razširiti definicijo zapisa z lastnostmi arhivskega gradiva na vse vsebine, ki so zajete v repozitorijih – to so npr. različni nabori podatkov, podatki iz podatkovnih zbirk, različna sporočila ter dinamična spletna in multimedijska gradiva. Poleg tega obstajajo danes zelo različne vrste arhivskih repozitorijev. Digitalna družba in tradicionalni državni arhivi so si med sabo različni, zato se pri svojem delu sklicujejo na različne vrednote in merila.

Vrednotenje in z njim povezani postopki so sicer zapletene, vendar ne nedosegljive veščine. Kot večina spretnosti tudi te zahtevajo predanost, premišljevanje in doslednost pri konceptualizaciji, pristopu in uporabi, kakor so že navajali nekateri arhivisti. Osrednji koncept je vrednost. Avtor nasprotuje nepremišljeni in površni rabi koncepta vrednotenja, zlasti v primerih potencialnih digitalnih arhivskih vsebin. Namesto tega obravnava različne cilje vrednotenja v digitalnih okoljih (povezanih z digitalizirano in digitalno vsebino), omeji katalog vrednosti na sistem in poda osnovne smernice za uporabo meril vrednotenja.

O avtorju:

Dr. Arian Rajh je zaposlen kot izredni profesor na Oddelku za informacijske in komunikacijske znanosti na Filozofski fakulteti Univerze v Zagrebu. Hkrati predseduje Sekciji za elektronske zapise pri Hrvaškem arhivskem društvu. Doktoriral je iz arhivistike leta 2010. Med leti 2012 in 2022 je delal kot vodja oddelka za upravljanje z zapisi in arhivi na nacionalni regulatorni agenciji. V arhivski stroki ima 17 let izkušenj na področju operativnih in upravljavskih procesov, poučevanja, zakonodajnega in svetovalnega dela. Rajh je objavil več kot 50 znanstvenih in strokovnih člankov. Njegovi raziskovalni interesi se osredotočajo na arhivsko teorijo, teorije vrednotenja, arhivsko popisovanje, metapodatke, digitalizacijo, digitalne arhive, upravljanje z zapisi in upravljanje z vsebinami ter upravljanje z informacijsko varnostjo. Med svojim študijem in kariero je prejel nagrado fakultete, rektorjevo nagrado, nagrado za izmenjavo v programu Digitalna ohranitev Evrope in nagrado Tibor Toth.

dr. Tatjana Hajtnik

vodja Sektorja za e-arhive in računalniško podporo,
Arhiv Republike Slovenije, Ljubljana, Slovenija

tatjana.hajtnik@gov.si

mag. Boris Domajnko

sekretar, Sektor za e-arhive in računalniško podporo
Arhiv Republike Slovenije, Ljubljana, Slovenija

boris.domajnko@gov.si

Dodatna strokovno-tehnična navodila (dSTN) v praksi – delavnica za ustvarjalce in arhiviste

Pristojni arhiv mora skladno s predpisi (ZVDAGA, 40. člen/9.točka) ustvarjalcem, za katere je zadolžen, za digitalno gradivo poleg pisnih strokovnih navodil za odbiranje (PSN) izdati še dodatna strokovno-tehnična navodila (dSTN), in sicer v dveh oblikah:

- za varstvo gradiva v digitalni obliki do izročitve v pristojni arhiv (z njimi ustvarjalcu oz. imetniku gradiva določi npr. obseg gradiva, za katero veljajo dSTN, vsebinsko in tehnično urejenost gradiva, pogoje varstva gradiva do izročitve ipd.);

- za postopek izročitve gradiva od ustvarjalca oz. imetnika v pristojni arhiv oz. e-ARH.si (z njimi določi npr. obseg gradiva, ki bo s strani ustvarjalca oz. imetnika izročeno pristojnemu arhivu, postopek priprave tega gradiva za izročitev, njegovo vsebinsko in tehnično urejenost ter postopek in način izročitve gradiva).

Namen delavnice je osvetlitev določenih poudarkov s področja priprave dSTN v zvezi s posameznimi vrstami gradiva, saj ravno z ustreznimi navodili dosežemo, da ustvarjalec pravilno hrani določene vsebine in tako kasneje ne pride do zadrege pri izročanju. Ključne točke vsebine delavnice: čemu dSTN in pristop k njihovi pripravi, struktura dSTN, vsebinski in tehnični del dSTN s poudarkom na posameznih vrstah gradiva (besedilni dokumenti, avdio in video zapisi, podatkovne baze, e-pošta, spletno gradivo itd.).

O avtorjih:

Doc. dr. Tatjana Hajtnik je doktorica računalništva in informatike. Svoje poklicne izkušnje je pridobivala tako v gospodarskih družbah kot javnem sektorju in javni upravi. Poklicno pot je začela kot sistemska administratorka na velikih računalniških sistemih in administratorka podatkovnih baz. V letih od 1999 do 2006 se je intenzivno ukvarjala z vprašanji informacijske varnosti v državni upravi in bila nosilka implementacije sodobnih standardov na področju informacijske varnosti v Centru Vlade RS za informatiko in v širši javni upravi. Od leta 2006 je zaposlena v Arhivu RS, kjer vodi Sektor za elektronske arhive in računalniško podporo. Pri delu se poleg razvoja informacijskega sistema Arhiva RS aktivno ukvarja s področjem elektronskega arhiviranja. Vzpostavila je metodologijo certificiranja opreme in storitev ter potrjevanja notranjih pravil za zajem in digitalno hrambo, zdaj pa sodeluje pri izvajanju teh postopkov. Od leta 2007 je vključena v proces spreminjanja nacionalne zakonodaje na področju elektronskega arhiviranja. Sodeluje pri pripravah strategij in akcijskih načrtov razvoja Slovenskega elektronskega arhiva (e-ARH.si) ter pridobivanju finančnih sredstev za njegov razvoj. Od leta 2016 vodi projekt razvoja e-ARH.si, do leta 2021 financiran od Evropskega socialnega sklada, od leta 2022 pa v okviru Načrta za odpornost in okrevanje. Kot docentka predava na Alma Mater Europaea na vseh treh stopnjah študijskega programa (dodiplomski, magistrski, doktorski) predmete, povezane z elektronskim arhiviranjem, informacijsko infrastrukturo in varnostjo. Redno predava ter objavlja članke in knjige s področja elektronskega arhiviranja in informacijske varnosti.

Mag. Boris Domajnko je kot magister računalništva od leta 2008 zaposlen v Arhivu RS v Sektorju za elektronske arhive in računalniško podporo. Pred tem je z delom v gospodarstvu pridobil obširne izkušnje s področja razvoja programske opreme za tuje naročnike, vodenjem večjih projektov in skupin ter sistema kakovosti ISO9001. V arhivu se ukvarja s področjem digitalnega arhiviranja, izvaja pretvorbe in uvoze različno oblikovanih popisov gradiva, vzdržuje aplikacijo za vodenje registrov in orodje za uporabo arhiviranih podatkovnih zbirk. Sodeluje pri vzpostavljanju slovenskega e-arhiva e-ARH.si, v letih od 2011 do konca 2015 pa je bil projektni vodja tega projekta.

Tatjana Hajtnik, Ph. D.

Head of Sector for Electronic Archives and Computer Support, Archives of the Republic of Slovenia, Ljubljana, Slovenia

tatjana.hajtnik@gov.si

Boris Domajnko, M. Sc.

Secretary, Sector for Electronic Archives and Computer Support, Archives of the Republic of Slovenia, Ljubljana, Slovenia

boris.domajnko@gov.si

Additional Professional Technical Instructions in Practice – Workshop for Creators and Archivists

In accordance with the regulations (Protection of Documents and Archives and Archival Institutions Act /PDAAIA/ (Official Gazette of the Republic of Slovenia, 30/06 in 51/14), Article 40, point 9), the competent archives must issue additional professional technical instructions (aPTI) for digital records as addition to written professional instructions for selection (PSN), namely in two forms:

- for the protection of digital records until they are transferred to the competent archival institution (with them the creator or owner of the records determines, for example, the scope of records to which aPTI applies and the content and technical arrangement of digital records, the conditions for protection of digital records until transfer),

- for the process of digital records transfer from the creator or holder to the competent archival institution (e-ARH.si). In this case aPTI determines, for example, the scope of digital records that will be transfered by the creator or owner to the competent archival institution, the process of preparing digital records for transfer, their content and technical arrangement, and the procedure and method of digital records transfer.

The purpose of the workshop is to highlight certain points in the field of the preparation of aPTI in relation to individual types of digital records. With appropriate instructions we achieve that the creator stores certain digital records correctly and there will not be problems when transferring records to the competent archival institution.

About the authors:

Tatjana Hajtnik is a doctor of computer science and informatics. She has gained professional experience in both the private sector and public administration. She began her professional career as a system administrator for large computer systems and databases. From 1999 to 2006, she was actively involved in information security issues in the public administration and was responsible for the implementation of modern standards in the field of information security in the Government Centre for Informatics and in the wider public administration. Since 2006, she has been employed at the Archives of the Republic of Slovenia, where she leads the Sector for Electronic Archives and Computer Support. In addition to developing the information system of the Archives of the Republic of Slovenia, she actively deals with the field of electronic archiving. She established the methodology for certifying equipment and services and for verifying internal rules for capture and digital preservation, and currently participates in carrying out these procedures. Since 2007, she has been involved in the process of changing national legislation in the field of electronic archiving. She participates in the preparation of strategies and action plans for the development of the Slovenian Electronic Archive (e-ARH.si) and in obtaining funding for its development. Since 2016, she has been leading the development project of e-ARH.si, which was funded by the European Social Fund until 2021 and is now funded within the framework of the Resilience and Recovery Plan. As an assistant professor, she teaches courses related to electronic archiving, information infrastructure, and security at Alma Mater Europaea at all three levels of the study program (undergraduate, graduate, and doctoral). She regularly lectures and publishes articles and books on electronic archiving and information security.

Boris Domajnko has a master's degree in computer science and has been employed in the Sector for Electronic Archives and Computer Support at the Archives of the Republic of Slovenia since 2008. Prior to this, he gained extensive experience in software development for foreign clients, managing large projects and groups, and ISO9001 quality systems while working in the private sector. In the archives, he deals with the field of digital archiving, performs conversions and imports of variously formatted descriptions of archival material, maintains an application for managing records, and a tool for using archived databases. He also collaborates on the establishment of the Slovenian e-archive e-ARH.si and from 2011 to the end of 2015, he was the project manager for this project.

dr. Zdenka Semlič Rajh

arhivska svetnica, direktorica, Zgodovinski arhiv Ljubljana, Slovenija
članica Ekspertne skupine za popisovanje arhivskega gradiva EGAD/ICA
zdenka.semlic-rajh@zal-lj.si

dr. Miroslav Novak

arhivski svetnik, Pokrajinski arhiv Maribor, Slovenija
izr. prof., Alma Mater Europaea – ECM Maribor, Slovenija
miroslav.novak@pokarh-mb.si

Delavnica: Izzivi popisovanja arhivskega gradiva v kontekstu

Nov konceptualni model »Records in Context« bo nadomestil do sedaj obstoječe arhivske standarde za popisovanje arhivskega gradiva in tudi spremenil način dojemanja popisovanja arhivskega gradiva. Nezadržen razvoj in vse večji obseg nastajanja arhivskega gradiva v digitalni obliki sta pripeljala do situacije, ko do sedaj obstoječi standardi ne ustrezajo več, predvsem ko govorimo o popisovanju hibridnega arhivskega gradiva. Predvsem pa obstoječi načini popisovanja ne ustrezajo več pričakovanjem uporabnika. Na delavnici, ki je namenjena vsem tistim, ki popisujejo arhivsko gradivo, bomo skušali na konkretnih primerih pokazati omejitve, ki jih prinašajo obstoječi standardi, in jih odpraviti s pomočjo popisovanja v skladu z novim konceptualnim modelom.

Na koncu delavnice bodo udeleženci poznali elemente modela RiC (entitete, atribute in relacije) in sposobni izdelati in komentirati relacije med posameznimi entitetami, identificirati posamezne entitete, jih popisati z uporabo atributov in izdelati relacije med njimi.

Delavnica bo sestavljena iz posameznih vaj iz popisovanja arhivskega gradiva na konkretnih živih primerih. Udeleženci bodo razdeljeni v posamezne skupine, vsaka pa bo izdelala popis določenega gradiva. V zaključku delavnice bomo interaktivno analizirali posamezne primere popisa.

O avtorjih:

Dr. Zdenka Semlič Rajh, arhivska svétnica, je diplomirala iz zgodovine na Univerzi v Ljubljani, Filozofska fakulteta. Na isti univerzi je pridobila tudi znanstveni naziv doktorica bibliotekarskih znanosti. Od leta 1990 do 2020 je bila zaposlena v Pokrajinskem arhivu Maribor. Septembra 2020 pa je prevzela vodenje Zgodovinskega arhiva v Ljubljani. Kot raziskovalka na področju arhivistike in upravljanja z dokumentarnim gradivom sodeluje v nacionalnih in mednarodnih raziskovalnih projektih, povezanih z arhivskimi strokovnimi standardi, organizacijo informacij, zlasti pa se posveča problematiki izdelave deskriptorjev, klasifikacij in tezavrov pri vsebinah arhivske vrednosti ter z vprašanjem dostopa do informacij v arhivskih informacijskih sistemih. Je avtorica številnih objavljenih in izvedenih del s področja arhivistike, upravljanja z dokumentarnim gradivom in tudi zgodovinopisja. Je izredna profesorica za področje arhivistike in dokumentologije na Alma Mater Europaea - Evropski center Maribor, od začetka leta 2023 pa tudi članica Ekspertne komisije za popisovanje arhivskega gradiva pri Mednarodnem arhivskem svetu EGAD/ICA.

Dr. Miroslav Novak je leta 1986 diplomiral iz zgodovine in sociologije kulture na Filozofski fakulteti Univerze v Ljubljani. Leta 1999 je bil promoviran na Univerzi v Zagrebu v doktorja družbenih znanosti – znanstveno polje: informacijske znanosti. Od leta 1986 je zaposlen v Pokrajinskem arhivu Maribor, kjer je leta 2007 pridobil arhivski strokovni naziv arhivski svetnik. Od leta 2013 sodeluje tudi z visokošolskim zavodom Alma Mater Europaea ECM Maribor, kjer je od leta 2018 izredni profesor za arhivistiko. Je avtor več kot 480 objavljenih in izvedenih del, povezanih z arhivistiko, informatiko in zgodovinopisjem.

Zdenka Semlič Rajh, Ph. D.

Archival Councillor, Directress, Historical Archives Ljubljana, Slovenia,
Member of the Expert Group on Archival Description EGAD/ICA
zdenka.semlic-rajh@zal-lj.si

Miroslav Novak, Ph. D.

Archival Councillor, Regional Archives Maribor, Slovenia
Associate Professor, Alma Mater Europaea – ECM Maribor, Slovenia
miroslav.novak@pokarh-mb.si

Workshop: Challenges of Describing Records in Contexts

The new Conceptual Model "Records in Context" will replace the existing archival standards for describing archival records and will also change the way archival description is perceived. The rapid development and increasing scope of the creation of born digital records has led to a situation where the existing standards no longer correspond to the current situation, especially when we are talking about describing hybrid archival records. Above all, the existing description methods no longer meet the user's expectations. At the workshop, which is intended for all those who describe archival records, we will try to present real-life examples to show the limitations given by the existing standards and present the description in accordance with the new conceptual model.

At the end of the workshop, participants will know the elements of the RiC model (entities, attributes and relations) and will be able to create and comment the relations between individual entities, identify individual entities, describe them using attributes and create relations between them.

The workshop will consist of individual exercises on describing archival records on real-live examples. Participants will be divided into individual groups, and each group will create a description of certain material. At the end of the workshop, we will interactively analyse individual cases.

About the authors:

Zdenka Semlič Rajh, Ph. D., is an archival councillor who graduated in History from the Faculty of Arts at the University of Ljubljana. She also obtained a doctoral degree in Library Science from the same university. From 1990 to 2020, she was employed at the Regional Archives Maribor. In September 2020, she took over the management of the Historical Archives in Ljubljana. As a researcher in the field of archives and management of records, she participates in national and international research projects related to archival professional standards, information organization, and particularly focuses on the issues of creating descriptors, classifications, and thesauri for archival content and the question of access to information in archival information systems. She is the author of numerous published and implemented works in the field of archives, management of records, and historiography. She is an associate professor in the field of archives and documentation at Alma Mater Europaea - European Center Maribor, and since the beginning of 2023, she is a member of the Expert Group on Archival Description at the International Council on Archives EGAD/ICA.

Miroslav Novak, Ph. D., graduated in 1986 with a degree in History and Sociology of Culture from the Faculty of Arts at the University of Ljubljana. In 1999, he earned a doctorate in Social Sciences - field of study: Information Science - from the University of Zagreb. Since 1986, he has been employed at the Regional Archives Maribor, where he was awarded the professional title of Archives Counsellor in 2007. Since 2013, he has also been collaborating with the Alma Mater Europaea ECM Maribor institution of higher education, where he has been an associate professor of archival science since 2018. He is the author of more than 480 published and executed works related to archiving, informatics, and historiography.

dr. Jelka Melik

profesorica, Alma Mater Europaea – ECM Maribor, Ljubljana, Slovenija

jelka.melik@gmail.com

Pravna in upravna dimenzija arhivskega gradiva

Arhivsko gradivo je nedvomno del kulturne dediščine vsakega naroda in temeljni gradnik narodovega spomina. Pogled v slovensko zgodovino to potrjuje.

Prav tako je arhivsko gradivo pomembno kot garant pravne varnosti oseb. Brez dokumentov, enostavno povedano, ni dokazov. To je postalo posebej očitno po letu 1991, ko je Slovenija odprla novo poglavje svoje zgodovine in so javni arhivi opravili velik del pri popravi krivic prejšnjega družbenega sistema. Prav zaradi te izkušnje je bila opredelitev arhivskega gradiva v Zakonu o varstvu dokumentarnega in arhivskega gradiva ter arhivih leta 2006 razširjena oziroma dopolnjena. Arhivsko gradivo je danes, v veljavnem arhivskem zakonu, dokumentarno gradivo, ki ima trajen pomen za zgodovino, druge znanosti in kulturo ali trajen pomen za pravni interes pravnih in fizičnih oseb in se določa na podlagi vrednotenja dokumentarnega gradiva.

Ob vsem tem pa bi bilo treba posebej poudariti tudi upravno nalogo arhivov. Javne arhivske službe so namreč del sodobne javne uprave v vseh državah Evropske unije in kot take lahko prispevajo k razvoju upravljanja z dokumenti v upravi in širši družbi.

Med razloge, ki so pripeljali do ustanovitve javnih arhivov konec 18. oziroma v 19. stoletju, našteva že znameniti Schellenberg poleg tistih, ki so kulturne narave, tudi razloge povsem praktične narave za potrebe uprave oziroma upravljanja.

Javni arhivi naj bi zagotavljali dokaze (evidence) o političnem, družbenem, gospodarskem in kulturnem razvoju. Za tako dejavnost arhivov lahko poskrbi le tesno sodelovanje in razumevanje med javno upravo in arhivsko službo. Arhivi beležijo dogodke v njihovem kontekstu in zagotavljajo transparentnost upravljanja. Transparentnost in odgovornost sta bistveni v sodobni demokraciji. Uprava se financira iz davkov in državljani bi morali imeti zaupanje v njeno delovanje. Z dostopnostjo arhivskega gradiva je zagotovljena možnost preverjanja delovanja izvršilne veje oblasti.

Drugi vidik, ki narekuje razširitev definicije arhivskega gradiva z upoštevanjem potreb uprave, je dejstvo, da so zapisi, tudi starejši, glavni vir informacij o vseh aktivnostih, ki jih je nek upravni organ oziroma organizacija izvrševala. Pretekle izkušnje je mogoče uporabiti za izboljšanje sedanje uspešnosti. Tako lahko dostopni arhivi neposredno prispevajo k učinkoviti administraciji.

Prav obe dimenziji upoštevanja trajne vrednosti dokumentarnega gradiva uprave sta razlog, da v pravnih aktih Evropske unije najdemo pogosto izraz upravna vrednost dokumenta.

O avtorici:

Dr. Jelka Melik je končala pravno fakulteto leta 1975, dosegla magisterij iz arhivistike 1993 in doktorat iz zgodovine 1999. Od leta 1978 do 2016 je bila zaposlena v Arhivu Republike Slovenije, zadolžena za arhivsko gradivo pravosodja in ustavnega sodstva. Sodelovala je tudi pri noveliranju arhivskega zakona. Od leta 2004 je predavala arhivistiko na Pedagoški, kasneje Filozofski fakulteti Univerze v Mariboru. Od leta 2013 predava arhivsko pravo na Alma Mater Europaea, Evropski center Maribor. Njeno raziskovalno delo sega na področje zgodovine, prava in arhivistike.

Jelka Melik, Ph. D.

Professor, Alma Mater Europaea – ECM Maribor, Ljubljana, Slovenia

jelka.melik@gmail.com

Legal and Administrative Dimensions of Archives

There is no doubt that historical archives are part of each nation's cultural heritage. This is definitely a cornerstone of the nation's memory. A look at Slovenian history undoubtedly confirms this.

Archival documents are also important in guaranteeing legal security for persons. Without documents, there is no evidence. This became especially evident after 1991, when Slovenia opened a new chapter in its history and the public Archives have done much to correct the injustices of the preceding social order. This experience caused a change of the definition of historical archives (archives) in the Protection of Documents and Archives and Archival Institutions act (ZVDAGA) in 2006. Today, according to the Archival Act, "archives" shall mean the documents with lasting importance of history, other sciences and culture or lasting importance to the legal interests of legal and natural persons.

In addition to all this, the administrative task of archives should also be emphasized. Public archival services are part of modern public administration in all countries of the European Union and as such they contribute to the development of document management in the administration and wider society.

Among the reasons that led to the establishment of public archival services at the end of the 18th and in the 19th century, famous archivist Schellenberg lists those of a cultural nature and those of a purely practical nature of the needs of administration.

Public Archives are supposed to provide evidence about political, social, economic and cultural development. Only close cooperation and understanding between the public administration and the archival service can ensure such archival activity. Archives record events in their context and provide management transparency. Transparency and accountability are essential in a modern democracy. The administration is financed by taxes and citizens should have confidence in its operation. With the availability of historical archives, the possibility of checking the functioning of the executive branch of government is guaranteed.

Another aspect that dictates the expansion of the definition of historical archives by taking into account the needs of the administration is the fact that records, even older ones, are the main source of information about all activities of the administration. Past experience can be used to improve current performance. Thus, accessible archives can directly contribute to efficient administration.

Both dimensions of consideration of the permanent value of administrative documents is the reason why the term administrative value of a document is often found in legal acts of the European Union.

About the author:

Jelka Melik, Ph. D., graduated from the Faculty of Law in 1975, obtained a master's degree in archival studies in 1993, and a Ph. D. in history in 1999. From 1978 to 2016, she was employed at the Archives of the Republic of Slovenia, responsible for archival records related to the judiciary and constitutional law. She also participated in the revision of the archival law. Since 2004, she has been teaching archival studies at the Pedagogical, later Faculty of Arts of the University of Maribor. Since 2013, she has been teaching archival law at Alma Mater Europaea, European Center Maribor. Her research work covers the fields of history, law, and archival studies.

dr. Žiga Koncilija

arhivist, Arhiv Republike Slovenije, Ljubljana, Slovenija
ziga.koncilija@gov.si

Izzivi arhiviranja gradiva iz informacijskega sistema za upravljanje z dokumenti (ISUD) v javni upravi z vidika arhivista

Informacijski sistemi za upravljanje z dokumenti (ISUD) predstavljajo enega izmed ključnih sistemov vsake organizacije, saj le-te z njimi upravljajo svoje dokumentarno gradivo skozi celoten življenjski cikel, od njihovega nastajanja do arhiviranja. O konkretnejšem razmahu digitalizacije poslovanja javne uprave lahko sicer govorimo od leta 1995, ko se je začela implementacija informacijskega sistema za upravljanje z dokumenti SPIS. V naslednjih letih se je SPIS nadgrajeval in razvijal v različne smeri. SPIS 1.45 je npr. rešitev, ki so jo uporabljale predvsem upravne enote in je usmerjena zlasti v podporo upravnemu postopku. Ministrstva, organi v sestavi, vladne službe in nekateri drugi organi so uporabljali SPIS 4, ki je podpiral zlasti procese elektronske priprave, podpisovanja in potrjevanja dokumentov itn. Ob začetku postopka uvajanja novega informacijskega sistema KRPAN v organe javne uprave leta 2019 je različne verzije aplikacije SPIS uporabljalo kar 130 organov in 13.000 uporabnikov. V njej se je ustvarilo najmanj 1355 zbirk, 200 milijonov dokumentov in 115 milijonov priponk oz. IMIS-objektov.

Dokumentarnega (in s tem arhivskega gradiva) gradiva v sistemih javne uprave je že sedaj veliko. Z intenzivnejšo digitalizacijo in prehodom na izključno elektronsko poslovanje pa se bo količina digitalnega gradiva le še eksponentno povečevala. Glede na količino gradiva, ki čaka na prevzem, in glede na to, da se bližamo 30 letom od začetkov uvajanja sistema SPIS, postajajo zahteve po sistemsko urejenem izročanju arhivskega gradiva pristojnim arhivom – oz. v slovenski elektronski arhiv (e-arhiv) – vedno glasnejše. Slovenski e-arhiv je vzpostavljen skladno z referenčnim modelom OAIS oz. ISO 14721, kar pomeni, da moramo zagotoviti ustrezne delovne postopke, vključno z ustrezno usposobljenimi kadri, ki bodo zmožni prevzemanja masovnih količin gradiva ISUD-ov, skladno z ZVDAGA, UVDAG in PETZ ter s spoštovanjem temeljnih načel varne e-hrambe.

Poleg pisnih strokovnih navodil, kot ključnih orodij za odbiranje arhivskega gradiva, je potrebno oblikovati učinkovita dodatna strokovno-tehnična navodila, v katerih se podrobneje opredeljuje vsebino in strukturo gradiva ISUD-a oziroma samih sprejemnih informacijskih paketov (SIP). Vsaka izvorna struktura gradiva ISUD-a ima namreč svoje specifike, v postopkih prevzemanja pa je potrebno zagotoviti, da se le-te preoblikujejo v ustrezno obliko SIP-ov z namenom učinkovitega prenosa v repozitorij e-arhiva. Z vidika arhivista so ključne vsebine zlasti arhivske zadeve s pripadajočimi dokumenti in prilogami, evidence dokumentarnega gradiva, deloma tudi pripadajoči klasifikacijski načrti, signirni načrti, načrti subjektov in druga dodatna vsebina. Poleg vsebine in same strukture gradiva ISUD-a je potrebno posebno pozornost nameniti tudi pripadajočim metapodatkom. V procesu izvoza in prenosa v e-arhiv, kjer se SIP pretvori v arhivski informacijski paket (AIP), je bistvenega pomena, da se metapodatke celovito ohrani in da se zagotovi ustrezno translacijo izvornih metapodatkov med elemente popisa gradiva ali med metapodatke namenskega pregledovalnika gradiva ISUD-a. Kot najenostavnejša rešitev dostopanja do gradiva ISUD-a v Virtualni arhivski čitalnici (VAČ) se kaže prikazovanje popisnih enot oz. zadev z dokumenti in ločen pogled evidence gradiva ali drugih vsebin. Kot kompleksnejša rešitev pa se predstavlja simulacija izvornega ISUD-a. Takšen prikaz bi omogočal pregledovanje ustreznih dostopnih informacijskih paketov (DIP), torej posameznih arhivskih zadev in dokumentov, z vsemi izvorno pripadajočimi metapodatki, po aktivno delujoči evidenci gradiva.

Ob nakazanem modelu prevzemanja, hrambe in dostopanja do gradiva ISUD-a se seveda odpira vrsta izzivov; od arhivskih strokovnih do organizacijsko-postopkovnih, kadrovskih in izrazito tehničnih. Vse to so izzivi, na katere sodobna arhivska stroka že vrsto let išče in poizkuša dajati odgovore tako na terenu, ob vsakdanjem delu z ustvarjalci, kot tudi skozi izvajanje različnih projektov (OPRR, e-ARH.si: 2016–2021, e-ARH.si: NOO 2022–2025).

O avtorju:

Dr. Žiga Koncilija je zaposlen v Arhivu Republike Slovenije v Sektorju za varstvo arhivskega gradiva uprave po letu 1945. Med rednim delom in delom na projektih vzpostavljanja slovenskega elektronskega arhiva se ukvarja z različnimi problematikami prevzemanja, hrambe in dostopanja do gradiva v digitalni obliki ter zlasti sodelovanja z ustvarjalci pri problematikah poslovanja, notranjih pravil in prevzemanja arhivskega gradiva tako v fizični kot v različnih digitalnih oblikah.

Žiga Koncilija, Ph. D.

Archivist, Archives of the Republic of Slovenia, Ljubljana, Slovenia

ziga.koncilija@gov.si

Challenges of Archiving Records Management Systems in Public Administration from an Archivist's Point of View

Electronic Document Management System (EDMS) represents one of the key organisation systems, as they manage their documentary material throughout their entire life cycle, from their creation to archiving. A more concrete digitalisation of the public administration has been made since 1995, when the implementation of the EDMS called SPIS began. The SPIS has been upgrading and developing in different variations over the course of the year. SPIS 1.45 is a solution used primarily by administrative units aimed in particular at supporting the administrative procedures. Ministries, their constituent bodies, government departments and some other bodies used SPIS 4 which supported the processes of preparing electronic documents, their signing and validation. In 2019, when the process of integration of the new EDMS KRPAN began, various versions of the SPIS has beed used by 130 authorities and 13000 users. And at least 1,355 collections, 200 million documents and 115 million attachments or IMIS objects have been produced in SPIS.

Production of documentary (and thus archival) material in public administration system is already abundant. However, with increased digitalisation, the amount of digital material will only increase exponentially. Given the amount of material awaiting collection and the 30 years since the beginning of the introduction of the EDMS SPIS, the requirements for systemically arranged appraisal of archive material to the competent archives, or to the Slovenian electronic archives (e-archive), are becoming more and more important. The Slovenian e-archive is established in accordance with the OAIS reference model or.ISO 14721, which means that it is necessary to ensure appropriate procedures, including qualified personnel, capable of appraising massive quantities of ISUD material in accordance with Protection of Documents and Archives and Archival Institutions Act thus respecting the fundamental principles of safe e-storaging.

In addition to expert archive guidance documents, as key tools for the appraisal of archival material, it is necessary to develop effective additional technical instructions specifying the content and structure of the EDMS documents or the Receiving Information Packages (SIP) themselves. Each EDMS material source structure has its own specifics and in the appraisal process it is necessary to ensure, that they are transformed into an appropriate form of SIPs with a intention to transfer it to the repository. From the archivist's point of view, the key content of EDMS material is in particular archival subjects with related documents, records of documentary material in part also related classification plans, entity plans and other additional content. In addition to the content and structure of the EDMS material itself, special attention should also be paid to the corresponding metadata. In the process of exporting and transferring of material to the e-archive, where SIP is converted into an Archival Information Package (AIP), it is essential to maintain metadata comprehensively and to ensure that the source metadata is properly translationed. As the simplest solution for accessing of EDMS material in Virtual archive reading room, we can discern simple display of archival cases with document and a separate records of the documentary material. As a more complex solution a simulation of the source EDMS is represented. Such a display would make it possible to acces to relevant Dissemination Information Packages (DIP), i.e. individual archival cases and documents with all the associated metadata.

The model of appraisal, storage and access to EDMS material raises a number of challenges; from archival, to organisational, employees and highly technical. These are all challenges to which the modern archival profession has been looking for and trying to answer for many years both on the ground, working daily with creators of material, as well as through the implementation of various projects (OPRR, e-ARH.si: 2016-2021, e-ARH.si: NOO 2022-2025).

About the author:

Žiga Koncilija, Ph. D. has been employed at the Archives of the Republic of Slovenia in the Sector for the Protection of Administrative Archival Records. Through his work on the project of establishing the Slovenian electronic archives, he has dealt with various problems of acquisition, storage and access to archives in digital form and mostly cooperation with creators of archival records in the field of business procedures, internal rules and acquisition of archival records in physical and digital form.

David Gajić

odvetnik, doktorski študent, Alma Mater Europaea - ECM Maribor, Slovenija

david.gajic1@gmail.com

Podjetniško gradivo kot kulturna dediščina

Avtor predstavlja pomen poslovnih arhivskih dokumentov kot kulturne dediščine in arhivskega gradiva v Sloveniji. Predstavljen je pomen dejavnosti gospodarskih subjektov za okolje, v katerem delujejo, tako za območje Republike Slovenije kot tudi za širši mednarodni prostor. Izdelki, ki so nastali pri delovanju teh podjetij, so imeli, imajo in bodo imeli pomemben vpliv na kolektivno zavest državljanov Republike Slovenije. Primeri vključujejo pomembne stvaritve, kot so telefoni Iskre, oblačila Mure, nogavice Polzele, mesni izdelki MIP, aplikacija Talking Tom itd. Avtor se še posebej posveča vprašanju, kako zaščititi dokumentacijo, ki je omogočila takšne stvaritve. To so načrti, recepti, vzorci, organizacijski procesi in druge oblike dejavnosti podjetij, ki uresničujejo končni izdelek, bodisi da gre za fizično ali pa digitalno stvaritev. V raziskavi je preučeno razmerje, ki ga ima Republika Slovenija do shranjevanja in vrednotenja poslovnih arhivskih dokumentov. Ključni vprašanji sta, ali ima država interes za vrednotenje in ohranitev poslovnih arhivskih dokumentov ter ali je ta interes kolidira s privatnim lastnikom dokumentov. Še posebej zanimiva je usoda digitalnih dokumentov. Ob pregledu literature je najprej predstavljen kratek zgodovinski razvoj pomena in ohranjanja poslovnih arhivskih dokumentov. Predstavljen je tudi kratek primerjalni pregled pomena in ohranjanja poslovnih arhivskih dokumentov v drugih državah. Nato je na reprezentativnem vzorcu ugotavljano stališče države do poslovnih arhivskih dokumentov. Pregledali smo 175 podjetij v postopku insolventnosti in eno insolventno podjetje v obdobju 2009–2021.

Želeli smo odgovoriti na vprašanji, ali država vzpostavlja ustrezni pravni okvir za zajemanje in ohranjanje arhivskih zapisov podjetij ter ali obstaja sistem za praktično uporabo in izvajanje pravnih pravil. Uporabili smo kvantitativno raziskovalno metodo, natančneje opisno metodo. Rezultati raziskave so zelo zanimivi in presenetljivi. Ugotovili smo, da digitalnih arhivskih zapisov podjetij ni bilo zaznati v nobenem od obravnavanih primerov. V samo 19 primerih so pristojni arhivi izdali ustrezna navodila o definiciji arhivskih zapisov, vendar brez enotnih kriterijev o vrednotenju arhivskih zapisov podjetij.

O avtorju:

David Gajić ima diplomo iz prava ter 20 let izkušenj v poslovnem svetu. V zadnjih desetih letih je delal kot pravni svetovalec v postopkih insolventnosti. V tej vlogi se je soočil s problemom trajnega ohranjanja in vrednotenja arhivskih zapisov podjetij kot kulturne dediščine. Odločil se je za doktorski študiji arhivistike na Alma Mater Europaea, edini izobraževalni instituciji v Sloveniji, ki ponuja takšen program. Cilj njegovega študija je zagotoviti, da bodo arhivski zapisi podjetij, kot kulturna dediščina, ki so pomembni za razvoj države same, ustrezno identificirani in ohranjeni kot taki.

David Gajić

Corporate Lawyer, Doctoral Student, Alma Mater Europaea - ECM Maribor, Slovenia

david.gajic1@gmail.com

Corporate Archives as Cultural Heritage

The thesis presents the significance of the corporate records as archival records and cultural heritage in Slovenia. The significance of the activities of economic entities for the environment in which they operate, for the area of the Republic of Slovenia and for the wider international environment is presented. The products that have been formed in the operation of these companies have had, are having and will have a significant impact on the collective consciousness of the citizens of the Republic of Slovenia. Examples include important creations such as the Iskra phone, Mura's clothes, Polzela's socks, MIP meat products, the Talking Tom app, etc. In particular, the author addresses the question of how to protect the records that made such creations possible. These are plans, recipes, patterns, organisational processes and other forms of activity of the companies that realise the final product, whether it is a physical or digital creation. This research examines the relationship the Republic of Slovenia has on the issue of storage and appraisal of corporate archival records. The key issue is whether the state has an interest in the appraisal and preservation of corporate archival records and whether this interest conflicts with the private owner of the records. Of particular interest is the fate of the records in digital form. The literature review first presents a brief historical development of the meaning and preservation of corporate archival records. A brief comparative overview of the meaning and preservation of corporate archival records in other countries is also presented. The author then sought to establish, on a representative sample, the attitudes of the country towards corporate archival records. We looked at 175 companies in insolvency proceedings and one insolvent company in the period 2009-2021.

The author therefore sought to answer the questions of whether the state is setting up an appropriate legal framework for the capture and preservation of corporate archival records and whether there is a system in place for the practical application and implementation of legal rules. We used a quantitative research method, more specifically a descriptive method. The results of the research are very interesting and surprising. The author found that no digital corporate archival records were detected in any of the cases considered. In only 19 cases, the competent archives had issued appropriate guidance on the definition of archival records, but without uniform criteria on the appraisal of corporate archival records.

About the author:

David Gajić holds a Bachelor's degree in Law. He has 20 years of experience in business. In the last ten years he has worked as a legal adviser in insolvency proceedings. In this capacity he has been confronted with the problem of the permanent preservation and valorisation of corporate archival records as cultural heritage. He decided to pursue a PhD in archival studies at Alma Mater Europea, the only education institution in Slovenia to offer such a programme. Its aim is to ensure that corporate archival records, as a cultural heritage and important for the development of the country itself, is identified and properly preserved as such.

Anja Prša

višja arhivistka, Zgodovinski arhiv Celje, Slovenija

anja.prsa@zac.si

mag. Boštjan Zajšek

arhivski svetovalec, Pokrajinski arhiv Maribor, Slovenija

bostjan.zajsek@pokarh-mb.si

Nina Kralj Frece

notarska pomočnica, Notarska pisarna notarke Sonje Kralj, Slovenj Gradec, Slovenija

nina.kralj.frece@gmail.com

Notarji kot ustvarjalci arhivskega gradiva

Avtorji obravnavajo nekatere vidike upravljanja gradiva notarjev, ki so po veljavni arhivski zakonodaji opredeljeni kot ustvarjalci javnega arhivskega gradiva oziroma kot javnopravne osebe. Ker gre za dokaj mlado gradivo (notariati so bili pri nas ukinjeni konec druge svetovne vojne in ponovno ustanovljeni šele po osamosvojitvi Slovenije leta 1994, delovati pa so začeli naslednje leto), arhivski strokovni delavci in notarji oziroma njihovi uslužbenci, ki delajo z gradivom v notarskih pisarnah, še nimajo veliko praktičnih izkušenj z odbiranjem in izročanjem tega gradiva pristojnim arhivom. Zato se tako v arhivski stroki kot tudi pri notarjih pojavljajo različna vprašanja in izzivi, ki bodo predstavljeni.

Med pomembnejšimi je vprašanje vrednotenja dokumentarnega gradiva, ne le tistega, ki nastaja v notarskih pisarnah, temveč tudi pri Notarski zbornici Slovenije kot stanovskega združenja notarjev. Notarji namreč ne poslujejo samo kot nosilci javnega pooblastila, pri njih nastaja tudi dokumentarno gradivo zasebnega značaja. Izziva vrednotenja se je lotila Medarhivska delovna skupina za pravosodje skupaj s predstavniki notarjev in notarske zbornice, ki so tudi dali pobudo za tovrstno sodelovanje. Rezultat skupnih prizadevanj so oblikovanje klasifikacijskih načrtov za notarske pisarne in notarsko zbornico ter enotna pisna strokovna navodila za gradivo notarjev.

Drugo pomembno vprašanje se dotika notarskega gradiva v elektronski obliki. Med delovnimi sestanki so se arhivski strokovni delavci seznanili z načrti notarske zbornice o pretvorbi že obstoječega dokumentarnega gradiva notarjev v digitalno obliko in posledično uničenjem gradiva na papirnatih nosilcih. Na ta način bi radi rešili problematiko pomanjkanja prostorov za hrambo gradiva v fizični obliki. Hkrati notarji in notarska zbornica v skladu s trendi prehajajo s klasičnega papirnatega na elektronsko poslovanje. To pomeni, da bi popolnoma digitalizirali poslovanje notarskih pisarn, ki trenutno ustvarjajo hibridno gradivo, torej tako elektronsko (vpisniki, predlogi za vpis v zemljiško knjigo ali sodni register idr.) kot tudi klasično na papirju.

Naslednji izziv je stališče predstavnikov notarske zbornice, da bi moralo imeti arhivsko gradivo notarjev (to so javne listine – notarski zapisi, notarski zapisniki in notarska potrdila – ter vpisniki in imeniki k vpisnikom) potem, ko ga prevzamejo javni arhivi, zaradi varstva osebnih podatkov in tajnosti sklenjenih pravnih poslov omejen dostop. Tako stališče pa je v nasprotju z veljavno arhivsko zakonodajo. Pomisleki glede dostopanja do gradiva so povezani tudi s hrambo le-tega, saj bi se ob morebitni uveljavitvi omejenega dostopa do notarskega gradiva v javnih arhivih pojavilo vprašanje smiselnosti njegovega prevzemanja. Predstavitev je tako prispevek k boljšemu razumevanju problematike upravljanja notarskega gradiva in pristopov k reševanju le-te.

O avtorjih:

Anja Prša je od leta 2016 zaposlena v Zgodovinskem arhivu Celje, kjer skrbi za fonde s področja pravosodja. Leta 2019 se je vpisala na doktorski študij Arhivskih znanosti na Almi Mater ECM. Pretežno se ukvarja s problematiko vrednotenja.

Mag. Boštjan Zajšek je diplomiral na Pedagoški fakulteti Univerze v Mariboru kot profesor nemškega jezika in zgodovine. V letih 2002 do 2011 je bil zaposlen v prosveti kot učitelj nemščine. Leta 2008 je na Filozofski fakulteti Univerze v Mariboru magistriral iz zgodovine, od istega leta naprej je zaposlen v Pokrajinskem arhivu Maribor kot arhivist. Od leta 2012 je pristojen za arhivsko gradivo s področja pravosodja.

Nina Kralj Frece je zaposlena kot notarska pomočnica v notarski pisarni notarke Sonje Kralj v Slovenj Gradcu. Diplomirala je na Pravni fakulteti Univerze v Ljubljani in opravljala pripravništvo v notarski pisarni in pri Okrožnem sodišču v Slovenj Gradcu. V okviru Notarske zbornice Slovenije sodeluje v delovnih skupinah in projektih, kot je razvoj orodij za pomoč pri digitalizaciji notarskega dela in razvoju dokumentnega sistema. Aktivno sodeluje tudi v mednarodnih projektih in usposabljanjih ter tako prispeva k nadaljnjemu širjenju idej in razvoju notariata v Republiki Sloveniji, v okviru evropske zveze notariatov CNUE, ki vključuje 22 držav članic, in svetovne zveze notariatov UINL, ki vključuje 91 držav članic.

Anja Prša

Senior Archivist, Historical Archives Celje, Slovenia

anja.prsa@zac.si

Boštjan Zajšek, M. sc.

Archival Adviser, Regional Archives Maribor, Slovenia

bostjan.zajsek@pokarh-mb.si

Nina Kralj Frece

Notary Assistant, Notary Office of Sonja Kralj, Slovenj Gradec, Slovenia

nina.kralj.frece@gmail.com

Notaries as Creators of Archival Records

The authors discuss some aspects of records management of notaries, who are, according to the current Slovenian archival legislation, creators of archival records and legal entities of public law. Notaries in Slovenia were abolished after the Second World War. They were re-established after the independence of Slovenia in 1994 and started to operate in 1995. Archival records created by notaries are relatively young, therefore neither the archivists nor notaries have gained practical experience with disposition of notarial archival records and their acquisition by competent archival institutions. For this reason, various questions and challenges arise both in archival profession and among notaries and will be presented.

One of the most important questions refers to the appraisal of records, not only the one created by notaries but also at the Chamber of Notaries of Slovenia as a professional association of notaries. As legal entities of public law on the basis of public authority, notaries do not only create public archival records but also produce private records. Archivists within the Interarchival Working Group for Archival Records of Jurisdiction together with representatives of creators (i. e. notaries and the Chamber of Notaries) who initiated this cooperation, have embarked upon appraisal of notary records. The results of joint efforts are the creation of classification plans for both notaries and the Chamber of Notaries as well as written professional instructions for notary records.

Another important question refers to notary records in digital form. In joint work meetings, the Chamber of Notaries introduced their plan for digitization of the paper-based notary records and consequent destruction of digitized paper records. With the realisation of this plan the Chamber wants to solve the problem of shortage of storage space needed for notary records in paper form. At the same time, notaries and the Chamber are in process of digitizing their office management. This means moving away from current hybrid records towards an entirely digital records management.

The third challenge of this presentation refers to the accessibility of notary archival records once in storage at an archival institution. From creator´s point of view, notary archival records should have limited access due to the protection of personal data and confidentiality of legal transactions. This standpoint is in conflict with the current archival legislation. Concerns regarding the access of notary archival records also relate to their storage. Should the access of notary archival records held in public archives really be limited, one can question the point of their acquisition. This presentation is a contribution to a better understanding of issues regarding managing notary records as well as approaches to solving them.

About the authors:

Anja Prša has been employed at the Historical Archives Celje since 2016, where she manages archives related to the field of justice. In 2019, she enrolled in the doctoral program in archival science at Alma Mater Europaea ECM. She mainly deals with issues related to appraisal.

Boštjan Zajšek, M. Sc. graduated from the Faculty of Education at the University of Maribor as a teacher of German language and history. From 2002 to 2006, he worked in education as a German language teacher. In 2008, he earned his master's degree in history from the Faculty of Arts at the University of Maribor, and since the same year, he has been employed at the Regional Archives Maribor as an archivist. Since 2012, he has been responsible for archival material in the field of justice.

Nina Kralj Frece is employed as a notarial assistant in the notary office of Sonja Kralj in Slovenj Gradec. Within the Notary Chamber of Slovenia, she participates in working groups and projects, such as the development of tools to assist in the digitalization of notarial work and the development of a document system. She also actively participates in international projects and training, contributing to the further dissemination of ideas and the development of notary work in the Republic of Slovenia, within the European Notarial Network (CNUE), which includes 22 member states, and the International Union of Notaries (UINL), which includes 91 member states.

mag. Tomaž Moškon

direktor, Logitus d. o. o., Ljubljana, Slovenija

tomaz.moskon@logitus.com

Leo Čelofiga

ravnatelj, Osnovna šola Brezno Podvelka, Slovenija

leo.celofiga@os-brezno.si

dr. Vinko Skitek

arhivist, Pokrajinski arhiv Maribor, Slovenija

vinko.skitek@pokarh-mb.si

dr. Miroslav Novak

arhivski svetnik, Pokrajinski arhiv Maribor, Slovenija

miroslav.novak@pokarh-mb.si

Primerno zajeto gradivo in metapodatki ter njihov nadaljnji pomen za oblikovanje sprejemnega informacijskega paketa dokumentacije s področja vzgoje in izobraževanja

V sodobnih informacijskih sistemih se gradivo, vključno z metapodatki, hrani pretežno v elektronski obliki. Po zajemu v sisteme za elektronsko hrambo pri ustvarjalcih mine vrsto let, da nastopi čas za izločanje, odbiranje in predajo pristojnim arhivom. Slednji tudi ne morejo opraviti svojega dela, če ponudniki storitev ali sistemov s področja zajema in e-hrambe inicialno ne zajamejo ali shranijo dovolj informacij.

Zato je ključno, da je gradivo primerno zajeto in inicialno opremljeno s potrebnimi metapodatki in informacijami, ki kot entitete v vseh nadaljnjih fazah omogočajo dostopnost in uporabnost ter zagotavljajo verodostojnost elektronskega gradiva in njegovih komplementarnih vsebin.

Zbrani metapodatki hkrati omogočajo učinkovito iskanje in učinkovito deljenje, vključno s poznejšo celovito ponovno uporabo. Natančni in zanesljivi metapodatki predstavljajo tudi predpogoj za implementacijo poenotenih pravil za odbiranje pristojnih arhivov, priložnosti uporabe umetne inteligence (AI) ali strojnega učenja tako v sami dokumentnih kot tudi v arhivskih in drugih informacijskih sistemih.

Sistematično in celovito upravljanje metapodatkov v postopku oblikovanja oz. ustvarjanja sprejemnega informacijskega paketa (SIP) pri ustvarjalcu oblikuje pomembne temelje za poznejše varovanje in ohranjanje ter uporabo e-arhivskega gradiva. Osnovni model strukture SIP-a je opredeljen v standardu SIST ISO 14721. Njegova neposredna implementacija pa zahteva mnoge standardizirane organizacijske, arhivske strokovne, informacijske in druge rešitve.

Da bi lahko arhivski strokovni delavci na operativnem nivoju uspešno pripravili različna pisna strokovna in tehnična navodila, potrebujejo zelo natančne podatke ne samo o delovanju informacijskega sistema za upravljanje z dokumenti (ISUD), v katerega se izvede inicialni zajem ali e hramba, ampak tudi odnose med enim ali več izvornimi sistemi, v katerih nastajajo in se začasno ohranjajo elektronska gradiva, ter tem enim ali več komplementarnimi ponornimi sistemi, ki omogočajo njihovo dolgoročno hrambo pri ustvarjalcu. V tem kontekstu bo izvedena predstavitev Logitusovega celovitega sistema za upravljanje elektronskih gradiv, ki ga uporabljajo na več področjih (vzgoja in izobraževanje, zdravstvo, finančno-računovodski servisi ipd.).

V nadaljevanju predstavitve bodo posredovane metode in postopki izdelave SIP-a pri ustvarjalcu. Na operativni ravni bo predstavljen primer urejanja odnosov in načinov informiranja med ponudnikom storitev, ustvarjalcem arhivskega gradiva in pristojno arhivsko ustanovo. Posebna pozornost pa bo posvečena identificiranju, vrednotenju in validaciji metapodatkov, ki so implementirani za potrebe upravljanja šolske dokumentacije Osnovne šole Brezno - Podvelka v okolju e-Asistent (ponudnik eŠola d. o. o.) in eHramba Logitus. V tem sklopu bodo opravljeni tudi preverjanje in vrednotenje ter validacija izbranih kontekstnih vsebin iz komplementarnih virov, kakor tudi prikaz možnosti vzpostavitev podpornih informacijskih sistemov za izvedbo postopkov, ki bi bili namenjeni tudi pomoči pristojnim arhivom, popisu in deljenju relevantnih informacij ali navodil za ustvarjalce.

Ob koncu bodo predstavljeni še zaznani odprti problemi, ki se nanašajo predvsem na splošno metapodatkovno XML-shemo, na metode in načine upravljanje arhivskega informacijskega paketa (AIP) v e-arhivskem skladišču pristojnega arhiva ter zahtevam za prilagoditve pregledovalnika dostavnega informacijskega paketa (DIP).

O avtorjih:

Mag. Tomaž Moškon je magister informacijsko upravljavskih ved, sicer diplomant Fakultete za elektrotehniko iz Ljubljane. Leta 2007 je ustanovil podjetje Logitus d. o. o., ki je certificiran ponudnik zajema in e-hrambe. Ima dolgoletne izkušnje iz upravljanja večjih delovnih skupin, podjetij ter informacijskih projektov in sistemov. Je avtor več potrjenih notranjih (tudi vzorčnih) pravil ter član nacionalne ekspertne skupine za pripravo tehničnega standarda s področja zajema in e-hrambe.

Leo Čelofiga je leta 2000 diplomiral na Pedagoški fakulteti v Mariboru, postal je profesor matematike. V začetku svoje kariere je poučeval na OŠ Brezno - Podvelka, OŠ Dobrna, Srednji šoli Muta in OŠ Lovrenc na Pohorju. Svojo kreativnost je potrjeval v sodelovanju s Hišo eksperimentov, kjer je sodeloval pri izdelavi 40. eksperimenta Oči nas vlečejo za nos. V letih 2012 in 2013 je bil vodja študijske skupine za matematiko Zavoda za šolstvo OE Maribor. Od decembra 2014 je prevzel vodenje Osnovne šole Brezno - Podvelka. Leta 2020 je pridobil strokovni naziv svetnik. V letih 2020 in 2021 vodil aktiv ravnateljev zgornje Dravske doline in aktiv ravnateljev koroške regije.

Dr. Vinko Skitek je leta 2009 diplomiral iz zgodovine na Filozofski fakulteti Univerze v Mariboru. Na isti fakulteti je leta 2016 ubranil doktorsko disertacijo na temo nemške civilne uprave na Koroškem med drugo svetovno vojno. Od leta 2018 naprej je zaposlen v Pokrajinskem arhivu Mariboru, kjer vodi delo na Enoti za Koroško. Je avtor 92 strokovnih in znanstvenih del, vezanih na zgodovino Koroške in tamkajšnje arhivsko gradivo.

Dr. Miroslav Novak je leta 1986 diplomiral iz zgodovine in sociologije kulture na Filozofski fakulteti Univerze v Ljubljani. Leta 1999 je bi promoviran na Univerzi v Zagrebu v doktorja družbenih znanosti – znanstveno polje: informacijske znanosti. Od leta 1986 je zaposlen v Pokrajinskem arhivu Maribor, kjer je leta 2007 pridobil arhivski strokovni naziv arhivski svetnik. Od leta 2013 sodeluje tudi z visokošolskim zavodom Alma Mater Europaea ECM Maribor, kjer je od leta 2018 dalje izredni profesor za arhivistiko. Je avtor več kot 480 objavljenih in izvedenih del, povezanih z arhivistiko, informatiko in zgodovinopisjem.

Tomaž Moškon, M. Sc.

Director, Logitus d. o. o., Ljubljana, Slovenia

tomaz.moskon@logitus.com

Leo Čelofiga

Principal, Brezno-Podvelka Elementary School, Slovenia

leo.celofiga@os-brezno.si

Vinko Skitek, Ph. D.

Archivist, Regional Archives Maribor, Slovenia

vinko.skitek@pokarh-mb.si

Miroslav Novak, Ph. D.

Archival Councillor, Regional Archives Maribor, Slovenia

miroslav.novak@pokarh-mb.si

Appropriately Captured Records and Metadata and their Further Significance for the Creation of the SIP Package in the Field of Education

In modern information systems, contents including metadata are mostly stored in electronic form. After being captured by electronic storage systems, it takes many years for creators to decide what to discard and what to keep and submit to archives. Archives cannot do their work properly if service or system providers in the capture and electronic storage area do not initially capture or store enough information.

Therefore, it is crucial for material to be appropriately captured and initially equipped with the necessary metadata and information, which, as entities in all subsequent stages, enable accessibility, usability, and ensure the credibility of electronic records and their complementary content.

Collected metadata also enables efficient search and sharing, including later comprehensive reuse. Accurate and reliable metadata is also a prerequisite for implementing unified rules for the selection of archives, opportunities to use artificial intelligence (AI) or machine learning in document, archival, and other information systems.

Systematic and comprehensive metadata management in the process of designing or creating a Submission Information Package (SIP) by the creator establishes important foundations for later protection, preservation, and use of electronic archival records. The basic structure model of SIP is defined in the standard SIST ISO 14721. Its direct implementation requires many standardized organizational, archival professional, information, and other solutions.

In order for archival professionals to successfully prepare various written professional and technical instructions at the operational level, they need very precise data not only about the functioning of the document management information system, where the initial capture or electronic storage is carried out but also the relationships among one or more source systems in which electronic records are created and temporarily preserved and this one or more complementary destination systems that enable their long-term preservation by the creator. In this context, the presentation of Logitus' comprehensive system for managing electronic records, which is used in several areas (education, healthcare, financial-accounting services, etc.), will be provided.

In the continuation of the presentation, methods and procedures for creating SIP by the creator will be presented. At the operational level, an example of the arrangement of relationships and methods of informing between the service provider, the creator of archival records, and the competent archival institution will be given. Special attention will be paid to the identification, appraisal, and validation of metadata implemented for the purpose of managing school documentation of the Brezno Podvelka Elementary School in the e-Asistent (provider eŠola d.o.o.) and eHramba Logitus environment (provider Logitus d.o.o.) . In this context, a check, evaluation, and validation of selected contextual content from complementary sources will also be performed, and the possibility of establishing supportive information systems for carrying out procedures that would also help competent archives, inventory, and sharing of relevant information or instructions for creators will be demonstrated.

Finally, perceived open problems will be presented, which mainly relate to the general XML metadata schema, methods and ways of managing AIP in the e-archive repository, and the need for developing appropriate solutions.

About the authors:

Tomaž Moškon, M. Sc., is a master of Information Management, a graduate of the Faculty of Electrical Engineering in Ljubljana. In 2007, he founded the company Logitus d.o.o., which is a certified provider of capture and e-storage services. He has extensive experience in managing larger teams, companies, and information projects and systems. He is the author of several certified internal (including sample) rules and a member of the national expert group for the preparation of technical standards in the field of capture and e-storage.

Leo Čelofiga graduated from the Faculty of Education in Maribor in 2000 and became a mathematics professor. At the beginning of his career, he taught at elementary and secondary schools. He demonstrated his creativity by collaborating with the House of Experiments, where he participated in the development of the 40th experiment called "Our Eyes Deceive Us". In 2012 and 2013, he was the leader of the study group for mathematics at the Institute of Education Maribor. Since December 2014, he is the principal of Brezno-Podvelka Elementary School. In 2020, he obtained the professional title of "counsellor". In 2020 and 2021, he led the council of principals of the Upper Drava Valley and the Carinthian region.

Vinko Skitek, Ph. D., graduated in gistory from the Faculty of Arts at the University of Maribor in 2009. He defended his doctoral dissertation on the topic of the German Civil Administration in Carinthia during World War II at the same faculty in 2016. Since 2018, he has been employed at the Regional Archives Maribor, where he leads the work at the Carinthia Unit. He is the author of 92 professional and scientific works related to the history of Carinthia and archival records from that region.

Miroslav Novak, Ph. D., graduated in History and Sociology of Culture from the Faculty of Arts at the University of Ljubljana in 1986. In 1999, he was awarded a PhD in Social Sciences - field of study: Information Science from the University of Zagreb. Since 1986, he has been employed at the Regional Archives Maribor, where he obtained the professional title of "archival counsellor" in 2007. Since 2013, he has also collaborated with the Alma Mater Europaea ECM Maribor higher education institution, where he has been an associate professor of archival science since 2018. He is the author of more than 480 published and performed works related to archival and information science, and historiography.

Mojca Kosi

arhivistka, Pokrajinski arhiv Maribor, Slovenija

mojca.kosi@pokarh-mb.si

Strokovno usposabljanje za delo z dokumentarnim gradivom

"Tudi najmodrejši um se mora še česa naučiti." (George Santayana)

Avtorica bo poudarila pomen stalnega izobraževanja za delo z dokumentarnim gradivom, še zlasti zaposlenih pri javnopravnih osebah, ki so ustvarjalci javnega arhivskega gradiva. Vseživljenjsko učenje (VŽU) je v današnjem času že uveljavljen termin, ki nam pove, da izobraževanje in učenje ne potekata samo v formalnem šolskem sistemu na primarnem, sekundarnem in terciarnem nivoju, ampak potekata na formalen in neformalen način vse življenje. Tudi delodajalci imajo vedno večje zahteve in pričakujejo od svojih zaposlenih, da bodo pridobili različna znanja za delovne naloge, ki jih opravljajo. Sem sodi tudi izobraževanje zaposlenih pri javnopravnih osebah, ki delajo z dokumentarnim gradivom. Upravljanje z dokumentarnim gradivom je zahteven proces, saj zaposleni upravljajo tudi s potencialnim arhivskim gradivom, ki je kulturni spomenik in kot tako zaščiteno. Zato je nujno potrebno, da zaposleni poznajo specifike dela z dokumentarnim gradivom in tveganja, ki pri upravljanju s tem gradivom obstajajo, tako pri fizičnem kot elektronskem gradivu.

Avtorica v prispevku izhaja iz lastnih izkušenj pri organizaciji usposabljanj in izpostavlja težave, ki se najpogosteje pojavljajo pri udeležencih, ki se morajo udeleževati strokovnih usposabljanj, tako uvodnega usposabljanja s preizkusom strokovne usposobljenosti pri pristojnem arhivu kot seminarjev za obvezno dopolnjevanje in obnovo pridobljenega strokovnega znanja, ki jih organizirajo pristojni arhivi. Te težave so ponavadi naslednje: delodajalec ne napoti svojih zaposlenih na usposabljanja s preizkusom strokovne usposobljenosti; delodajalec napoti zaposlene na usposabljanja s preizkusom strokovne usposobljenosti, vendar jih potem več ne napoti na obvezno dopolnjevanje in obnovo pridobljenega strokovnega znanja; zaposleni se ne udeleži dopolnjevanja znanja pred potekom 3 let od zadnjega usposabljanja ali opravljenega izpita (ker je pozabil, kdaj potečejo 3 leta, ker pristojni arhivi v zadnjih mesecih pred potekom 3 let niso organizirali nobenega usposabljanja, zaradi dolgotrajne odsotnosti, npr. zaradi bolezni, porodniškega dopusta in podobno); ponovna opravljanja preizkusa po poteku 3 let (stres za zaposlene) ipd.

Avtorica predvideva, da večina udeležencev informacije o strokovnih usposabljanjih najprej poišče na spletni strani pristojnih arhivov, zato bo analizirala objave o usposabljanjih na spletnih straneh arhivov. Cilj je, da analizira različne prakse objavljanja informacij o usposabljanjih, ki so pomembne za zaposlene pri javnopravnih osebah, in poskusi oblikovati smernice, da bi potencialni udeleženci dobili enostavne, točne in nedvoumne informacije, potrebne za načrtovanje usposabljanj, ki se jih morajo udeležiti.

O avtorici:

Mojca Kosi je po izobrazbi profesorica sociologije in zgodovine. Njena želja je vedno bila, da bi poučevala otroke zgodovino, in rada je rekla, da nikoli ne želi delati v arhivu, ker bi tam umrla od dolgčasa. Usoda pa je, kot se to rado zgodi, imela drugačne načrte in tako je leta 2016 Mojca Kosi postala magistrica arhivistike in dokumentologije ter se zaposlila v Arhivu Republike Slovenije, leta 2021 pa v Pokrajinskem arhivu Maribor, kjer med drugim skrbi za usposabljanje javnopravnih oseb za delo z dokumentarnim gradivom in sodeluje pri pedagoških programih. Danes zatrjuje, da delo v arhivu ni niti malo dolgočasno, ampak zelo dinamično, raznoliko in odgovorno. Po lastnih besedah je zelo ponosna na to, da je arhivistka.

Mojca Kosi

Acrhivist, Regional Archives Maribor, Slovenia

mojca.kosi@pokarh-mb.si

Professional Education for Managing Records

"Even the wisest mind still has something to learn." George Santayana

Lifelong learning (LLL) is an established term nowadays, which tells us that education and learning does not only take place in the formal school system at the primary, secondary and tertiary levels, but takes place throughout life in a formal and informal way. The demands of employers are also increasing and they expect their employees to acquire various skills for the tasks they perform. This also includes the training of employees of public legal entities who work with records. Managing records is a demanding process, as employees also manage potential archival records, which are cultural heritage and protected as such. Therefore, it is absolutely necessary that employees know the specifics of working with records and the risks that exist when managing this material, both with physical and electronic records.

In the presentation, the author draws on her own experience in organizing trainings and points out the problems that most often arise for participants who have to take part in professional training, both introductory training with a test of professional competence at the competent archives and seminars for mandatory renewal of acquired professional knowledge, which are organized by the competent archives. These problems are usually the following: the employer does not send its employees to training with a test of professional competence, the employer sends employees to training with a test of professional competence, but then no longer sends them to the mandatory renewal of the acquired professional knowledge; the employee does not take part in the updating of knowledge before the expiration of 3 years from the last training or passing the exam (because he forgot when the 3 years expires, because the competent archives did not organize any training in the last months before the expiration of the 3 years, long-term absences, e.g. due to illness, maternity leave and similar), retaking the test after 3 years (stress for employees)...

The author assumes that the majority of participants first look for information about professional training on the website of the competent archives. Therefore she will analyse publications about training on the websites of competent archives. The aim is to analyse different practices of publishing information about trainings relevant to employees of public legal entities and to try to formulate guidelines so that potential participants get simple, accurate and unambiguous information they need when planning the trainings they have to attend.

About the author:

Mojca Kosi is a professor of sociology and history by education. Her desire was always to teach children history, and she liked to say that she never wanted to work in an archives because she would die of boredom there. But fate, as it likes to happen, had different plans, and in 2016 Mojca Kosi became a master of archival science and was employed at the Archives of the Republic of Slovenia, and in 2021 at the Regional Archives Maribor, where, among other things, she takes care of the training of public legal entities for working with records and participating in pedagogical programs. Today, with full consciousness, she asserts that work in the archive is not at all boring, but very dynamic, diverse and responsible. She is very proud to be an archivist.

dr. Benjamin Lesjak

docent, Univerza na Primorskem, Fakulteta za management, Koper, Slovenija
strokovni direktor, DATAINFO.SI, d. o. o., Maribor, Slovenija
benjamin.lesjak@datainfo.si

Novosti ZVOP-2 glede obdelave osebnih podatkov za arhivske namene

V začetku leta 2023 je bila v Sloveniji sprejeta nova zakonodaja na področju varstva osebnih podatkov, to je Zakon o varstvu podatkov (ZVOP-2), ki omogoča popolno uveljavitev Splošne uredbe o varstvu podatkov (angl. GDPR) tudi v slovenskem pravnem prostoru. Slovenija je zadnja članica EU, ki je, skoraj pet let po uveljavitvi GDPR na ravni Unije, omogočila celotno izvajanje določb GDPR tudi na svojem območju. Novi zakon uvaja bistveno določbo, da je nadzorni organ za to področje Informacijski pooblaščenec, ki ima sedaj vse pristojnosti po GDPR, tudi za izrekanje kazni. Novi ZVOP 2 določa podobno kot stari zakon nekatere področne ureditve varstva, ki so po GDPR prepuščene ureditvi nacionalne zakonodaje.

Avtor bo predstavil nekatere bistvene spremembe, ki jih uvaja nova zakonodaja glede obdelave osebnih podatkov za znanstvenoraziskovalne, zgodovinskoraziskovalne, statistične in arhivske namene. Predvsem na področju obdelav za arhivske namene imamo nekatera nova določila, ki so sedaj konkretizirala določena vprašanja, ki smo jih doslej interpretirali na podlagi GDPR. ZVOP-2 določa v 71. členu, da je obdelava osebnih podatkov za namene arhivskega delovanja dovoljena, če to določa zakon. Upravljavec mora določiti ukrepe za varnost osebnih podatkov in posebne ukrepe za varstvo interesov posameznika, na katerega se nanašajo osebni podatki. Posameznik nima pravice do dostopa do lastnih osebnih podatkov v arhivskem gradivu, če bi dajanje informacij ali kopij zahtevalo očitno nesorazmeren napor. Posameznik tudi nima pravice zahtevati popravka, izbrisa, omejitve obdelave, prenosljivosti osebnih podatkov ali izvršitve pravice do ugovora v skladu z določbami Splošne uredbe o varstvu podatkov, če zakon, ki ureja varstvo dokumentarnega in arhivskega gradiva ter arhive, določa drugače. V primeru, ko posameznik navaja netočnost ali neposodobljenost svojih osebnih podatkov, pa ima možnost dati dopolnilno izjavo, ki se lahko priloži arhivskemu gradivu ali na gradivu ustrezno označi.

Obenem bo avtor osvetlil nekatera nova pravila, ki se uvajajo na področju svobode izražanja in dostopa do informacij javnega značaja, videonadzora in biometrije. Predstavil bo, kako je dopustna obdelava podatkov za namene evidentiranja vstopov in izstopov, obdelava ob strokovnem nadzoru in v zvezi s kontaktnimi podatki ter osebnimi dokumenti. Predstavil bo bistvene novosti, ki so pomembne tako za javni kot zasebni sektor, pri čemer se bo dotaknil tudi kazenskih določb, ki jih ZVOP-2 dodatno uvaja ne samo za pravne, ampak tudi odgovorne osebe. Predvsem pa bo izpostavil pomen ureditve področja varstva osebnih podatkov v vaši organizaciji in zakaj je smiselno zagotavljanje in preverjanje skladnosti z zakonodajo na tem področju.

O avtorju:

Dr. Benjamin Lesjak je pravnik in informatik ter docent na Fakulteti za management Univerze na Primorskem. Njegovo delo se osredotoča na povezovanje prava in informatike, predvsem v okviru varstva zasebnosti in informacijske družbe. Sodeluje pri različnih predmetih, ki se nanašajo na to področje. Kot član projekta SAFE.SI izvaja svetovanja in izobraževanja za otroke, njihove starše in učitelje o varni rabi interneta in varstvu zasebnosti ter informacijski varnosti. Poleg tega je soustanovitelj in strokovni direktor podjetja DATAINFO.SI, v katerem zagotavljajo celovite rešitve za varstvo osebnih podatkov, pri čemer številnim podjetjem urejajo skladnost na tem področju. Pri svojem delu se aktivno zavzema za skrbno ravnanje z zasebnostjo, osebnimi podatki in zaščito pravic posameznikov.

Benjamin Lesjak, Ph. D.

Assistant Professor, University of Primorska, Faculty of Management, Koper, Slovenia

Professional Director, DATAINFO.SI, d. o. o., Maribor, Slovenia

benjamin.lesjak@datainfo.si

Novelties of the Personal Data Protection Act for Archiving Purposes

At the beginning of 2023, a new Data Protection Act (ZVOP-2), was adopted in Slovenia, enabling the full implementation of the General Data Protection Regulation (GDPR) in the Slovenian legal system. Slovenia is the last EU member state to allow the full enforcement of the GDPR provisions within its borders, almost five years after its introduction. The new law introduces a significant provision, with the supervisory authority for this area being the Information Commissioner, who now has all the powers under the GDPR, including the power to impose fines. Similar to the old law, the new ZVOP-2 also sets out some specific provisions on data protection, which are left to national legislation under the GDPR.

The author will present some of the essential changes introduced by the new legislation regarding the processing of personal data for scientific, historical, statistical, and archival purposes. Particularly, there are new provisions regarding the processing of data for archival purposes, which now specify some of the issues that were previously subject to interpretation under the GDPR. Section 71 of the ZVOP-2 states that the processing of personal data for archival purposes is permitted if the law allows it. The controller must define measures for the security of personal data and specific measures for the protection of the individual whose personal data is being processed. The individual does not have the right to access their personal data in archival material if providing information or copies would require an obviously disproportionate effort. Additionally, the individual cannot demand rectification, erasure, restriction of processing, data portability, or the right to object to the processing of their personal data, as stipulated in the GDPR, if the law regulating the protection of documentary and archival material provides otherwise. However, if the individual declares that their personal data is inaccurate or not up to date, they have the opportunity to provide a supplementary statement with contradictory facts, which can be attached to the archival material or appropriately marked on the material.

Furthermore, the author will shed light on some new rules being introduced in the areas of freedom of expression and access to public information, video surveillance, and biometrics. He will present how data processing is permitted for purposes of recording entries and exits, under professional supervision and for the processing of contact data and personal documents. He will outline the significant innovations that are relevant to both the public and private sectors, while also touching on the penal provisions that the ZVOP-2 introduces not only for legal entities but also for responsible individuals. Above all, he will emphasize the importance of regulating the area of data protection within your organization and why ensuring and verifying compliance with legislation in this area is essential.

About the author:

Benjamin Lesjak, Ph. D. is a lawyer and computer scientist, as well as an assistant professor at the Faculty of Management at the University of Primorska. His work focuses on the intersection of law and computer science, particularly in the areas of privacy protection and the information society. He collaborates on various subjects related to this field. As a member of the SAFE.SI project, he provides advice and education to children, their parents, and teachers about safe internet use, privacy protection, and information security. In addition, he is a co-founder and expert director of the company DATAINFO.SI, which provides comprehensive solutions for personal data protection, ensuring compliance in this area for many companies. In his work, he actively advocates for careful handling of privacy, personal data, and protection of individual rights.

mag. Žiga Primc

etični heker, detektiv, Evidentium d. o. o., Trzin, Slovenija

ziga.primc@evidentium.si

Osnove kibernetske varnosti v praksi

Kibernetska varnost se nanaša na zaščito informacij pred neupravičenim dostopom, uporabo, spreminjanjem ali uničenjem. V praksi pomeni kibernetska varnost uvedbo različnih ukrepov, ki zagotavljajo, da so informacije v organizaciji varne in zaščitene pred morebitnimi grožnjami. Ti ukrepi vključujejo tudi uporabo varnih gesel, šifriranje podatkov, vzpostavitev požarnih zidov in drugih varnostnih sistemov.

Vendar pa je pomembno izpostaviti, da na varnost informacij v veliki meri vplivajo ljudje. Človeški dejavnik je ena od ključnih groženj kibernetske varnosti in se nanaša na takšno ravnanje zaposlenih z informacijami, ki lahko vpliva na varnost teh informacij, in ne nazadnje tudi na ravnanje upravljavcev informacijskih sistemov. Na primer, če zaposleni ne uporabljajo varnih gesel ali če ni poskrbljeno za varnostne kopije podatkov, lahko to povzroči varnostne težave. Poleg tega lahko veliko grožnjo informacijski varnosti predstavlja tudi socialni inženiring, kot so phishing napadi, v katerih napadalci poskušajo pridobiti zaupne informacije z zavajanjem zaposlenih.

Zato je pomembno, da organizacija ne le vzpostavi učinkovite varnostne ukrepe in le-te redno pregleduje ter testira, ampak tudi izobražuje zaposlene o pomenu varnosti informacij ter jim omogoči dostop do orodij in usposabljanj za varno ravnanje z informacijami. To lahko vključuje redna usposabljanja o varnosti informacij, preverjanje ozaveščenosti zaposlenih in postavljanje jasnih smernic glede ravnanja z informacijami. Pomembno pa je, da so izobraževanja prilagojena uporabnikom in neposredno ponujajo informacije za varnejše delovno okolje oziroma zaščito informacijskega sistema v organizaciji. S tem lahko organizacije zagotovijo celovit pristop k informacijski varnosti, ki vključuje tako tehnične kot človeške vidike.

O avtorju:

Mag. Žiga Primc je certificirani etični heker (CEH), detektiv z licenco št. 162 in varnostni strokovnjak za varnost informacij v organizaciji, ki že vrsto let preiskuje in rešuje vdore v organizacije, kraje poslovnih skrivnosti in izsiljevanja organizacij ter izobražuje zaposlene v organizacijah na področju varovanja informacij vseh oblik. Izvaja tudi sistemske varnostne preglede v organizacijah, je doktorski študent na Fakulteti za varnostne vede in asistent za področje kibernetske varnosti na Fakulteti za informacijske študije v Novem mestu. Zaposlen je v podjetju Evidentium d. o. o., ki ga je ustanovil leta 2014.

Žiga Primc, M. Sc.

Ethical Hacker, Detective, Evidentium d. o. o., Trzin, Slovenia

ziga.primc@evidentium.si

Basics of Cyber Security in Practice

Cyber security refers to the protection of information from unauthorized access, use, alteration or destruction. In practice, cyber security refers to the implementation of various measures that ensure that information in an organization is safe and protected from potential threats. These measures also include the use of secure passwords, data encryption, the establishment of firewalls and other security systems.

However, it is important to point out that people greatly influence information security. The human factor is one of the key threats to cyber security and refers to the handling of information by employees, which can affect the security of this information and, last but not least, the managers of information systems. For example, if employees do not use secure passwords or if data backups are not taken care of, this can lead to security issues. In addition, social engineering, such as phishing attacks, in which attackers attempt to obtain confidential information by tricking employees, can also pose a major threat to information security.

Therefore, it is important that organizations not only establish effective security measures and regularly review and test them, but also educate employees about the importance of information security and give them access to tools and training for safe handling of information. This may include regular training on information security, checking employee awareness and setting clear guidelines on information handling. It is important, however, that trainings are adapted to users and directly offer information for a safer working environment or the protection of the information system in the organization. This allows organizations to provide a comprehensive approach to information security that includes both technical and human aspects.

About the author:

Žiga Primc, M. Sc. is a certified ethical hacker (CEH), licensed detective with license number 162, and information security expert in organizations. For several years, he has been investigating and solving intrusions into organizations, theft of business secrets, extortion of organizations, and educating employees in organizations about protecting information in all forms. He also conducts security audits of systems in organizations, is a doctoral student at the Faculty of Criminal Justice and Security, and an assistant for cybersecurity at the Faculty of Information Studies in Novo Mesto. He is employed at Evidentium d.o.o., which he founded in 2014.

Andreja Koderman Samec

specialistka managementa, Monó tro d. o. o., Kranj, Slovenia

info@monotro.si

Pravilna ureditev in arhiviranje dokumentacije v kadrovski službi

Predavateljica bo izpostavila naslednje teme:

- kako pravilno dokumentirati postopek zaposlitve delavca;

- katero zakonodajo upoštevati ob zaposlitvi delavca;

- katere dokumente v postopku zaposlitve shranimo v personalno mapo in za koliko časa;

- katere dokumente smo skladno z GDPR in ZVOP-2 dolžni trajno uničiti;

- koliko časa lahko hranimo posamezne dokumente, ki jih ustvarimo v postopku zaposlitve delavca, in dokumente, ki nastanejo v času delovnega razmerja;

- kateri kadrovski dokumenti v personalni mapi imajo zakonsko podlago za obdelavo in arhiviranje in za katere podatke potrebujemo privolitev sodelavca;

- katere listine v personalni mapi so trajne listine in katere listine lahko uničimo;

- kako zakonito vzpostaviti digitalni arhiv personalnih map s trajno veljavnostjo;

- katere so najpogostejše napake digitalnega arhiviranja personalnih map;

- pod katerimi pogoji so dokumenti personalne mape v procesu digitalne transformacije enakovredni originali;

- kako se lotiti postopka vzpostavitve digitalnega arhiva personalnih map, ki bo razbremenil dokumentarni arhiv;

- v katerih primerih digitalne pretvorbe personalnih map lahko uničimo klasične personalne mape bivših sodelavcev.

O avtorici:

Andreja Samec Koderman deluje pod okriljem blagovne znamke Andreja Consulting. Je zagovornica načela, da je urejeno delovnopravno področje v podjetju odskočna deska za nadaljnji management zaposlenih.

Več kot 20 let svetuje na področju razvoja človeških virov in optimizacije kadrovskih procesov. V organizacijah presoja kadrovsko pravno varnost in jo tudi pomaga vzpostaviti. Uspešno izvaja strokovno mentorstvo kadrovikom na področju vzpostavitve kadrovske pravne varnosti. Je avtorica več kot 40 člankov in prispevkov. Predava na temo vzpostavitve delovnopravnih temeljev (ureditev delovnega časa, delovnopravna zakonodaja, kadrovske evidence, personalne mape, arhiviranje in zakoniti interni akti), mobinga, motivacije zaposlenih, promocije zdravja na delovnem mestu, razvoja kompetenc in osebne rasti.

Panxha Ruzhdi, M. Sc.

Director of Department for Archival Activities, State Agency of Kosovo Archives, Prishtine, Kosovo

ruzhdi.panxha@rks-gov.net

Kimete Haxholli

Assistant Archivist, State Agency of Kosovo Archives, Prishtine, Kosovo

kimete.haxholli@rks-gov.net

Archival Fonds "Commission for Drafting the Constitution of the Republic of Kosovo 2007/2008" as Cultural Heritage

The archival fonds "Commission for the drafting of the Constitution of the Republic of Kosovo" was received in the State Agency of Kosovo Archives on November 24, 2014, with Protocol No. 01.342, from the Prime Minister's Office, registered in the Entry Inventory Book with Inv. No 576. This archival fonds represents one of the most important archival fonds that the State Agency of Archives of Kosovo holds, since it is the basic document for the citizenship of the Republic of Kosovo, announced on February 17, 2008, by the Assembly of Kosovo.

This archival fonds consists of many groups of types of documents that were created during the years 2007-2008 by the Commission for the Drafting of the Constitution of the Republic of Kosovo established by the Decision of the President of Kosovo. The mandate of this working group, on the basis of which the archival fonds also got its name, had the task of drafting, preparing, examining, analyzing, and announcing the winners of the best proposals for the anthem, coat of arms, and flag, up to the drafting of the Constitution of Republic of Kosovo, to propose for approval to the Assembly of the Republic of Kosovo.

The archival fonds "Commission for the Drafting of the Constitution of the Republic of Kosovo" has been systematized, arranged and processed in the mixed typology of archival technical methodology: part of the minutes of meetings of working groups and subgroups, proposals of local and international organizations for chapters, different articles of Constitution were worked on according to the time of creation, while the proposals for the anthem, the coat of arms and the flag according to the alphabet and numbers of the competition.

This archival material is divided according to the types of documents with this composition:

- administrative documents - from the Decision on the establishment of the Commission, the establishment of sub-commissions, reports, financial expenses, various requests.

- contracts of working group members and subgroups;

- minutes of meetings;

- drafts of working groups and subgroups;

- proposals for articles of the Constitution of the Republic of Kosovo from various local and international institutions, citizens, etc.;

- proposals for symbols of the Republic of Kosovo: anthem, coat of arms and flag;

- the protocol book and notebooks of the minutes of the meetings.

About the authors:

Ruzhdi Panxha, M. Sc., is the director of the Department for Archival Activities and has a master's degree in history. He has worked in the archives since 2003 as an archivist, head of regulation sector and the director of an intermunicipal archives.

Kimete Haxholli is an assistant archivist and has been working in the archival sector since 2013.

mag. Panxha Ruzhdi

direktor Oddelka za arhive, Državna agencija za arhive, Priština, Kosovo

ruzhdi.panxha@rks-gov.net

Kimete Haxholli

pomožni arhivist, Državna agencija za arhive, Priština, Kosovo

kimete.haxholli@rks-gov.net

Archival Fonds "Commission for Drafting the Constitution of the Republic of Kosovo 2007/2008" as Cultural Heritage

Arhivski fond "Komisija za pripravo Ustave Republike Kosovo" je bil predan od urada predsednika kosovske vlade in prevzet v Državni arhiv Kosova 24. novembra 2014 s protokolom št. 01.342, v akcesijsko knjigo pa je bil vpisan pod inv. št. 576. Ta fond predstavlja enega najpomembnejših arhivskih fondov, ki jih hrani Državni arhiv Kosova, saj je osnovni dokument državnosti Republike Kosovo, razglašene 17. februarja 2008 v kosovski skupščini. Fond sestavljajo skupine različnih vrst dokumentov, ki jih je med letoma 2007 in 2008 ustvarila Komisija za pripravo Ustave Republike Kosovo. Naloge te delovne skupine, ki jo je ustanovil predsednik Kosova in na podlagi katere je arhivski fond tudi dobil svoje ime, so bile izbrati, preučiti in analizirati predloge za državno himno, grb in zastavo ter nato objaviti zmagovalne predloge, kakor tudi sestaviti besedilo ustave Republike Kosovo in ga predlagati za odobritev skupščini Republike Kosovo.

Arhivski fond "Komisija za pripravo ustave Republike Kosovo" je bil sistematično urejen in obdelan po mešani tipologiji arhivske tehnične metodologije. Del zapisnikov sestankov delovnih skupin in podskupin, predlogi lokalnih in mednarodnih organizacij za vsebinska poglavja in različne člene ustave so bili urejeni glede na čas nastanka, medtem ko so bili predlogi za himno, grb in zastavo urejeni po abecedi in številkah natečaja.

Arhivsko gradivo fonda je razdeljeno glede na vrste dokumentov:

- upravni dokumenti – od odločitve o ustanovitvi komisije in ustanovitev podkomisij do poročil, finančnih stroškov, različnih zahtevkov;
- pogodbe s člani delovnih skupin in podskupin;
- zapisniki sestankov;
- osnutki delovnih skupin in podskupin;
- predlogi za člene ustave Republike Kosovo iz različnih lokalnih in mednarodnih institucij, od državljanov idr.;
- predlogi za simbole Republike Kosovo – himno, grb in zastavo;
- protokolna knjiga in zvezki z zapisniki sestankov.

O avtorjih:

Mag. Ruzhdi Panxha je direktor Oddelka za arhivsko dejavnost in ima magisterij iz zgodovine. V arhivih dela že od leta 2003, kot arhivist, vodja sektorja za regulacijo in direktor medobčinskega arhiva.

Kimete Haxholli je pomožni arhivist in v arhivski dejavnosti zaposlen od leta 2013.

Hazbije Krasniqi

Head of the Department for the Protection of Archival Material,
State Agency of Kosovo Archives, Prishtine, Kosovo
hazbije.m.krasniqi@rks-gov.net

Gjon Gegaj

Restorer, State Agency of Kosovo Archives, Prishtine, Kosovo
gjon.gegaj@rks-gov.net

Problems During the Conservation and Restoration Process

During the daily work in conservation - restoration we encounter many problems, because archival documents are damaged by various factors such as chemical, biological, physical as well as natural disasters (floods, fires, wars, earthquakes).

During the conservation and restoration process we have various problems such as: the impossibility of measuring the neutrality of each document, the neutrality of documents that emit color where it is impossible to wash the documents and adjust the PH, delamination of documents, removal of mold stains by mixing hydrogen peroxide with ammonia, or bleaching the document with ethyl acid with toluene, or letting the stains created by the mold coexist with the paper.

The problem is the conservation and restoration of old books whose covers are made of leather, and which are very damaged on the outside and inside of the cover, then removing the glue that is placed on the back of the book used as an adhesive material, that insects can also use as a feeding ground during their entire life cycle, such as Lepisma saharina or otherwise known as book louse, which are very serious pests.

The quality of the paper is also a problem as is the age of the paper of the document that needs conservation-restoration.

The number of proffesional officials is deficit in the Kosovo State Agency of Archives, as well as at the country level, while the needs for professional staff in this direction are great, and unfortunately we do not have any professionals for parchment. We do not have documents on parchment in the Kosovo State Archives Agency, but we have a parchment document, the Decree of the Declaration of Independence of Kosovo, which is located in the Assembly of Kosovo, and its damage has begun - shrinking as a result of staying in conditions with inadequate parameters of storage according to the standards required in archival storage of documents.

We hope that in the near future we will have parchment professionals because it is a necessity for the institution and the state.

About the authors:

Hazbije Krasniqi is the Head of the Department for the Protection of Archival Material at the Kosovo State Agency of Archives since 2016. Between 2007 and 2016, she was employed as a restorer.

Gjon Gegaj has been employed as a restorer at the Kosovo State Agency of Archives since 2017.

Hazbije Krasniqi

vodja oddelka za zaščito arhivskega gradiva
Državna agencija za arhive, Priština, Kosovo
hazbije.m.krasniqi@rks-gov.net

Gjon Gegaj

restavrator, Državna agencija za arhive, Priština, Kosovo
gjon.gegaj@rks-gov.net

Težave pri konzervaciji in restavraciji arhivskega gradiva

Med vsakodnevnim delom v konservatorstvu-restavratorstvu se srečujemo s številnimi težavami, saj so arhivski dokumenti poškodovani zaradi različnih dejavnikov (kemičnih, bioloških, fizičnih) in naravnih nesreč (poplav, požarov, vojn, potresov). V postopkih konserviranja in restavriranja se pojavljajo različne težave: nezmožnost merjenja nevtralnosti posameznega dokumenta, nevtralnost dokumentov, ki oddajajo barvo, kjer je nemogoče oprati dokumente in prilagoditi PH, delaminacija dokumentov, odstranjevanje plesni z mešanjem vodikovega peroksida z amonijakom ali beljenje dokumenta z etilno kislino s toluenom, tudi puščanje madežev, ki jih je ustvarila plesen.

Težave nastajajo pri konserviranju in restavriranju starih knjig z usnjenimi platnicami, ki so zelo poškodovane tako na zunanji kot tudi na notranji strani, nato pri odstranjevanju lepila, ki se uporablja kot lepilni material na hrbtni strani knjige. Tega lahko žuželke ves svoj življenjski ciklus uporabljajo kot hranilno podlago, takšne so npr. Lepisma saccharina, drugače znane kot knjižni molji, ki so zelo resni škodljivci.

Problem sta tudi kakovost in starost papirja, ki potrebuje konserviranje-restavriranje. Strokovnih uslužbencev primanjkuje tako v kosovski Državni agenciji za arhive kot tudi na državni ravni, medtem ko so potrebe po strokovnem kadru na tem področju velike. Na žalost tudi nimamo nobenih strokovnjakov za pergament. V kosovski Državni arhivski agenciji sicer ne hranimo dokumentov na pergamentu, imamo pa dokument iz pergamenta, Deklaracijo o neodvisnosti Kosova, ki se nahaja v Skupščini Kosova, na njej pa že lahko vidimo škodo – krčenje, kot posledico hranjenja v neprimernih pogojih glede na zahtevane standarde za arhivsko shranjevanje dokumentov.

Upamo, da bomo v bližnji prihodnosti dobili strokovnjake za pergament, saj je to nujnost za institucijo in državo.

O avtorjih:

Hazbije Krasniqi je vodja oddelka za zaščito arhivskega gradiva kosovske Agencije za arhive od leta 2016. Med letoma 2007 in 2016 je bila zaposlena kot restavrator.

Gjon Gegaj je od leta 2017 zaposlen v kosovski Agenciji za arhive kot restavrator.

Luigj Nrejaj, M. Sc.,

Director, Intermunicipal Archives Ferizaj
State Agency of Kosovo Archives, Prishtine, Kosovo
Luigj Nrejaj@rks-gov.net

Intermunicipal Archive of Ferizaj - Inspection of Records

The Intermunicipal Archives of Ferizaj was formed by decision of the Ministry of Culture, Youth, and Sports.With the decision of the Executive Director of the State Agency of Kosovo Archives in January 2022, the project "Visit and inspection, registration of archival records in registries throughout the territory of Kosovo" was prepared, and within the framework of this project we inspected the registries in the territory covered by the Intermunicipal Archives of Ferizaj.

During the visits made by the officials of the Intermunicipal Archives of Ferizaj, we conducted and inspected more than 70 registries, where we identified more than 10,000 meters of archival records, the vast majority of which is not arranged according to archival standards.

A special importance during this inspection has been devoted to the way of preservation, protection and handling of archival records done by the relevant staff.

In the last part, which is very important, we paid special attention to the content of archival records which have a very important documentary wealth that reflects most of the official social as well cultural events and activities in the region of Ferizaj.

In the topic, we will address the importance of some documents that the registrants possess.

mag. Luigj Nrejaj

direktor, Medobčinski arhiv Ferizaj
Državna agencija za arhive, Priština, Kosovo
Luigj Nrejaj@rks-gov.net

Medobčinski arhiv Ferizaj – evidentiranje gradiva

Medobčinski arhiv Ferizaj je bil ustanovljen na podlagi odločitve Ministrstva za kulturo, mladino in šport. Z odločitvijo izvršnega direktorja Agencije za arhive Kosova januarja 2022 je bil pripravljen projekt "Obisk in pregled, registracija arhivskega gradiva pri ustvarjalcih po vsem območju Kosova", v okviru katerega smo pregledali ustvarjalce na območju, ki ga pokriva Medobčinski arhiv Ferizaj. Uslužbenci ferizajskega arhiva smo obiskali več kot 70 ustvarjalcev in pri njih evidentirali več kot 10.000 metrov arhivskega gradiva. Večina le-tega pa ni urejena v skladu z arhivskimi standardi.

Med izvajanjem pregledov smo bili še posebej pozorni na to, kako so zaposleni pri ustvarjalcih izvajali hrambo, varstvo in upravljanje arhivskega gradiva. V zadnjem, a zelo pomembnem delu pa smo posebno pozornost namenili vsebini arhivskega gradiva z zelo pomembno dokumentarno vrednostjo, ki odraža večino uradnih družbenih in kulturnih dogodkov ter dejavnosti v ferizajski regiji. V prispevku bomo opozorili na pomembnost nekaterih dokumentov, ki jih hranijo ustvarjalci.

About the author:

Luigj Nrejaj, M. Sc. is the director of the Intermunicipal Archives Ferizaj from 2018 and has been working in archival service dince 2015. He has obtaines his master's degree in archival sciences in 2016.

O avtorju:

Mag. Luigj Nrejaj je direktor Medobčinskega arhiva Ferizaj od leta 2018 in dela v arhivski službi od leta 2015. Magistriral je iz arhivske znanosti leta 2016.

Maja Nikolova, M. Sc.

Director, UNIHUB, Belgrade, Serbia

direktorica, Unihub, Beograd, Srbija

ngomusketar@gmail.com

Refugee Children in Serbia during the Second World War

Taking care of refugee children, who were placed in refugee homes or with Serbian families, was the primary task of the Commissariat for Refugees and Immigrants. Based on the available documentation of this government institution, it can be concluded that the Commissariat carried out a planned and systematic distribution of refugees throughout the territory of Serbia. It is also an indisputable fact that taking care of refugees was a positive undertaking by the Serbian collaborationist government, but their insistence on the social and national importance of this issue must also be considered. With these moves, they wanted to assert their authority among the Serbian population and to prove themselves as a safe support before the German occupiers. That is why the refugee issue was present on all pages of the collaborationist press. However, in resolving the issue of the lives of many refugees, especially refugee children, the Serbian government and the Serbian people achieved serious results that cannot be disputed.

A special item were the children who during the four years of war experienced a lot of ugly and bitter, but also something noble. These were children who, due to wartime living conditions, matured before their time, but in an environment that many of them have fond memories of.

Begunski otroci v Srbiji med drugo svetovno vojno

Skrb za begunske otroke, ki so bili med vojno nameščeni v begunskih domovih ali pri srbskih družinah, je bila osnovna naloga Komisariata za begunce in priseljence. Na podlagi razpoložljive dokumentacije te vladne institucije je mogoče sklepati, da je Komisariat izvajal načrtovano in sistematično razporeditev beguncev po celotnem ozemlju Srbije. Nedvomno lahko skrb za begunce označimo kot pozitivno potezo srbske kolaboracionistične vlade, vendar je treba upoštevati tudi njeno vztrajanje na socialnem in nacionalnem pomenu tega vprašanja. Z dejavnostjo v zvezi z begunci so namreč oblastniki želeli utrditi svojo avtoriteto med srbskim prebivalstvom in dokazati, da so varna opora pred nemškimi okupatorji. Zato je bilo moč begunsko vprašanje pogosto zaslediti tudi v kolaboracionističnem tisku. Kljub temu pa ni možno zanikati, da so srbska vlada in srbski ljudje pri reševanju življenjskega vprašanja mnogih beguncev, še posebej begunskih otrok, dosegli vidne rezultate. Veliko otrok je zato v štirih letih vojne izkusilo poleg slabih in grenkih stvari tudi nekaj plemenitega. To so bili otroci, ki so zaradi vojnih razmer odrasli pred svojim časom, a so mnogi od njih kljub temu ohranili okolje, v katerem so bivali kot begunci, v lepem spominu.

About the author:

Maja Nikolova, Ph. D., graduated from the Faculty of Philosophy in Belgrade, Serbia in 1979 and received her master's degree in 1996. She acquired the title of museum advisor in 2001. As a curator, she worked at the Pedagogical Museum in Belgrade from 1979 to 2020. Now, she is the director of the non-governmental organization UNIHUB, which deals with research and promoting of education and culture. Within the framework of scientific projects and conferences, she participated in the processing of topics from the history of education and those related to modern education. She is the author of several exhibitions, publications, and works in the field of education.

O avtorici:

Dr. Maja Nikolova je diplomirala na Filozofski fakulteti v Beogradu leta 1979 in pridobila magisterij leta 1996. Leta 2001 je pridobila naziv muzejske svetovalke. Kot kustosinja je delala v Pedagoškem muzeju v Beogradu od leta 1979 do leta 2020. Sedaj je direktorica nevladne organizacije UNIHUB, ki se ukvarja z raziskovanjem in promocijo izobraževanja in kulture. V okviru znanstvenih projektov in konferenc se je udeležila obdelave tem iz zgodovine izobraževanja in tistih, ki se nanašajo na sodobno izobraževanje. Je avtorica več razstav, publikacij in del na izobraževalnem področju.

Jasna Požgan, Ph. D.
National Archives for Međimurje, Štrigova, Croatia
jasna.pozgan@dram.hr

Ivana Posedi
National Archives in Varaždin, Varaždin, Croatia
ivana.posedi@gmail.com

Processing of Smaller Archival Fonds - Practice and Challenges

The processing of archival records in an archival institution is one of the regular tasks such as collecting archival records, keeping registers on archival records, providing records for use, preparing records for publication, etc. The processing of archive fonds, especially smaller archive fonds, depends on a number of factors such as the staffing capabilities of the archival institution, the complexity of individual archival fonds, the meaning of the creator of archival records for the wider community over a period of time, the physical condition of the archival fonds, the provenance of the archival fonds, etc.

As is known from practice, among the significant criteria for selecting an archival collection, the function and importance of its creator can be highlighted, such as the fact whether it belonged to public authorities (public administration, judiciary, education, culture...), a legal entity from the area of businesses (companies, associations...), political parties, civil society associations, etc. In addition, it is necessary to take into account the fact that the number of archival records is also taken into account during the selection, for example that the fonds contains material up to approx. 5 to 6 running meters, i.e. that it does not belong to average archival holdings with an amount of more than 10 running meters. As for smaller archival fonds, which include material up to approx. 5-7 running meters, and whose creators had a certain influence on the wider community, it is necessary to take into account factors such as horizontal connection with the same creators in a certain area, the extent of their territorial jurisdiction, provenance materials that were created during the performance of their activities, which can represent a certain challenge when processing, as for example in the case of craft associations/craft guilds that were created at the end of the 19th century and operated in the interwar period until their abolition in 1949. In addition to the above, in the case of processing smaller fonds, it is also necessary to take into account the integrity of the preservation of the materials, i.e. whether the fonds contain all the necessary units, as well as the physical condition of the materials of the fonds, i.e. whether certain procedures for the protection of the materials, such as restoration and conservation, need to be foreseen.

Therefore, the processing of smaller archival fonds may at first glance appear to be a relatively simple task in everyday work, but it can also represent a considerable challenge since it requires a good knowledge of the historical circumstances in which the creator of the material worked, its role in the narrower and wider sense as far as society is concerned, and especially solid knowledge of certain languages if the material was created in a certain time period (Austro-Hungarian monarchy, Hungarian occupation 1941-1945).

About the authors:

Jasna Požgan, Ph. D. studied History and Geography at the Faculty of Humanities and Social Sciences in Zagreb and graduated in 2000. From 2000 to 2004 she worked in educational institutions of County of Međimurje. Since April 2004 she has worked at various archival institutions of the Republic of Croatia. In 2004, she started a postgraduate programme of Information and Communication Sciences, specialising in Archival Studies and defended her doctoral dissertation in 2013. She has published professional and scientific papers and has taken part in the preparation of several exhibitions. She has attended conferences of the Croatian Archivist Society and other international events as part of her professional training.

Ivana Posedi studied Latin and Greek language at the University in Zadar and graduated in 2006. In 2007 she worked as a substitute archivist latinist and since 2009 she has been working in the Archival collection center in Koprivnica, a unit of the State Archives in Varaždin, as the head of the center. In her previous work she did jobs of supervision of record creators, arrangement and description of old and newer archival material, transcription and preparation of Latin texts for publishing. She regularly participates in archival conferences and meetings with her papers.

dr. Jasna Požgan

Državni arhiv za Medžimurje, Štrigova, Hrvaška

jasna.pozgan@dram.hr

Ivana Posedi

Državni arhiv v Varaždinu, Varaždin, Hrvaška

ivana.posedi@gmail.com

Obdelava manjših arhivskih fondov – praksa in izzivi

Obdelava arhivskega gradiva v arhivski ustanovi je ena od rednih strokovnih nalog, kot so tudi zbiranje arhivskega gradiva, vodenje evidenc o arhivskem gradivu, zagotavljanje gradiva za uporabo, priprava gradiva za objavo itd. Obdelava arhivskih fondov, še posebej manjših, je odvisna od številnih dejavnikov, kot so kadrovske zmogljivosti arhivske ustanove, kompleksnost posameznih arhivskih fondov, pomen ustvarjalca arhivskega gradiva za širšo skupnost v določenem času, fizično stanje arhivskih fondov, provenienca arhivskih fondov itd. Kot je znano iz prakse, lahko med pomembne kriterije za izbor arhivskega gradiva izpostavimo funkcijo in pomembnost njegovega ustvarjalca, npr. ali je sodil k javnopravnim organom (javni upravi, sodstvu, izobraževanju, kulturi itd.), ali je šlo za pravno osebo s področja gospodarstva (podjetja, društva itd.), politično stranko, civilnodružbeno združenje itd. Poleg tega je pri izboru potrebno upoštevati tudi količino arhivskega gradiva, npr. ali fond vsebuje do približno 5 oz. 6 tekočih metrov gradiva, kar pomeni, da ne spada med povprečno velike arhivske fonde z več kot 10 tekočimi metri gradiva. Kar zadeva manjše arhivske fonde, ki vključujejo gradivo do približno 5–7 tekočih metrov in katerih ustvarjalci so imeli določen vpliv na širšo skupnost, je potrebno upoštevati dejavnike, kot so horizontalna povezava z istimi ustvarjalci na določenem območju, obseg njihove teritorialne pristojnosti, tudi provenienčno gradivo, ustvarjeno med opravljanjem njihove dejavnosti. Vse to lahko predstavlja določen izziv pri obdelavi gradiva, na primer pri rokodelskih združenjih, ki so nastala konec 19. stoletja in delovala v medvojnem obdobju do njihove ukinitve leta 1949. Poleg zgoraj omenjenih dejavnikov je pri obdelavi manjših fondov potrebno upoštevati tudi celovitost ohranjenega gradiva, tj. ali fond vsebuje vse potrebne enote, prav tako fizično stanje gradiva, tj. ali je potrebno predvideti določene postopke za zaščito gradiva, kot so obnova in konzervacija.

Čeprav se obdelava manjših arhivskih fondov na prvi pogled lahko zdi relativno preprosta naloga v okviru vsakodnevnega dela, pa lahko predstavlja tudi velik izziv, saj zahteva dobro poznavanje zgodovinskih okoliščin, v katerih je ustvarjalec gradiva deloval, in njegove družbene vloge v ožjem ter širšem smislu, še posebej pa dobro znanje določenih jezikov, če je gradivo nastalo v določenem časovnem obdobju (avstro-ogrska monarhija, madžarska okupacija 1941–1945).

O avtoricah:

Dr. Jasna Požgan je študirala zgodovino in geografijo na Filozofski fakulteti v Zagrebu ter diplomirala leta 2000. Med letoma 2000 in 2004 je delala v izobraževalnih ustanovah v Medžimurski županiji. Od aprila 2004 dalje dela v različnih arhivskih ustanovah Republike Hrvaške. Leta 2004 je začela podiplomski študij informacijskih in komunikacijskih znanosti, specializirala se je za arhivsko stroko in leta 2013 zagovarjala doktorsko disertacijo. Objavila je strokovne in znanstvene članke ter sodelovala pri pripravi več razstav. Udeležila se je konferenc Hrvaškega arhivskega društva in drugih mednarodnih dogodkov v okviru svojega strokovnega izobraževanja.

Ivana Posedi je študirala latinski in grški jezik na Univerzi v Zadru in diplomirala leta 2006. Leta 2007 je delala kot nadomestna arhivistka za latinščino, od leta 2009 pa dela v Centru za arhivsko gradivo v Koprivnici, enoti Državnega arhiva v Varaždinu, kot vodja centra. Opravljala je dela nadzora nad ustvarjalci arhivskega gradiva, urejanja in opisovanja starejšega in novejšega arhivskega gradiva ter transkripcije in priprave latinskih besedil za objavo. Redno sodeluje na arhivskih konferencah in srečanjih s svojimi prispevki.

Julija Barunčić Pletikosić, Ph.D.

Croatian Memorial and Documentation Center of the Homeland War, Zagreb, Croatia

julija.baruncic@centardomovinskograta.hr

Željka Križe, Ph. D.

Croatian Memorial and Documentation Center of the Homeland War, Zagreb, Croatia

zeljka.krize@centardomovinskograta.hr

Archival Records Related to Cultural Heritage in the Croatian Memorial Documentation Center of the Homeland War

Amid war and occurring natural disasters, such as earthquakes and floods, protecting and preserving cultural heritage and records related to it is of the most significant importance.

The Ministry of Culture and Media of the Republic of Croatia has recognized the importance of preservation of national as well as the standard European cultural heritage thus leading the project "E-culture – digitization of cultural heritage" with the project partners. The project is co-funded by the European Regional Development Fund. The Croatian Memorial Documentation Centre of the Homeland War also aspires to join and participate in the project.

Besides records of the military and civil institutions related to the Homeland War, the Croatian Memorial Documentation Center of the Homeland War aims to include documents on broader areas of activities from the Homeland War and related to the War in its collections. Accordingly, one of the most important collections is the one with archival records related to the Croatian cultural heritage in Homeland War.

In 2021, the Ministry of Culture and Media of the Republic of Croatia delivered to the Croatian Memorial Documentation Center of the Homeland War a collection of records related to war damages, restoration, and conservation of cultural heritage for the purpose of digitization. The collection was digitized and stored in a separate archival fonds. The fonds mainly contains records and proceedings of war damage to movable cultural monuments, according to the terminology of that time, prepared by the Expert Commission for Inventory and Assessment of War Damage of the Ministry of Culture of the Republic of Croatia collected during the period 1995 – 1999. Based on this material, the final report on war damage to cultural monuments and cultural heritage was written in 1999.

The authors will present the quantity, characteristics, and contents of cultural heritage-related archival records kept in the Center.

About the authors:

Julija Barunčić Pletikosić, Ph. D., graduated in Croatian Language and Literature and History from the Faculty of Humanities and Social Science, University of Zagreb. Acquired a Ph.D in history at the doctoral study at the Croatian Studies of the University of Zagreb. She works at the Croatian Memorial Documentation Center of the Homeland War as the Head of the Department for scientific research of the Homeland War.

Željka Križe, Ph. D., graduated in History from the Faculty of Humanities and Social Science, University of Zagreb. Acquired a Ph.D in history at the doctoral study at the Croatian Studies of the University of Zagreb. Since 2006 she has been employed at the Croatian Memorial Documentation Center of the Homeland War and works at the Archives Department as a senior archivist.

Dr. Julija Barunčić Pletikosić
Hrvaški spominski in dokumentacijski center
domovinske vojne, Zagreb, Hrvaška
julija.baruncic@centardomovinskograta.hr

Dr. Željka Križe
Hrvaški spominski in dokumentacijski center
domovinske vojne, Zagreb, Hrvaška
zeljka.krize@centardomovinskograta.hr

Arhivsko gradivo v Hrvaškem spominskem in dokumentacijskem centru domovinske vojne, ki je povezano s kulturno dediščino

Med vojno in naravnimi nesrečami, kot so potresi in poplave, je zaščita kulturne dediščine še posebej pomembna.

Ministrstvo za kulturo in medije Republike Hrvaške (dalje: RH) je prepoznalo pomembnost zaščite narodne ter evropske kulturne dediščine in skupaj s projektnimi partnerji zagnalo projekt »E kultura – digitizacija kulturne dediščine«. Projekt sofinancira Evropski sklad za regijski razvoj. Tudi Hrvaški spominski in dokumentacijski center domovinske vojne želi pri tem projektu sodelovati.

Poleg gradiva o vojnih in civilnih ustanovah, povezanih z domovinsko vojno, želi Hrvaški spominski in dokumentacijski center domovinske vojne vključiti tudi dokumente s širšega področja aktivnosti med domovinsko vojno. Tako je ena izmed pomembnejših zbirk gradiva v Centru povezana s hrvaško kulturno dediščino med domovinsko vojno.

V letu 2021 je namreč Ministrstvo za kulturo in medije RH predalo Hrvaškemu spominskemu in dokumentacijskemu centru domovinske vojne zbirko dokumentov, povezanih z vojno škodo, obnovo in konzerviranjem kulturne dediščine, z namenom njihove pretvorbe v digitalno obliko. Zbirka je tako bila digitizirana in se hrani v ločenem arhivskem fondu. Ta v glavnem vsebuje zapise o vojni škodi, ki je nastala na premičnih kulturnih spomenikih, pripravila pa jih je Strokovna komisija za popis in oceno vojne škode Ministrstva za kulturo RH v obdobju med letoma 1995 in 1999. Na podlagi tega dokumenta je bilo leta 1999 pripravljeno končno poročilo o vojni škodi na kulturnih spomenikih in kulturni dediščini.

Avtorici bosta predstavili količino, značilnosti in vsebino ohranjenega gradiva, povezanega s kulturno dediščino, ki ga hrani Center.

O avtoricah:

Dr. Julija Barunčić Pletikosić je diplomirala iz hrvaškega jezika in literature ter zgodovine na Filozofski fakulteti Univerze v Zagrebu. Doktorat je zagovarjala s področja zgodovine na hrvaških študijah Univerze v Zagrebu. Dela v Hrvaškem spominskem in dokumentacijskem centru domovinske vojne kot vodja oddelka za znanstvene raziskave.

Dr. Željka Križe je diplomirala iz zgodovine na Filozofski fakulteti Univerze v Zagrebu. Doktorat je zagovarjala s področja zgodovine na hrvaških študijah Univerze v Zagrebu. Od leta 2006 je zaposlena v Hrvaškem spominskem in dokumentacijskem centru domovinske vojne kot višja arhivistka na arhivskem oddelku.

Marijana Todorović Bilić, M. Sc.

Senior Archivist, Archives of the Republic of Srpska, Banja Luka, Bosnia and Hercegovina

marijanatodorovicbilic@yahoo.com

Selection and Disposal of Records

All custodians and creators have a legal obligation to organize and arrange public records/archival material. This obligation for "arrangement" of records refers to the records created by the work of the creator of public records, as well as to the records created by the work of another creator that is in his possession on any legal basis.

The work of organizing and arranging public records consists of four phases:

1. classification and selection records into fonds,

2. arrangement of records within one fonds,

3. selection and disposal of records,

4. creating basic description about records.

In this presentation, the author will present the third phase of records arrangement, selection and disposal of records, and the most common mistakes that occur in the realization of that process. Retention periods of records are determined in accordance with regulations. For records that are not stored permanently and that do not have archival value, the disposal dates are determined depending on the business needs of the creator and in accordance with special regulations, taking into account the time in which the records needed for business was created.

The author will present the experiences of the Archives of the Republic of Srpska with different creators of records and look back on their approach to selecting and disposal of records. Also, the challenges when selecting records from some non-specific creators, as well as the conditions in which those records are found, will be shown.

About the author:

Marijana Todorović Bilić graduated in history from the Faculty of Philosophy in Banja Luka in 2007. She also completed her postgraduate studies (majoring in Yugoslav history) at the same faculty in 2015, defending her master's thesis on Information and Propaganda in Bosanska Krajina (1929-1953). Since 2012, she has been employed at the Archives of the Republic of Srpska in Banja Luka as a senior expert associate - archivist. She has completed three cycles of the "Autumn Archival School" at the International Institute of Archival Science in Trieste and Maribor. She is a member of the editorial board of the journal "Glasnik" of the Association of Archival Workers of the Republic of Srpska and was a member of the editorial board of "Topola," the journal of the Donja Gradina Memorial Area. She is a member of the Executive Board of the Association of Archival Workers of the Republic of Srpska and the Archival Association of Bosnia and Herzegovina.

mag. Marijana Todorović Bilić

višja arhivistka, Arhiv Republike Srbske, Banja Luka, Bosna in Hercegovina

marijanatodorovicbilic@yahoo.com

Odbiranje in uničenje zapisov

Vsi skrbniki in ustvarjalci imajo zakonsko dolžnost organizirati in urediti javno dokumentacijo/arhivsko gradivo. Ta se nanaša na dokumente, ki jih ustvarjalci ustvarijo ali jih pri svojem delu prejmejo od drugih oseb.

Delo organiziranja in urejanja javnih dokumentov poteka v štirih fazah:

1. klasifikacija in razvrščanje v fonde,

2. urejanje dokumentov v fondu,

3. odbiranje in uničevanje dokumentov,

4. ustvarjanje osnovnih popisov.

Avtorica bo predstavila tretjo fazo, tj. fazo odbiranja in uničenja dokumentov, ter najpogostejše napake, ki se pri tem postopku pojavijo. Roki hrambe dokumentov so določeni v skladu z zakonodajo. Zapisi, ki se ne hranijo trajno in nimajo arhivske vrednosti, imajo roke hrambe, ki so odvisni od poslovnih potreb in skladni z zakonodajo ter se določajo glede na čas nastanka dokumenta.

Avtorica bo predstavila izkušnje Arhiva Republike Srbske z različnimi ustvarjalci in njihov sistem odbiranja ter uničevanja dokumentov. Prav tako bo predstavila izzive pri odbiranju gradiva nekaterih neobičajnih ustvarjalcev in stanje dokumentacije, ki so jo pri njih zasledili.

O avtorici:

Marijana Todorović Bilić je diplomirala iz zgodovine na Filozofski fakulteti v Banja Luki leta 2007. Prav tako je zaključila podiplomski študij (smer: jugoslovanska zgodovina) na isti fakulteti leta 2015, s temo svojega magistrskega dela "Informiranje in propaganda v Bosanski Krajini (1929-1953)". Od leta 2012 je zaposlena v Arhivu Republike Srpske v Banja Luki kot višja strokovna sodelavka - arhivistka. Dokončala je tri cikle "Jesenske arhivske šole" na Mednarodnem inštitutu za arhivistiko v Trstu in Mariboru. Je članica uredniškega odbora revije "Glasnik" Združenja arhivskih delavcev Republike Srpske in bila je članica uredniškega odbora "Topola", revije Spominskega območja Donja Gradina. Je članica upravnega odbora Združenja arhivskih delavcev Republike Srbske in Arhivskega združenja Bosne in Hercegovine. Je predsednica komisije za opravljanje strokovnega izpita za delavce na področju varstva javnih dokumentarnih gradiv zunaj arhivov ter članica komisije za opravljanje strokovnega arhivskega izpita in priznavanje strokovnih arhivskih nazivov. Je udeleženka številnih strokovnih konferenc doma in v tujini ter organizatorka seminarjev in predavateljica s področja uradniškega, arhivskega in elektronskega poslovanja. Je soavtorica razstave in kataloga "Banjaluka - okupacija i oslobođenje". Je ena od urednic kritične izdaje memoarjev Žarka Lastrića "Banjalučki ilegalac: Sjećanja Žarka Lastrića" iz leta 2020. Je avtorica razstave "Propaganda v Banja Luki in okolici med drugo svetovno vojno" iz leta 2021.

BELEŽKE / NOTES

TEHNIČNI IN VSEBINSKI PROBLEMI KLASIČNEGA IN ELEKTRONSKEGA ARHIVIRANJA

Mednarodna konferenca / International Conference
24. - 26. 5. 2023, Radenci, Slovenija

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Organizator si pridržuje pravico do spremembe programa.
The organizer has the right to change the programme.