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**Preventive Protection of Archival Records in the
Absence of a Dedicated Archival Building –
*Examples from the Practice of the Archives of
Bosnia and Herzegovina***

je već poznato gradiće se ovoga ljeta u Sarajevu naročita palača za zemaljsku vladu na Musali i gradnja će skorim već otpočeti. Plan za ovu palaču izradio je arhitekt Vancaš u Beču. Palača će obuhvatati 70 metara u kvadratu sa jednim dvorištem od 50 metara u kvadratu i su dva boja u visini. U cijeloj palači, koja će brojati 180 odaja sa velikom dvoranom, biće smješteni svi centralni uredi, čije se djelovanje rasprostire na vas vilajet. Velika dvorana sa visinom obadva boja, služiće za svečanu reprezentaciju a biće dvaput tolika kao dvorana u kasini. Ispred i iza palače biće zasagjeno zelenilo. Lakšega razumijevanja radi napominjemo da će cijela palača biti po prilici deset puta tako velika kano Hotel Europa u Sarajevu te prema tome bijaše Musala jedino zgodno zemljište u Sarajevu za tako golemu palaču. Plan je rađjen u stilu prvašnje renesanse; glavno pročelje palače daće joj izgled veličanstven i divan. Ova palača, koja bi u Beču stajala megju prvijem podignuće Sarajevo izvanredno i pripomognuće, da se grad naš postepeno razvija u što ljepšem, modernom vidu. Na Musalu se već sada dovlači ogroman materijal i fundament će se još ovoga mjeseca početi iskopavati. Ako Bog da, biće palača iduće godine sasvijem gotova.

SARAJEVSKI | САРАЈЕВСКИ

Uredništvo,
administracija i ekspedicija
Filipovičev trg 2.

Izlazi tri put na nedjelju:
utorkom, četvrtkom i subotom.

Jedan broj 8 нч.

LIST

Za dostavu u kuću 50 нч. na $\frac{1}{4}$ год. više.

Pretplata:
četvrt god. 2 ф., polovica god. 4 ф.,
na год. 8 фор.

Oglasi
za štampani redak u stupcu 10 нч.
uz to biljegovne pristojbe za
svaku uvrdbu 30 нч.

Уредништво,
администр. и експедиција
Филиповићев трг 2.

Иzlazi три пут на недjелу
уторком, четвртком и суботом.

Један број 8 нч.

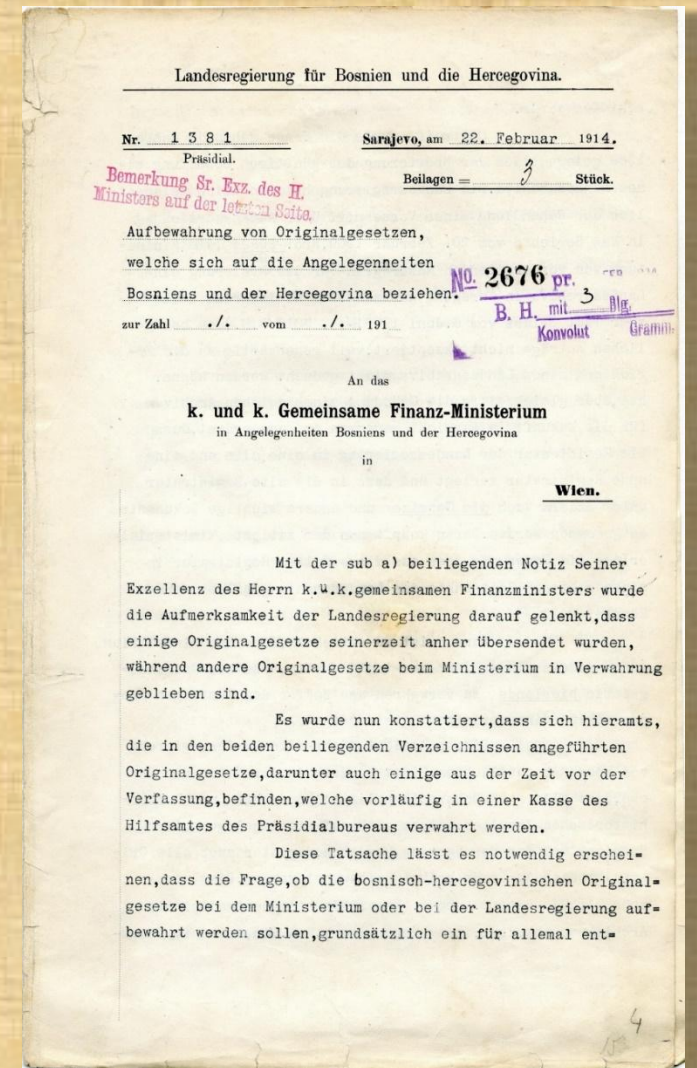
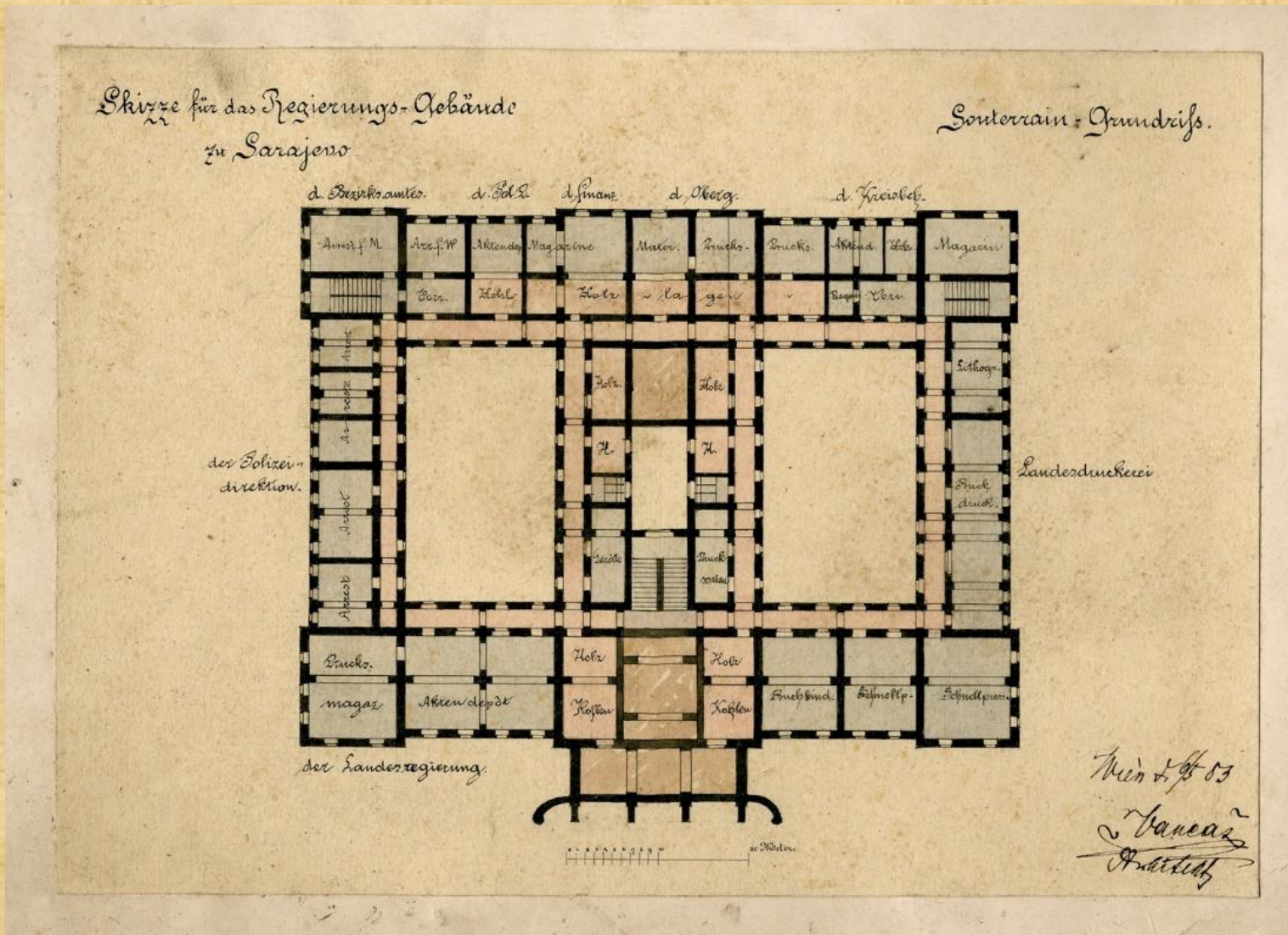
ЛИСТ

Претплата:
четврт г. 2 ф., половина г. 4 ф.,
на год. 8 фор.

Огласи
за штампани редак у ступцу
10 нч. уз то билеговне при-
стојбе за сваку уврdbу 30 нч.

За доставу у кућу 50 нч. на $\frac{1}{4}$ год. više.





Ground floor plan of the Provincial Government building,
1883, J.Vancaš

Second rejection of the proposal to establish an archive in Bosnia and Herzegovina by the Austro-Hungarian authorities, 1914



BiH Presidency Building / Archives of BiH, early XX century

Decree on the establishment of the State Archives of the NRBiH, 1947

Na osnovu člana 81 stav 2 Ustava NRBiH Vlada NRBiH na predlog Predsjednika vlade donosi

U R E D B U
o Državnom arhivu Narodne Republike Bosne i Hercegovine

Član 1

Osniva se Državni arhiv Narodne Republike Bosne i Hercegovine sa sjedištem u Sarajevu.
Državni arhiv je samostalna ustanova Predsjedništva vlade.

Član 2

Državni arhiv ima zadatak da sakuplja, sredjuje, čuva i po propisanim uslovima omogućuje proučavanje arhivskog materijala koji se odnosi na državni život i razvitak kao i privrednu, političku i kulturnu istoriju naroda.

Član 3

Državnim arhivom upravlja upravnik.
Za upravnika može biti postavljeno samo lice sa fakultetskom spremom koje je svojim stručnim radom u arhivističkoj struci kvalifikovano za rukovođenje poslovima Državnog arhiva.

Član 4

Arhivski materijal može se pregledavati i proučavati u redovno radno vrijeme po odobrenju upravnika Državnog arhiva i uz nadzor odgovornog službenika.

Arhivski materijal može se objavljivati samo po specijalnom odobrenju upravnika Državnog arhiva.

Arhivski materijal mlađji od 50 godina može se objavljivati samo uz prethodno odobrenje Predsjednika vlade.

Iznošenje arhivskog materijala odnosno njegovo izdavanje iz Državnog arhiva je zabranjeno.

Član 5

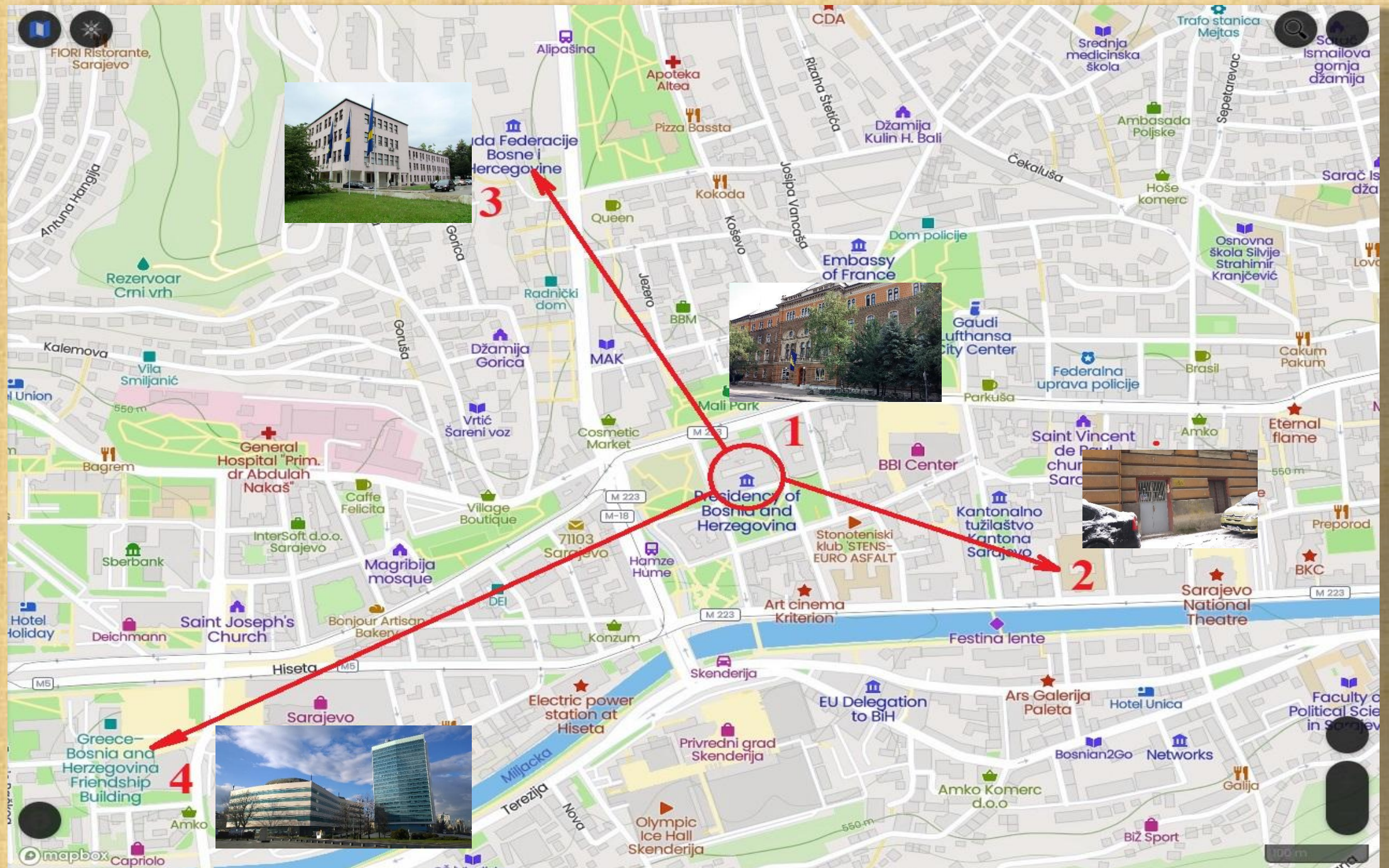
Zemaljski muzej u Sarajevu kao i sve ostale ustanove i nadležstva predaje Državnom arhivu sav arhivski materijal označen u članu 2 ove Uredbe koji potiče iz vremena prije 1918 godine. Od ovoga se izuzimaju oni gradski narodni odbori koji osnuju svoj gradski arhiv.

Izbor i predaja arhivskog materijala vršiće se pod stručnim rukovodstvom pretstavnika Državnog arhiva i ima se završiti u roku od 2 godine od dana stupanja na snagu ove Uredbe.

Član 6

Sva pravna i fizička lica koja raspolažu arhivskim materijalom iz člana 2 ove uredbe dužna su dostaviti prepis spiska toga materijala Državnom arhivu te su o svakoj prinovi i promjeni dužni izvijestiti Državni arhiv.

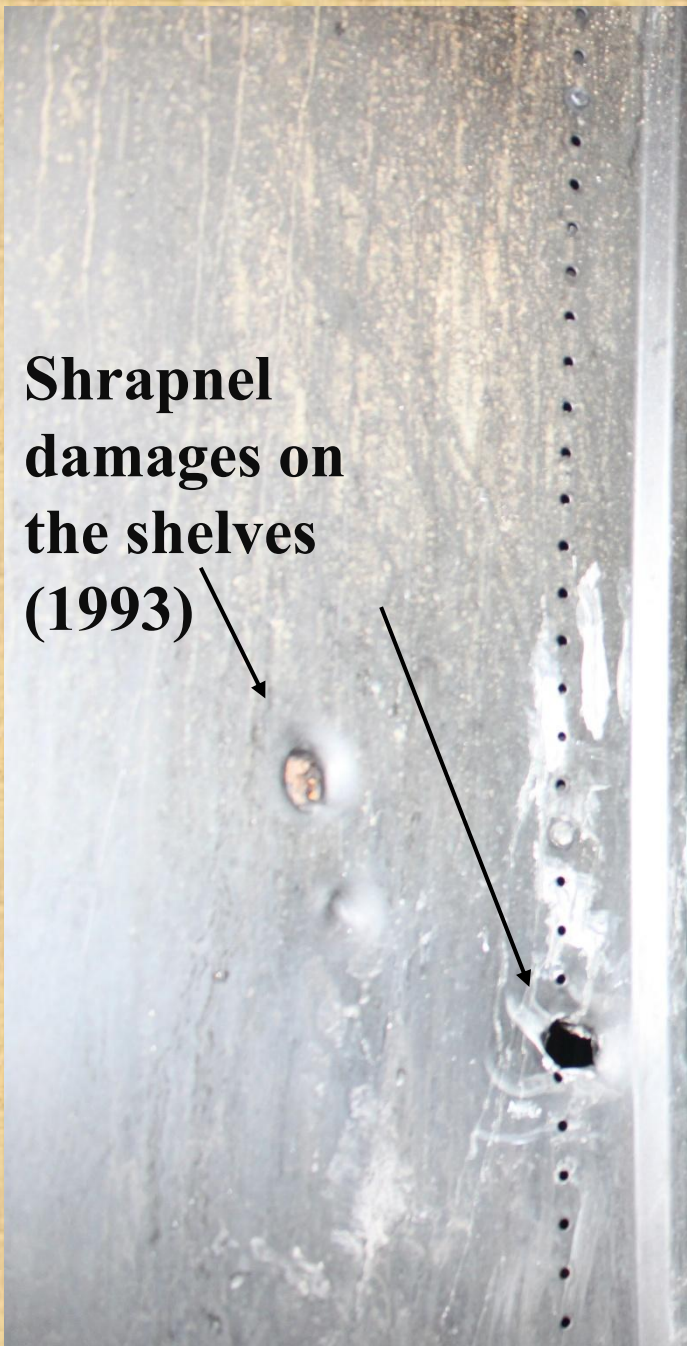
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Destruction in the Archives of Bosnia and Herzegovina - a direct hit by a large-caliber shell on the northern wall during the war in the 1990s and the consequences of an arson attack during civil protests in 2014.

**Shrapnel
damages on
the shelves
(1993)**



**Fire damage
on the documents
(2014)**





Dilapidated plumbing, which also passes right above the archival material, represents the greatest risk for documents kept in the Archives of Bosnia and Herzegovina. So far, there have been several cases of pipes bursting, and due to the impossibility of timely monitoring of all depots, minor leaks are often noticed only after 48 hours.



In buildings that are not designed for storing archival materials, it is common for plumbing to be located directly above the archival shelves. In addition, these buildings are often superficially maintained and pipes are in very poor condition.



- Staphylococcus aureus
- Enterococcus faecalis
- Acinetobacter calcoaceticus
- Staphylococcus



RubyDry DH600

It is the latest generation of dehumidifiers, without using a compressor, and therefore without freon. Moist air is sucked into the device and passed over a silica gel plate, whose micropores absorb moisture from the air. Unlike compressor dehumidifiers, the dehumidification capacity is the same at lower and higher temperatures, for example at 5°C and 20°C.

Freeday 008

It uses r134 freon, low noise, low consumption. It reduces the air humidity in the depot to a preset value in the range of 30% to 80% relative humidity.





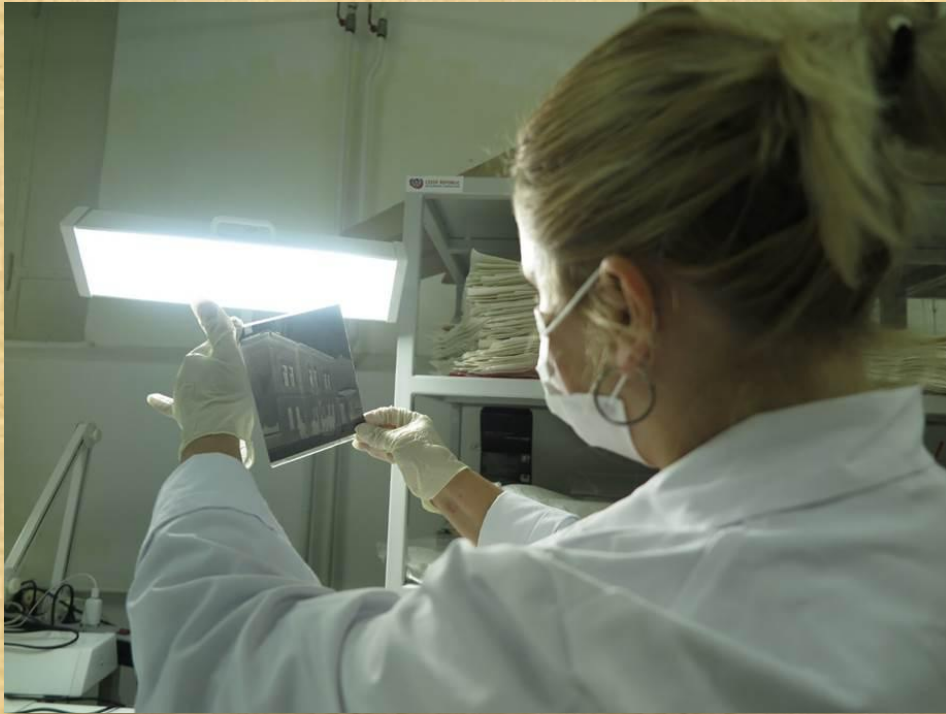
An example of good practice in the Archives of Bosnia and Herzegovina was the renovation of the floor in depot 2, in the basement of the Presidency building. Due to inadequate floor waterproofing and the proximity of the Miljacka riverbed, during heavy rains, water regularly gushed out of the floor, often flooding the entire depot. The water could not directly endanger the material, because its level did not reach the lowest shelves, which were located 15 centimeters above the ground, in accordance with the Rulebook on archival operations. However, the humidity in the air was 95%, which favored the development of mold. After the waterproofing of the floor, not a single case of groundwater seepage was recorded, even during the heaviest downpours.











The Laboratory for Restoration and Conservation of the Archive of Bosnia and Herzegovina was established in 2016 and three restorers work there. Despite being well-equipped, the laboratory's capacity is not sufficient to process all endangered archival materials. A cooperation project with educational institutions is underway and volunteer work and training of students from the History Department in Sarajevo has been agreed.





The reconstruction of the depot in the Archives of Bosnia and Herzegovina is a basic prerequisite for the protection of archival material. A good example was the renovation of depot 1 after the fire in 2014, when, in addition to rough construction work, an air filter, moisture and smoke sensors, and window protection were installed.

During the removal of the damaged material, the problem arose of the lack of an auxiliary storage space, which is why the documents were taken out into the corridors and basements, which increased the risk of their further damage.



Reconstruction works, Autumn 2014







**TABELA ZA ODREĐIVANJE APSOLUTNE VLAGE
SADRŽAJ VLAGE U 1M³ ZRAKA (u gramima) PRI RELATIVNOJ VLAŽNOSTI U %**

TEMPERATURA °C	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
-10	2,22	1,99	1,77	1,55	1,33	1,11	0,88	0,66	0,44	0,22
-5	3,26	2,94	2,60	2,28	1,95	1,63	1,30	0,97	0,65	0,33
0	4,74	4,26	3,79	3,31	2,84	2,37	1,89	1,42	0,94	0,47
+1	5,05	4,54	4,04	3,53	3,03	2,52	2,02	1,51	1,01	0,51
2	5,41	4,86	4,32	3,78	3,24	2,70	2,16	1,62	1,08	0,54
3	5,81	5,22	4,64	4,06	3,48	2,90	2,32	1,72	1,16	0,58
4	6,21	5,58	4,96	4,34	3,72	3,10	2,48	1,86	1,24	0,62
5	6,67	6,00	5,33	4,66	4,00	3,33	2,66	2,00	1,33	0,67
6	7,09	6,38	5,67	4,96	4,25	3,54	2,83	2,12	1,41	0,71
7	7,58	6,82	6,05	5,30	4,54	3,79	3,03	2,27	1,50	0,75
8	8,13	7,31	6,50	5,69	4,87	4,06	3,25	2,43	1,62	0,81
9	8,63	7,75	6,89	6,03	5,17	4,31	3,44	2,58	1,72	0,86
10	9,40	8,45	7,52	6,58	5,64	4,70	3,76	2,82	1,88	0,94
11	10,03	9,00	8,02	7,02	6,01	5,01	4,01	3,00	2,00	1,00
12	10,67	9,60	8,53	7,46	6,40	5,33	4,26	3,20	2,13	1,07
13	11,38	10,20	9,10	7,96	6,82	5,69	4,55	3,41	2,27	1,14
14	12,05	10,84	9,64	8,43	7,23	6,02	4,82	3,61	2,41	1,21
15	12,83	11,54	10,26	8,98	7,69	6,41	5,13	3,84	2,56	1,28
16	13,66	12,29	10,92	9,36	8,19	6,83	5,46	4,09	2,73	1,37
17	14,49	13,04	11,59	10,14	8,69	7,24	5,79	4,44	2,89	1,45
18	15,36	13,82	12,28	10,75	9,21	7,68	6,14	4,60	3,07	1,54
19	16,29	14,66	13,03	11,40	9,77	8,14	6,51	4,88	3,25	1,63
20	17,30	15,57	13,84	12,11	10,38	8,65	6,92	5,19	3,46	1,73
21	18,30	16,46	14,64	12,81	10,98	9,15	7,32	5,49	3,66	1,83
22	19,40	17,46	15,52	13,58	11,64	9,70	7,76	5,82	3,88	1,94
23	20,60	18,54	16,48	14,42	12,36	10,30	8,24	6,18	4,12	2,06
24	21,80	19,62	17,44	15,23	13,08	10,90	8,72	6,54	4,36	2,18
25	23,00	20,70	18,40	16,10	13,80	11,50	9,20	6,98	4,60	2,30

Matrix of risks and their consequences in relation to the required scope of security measures

	<i>CONSEQUENCES</i>				
<i>PROBABILITY</i>	EXTREME	VERY SERIOUS	SERIOUS	MODERATE	NEGLIGIBLE
ALMOST CERTAIN	<i>very serious</i>	<i>very serious</i>	<i>very large</i>	<i>large</i>	<i>significant</i>
CERTAIN	<i>very serious</i>	<i>very large</i>	<i>large</i>	<i>significant</i>	<i>moderate</i>
MODERATE	<i>very large</i>	<i>large</i>	<i>significant</i>	<i>moderate</i>	<i>small</i>
WEAK	<i>large</i>	<i>significant</i>	<i>moderate</i>	<i>small</i>	<i>very small</i>
VERY WEAK	<i>significant</i>	<i>moderate</i>	<i>small</i>	<i>very small</i>	<i>very small</i>

Example: If the probability of the risk is assessed as **certain** and its consequences as **large**, the necessary security measures would fall into the category of **significant**.

Protection recommendations:

- **long-term** (*period of several years*): look for new storage facilities
- **medium-term** (*from three to five years*): replace the entire electrical network
- **short-term** (*within one year*): replace electrical installations that are in the worst condition
- **urgent** (*within a few weeks*): move the building away from the immediate vicinity of electrical installations, intensify surveillance until renovation

In order to achieve maximum security of the materials being stored, it is necessary that the archive is located in a safe place, that the building is constructed of quality materials, that adequate security systems are in place, that the condition of the materials and the correctness of the equipment are regularly checked, that the materials are stored in appropriate boxes and that all fire protection systems are in place. In reality, the circumstances in which archival materials are stored are not always ideal.

Regardless of the planned long-term protection measures, it is always advisable to take small steps on a daily basis, which can prevent an emergency from becoming a disaster.

THANK YOU FOR YOUR ATTENTION!

