

Foreign Ministry archives services of the European Union MEMBER STATES

SLOVENIA

1. Full title of Ministry of Foreign Affairs and of Archives

The Ministry of Foreign Affairs of the Republic of Slovenia.
The Archives of the Ministry of Foreign Affairs of the Republic of Slovenia.

2. Contact details

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3. Summary of historical background of the archives service

The Ministry of Foreign Affairs of the Republic of Slovenia was set up in 1991, when the independent state of Slovenia was founded. The Ministry was a legal successor to the Committee for International Cooperation of the Republic of Slovenia within the Socialist Federal Republic of Yugoslavia and, therefore, succeeded to the documentary material compiled in the period between 1974 and 1990. The holdings of the Committee for International Cooperation comprised 75 linear metres, and were properly catalogued and handed over to the Archives of the Republic of Slovenia.

The Archives of the Ministry of Foreign Affairs (hereinafter: "MFA Archives") constitute a permanent collection of documentary material compiled after 1991 at the Ministry and at the Diplomatic Missions and Consular Posts of the Republic of Slovenia.

The MFA Archives operates within the Information Technology Service as part of the Main Office. Until 1996, experts from the Archives of the Republic of Slovenia were in charge of the cataloguing of material composed prior to Slovenia's independence that had been succeeded by the Ministry of Foreign Affairs. This material was then handed over to the national archives. An archivist was employed in 1997, when the permanent collection began to be systematically compiled. The Archives is located in the basement of the Ministry, Prešernova 25, Ljubljana. The active collections of documentary material are maintained by individual departments and services of the Ministry; after the lapse of a certain period, they are handed over to the Archives. Pursuant to the internal Rules on Handling Documentary Material of the Ministry of Foreign Affairs, the material from the active collection is transferred to the permanent collection after 2 years.

On 31st October, 1945, the National Government of Slovenia established the Central State Archives of Slovenia, which began to operate as an independent institution. In 1953 it was renamed the State Archives of Slovenia. In 1966 its title was changed to the Archives of Slovenia, in 1979 to the Archives of the Socialist Republic of Slovenia, and in 1991 to the Archives of the Republic of Slovenia. In 1990, after the political changes, the so-called "special archives" were abolished and merged with the national archives.

4. Physical access

The MFA Archives has no special reading room.

5. Practical facilities

See **4** above and **6** below.

6. Reproduction of documents

Mail arriving daily to the MFA by mail or fax is scanned and entered into the SPIS1.2 office automation support application. The electronic documents in the SPIS base are activated at the electronic address gp.mzz@gov.si and through the protected electronic network. A member of the specialised staff labels documents and distributes them among relevant departments of the Ministry. Files are arranged according to the contents of documents. After two years, the material is handed over to the MFA Archives. A project for the microfilming and digitisation of documentary material is in preparation. This project also aims at the establishment of electronic archives at the Ministry of Foreign Affairs (see **9** below).

7. Access regulations

The documentary material of the permanent collection of the MFA Archives is accessible to the employees of the Ministry during its working hours.

It is also accessible to visitors, students and researchers who, however, must send advance notification of their arrival, with an explanation of the reason for wanting access, and they must obtain consent to access this material by the Secretary General of the Ministry of Foreign Affairs.

8. Concise description of the principal record groups and collections

The permanent collections of the MFA Archives are arranged according to the contents in the following "Holdings":

- Research, analyses and reports
- Matters of International law
- Western, Northern and Central Europe
- Eastern Europe and Russia
- South Eastern Europe
- Regional cooperation
- Neighbouring countries and border issues
- USA and Canada
- Non-European countries
- Multilateral international cooperation
- International cultural affairs
- Diplomatic Protocol
- Personnel issues
- Top officials of the Ministry of Foreign Affairs and the Government of the Republic of Slovenia
- Diplomatic Missions and Consular Posts of the Republic of Slovenia.

Documentary material is classified according to its contents and arranged chronologically.

In December 2003, the Slovenian Government adopted a decision to design a uniform classification plan and to define the periods of keeping documents for all domains of public administration. The Ministry of the Interior of the Republic of Slovenia is in charge of this project and also acts as a coordinator between the ministries. The date set for the beginning of the uniform classification of documents is 1 January 2005.

The holdings of the MFA Archives comprise about 500 linear metres of catalogued and registered material and about 800 linear metres of material that is in the process of being catalogued. The material was produced in the period between 1990 and 2001.

The MFA Archives has no special private holdings. Individual holdings in the diplomatic archives of the former SFRY are of interest to the Republic of Slovenia. The signing of the agreement on the succession to state archives by all successor states will provide access to important information relating to Slovenia's recent history. The Agreement on Succession Issues, signed in Vienna on 29 June 2001, stipulates that a part of SFRY state archives must be handed over to the successor states in accordance with the international principle of provenance. The Agreement is in the process of ratification by individual successor states.

9. Finding aids and computerisation

The records of documentary material are presently stored in computerised form. The lack of space experienced by the MFA Archives could be solved by the establishment of electronic archives. The recording of documentary material in computerised form and on microfilm will allow for the storage of documents in permanent media, and will facilitate considerably the search for documents. The Ministry of Foreign Affairs intends to electronically record and digitalise 300 linear metres of the permanent collection of the MFA Archives by the end of 2004.

The electronic archives will be accessible as a permanent collection of documentary material in the SPIS6 office information system, which will include a comprehensive archive module. SPIS6 will be a uniform information system for the entire state administration of the Republic of Slovenia and will follow the EU recommendations.

10. Reference works and articles

Presently, only the lists of registered and catalogued matters of the MFA Archives are available in a computerised form.

The department responsible for publication activity at the Ministry of Foreign Affairs is the Research Centre, which produces studies for those engaged in foreign policy. A new internal publication, entitled *Bilten*, started to be issued in 2001 and is aimed at providing Slovenian diplomats with comprehensive information about important foreign policy events, while the yearly work of individual departments and services of the Ministry of Foreign Affairs is outlined in the "Report of the Ministry of Foreign Affairs."

The Research Centre also publishes a publication entitled "Interesting Reading", which contains commentaries, positions and proposals for diplomats at the Ministry of Foreign Affairs and Diplomatic Missions and Consular Posts, academics and various non-governmental organisations.
