

# Foreign Ministry archives services of the European Union MEMBER STATES

## SPAIN

### 1. Full title of Foreign Ministry and of archives service

General Archives of the Ministry of Foreign Affairs

### 2. Contact details

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### 3. Summary of historical background of the archives service

The Ministry of Foreign Affairs Archives have developed side by side with the activities of the Ministerial Department to which they are attached, which was set up at the beginning of the 19th century with the arrival of the Bourbons in Spain. Thus, they were first called the Archives of the Secretariat of State and Despatch, then the Archives of the Ministry of State and, since 1938 - when the Ministry changed name - the Ministry of Foreign Affairs Archives.

Until 1900, the Archives of the then Ministry of State were located in the Royal Palace, but during that year they were moved to the cellars at Santa Cruz Palace, when the building was refurbished for use as the headquarters of the Ministry of State. During the fifties, all the Archives were transferred to the so-called New Building, which is an annex of Santa Cruz Palace.

The records deposited in these General Archives take up more than 12 km of shelving. The oldest are from the 16th century and comprise the records of the Embassy of Spain to the Holy See.

But in general terms, we can say that the holdings date from 1833, although this date is far from rigid. The records from the first third of the 19th century, belonging to the First Secretariat, are kept in the National Historic Archives because they were transferred there from the Ministry of State in successive Stages; the cut-off date adopted for these transfers was 1933, the year Fernando VIIth died.

At the same time, since the seventies, some 19th and early-20th century record series, belonging to the Under-Secretariat, Commerce, Accounting, Judicial and Cultural Affairs, Passports, Correspondence and Telegrams were transferred to the Administration General Archives in Alcalá de Henares, together with records (in general prior to 1950) from various Spanish missions abroad.

As stated in Article 1 of the General Archives byelaws, adopted by a decision of the Ministry of Foreign Affairs Under-Secretariat on 18 February, the Archives contain all the documents, whatsoever their date, form or material support, produced or received by this Ministry, its bodies or the individuals in its service during the course of their duties, for the purpose of preserving and arranging them, with a view to Ministry administration, research, culture and information. Thus it takes charge of all the records produced or received by the Ministry in connection with its activities, whatsoever their material support.

The Archives are responsible for coordinating the operation of all Ministry office and general archives. Likewise they coordinate the sending of records to them from the Spanish Missions abroad.

The General Archives constitute a functional unit, forming part of the Ministry's Technical General Secretariat, and since 1992 have been separate from the Library Service. They are structured as a support unit for the Technical General Secretariat, being attached to the Vice-Technical General Secretariat with the organisational rank of "Service", and consisting of a technical working team and an administrative section.

#### **4. Physical access**

Requirements for access to the Ministry of Foreign Affairs General Archives are identical for Spaniards and foreigners alike.

It is necessary to have permission from the Technical General Secretary in order to consult the documentation, after having previously submitted an application to the General Archives and completed the formalities pursuant to the Ministerial Order of 2 April 1991 concerning access to the Archives.

In this application, the researcher must furnish proof of his identity, state the purpose of his identity, state the purpose of his research and at the same time specify the subject and the initial and concluding dates of the period covered. The application will be processed by the Director of the Ministry of Foreign Affairs General Archives, who must say whether the documentation for consultation can be consulted freely or whether it comes under any of the exceptions of article 4 of the aforementioned Ministerial Order.

Once authorisation has been obtained and the researcher has produced a photograph of himself, the Archives issue a research card allowing access to the Reading Room. No diplomas certifying academic qualifications nor letters of introduction are required.

The Reading Room is open to the public on Mondays to Fridays, from 9:30 to 14:00. It is closed on December 24 and 31, on May 2 and 15 and other holidays on the Spanish calendar.

## **5. Practical facilities**

The Reading Room belongs to the Archives and has capacity for twenty-two users. In it requests for books from the library annex are also attended to, together with requests by researchers for photocopies.

A microfilm and microfile reader/reproducer is available to researchers in the reading room. Likewise there are computers in the reading room for on-line access by the public to data bases and digitised-document images, as well as for their personal use.

Moreover, these General Archives place a room of finding aids relative to the Archives themselves at the disposal of researchers, as well as a reference library with free access to specialised works on archives administration, inventories, catalogues and guides to the Archives, apart from the basic reference works.

## **6. Reproduction of documents**

The General Archives have a photocopying service. Photocopies are requested on an official form, and the researcher must undertake to use photocopies only for research purposes and not for profit.

If a researcher wishes to have a microfilm, the General Archives passes on the request to the National Documents Reproduction Service, for this institution to provide it.

If a researcher wishes to publish reproductions supplied by the Archives, he must request their permission and also undertake to mention the source of the documents reproduced. A researcher who obtains permission to photograph Archives documents must give the Archives a copy of the reproductions.

## 7. Access regulations

Access to the General Archives is governed by the Ministerial Order of 2 April. Exceptions to the rule of free search are as follows:

- Records that are not public, pursuant to the Law
- Materials classified by Law
- Records affecting the security and defence of the State or the investigation of a criminal offences
- Police, procedural, clinical or any other type of records containing personal information affecting the honour or privacy of individuals

The time limit laid down by the authority responsible for assessing and classifying and the 25-year period which must elapse before dossier are open to the public are applicable to paragraphs 2 and 3 respectively

With regard to records containing personal information, the Order specifies the time limits laid down under the Law on the Historic Heritage of 25 June 1985 : 25 years after decease or 50 after if the date of decease is not known.

## 8. Concise description of the principal record groups and collections

The holdings of the Ministry of Foreign Affairs General Archives have been structured into two main sections since 1932, known as the Historic Archives (H) and the Renewed Archives (R), 1931 being the dividing date.

The Historic Archives contain the following records:

- "Policy", comprising the series on Foreign Policy, Domestic Policy, Overseas and the Colonies, and World War I. The limit dates are: 1746 / 1931
- "Correspondence", comprising the series on Correspondence with Embassies and Legations, Correspondence with Vice-Consulates and Honorary Consulates. The limit dates are: 1779 /1931
- "Protocol", comprising the series of the Spanish Royal Household, Foreign Royal Household, Spanish Foreign Missions, foreign Special Missions, Protocol Spain, Holy See, y Republics. The limit dates are 1840/1929.
- "Spanish Foundations Abroad ", comprising the series on Sacred Places in Italy and Special Foundations. The limit dates are: 1745 /1927
- "Foreign Foundations in Spain", comprising the series on Belgium, France, Italy, Portugal and United Kingdom. The limit dates are: 1820 / 1896

- "The Preces Agency in Rome", comprising the General Agency, the Agency in Rome and Diocesan Agencies. The limit dates are: 1777 / 1922;
- "Chancery", comprising the series of dossiers on the awarding of decorations, covering the Order of the Golden Fleece, the Order of Carlos III, the Order of the Damas Nobles de María Luisa, the Order of Isabel la Católica, decorations of other Ministries, foreign decorations, Reales Maestranzas, military orders, Grandees of Spain, Knights Hijosdalgo of Madrid. The limit dates are: 1840/1929. As of the latter date, the Protocol, Orders and Chancery series became part of the Renewed Archives.

The "Renewed Archives" are made up of records from different departments of the Ministry and the Spanish missions abroad since 1931.

Apart from the two main sections, there are also others:

- "Personal" (P), comprising personal files since 1750, both those of Spanish Foreign Service Personnel and of foreigners accredited in Spain, which have been part of the Renewed Archives since 1991. They are open series.
- "Pious Works" (OP), corresponding to the papers of the Foundation for Pious Work in the Holy Places from the 16th century to 1931. At that time they became part of the Renewed Archives.
- "Archive of the Embassy of Spain to the Holy See" (SS). The cut-off dates are: 1540 / 1900
- "Treaties" (TR), contains the series of Treaties, Negotiations, Draft Treaties, Foreign Treaties and Arbitrations from 1801 to 1935.
- "Wills" (T), made up of the copies of wills sent to the Archives by the Consulates or Embassies of Spain abroad since the end of the 19th century. This is an open series.
- "Decorations" (C), only comprising the files of the awarding of decorations, which have been part of the Renewed Archives since 1991.
- "Maps and Plans" (MP), comprising cartographic material and some drawings. The oldest plan is from the 17th century.
- "Manuscripts"

Finally, the following must be included:

- "Private Archives", relative to Manuel Allendesalazar, Pablo de Azcárate, Manuel González Hontoria, Joaquín Iturralde, Julio López Oliván, Emilio de Navascués y Ruiz de Velasco, Juan Negrín and Luis Nicolau D'Olwer.
- "Records of the Government of the Republic in Exile" (1939-1954)
- "Ministry of National Defence" (1938)

## 9. Finding aids and computerisation

### *A) Not published*

All the records have traditional descriptive inventories such as typewritten inventories and handwritten index cards.

- The "Historic Archives" section is inventoried and has detailed topographical inventories for the "Foreign Policy", "Domestic Policy", "First World War" and the "Philippines and the Caroline Islands" series.
- In respect of the "Treaties" holdings, researchers have at their disposal chronological catalogues, catalogues by countries and by subject matter.
- The "Pious Works" records are inventoried on typewritten sheets and handwritten index cards.
- For the "Decorations" records, there is a names card index of the files on the awarding of the Order of Carlos III, of Isabel la Católica and of Civil Merit.
- The "Personal" section has a names card index and typewritten indexes.
- The "Wills" records have a handwritten card index for names.
- As for the so-called "Renewed Archives", apart from the reference indices, there is a dictionary catalogue card index with more than a million-and-a-half index cards.
- The "Manuscript" section has a published catalogue.
- And there are also handwritten index cards for the "Maps and Plans" records.

Together with the traditional finding aids, the General Archives have, since 1994, had several data bases in the reading room, with on-line access. Moreover, other finding aids, such as indices, inventories and repertories of documentary series can be retrieved from these data bases.

These data bases respond to a description and information-dissemination programme within the Archives computerisation programme, and for this reason the description performed by traditional aids has been improved. At the same time, new documentary series have been described. With a view to implementing this programme, the following have been standardised:

- Terminology of the bodies that produce and send the documents;
- Acronyms;
- Describers in accordance with a Thesaurus that was drawn up in parallel;
- Description in the strict sense of the word, with standardised formulas for each level thereof.

The **"TEST"**, **"COND"** Y **"PERS"** data bases correspond to very specific documentary series and types:

**"TEST" (Wills):** contains the most important data of the series of copies of wills made by Spanish missions and sent by the Directorate-General of Consular Affairs to these General Archives pursuant to art. 735 of the Civil Code;

**"COND" (Decorations):** concerns the documents relative to the granting of Spanish and foreign decorations to Spaniards and foreigners;

**"PERS" (Personal):** relative to the personal files of all Ministry personnel and the personal files of all personnel of missions accredited in Spain;

The other data bases concern the traditional organisation of the General Archives:

**"AHIS" (Historic Archives):** This base contains the holdings of the "Historic Archives", the "Treaties" section, the "Pious Works" section and the "Archives of Manuel Allendesalazar".

**"ARGE" (Renewed Archives):** This base contains the holdings of the so-called "Renewed Archives".

**"MAPA" (manuscripts, plans and drawings):** For graphic material, whether maps, plans or drawings. In this data base not only are traditional data included in the cataloguing of this type of material, but there is also a key title used for grouping maps and/or plans of this same key title; name, geographical and subject-matter description; a documentary appraisal, the connection with other documents (in the case of file appendices) or with other Archive records; and the state of preservation.

**"MANU" (manuscripts):** is for the complementary index of the Manuscript section, published in 1974, in which the manuscript number is related to its catalogue numbers and its topographical location.

Apart from this last base, they all use the standardisation contained in the "Archives Thesaurus".

The Thesaurus is presented in four formats: the Alphabetical Thesaurus, The Thesaurus by Subject Matter, the List of Synonyms and the Permutated Text.

At the same time, the digitisation of documents has been started, in order to put the data from data bases with their respective images. Specifically, a start has been made with the documentary records for Treaties, so that researchers can consult them and reproduce them from the optic disk

The new work of identification and description of the documentary records has moreover been linked to the former instruments in the "CIDD" Information Instruments data base, from which the Information Instruments Catalogue is obtained. In this way the public is informed about all the instruments of each group of documentary records and their authors.

## B) Published

- Santos Canalejo, Elisa Carolina de: *Guía del Archivo General del Ministerio de Asuntos Exteriores*. Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1997.
- Santos Canalejo, Elisa Carolina de: with the collaboration of the General Archives Working Group and the Ministry of Foreign Affairs management archives working group. *Tesouro de Archivo*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1994.
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- *Archivo de la Embajada de España cerca de la Santa Sede*. Roma, 1915-1921. 7 vols.
- *Breve Guía del Investigador*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1993. (brochure)
- García Rives, Luis: "Ministerio de Asuntos Exteriores" in *Guía de los Archivos de Madrid*, 1952 pp.94-108.
- *Índices de los documentos de las ayudas a los republicanos españoles en el exilio y del Gobierno de la República en México*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1986?
- Lozano Rincón, M<sup>a</sup> José y ROMERA IRUELA, Enrique: *Guía del Archivo del Ministerio de Asuntos Exteriores*, Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1981.
- Ravina Martín, Manuel: "Inventario de los Libros Registrados de la Orden de Carlos III, Isabel la Católica y Damas Nobles de María Luisa, kept in the Archivo del Ministerio de Asuntos Exteriores", in *Hidalguía*, n<sup>o</sup> 226-227, 1991 pp.369-399.
- Santiago Rodríguez, Miguel: *Los manuscritos del Archivo General y Biblioteca del Ministerio de Asuntos Exteriores* (catálogo sistemático), Ministerio de Asuntos Exteriores, Dirección General de Relaciones Culturales, 1974.

## 10. Reference works and articles

- Becker, Jerónimo: "Algunos manuscritos de la Biblioteca del Ministerio de Estado", in *Boletín de la Real Academia de la Historia*, LXXXV (1919), pp.481-488.
- Rodao, Florentino: "Fondos sobre Extremo Oriente en el Archivo General del Ministerio de Asuntos Exteriores" in *Extremo Oriente Ibérico. Investigaciones Históricas: Metodología y estado de la cuestión*, Madrid: AECl; CSIC, pp.27-38.

- Santos Canalejo, Elisa Carolina de: “Consideraciones sobre el acceso a los archivos diplomáticos”, in *Boletín de la ANABAD*, XLI (1991), nº 3-4, julio-diciembre, pp.195-200.
- Id., “El Archivo General del Ministerio de Asuntos Exteriores como fuente para la Historia de las Relaciones Internacionales”, in *I Jornadas sobre Historia de las Relaciones Internacionales*, Madrid, octubre, 1994.
- Id., *El Archivo Diplomático como Fuente Documental para la historia industrial en la España de Franco (1939-1959)*, Univ. de Somosaguas de Madrid, 1994.
- Espadas Burgos, Manuel: *Corpus Diplomático Hispano-Ruso (1667-1779)*, Madrid: Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1991.
- Nieto Nuño, Miguel: *Diario del Conde de Pöting, Embajador del Sacro Imperio en Madrid 1664-1674*, Madrid: Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1990.
- Aguirre De Carcer, Nuño: *La neutralidad de España durante la Primera Guerra Mundial (1914-1918)* (in the press).
- *Organización, acceso y consulta de los archivos del Ministerio de Asuntos Exteriores*, Madrid: Ministerio de Asuntos Exteriores, Secretaría General Técnica, 1991.