



FONDAZIONE ROMA

Rules of the Historical Archives

Title I ESTABLISHMENT AND MANAGEMENT

Article 1 *Establishment*

In the capacity as bailee ensuing the agreement entered into with UniCredit S.p.A. in 2010 and the contracts of *commodatum* subsequently signed, Fondazione Roma acquired the Archival Fonds pertaining to the Sacro Monte di Pietà di Roma and the Cassa di Risparmio di Roma, which in January 1993 the Superintendent of Archives for Lazio recognised and declared of “significant historical interest”, pursuant to article 36 of the Presidential Decree number 1409 dated 30th September 1963.

The Historical Archives are situated in the headquarters of Fondazione Roma in Palazzo Sciarra, Via Marco Minghetti 17, Rome.

Article 2 *Management*

The Historical Archives preserve the parchment, paper, iconographic, photographic and audio-visual records produced during the XVI-XX centuries by the Cassa di Risparmio di Roma (1836-1991), the Sacro Monte di Pietà di Roma (1539-1937) and the bodies that merged into the credit institutes cited in article 1, as well as an interesting set of office machines indicative of the technology in fashion during the various epochs.

The Historical Archives is deputed to perform the following activities:



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1. preserve the documentary heritage that falls within its competence by preparing rooms and furnishings that comply with the archival preservation standards and promoting precautionary operations that aim to impede deterioration;
2. organise and produce the inventory, adopting the systems and materials which are most suitable for filing the records according to typology and morphology.
3. attend to the archival description and electronic indexing of the records;
4. establish the parameters for computerised inventory management;
5. select the documents to be reproduced according to the most suitable methods and consistent with the state of preservation;
6. curate the exhibition of the records;
7. perform institutional duties with archival and academic Bodies;
8. cooperate with Archives, Foundations, Universities and public and private Institutes in order to accomplish common cultural projects;
9. organise research and publishing projects on themes pertaining to the activities and history of both Credit Institutes;
10. supervise the consultation of the documents and provides scientific advice to authorised users.

ACCESS RULES

Article 3 ***Processing procedures***



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Access to the documents in the Historical Archives is subject to the protection of the personal data contained therein that users, whilst exercising their right to study, are allowed to process only if pertinent and indispensable to pursuing the historical purposes of their research projects according to the provisions under article 9 of the *Code of Ethics and Professional Conduct regarding the Processing of Personal Data for Historical Purposes* (Regulation number 8/P/2001 dated 14th March 2001, issued by the Italian Data Protection Authority), which is attached hereto as appendix a) and constitutes an integral part of these rules, and article 126, paragraph 3 of the Legislative decree number 42 dated 22nd January 2004 (Cultural Heritage and Landscape Code, pursuant to article 10 of Law number 137 dated 6th July 2002) and subsequent amendments.

Article 4

Access to documents

As provided for in article 3, documents containing sensitive data pursuant to article 10, paragraph 2 of the *Code of Ethics and Professional Conduct regarding the Processing of Personal Data for Historical Purposes* and article 122, paragraph 1 b) of the legislative decree 42/2004, may be freely consulted forty years after the date of creation or seventy years if such data may disclose details concerning personal health, sex life or confidential family relationships.

Article 5

Classified documents

Pursuant to article 127, paragraph 2 of the legislative decree 42/2004, specific documents which the Ministry of the Interior has ruled as classified, in accordance with the combined provisions under article 1 of the Presidential Decree number 854 dated 30th December 1975 and article 125 of the of the legislative Decree 42/2004, may not be consulted as likewise documents for which a ‘closed record’ condition has be laid pursuant to article 122, paragraph 3 of legislative decree 42/2004.



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Article 6

Exceptions

The Ministry of the Interior - subject to the opinion of the Superintendent of Archives and having consulted the Committee for matters concerning access to classified archive records established by said Ministry according to article 8, paragraph 1 of the legislative decree number 281 dated the 30th July 1999 - may authorise access for historical purposes before the expiry of the time limits indicated in article 4 pursuant to article 10, paragraph 3 of the *Code of Ethics and Professional Conduct regarding the Processing of Personal Data for Historical Purposes* and the combined provisions under article 1 b) of the Presidential Decree number 854 dated 30th December 1975 and 125 of the of the Legislative Degree 42/2004.

Authorisation is strictly personal and granted, all else equal, to all applicants on the basis of the research project submitted, in which the purposes and procedure for data disclosure must be illustrated. Permit holders may not delegate any other person to examine the documents, which will consequently retain their confidential nature and may not be accessed by persons who have not obtained authorisation pursuant to article 10, paragraphs 4,5 and 8 of the *Code of Ethics and Professional Conduct regarding the Processing of Personal Data for Historical Purposes*.

Title III

ACCESS PROCEDURES

Article 7

Users over eighteen years of age who have applied for and obtained the relative authorisation from the Superintendent of Archives for Lazio pursuant to Article 127, paragraph 1 of the Legislative Decree 42/2004 (which may be downloaded from the website <http://www.sa-lazio.beniculturali.it/index.php?it/127/consultazione-degli-archivi>) may frequent Fondazione Roma's Historical Archives according to the rules herein.



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Article 8

The letter of authorisation under article 7 hereinabove must be submitted to the Historical Archives together with all the required enclosures and the application to consult the archives, which is available at the Foundation's headquarters or may be downloaded from (<http://www.fondazioneroma.it/it/1306.html>).

Users must complete the application form specifying their personal details, any academic qualifications, the subject-matter and purpose of their research pursuant to Article 91 of Royal Decree number 1163 dated 2nd October 1911 and declare that they shall abide by the Rules of the Historical Archives (available in the headquarters of Fondazione Roma and on its website), the *Code of Ethics and Professional Conduct regarding the Processing of Personal Data for Historical Purposes* and the laws in force concerning archives and agree to the processing of their personal data pursuant to Legislative Decree number 196 dated 30th June 2003 (Italian data protection code).

The duly completed application form together with the required enclosures must be submitted by surface mail or e-mail (archivio@fondazioneroma.it).

Article 9

The application to consult the archives is strictly personal and is valid for one solar year from the date of submission and for the research subject-matter specified therein. Upon expiry of said period or should users become interested in a different research project, a new application must be submitted pursuant to Article 91 of Royal Decree number 1163 dated 2nd October 1911, prior permission obtained from the Superintendent for Archives in Lazio pursuant to article 1327, paragraph 1 of Legislative Decree 42/2004.



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Article 10

Access to the Historical Archives to consult documents is free, prior to the fulfilment of the formalities under articles 7 and 8 hereinabove, and is granted by appointment on Mondays, Wednesdays and Fridays from 9.30 to 13.30 a.m.

The Historical Archives are closed to the public in August.

Article 11

Authorised users must exhibit a valid Identity Document and are obliged to legibly sign the visitors' book.

Article 12

The Reading Room accommodates six users and is equipped with a CCTV system.

Article 13

Users must leave coats, umbrellas, bags, briefcases, containers, books, magazines, newspapers, printed matter etc. in the areas provided by the Foundation, which will be indicated upon access.

Ballpoint, felt-tip and fountain pens, ink, paints, glue or other items or material that may damage the documents (scissors, cutters, staplers etc.) are not allowed in the Reading Room. Researchers may use notebooks, worksheets and pencils. Loose paper may not be used.

Article 14

Researchers may use personal or tablet computers only to take notes and are not allowed to use cameras, scanners or mobile phones.



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Article 15

Users must wear suitable clothing to access the Reading Room. Smoking, food and drinks are prohibited in the Reading Room as likewise behaviour that may disturb, harm or offend any other person or the reputation of the premises. Users must observe total silence in the Reading Room and may speak with the Archivist, who provides scientific advice for finding and examining the records, in a low voice.

TITLE IV Consultation Rules Article 16

The inventories of the Archival Fonds are available on Fondazione Roma's website. Users who require assistance with their research may contact the Foundation's Archivist on Mondays, Wednesdays and Fridays from 9 a.m. to 3 p.m. by calling +39 06 697645414, or via e-mail at archivio@fondazioneroma.it.

Article 17

Documents may be consulted strictly on a personal basis.

Users are forbidden to exchange or loan records.

The same user may not examine records constantly for more than three months.

Article 18

Users may request a maximum of three items (envelope, folder, dossier, special format document) per day by completing the form, which is available on Fondazione Roma's website, specifying their personal details, authorised research project, archival shelf-mark (*Fonds, section, series, sub-series, envelope/bound volume, file*) to be submitted via e-mail to the Archivist.



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Article 19

Authorised users may access the Historical Archives upon appointment with the Archivist, once the good state of preservation of the records has been ascertained.

Article 20

The documents may be examined in the Reading Room only and in the presence of the Archivist.

Article 21

Users are not allowed to consult more than one record at a time, especially in the case of loose papers. If essential to the research, the Archivist may allow two items to be examined simultaneously for the purpose of comparison, taking the necessary precautions to keep the papers in order.

Article 22

Users are obliged to handle the documents received with great care, placing them firmly on desks or bookstands, maintaining their order and integrity.

Any previous disarray must be reported to the Archivist.

Article 23

Any action or use that may damage the records or stands, such as taking notes leaning on the documents-photographs, tracing plans, marking or numbering the records even in pencil is forbidden.

Article 24

Users must return the documents, in order, to the Archivist when they have finished consulting them. The files and envelopes must be closed in front of the Archivist.



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Title V COPYING

Article 25

Users are allowed to photocopy the consulted documents, subject to a non-transferable authorisation which may be obtained by completing the specific form, which is also available on the Fondazione Roma's website (article 8 hereinabove).

Article 26

Photocopies shall be supplied subject to the state of preservation of the records and only if essential to the research.

Bound volumes, documents larger than A3 paper and complete Archival series may not be copied.

TITLE VI PUBLICATIONS

Article 27

Documents kept in the Historical Archives may only be partially transcribed. Transcriptions must be agreed upon with Fondazione Roma before use outside of the archives.

Article 28

The facsimile reproduction of documents to be used for publication is subject to authorisation to be requested using the specific form, which is also available on the Foundation's website, whereby users, aware of the criminal penalties inflicted in case of untruthful statements pursuant to Article 47 of the Presidential Decree number 445



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dated 28th December 2000, declare to have observed the provisions of the current laws concerning the protection of copyrights owned by other parties. Users are responsible for any copyright infringement.

Users undertake to identify any owners and, when necessary, settle the aforementioned copyrights and to refrain from transferring the authorisation to third parties.

Article 29

Users who have cited and/or published in facsimile photocopies of the Historical Archives' documents undertake to acknowledge the archival source as follows:

Fondazione Roma, Archivio Storico, *Fonds, Section, Series, sub-series, e (envelope), f (file), bv (bound volume) p/pp (paper/papers).*

Article 30

For the purpose of documenting the scientific activity produced by consulting the Archival Fonds as a tangible proof of the progress achieved in extending the data integration of both institutes, users are obliged to deliver a copy of their doctoral/degree thesis or publication to the Historical Archives and are aware that failure to do so shall imply that permission to publish other documents shall be denied.

Title VII Penalties

Article 31

Users who fail to comply with these Rules, neglect the principles for the good preservation of documents, remove or cause damage of any kind to the heritage of the Historical Archives, once warned, may be expelled from the Reading Room and, in



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the most severe cases, temporarily or permanently banned from the Historical Archives, prosecuted for damages pursuant to Article 2043 of the Italian Civil Code and liable for criminal sanctions.