# Archiving Disciplines

## Prof. Gianmario Baldi; Prof. Luca Rivali

**Module 1: prof. Gianmario Baldi (Semester 1)**

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to convey the basic concepts of general archiving so that students can learn the main theories and basic methodologies related to establishing, organising, conserving and enhancing archival holdings and, finally, managing document-based heritage. In particular, the course will focus on authors and editorial archives.

***COURSE CONTENT***

Definitions of archive and archival documents. Training, organisation and preservation of archival documents in offices, in the current, storage and historical archive. Types of document and archive. Tools for archival research. The information systems of historical archives. Accessibility of archival documents. Regulations and technologies for conserving archival goods. Archival organisation and Italian archiving legislation.

In particular:

• What is an archive?

• What is a document?

• The history of archiving and the development of the archive as a concept

• The archive as a cultural asset

• The current archive: management manual.

• The storage archive

• Weeding archives and weeding criteria

• The historical archive

• Elements of legislation

• Standards of archival description

• Italian archival administration and its organisation

• Personal and editorial archives

• An overview of archive management (emergency plans, heritage conservation etc.)

• Promoting archives.

Photocopied material for in-depth study will be distributed during lectures.

***READING LIST***

Close study of one of the following texts:

G. Bonfiglio Dosio, *Primi passi nel mondo degli archivi: temi e testi per la formazione archivistica di primo livello,* Padua, Cleup, 2010.

Or

G. Bonfiglio Dosio, *Sistemi di gestione documentale,* Padua, 2013, 2nd Ed

P. Carucci - M. Guercio, *Manuale di archivistica,* Rome, 2008.

E. Lodolini, *Archivistica. Principi e problemi,* Milan, 2013.

G. Giannachi, *Archiviare tutto. Una mappatura del quotidiano,* Roma, Treccani, 2021

Close reading of the following text:

A. montorio, *Promemoria: come creare l’archivio dei propri ricordi,* Turin, add editore,2021.

I. Zanni Rosiello, *Gli archivi nella società contemporanea,* Bologna, Il Mulino, 2009.

Students must study a number of archiving topics by carefully reading two of the below essays:

M. Barbara Bertini, *La conservazione dei beni archivistici e librari: prevenzione e piani di emergenza,* Rome, Carocci, 2005, p. 19-142.

P. Carucci, *Le fonti archivistiche: ordinamento e conservazione,* Rome, Carocci, 2011, chap. 10 L’ordinamento, p. 131-168.

P. D’Angiolini - C. Pavone, *Introduzione,* in “Guida generale degli Archivi di Stato italiani”. 1, Rome, Ministero per i beni culturali e ambientali, 1981, p. 1-31

L. Duranti, *I documenti archivistici: la gestione dell’archivio da parte dell’ente produttore,* Rome, Ministero per i beni culturali e ambientali. Ufficio centrale per i beni archivistici, 1997, chap. 1 La natura dei documenti archivistici, p. 15-35; chap. 5 La conservazione dei documenti archivistici p. 77-96.

A. Romiti, *I mezzi di corredo archivistici e i problemi dell’accesso,* in “Archivi per la storia”, III/2, 1990 (Studi in memoria di Antonino Lombardo, ed. By C. Pecorella), p. 217-246 (republished in A. Romiti, Temi di archivistica, Lucca, Pacini Fazzi, 1996, p. 67-102).

E. Lodolini, *Lineamenti di storia dell'archivistica italiana: dalle origini alla metà del secolo XX,* Rome, Carocci editore, 1991.

G. Cencetti, *Scritti archivistici,* Rome, Il centro di ricerca Publisher, 1970

E. Casanova, *Archivistica*, Siena 1928

(available from: http://www.icar.beniculturali.it/biblio/pdf/EuCa/totalCasanova.pdf)

Valenti Filippo, *Scritti e lezioni di archivistica,* *diplomatica e storia istituzionale*, ed. by Daniela Grana, Rome 2000

(available from: http://www.archivi.beniculturali.it/dga/uploads/documents/Saggi/Saggi\_57.pdf)

Lecture notes and materials provided by the lecturer

Students must also study the following legislative material (available online):

*D.P.R. 30 September 1963, no. 1409: “Norme relative all’ordinamento ed al personale degli Archivi di Stato” (only the regulations in force)*

*Codice di deontologia e di buona condotta per il trattamento di dati personali per scopi storici* (Provvedimento del Garante n. 8/P/21 del 14 marzo 2001)

*D. Lgs. 22 gennaio 2004, n. 42 e s.m.*: *“Codice dei beni culturali e del paesaggio”* (except the part on landscape heritage); the following section should be studied in particular: First part: art.1 – 9, Second part: art. 10- 21, 27 - 35, 41 - 44, 48, 53- 72, 95, 101 - 105, 122 – 127.

***TEACHING METHOD***

Lectures and supervised visits to private, public and ecclesiastical archival institutions, as well as libraries and museums. Students who anticipate having trouble attending should contact the lecturer.

***ASSESSMENT METHOD AND CRITERIA***

Oral examination on the reading list and course notes. During the exam, students will be assessed on their skills and understanding in terms of general archiving and problems associated with managing archives.

***NOTES AND PREREQUISITES***

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board. The lecturer may be contacted using the following email address: baldigianmario@gmail.com

**Webliography** (Last update: May 2023)

**The Ministry of Cultural Heritage and Activities and Tourism** https://www.beniculturali.it/mibac/export/MiBAC/sito-MiBAC/MenuPrincipale/Ministero/ index.html

**The Ministry of Cultural Heritage and Activities and Tourism. The Italian Directorate General of Archives** <http://www.archivi.beniculturali.it/>

**The works of the so-called *PA digitale* (Digital Public Administration)** <https://www.forumpa.it/archivio/i-cantieri-della-pa-digitale/>

**Il canale dei libri (the book channel)** <https://www.youtube.com/channel/UCebsJ2J9AjgCnWMukQtbhUA>

**Dialoghi di Urbisaglia (Urbisaglia Dialogues)** <https://www.youtube.com/watch?v=zhxVcbd2mxA>

**Archives, mines of history.** Historians, sociologists, and psychologists analyse it through the historical inquiries carried out by *RAI* (the national public broadcasting company of Italy) and the original documents collected in historical archives. Separated and reconstructed families, the evolution of the family system in a society that is moving towards the growing recognition of individual rights. <https://www.raiplay.it/programmi/archiviminieredistoria/>

**Patrimonio sos: the protection of cultural heritage and the environment** <http://www.patrimoniosos.it/>

**Sos Archivi – the protection of archives and libraries** <https://www.sosarchivi.it/>

**The world of archives** The world of archives. The most important source of information about archives and archivists in Italy: managed by ANAI, in collaboration with ICAR and SAN, with the contribution of the Italian Directorate General of Archives of the MIBACT. <http://www.ilmondodegliarchivi.org/>

**The Associazione Nazionale Archivisti Italiani (the Italian Association of Archives)** The Associazione Nazionale Archivisti Italiani carries out activities and research studies aimed to support the cultural function of archivists, develop and protect their profession, improve the relations between experts and the people interested in archives, and promote archival heritage. <http://www.anai.org/anai-cms/>

**The archival heritage of Lombardy** http://www.lombardiabeniculturali.it/archivi/ <http://www.lombardiabeniculturali.it/archivi/info/>

**Milan State Archive** <https://www.archiviodistatomilano.beniculturali.it/>

**Brescia State Archive** <http://www.archiviodistatobrescia.beniculturali.it/>

**AIDUSA** http://www.aidusa.it/associazione/ The Associazione Italiana Docenti Universitari Scienze Archivistiche (AIDUSA – the Italian Association of Archival Science Lecturers) aims to: “support and promote studies and research activities in Italy in the field of archival science, with a focus on the evolution of the subject in the international scenario, and encourage the teaching of archival studies at university at all levels, stimulating the internationalisation of educational paths and launching related initiatives based on the collaboration between public and private institutions. Furthermore, the Association aims to support the professional role of the people who attended archival science university courses”. Among its members, the Association includes archival science lecturers, and it is also responsible for the coordination and monitoring of the university offers in the field of archival studies.

**AICRAB** https://www.aicrab.org/ The Associazione Italiana dei Conservatori e Restauratori degli Archivi e delle Biblioteche (AICRAB – the Association of the Italian Keepers and Restorers of Archives and Libraries), founded in 2013, is responsible for the protection of Italian archives and libraries. It is addressed not only to archivists, librarians, and restorers, but also to all the people who share this vision, even if they do not belong to these professional categories. The Association offers training and career opportunities, shares the latest techical and professional information, and improves the most adequate methodologies techniques to protect, maintain, and restore the material collected in archives and libraries.

**The Journal of Cultural Heritage** <https://www.journalchc.com>

**The Journal of Cultural Heritage (JCH)** is a multidisciplinary journal about science and technology that aims to analyse all the issues related to the protection and knowledge of cultural heritage from a broad perspective. Its main goal is to publish original articles based on new data, and present innovative methodologies related to all the scientific aspects of the knowledge of cultural heritage, as well as new interpretations and theoretical issues concerning the protection of cultural heritage. The journal aims to become a point of reference for all the scientists of different disciplines who share a common objective, that is to say the development and application of scientific methodologies to improve research activities and the knowledge of cultural heritage, especially in the following sectors: • Protection, conservation, and exploitation of cultural heritage • Asset management and economic analysis • IT in the field of cultural heritage • The impact of climate change on cultural heritage and change management

**AgCult** https://agcult.it/ AgCult is a press agency specialised in the public policies in the field of culture and tourism. First of all, the informative function of AgCult is focused on the activities carried out by the Italian Parliament and Government. Furthermore, it gives great importance to the Italian territory, as it represents one of the key elements of everyday editorial production, together with the monitoring of institutions, companies, trade associations, and foundations. At the local level, AgCult shares important updates on the cultural policies adopted by Regions (Regional councils and other public/private actors working on the territory) and Local governments. In addition, AgCult supports the cultural initiatives of the European Union. Finally, the agency is focused on the professional opportunities in the field of culture: announcements of competition, calls for biddings, job offers, etc. AgCult is registered at the Court of Rome, number 195/2017. In order to get free access to all the news and newsletters, it is necessary to subscribe to AgCult.

 **Lazio '900** https://www.lazio900.it/progetto/ Lazio’900 can be considered as an important element of this documentary panorama, which – despite being numerically small – plays a major role from a historical point of view: the maps of the 19th and the 20th century belonging to the mostly cultural and political institutes operating in the region, usually made available at an inventorial and analytical level. Lazio’900 has a long history – the same history that the Portal aims to recover, at least in part. The majority of the actors who joined the initiative was part of the Archivi del Novecento (20th Century Archives) project, which introduced, between 1995 and 2012, one of the most relevant innovations in the national scenario of archival networks – and certainly the most important innovation in the field of private law. After the end of this experience, some of its protagonists tried to avoid the loss of what they had collected in terms of knowledge, passion, common view, and technology. In November 2017, they achieved the first concrete output: the creation of a portal allowing to explore and interrogate the archival structures and descriptions produced by the institutes participating in the initiative. In this way, a work done by many people over many years – aimed to establish a link with history and histories, made of concrete archives instead of indirect narration – has been made available for the scientific community and the citizens interested in the initiative. Between 2018 and 2020 further institutes decided to join this community. More than 350 inventories are currently available, for a total of about 200,000 descriptive units related to about 100,000 elements. The images contained in the accessible documents are more than 600,000.

**Fondazione Basso (the Basso Foundation)** <https://www.fondazionebasso.it/>

The Fondazione Lelio e Lisli Basso – ONLUS is one of the most prestigious international centres for documentation and research on contemporary research, training, and cultural promotion. Founded in Rome in 1973 with the merger of Lelio Basso’s rich personal library and the Institute for the Study of Contemporary Society (1969). Since 2005, after merging with the Lelio Basso International Foundation (1976), its activities incorporated a global vocation for the promotion of human rights and the rights of peoples. The range of its scientific and cultural interests spans interdisciplinary Humanities: from history to law, from anthropology to philosophy, from economics to sociology, aiming also to understand the interactions with the technical-scientific dimension, such as in the fields of bioethics, the environment, energy resources, and digital technologies. Its Library and Historical Archive preserve and maintain a rich book and documentary heritage. The Foundation also promotes permanent initiatives, such as the Observatory on the Respect of Fundamental Rights in Europe and the Permanent Peoples’ Tribunal.

**BeWeB - Beni ecclesiastici in web (Online ecclesiastical heritage)** https://beweb.chiesacattolica.it/ BeWeB - Beni ecclesiastici in web,  is a showcase displaying the systematic census-taking carried out by Italian dioceses and ecclesiastical cultural institutions on their self-owned holdings belonging to their historical, artistic, archival, and library assets. It also aims to share in-depth studies, news and resources, in order to allow broader, non-specialist audiences to understand and interpret the heritage of dioceses.

**Rete degli archivi per non dimenticare (The Never Forget archive network)** https://www.memoria.san.beniculturali.it

The *Rete degli archivi per non dimenticare* is a portal launched on May 9th, 2011 in occasion of [the ceremony of the International Holocaust Remembrance Day](https://archivio.quirinale.it/aspr/diari/EVENT-002-023810/presidente/giorgio-napolitano#n), held at the Quirinal Palace. At the end of his speech, the President of the Italian Republic [Giorgio Napolitano has declared](https://youtu.be/5Y8Trhg1bco) that the portal will be a valid resource «to demand and provide clarity, I am sure about this, […] so that Italy will never forget, but instead it will be able to draw useful lessons and strength» from the tragedies that struck our country.

**Minuti di Storia (Minutes of History)** <https://www.minutidistoria.com/p/argomenti.html>

Minuti di Storia aims to provide easily accessible contents about History. In this portal, you will find articles, essays, videos, reading suggestions, and be able to request customised research works. In addition, you will find a specific section dedicated to the tools of History: Archives and Libraries. It’s not true that the journey across History is a journey into the past, but it is headed towards the future, instead.

**Journalchc** <https://www.journalchc.com/jchc-project/>

**Sistema di informazione per la sicurezza della Repubblica a protezione degli interessi politici, militari, economici, scientifici ed industriali dell’Italia (Italy’s Intelligence System for the Security of the Republic)**

<https://www.sicurezzanazionale.gov.it/sisr.nsf/chi-siamo/organizzazione.html>

Italy’s Intelligence System for the Security of the Republic is the collective name given to the authorities and organizations responsible for carrying out intelligence activities, in order to protect the Italian Republic from any danger or threat coming from inside and outside the country.

The Security Intelligence System includes:

 [The Prime Minister](https://www.sicurezzanazionale.gov.it/sisr.nsf/chi-siamo/organizzazione/presidente-del-consiglio.html)

 [The Delegated Authority](https://www.sicurezzanazionale.gov.it/sisr.nsf/organizzazione/la-nostra-organizzazione-2/autorita-delegata.html)

 [Comitato interministeriale per la sicurezza della Repubblica](https://www.sicurezzanazionale.gov.it/sisr.nsf/organizzazione/la-nostra-organizzazione-2/comitato-interministeriale-per-la-sicurezza-della-repubblica-cisr.html) (CISR) or Interministerial Committee for the Security of the Republic

 [Dipartimento delle informazioni per la sicurezza](https://www.sicurezzanazionale.gov.it/sisr.nsf/chi-siamo/organizzazione/dis.html) (DIS) or Security Intelligence Department

 [Agenzia informazioni e sicurezza esterna](https://www.sicurezzanazionale.gov.it/sisr.nsf/chi-siamo/organizzazione/aise.html) (AISE) or External Intelligence and Security Agency

 [Agenzia informazioni e sicurezza interna](https://www.sicurezzanazionale.gov.it/sisr.nsf/chi-siamo/organizzazione/aisi.html) (AISI) or Internal Intelligence and Security Agency

**Module 2: Prof. Luca Rivali (Semester 2)**

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to provide students with some essential elements of Digital archiving and, from a broader perspective, a basic knowledge of the digital resources for archiving data, and, more in general, carrying out humanistic research: from the elements that are strictly related to archives, to the bibliographic, iconographic, and textual ones.

At the end of the course, students will be able to acquire the basic knowledge they need to find their way in the world of digital archives, and make use of the different digital tools that manage data through IT.

***COURSE CONTENT***

Elements of Digital archiving: digital documents, formats and metadata, digital archives, digital management and conservation. Research on the Web: websites of archival interest offering archival material, online resources for the study of humanistic subjects, digital reproductions: new research scenarios. The Web and the integration of cultural services (archives, libraries, museums).

***READING LIST***

Students will have to carry out an in-depth study of:

S. Pigliapoco, *Progetto archivio digitale: metodologia sistemi professionalità*, Civita editoriale, Torre del Lago (LU) 2018.

L. Rivali (ed.), *Materiali per il corso di Discipline della memoria*, UCSC Reprographic Service.

In addition, they will have to choose one of the following textbooks: A. Capaccioni, *Umanistica digitale. Tra transizione tecnologica e tradizione*, Maggioli, Santarcangelo di Romagna 2022 and T. Numerico - D. Fioramonte - F. Tomasi, *L’umanista digitale*, il Mulino, Bologna 2010.

And also one of the following: F. Meschini, *Oltre il libro. Forme di testualità e digital humanities*, Editrice Bibliografica, Milan 2020 and F. Tomasi, *Organizzare la conoscenza: digital humanities e web semantico*, Editrice Bibliografica, Milan 2022.

Furthermore, they will have to read one of the textbooks listed below:

M.T. Biagetti, *Le biblioteche digitali. Tipologie, funzionalità e modelli di sviluppo*, Franco Angeli, Milan 2019.

A. Capaccioni, *Ricerche bibliografiche. Banche dati e biblioteche in rete*, Maggioli, Santarcangelo di Romagna 20182.

P. Castellucci, *Dall’ipertesto al Web. Storia culturale dell’informatica*, Laterza, Rome-Bari, 2009.

S. Pigliapoco, *Guida alla gestione informatica dei documenti*, Civita editoriale, Torre del Lago (LU) 2020.

R. Ridi, *Il mondo dei documenti. Cosa sono, come valutarli e organizzarli*, Laterza, Rome-Bari 2010.

L. Rivali (ed.), *Fare sistema. Il dialogo dei servizi culturali del territorio a trent'anni dalla nascita del sistema bibliotecario Brescia est*, CUSL, Milan 2009.

F. Valacchi, *Diventare archivisti. Competenze tecniche di un mestiere sul confine*, Editrice Bibliografica, Milan 2022.

F. Valacchi, *Gli archivi tra storia, uso e futuro. La rivoluzione tecnologica e le biblioteche*, Editrice Bibliografica, Milan 2020.

***TEACHING METHOD***

Usually frontal lectures held in class and, if possible, guided visits to exhibitions, archives, and libraries.

***ASSESSMENT METHOD AND CRITERIA***

The assessment will consist in an oral exam in which students will have to demonstrate that they have acquired a basic knowledge of each of the aspects of the discipline analysed during the course and developed through the study of the reading list specified above. Usually the exam includes one question for each textbook of the reading list. The final assessment will take into account the relevance of the answers, the use of an appropriate terminology, the students’ ability to present their newly-acquired knowledge in a structured and precise way.

***NOTES AND PREREQUISITES***

There are no prerequisites for attending the course. However, students must have attended the semester 1 course held by Prof. Gianmario Baldi.

Class attendance is highly recommended, in order to be able to get familiar with a rather technical discipline.

Two-year students, as well as those with particular requests, will have to define a customised reading list with the lecturer. The students of previous academic years (having therefore a different reading list) are expected to notify the lecturer well in advance of the exam call they have chosen.

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board.