

Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting

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ABSTRACT

The existence of adequate archival space on the territory of Vojvodina was resolved in different ways, usually by placing archives in old, existing buildings that were rarely specially adapted for archive needing. The exception is the new building of Historical Archives in Novi Sad, which is in the process of building. Construction works of new building began in 2011, and will be finished in 2013. The Archives building is one of few new objects in Serbia specifically built for archives and in Vojvodina it is the unique model of new archival building. It is anticipated that the Archive facility has about 6700 m² of useful area. For the purposes of repository it is anticipated about 3620 m², while the remaining space is for additional events.

L'Archivio della Voivodina: edificio, spazio ed attrezzatura in funzione della protezione del materiale archivistico

SINTESI

L'articolo fornisce le informazioni basilari sull'edificio e le attrezzature dell'Archivio della Voivodina (Serbia) con l'obiettivo della protezione del materiale archivistico, enfatizzando alcune problematiche. Il prezioso archivio della Voivodina è stato conservato negli archivi. L'istituzione centrale è l'Archivio della Voivodina, fondato nel 1926 come Archivio di Stato di Novi Sad. La sua missione era quella di raccogliere, tenere e conservare documenti dal territorio della Voivodina (Banat, Bačka, Srem e Baranja). Il documento più antico risale al 1565 ed è stato redatto a Vienna. Archivi regionali si trovano a Novi Sad, Zrenjanin, Subotica, Kikinda, Sombor, Sremska Mitrovica, Pancevo, Bela Crkva e Senta.

Arhiv Vojvodine: arhivska zgradba, prostor in oprema v funkciji zaščite arhivskega gradiva

IZVLEČEK

Pričujoč prispevek prinaša osnovne informacije o arhivskih zgradbah in opremi arhivov v Vojvodini (Srbija) z nalogo zaščite arhivskega gradiva, poudarjajoč določene probleme. Dragoceno arhivsko gradivo Vojvodine se hrani v arhivih. Arhiv Vojvodine, ustanovljen leta 1926, je osrednja arhivska institucija s sedežem v Novem Sadu. Njegove naloge so zbiranje, hramba ter strokovna obdelava gradiva z območja Vojvodine (Banat, Bačka, Srem in Baranja). Najstarejši dokument, ki ga hrani Arhiv Vojvodine je nastal leta 1565 na Dunaju. Regionalni arhivi so v Novem Sadu, Zrenjaninu, Subotici, Kikindi; Somborju, Sremski Mitrovici, Pančevem, Beli Crkvi ter Senti.

Arhivi u Vojvodini: arhivske zgrade, prostor i oprema u funkciji zaštite arhivske građe

APSTRAKT

Postojanje adekvatnoga arhivskog prostora je na teritoriji Vojvodine rešavano na različite načine, uglavnom smeštanjem arhiva u stare, već postojeće zgrade koje su veoma retko namenski adaptirane za potrebe arhiva. Izuzetak predstavlja nova zgrada Istorijaskog arhiva grada Novog Sada, koja se nalazi u postupku izgradnje. Predviđeno je da objekat Arhiva ima oko 6700 m² neto korisne površine. Za potrebe depoa predviđeno je oko 3620 m², a ostali prostor za prateće sadržaje. Radovi na izgradnji nove zgrade počeli su 2011. godine, a njihovo okončanje se predviđa 2013. godine. Zgrada arhiva grada Novog Sada je jedan od retkih novih objekata u Srbiji namenski građenih za potrebe arhiva, a u Vojvodini i jedini primerak nove zgrade arhiva.

INTRODUCTION - THE ARCHIVES IN VOJVODINA

The Province of Vojvodina is an autonomous territorial unit in Serbia. It takes northern part of Serbia, an area of 21.506 square kilometers, approximatively one quarter of Serbia's territory. Vojvodina consists three geographic and historical areas: Backa, Banat and Srem.

The idea of archival records preservation and protection created by the state bodies, religious organizations, cultural and educational institutions, associations and other forms of organization on the territory of Vojvodina, exists from the half of XVII century. Then begins the formation of first county archives, canton archives, city archives and other settlements. judicial and military administrative complexes and inventory of existing material. The most important by volume were county, diocese, orthodox eparchy and large monasteries archives.

The area of today's Vojvodina has developed tradition of office management, especially in county government. In the first half of XVIII century, writings in counties were arranged by alphabetical signature (for the time of Maria Theresia). Such a way of keeping the documents kept until 1786 when the Emperor Joseph II made significant changes in management and administration. It was regulated by imperial order that documents had to be signed by numbers from one onwards, within the year starting from January the first. The new system of document management was applied from November 1786th.

Not earlier than the Kingdom of Serbs, Croats and Slovenes formed, **State Archive** was founded in **Novi Sad** 1926th as independent institution. Mission of the State Archive was to collect the county material. By the beginning of the Second World Was, it was the only archive institution that collected material of all authors on the territory of today's Vojvodina.

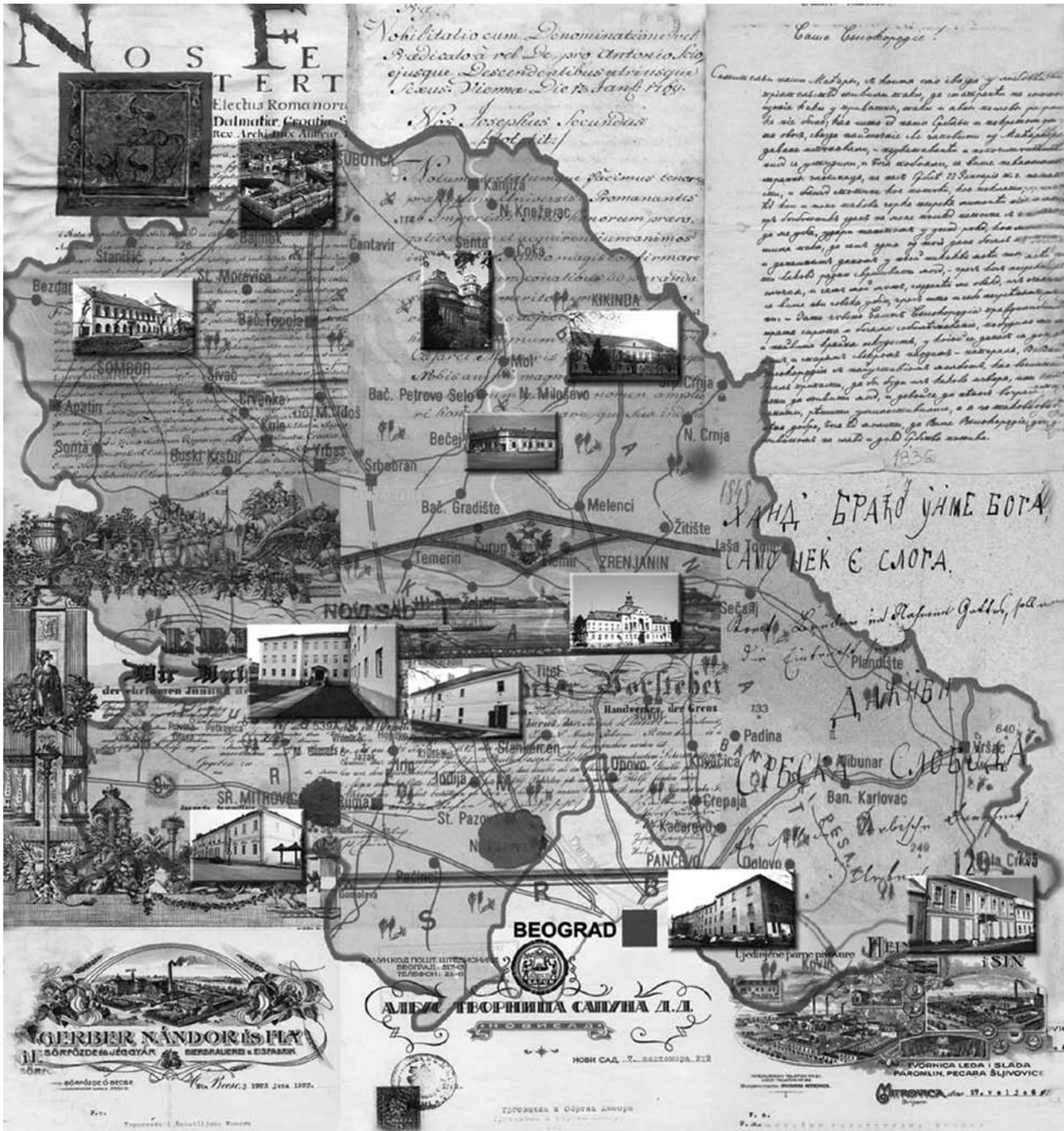
By decision of the National Assembly of AP of Vojvodina in 1946 about the way od temporary organization of the museum, archives and libraries in the province, there have been set the foundation to organized protection of archival material and archive service. By this decision the territory of Vojvodina was divided into nine aread, where bigger municipal centers had an obligation to eastablish a museum, archive and library. By adopting the law on state archives in 1950, which was the first special law, the archives were determined as body for storage, protection and processing of historical and archival records. There were specified responsibilities of creators (authors) and archives in archival records protection.

In Vojvodina, today there are nine regional archives: **Historical Archives in Bela Crkva, the Historical Archives in Zrenjanin, Historical Archives in Kikinda, Historical Archives in Novi Sad, Historical Archives in Pancevo, Historical Archives in Sentaa, Historical Archives in Sombor, Historical Archives "Srem" in Sremska Mitrovica, Historical Archives inf Subotica. Archives of Vojvodina** in Novi Sad is the master archive for all archives in Vojvodina. The special status in Vojvodina have **Manuscript Department of Matica Srpska and Archives SANU** in Sremski Karlovci.¹

1. **Manuscript Department of Matica Srpska** was founded in 1945 as the Department of manuscripts and materials, and the status od Special Department of Matica Srpska acquired in 1961. Within the Matica Srpska building in Novi Sad, this department keeps the material issued by the work of Matica Srpska, as well as collection of letters, manuscripts and photographs from XVII, XVIII, XIX and XX century.

Patriarchal-metropolitan archive (Archives SANU) in Sremski Karlovci was founded in 1796. In 1949, by decision of the Serbian Orthodox Church, it was consigned in custody to the Serbian Academy of Art and Science. It keeps archival records of the former Karlovac metropolis.

Danijela BRANKOVIĆ: Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting, 181-192



Picture 1. Archives in Novi Sad

SHORT REVIEW ON TODAY'S ARCHIVE SITUATION IN VOJVODINA AND PROPOSALS FOR ITS MODERNIZATION

The existence of adequate archival space is of great influence to the entire archival activity in a particular area. This issue was resolved in different ways on the territory of Vojvodina, usually by placing archive in old, existing buildings that were rarely specially adapted for archive needs. They represent the architectural heritage of our country and meet the cultural role of archive, but often not all necessary conditions for archival records storage.

The issue of archive building is not a question of one solution in all cases. It is often caused by country's economic development, but also with cultural tradition of environment. There was not constructed dedicated archive building in Vojvodina till today. The only purpose-adapted building for the

Danijela BRANKOVIĆ: Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting, 181-192

archive on the territory of Vojvodina was the building in which is placed **Archives of Vojvodina in Novi Sad**. In 1988 there was adapted a former District Court building in Novi Sad, built in 1901, which was declared as a cultural monument by decision of Republic of Serbia Government in 2007. Archives of Vojvodina was founded in 1926² as State archive in Novi Sad, in charge of archival materials from the territory of Banat, Backa, Srem and Baranja. During its existence, the archival institution has changed its official name of the institution, and its central office².

The building in which is the Archives of Vojvodina was build in 1901 for the prison. The building was adapted in 1988 for the archive needings, so it is equipped for protection, sorting, processing and using of archival records. By the end of October the same year, there were moved funds and collections of Archives of Vojvodina into the building. The nwe building was officially opened on April 27th 1989. The Archives of Vojvodina building in Novi Sad was declared as a monument of culture in 2007 by the Government of Serbia. The total building area is 4120 m². Repositories occupy 2576 m², working areas 1396 m². Repositories can receive 12081 meters of archival records, with available free space for 950 meters of archival records. They are quipped with the latest equipment, and access to material is allowed only to certain employees of Archive, which using encrypted passwords.



Picture 2. Archives of Vojvodina in Novi Sad

2. State Archives in Novi sad, founded in 1926, had a seat in the building of **Women's Teacher Training School** in Novi Sad till 1934, when it has been moved to Petrovaradin, to the building of former **Magistrate of Petrovaradin**. During the World War II much of the archival records have been transferred to Vienna and Czechoslovakia by German military authorities, and one part of material was destroyed during the relocation to unsuitable rooms of **Petrovaradin fortress**, where the archive was located since 1943 to 1945. After the war, the remaining material was located in the basement of the **Banovina palace** in Novi Sad. In 1956 the State Archives of Autonomous Province of Vojvodina was moved to Sremski Karlovci into the Patriarchal palace, by decision No. 2694 from June 21st 1956, and later into the building of former **Magistrate of Karlovac**. One part of the archival fonds was transferred to the **monastery Beocin**. Arhives of Vojvodina was moved in 1988 to Novi Sad into the **District prison building** adapted for modern archive service needings.

Danijela BRANKOVIĆ: Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting, 181-192

The building is equipped with reporting fire systems, anti-theft alarma, control access to repositories and 24 hours a day video surveillance. The material is placed on metal shelves and moving electric “trains”. The building has two elevators for material tranfer. Reading room, bureau and showroom are located on the ground floor.



Picture 3. Archives of Vojvodina technical equipment

Although the act of building adaptation for archive needsings has done and improved conditions of internal layout, it was not possible elimination of all defects by adaptation, as for example stability of building foundation and the like. Lately, when it comes to Archives of Vojvodina, there have been arised the problem of archival records and current records storage due to increasing receipt of new documents.

In this situation the only solution for the Archives of Vojvodina would be upgrade of existing space, primarily because of additional need for storage space, and space for archival records protection: reparation, preservation and digitalization.

Other archives in Vojvodina are places in older, existing buildings what are rarely adapted for archive needsings.

Historical Archives in Bela Crkva is located in one floor building, which was built for a hotel in 1862. The building was renovated for the archive needsings and has the cultural monument status.

Historical Archives in Zrenjanin, Historical Archives in Senta and Historical Archives in Subotica are located in the City Hall building, which is on central square, Due to lack of storage space for archival records, Archives in Senta has two outside repositories in Senta, a part of material is located in the building tower of the City Hall.

Historical Archives in Kikinda was permanently placed in the building of former Velikokikinski District in center of the city since 1963. Archive shares building with National Museum.

Danijela BRANKOVIĆ: Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting, 181-192

Historical Archives in Pancevo has repeatedly changed its central office and since 1979 it has been placed in the building of the former Austro-Hungarian army barracks, which was renovated and adapted to the archive service.

Historical Archives in Sombor is located partly in “Krusper palace”, where today are placed business offices and partly in “Pasha tower”, which now serves as storage space - repository.

Historical Archives “Srem” in Sremska Mitrovica was placed into the former Austro-Hungarian army barracks in 1965, which has been after several adaptations adjusted to the needs of archive services.

Historical Archives in Novi Sad - the valuable archival records is stored in six repositories units located in Caserne and Powder-mill buildings at the Petrovaradin Fortress, at the total area of 1870 m², there is stored.

A NEW BUILDING OF THE HISTORICAL ARCHIVES IN NOVI SAD

SNAPSHOT

Historical Archives in Novi Sad was founded in 1954. and has the status of inter-municipal archive, and it performs its activities at the South Bačka District. In the Historical Archive repositories there are currently stored about 7000 linear meters of archival records.

The current conditions of the Archive are unsatisfactory. The major issue for normal functioning is space insufficiency for archival records, as well as inadequate storage conditions. Archive is located in a 300 year old buildings which don't have adequate hydro and thermal isolation, as well as the possibility of monitoring the impact to microclimatic conditions, especially temperature, humidity, lighting, etc.

The valuable archival records is stored in six repositories units located in Caserne and Powder-mill buildings at the Petrovaradin Fortress, at the total area of 1870 m², there is stored. The big problem of the existing building of the Historical Archives of Novi Sad is lack of adequate fire protection systems.



Picture 4.
Historical archives
in Novi Sad

NEW LOCATION

The new Archives facility will be located within the planned office complex and trading center on parcel in Filip Višnjić Street in Novi Sad. With new archival facility it is considered that Archive must be accessible to the visitors, i.e. to be located near downtown, not far from other scientific and cultural institutions, on the communication convenient place.

It is anticipated that the Archive facility has about 6700 m² of useful area, and complete business center about 20.000 m². Parcel will be equipped with all connections to municipal infrastructure installations. The Archives building must represent special complex with secured entrances and approaches for pedestrians and vehicles, also to parking lot, green areas and organized area around Archives building. The investor of new object is Public Enterprise "Office Space of Novi Sad", while the projects of new object is done by the Company "PRO ING" from Novi Sad. Construction works of new building began in 2011, and will be finished in 2013. The first phase of construction works has been completed and by the end of the year it is expected the end of masonry. The Archive building is one of few new objects in Serbia specifically built for archives and in Vojvodina it is the unique model of new archive building. On the new building of Historical Archives in Novi sad designing task has been worked architects Gordana Kostić and Srdjan Crkvenjakov.



Picture 5. New Archive building, may 2012

FUNCTIONAL ORGANIZATION OF SPACE AND ITS PURPOSE

Planned total usable area of the Archive building is about 6700 m² net. It is anticipated that the building has four stages - one underground and three floors. For the purposes of repository it is anticipated about 3620 m², while the remaining space is for additional events. Stages of Archive are different and they are divided functionally in two parts:

Danijela BRANKOVIĆ: Archives in Vojvodina: Archive Buildings, Space and Equipment in the Function of Archival Records Protecting, 181-192

- **administrative unit** GF+2+Attic and
- **repository rooms** that are designed with multiple levels, ie. basement Basement+GF+2+Attic

In the BASEMENT there are provided technical rooms (engine, boiler room, hydrocell and elevator installations), garage, shelter and space for stairs. Other rooms in the basement are used as storage rooms, according to the need of future users. Basement space is connected to the upper floors of archive by vertical communications (stairs and elevator). Basement space is designed under entire surface where the repository is designed. Administrative part of the building is designed without basement floor. The total gross basement area is 1192.35 m².

THE GROUND FLOOR OF THE BUILDING consists of: entrance, hall, bureau, reading-room and internet, center for information, photospoying, library, raw records repository, digitalization, conservation and processing and sorting. In this part of the building there are provided electronically control entry-exit doors.

THE FIRST FLOOR of the administrative part provides offices for Archives Management.

MEZANNINE usually consists of repository and treasury.

On THE SECOND FLOOR there are designed meeting rooms, dining room and offices. Office space, which consists of both floors of administration, is separated with folding doors and it has electronic access control. Electronic control is also connected to the access control to archive repositories. This solution enables access control to designated areas of the building during the work day, as well as in the afternoon during the exhibition in the lobby of the building.

THE ROOF is oblique and in accordance with the form object.



Picture 6. 3D Visualization of the new Archive building



Picture 7. 3D Visualization of the new Archive building

1) REPOSITORY AREA

Repository department is a separate organizational unit within the Historical Archive. Repositories are always the most delicate part of each archive. Work in the department repositories is related to receiving, processing, storage and protection of the archival records, as well as its repair and restoration, recording, digitalization, publishing, working with customers, research activities etc. Since the construction has began, the cargo is predicted that repositories have to deal with, and for the realization of their construction were taken proposals of archivists and architects.

Receiving repository will be provided with access for vehicles for archival records, with ramps and the like, and with space for material storing that has not been processed. It will be located on the ground floor.

Repository which houses processed archival material is divided into several units which are separated by fire doors, within which is the treasury area of 100 m², which stores valuable archival records that are stored separately. For repository areas in Archives building where the processed and arranged archival records is kept, there are first floor, mezzanine and second floor, where each of them has four rooms of repository that make special fire fighting sectors. All repository doors are for fire fighting. There have been avoided, as much as possible, unnecessary corridors and communication and it has been established working office space for documentation processing through which you can enter into repositories. Also repositories are associated with the workshop and laboratory for conservation and reparation of documentation and space in which perform digitalization and scanning of archival records. Complete all repository areas should be horizontally and vertically connected to elevators, archive trains, etc. so the transport of archival records is easier. The archival records are stored in repositories on metal shelves, which slide along the tracks laid in the floor.

The repository area must be provided with prescribed microclimatic conditions, with relation to determined humidity and air temperature, partial penetration of natural light, ventilation, adequate artificial lighting, fire protection and computer networks. The repositories must be divided into separate units that are separated by fire doors

It is also important to plan all necessary installations and to provide access to the repository only to authorized persons through codes or by using cards.

The damaged material is repaired and conserved in the workshop and laboratory of Archives.

Sorting and processing of archival records, as well as evidence, register and others, mostly is administered in computer software UAIS - "unique archival information system".

The total net area of repository is 3620 m², and repository rooms are:

- The reception repository for receiving archival records
- The repository of material that is not processed and arranged
- Processing and arrangement archival records
- The repository for processed and arranged archival records
- Transmitting - output of archival records
- Offices for service repository workers and manager
- Room for digitalization and scanning of records
- Workshops for reparation and conservation
- Store rooms and wardrobes
- Room for disinfection
- Sanitary rooms

2) ARCHIVE WORKSPACE

Archive work rooms include all other necessary work rooms that are required for this type of building and they are:

The entry hall - foyer intended for visitors or users of the Archives and it should be an exhibition place where would be presented specified archival records, and also where visitors could receive all necessary information about Archive

Office space is intended to Archive administration and ancillary services, and conference hall is multifunction and is used for and presentations, projections, screenings and the like.

Working with clients involves the application, information obtaining and using of archival records that can be used by interested citizens, researchers, institutions and others.

Archive library disposes over 4000 books and 200 periodicals.

Reading room could be predicted as a space for researchers and scientists, and it also should have computers connected to Archive network.

For total archive workspace is planned around 1130 m².

3) TECHNICAL ROOMS

Technical rooms (about 300 m²) include all necessary ancillary rooms required for functioning of the installation system in this building. They could be in the basement and they are:

- Substation
- Air chambers
- Rooms for water meters and hydrocel
- Machine rooms
- Aggregate room
- Servers, telephone exchanges, electrical cabinet
- Fire and anti-theft power system planning offices
- Storage rooms and workshops

CONSTRUCTION AND MATERIALS

Building construction is divided in two parts: archival records repositories and administration building. Both parts are resolved in AB system (reinforced concrete skeleton system, all under the applicable regulations and standards for this type of building).

Used materials must fulfill all the conditions of fire protection and conditions for placing and storing of archival records. Bearing capacity of soil is determined by geomechanical testing. Rooms for material storing, as workrooms, have the height that is required for this type of building, and also in ceiling space is predicted space for installation.

Floors in repository should be antistatic, resistant to moisture and easy to maintain. Repositories should have limited natural light and ventilation, and also adequate artificial lighting and ventilation. There should be provided system for control and establishing of the prescribed temperature and humidity in the repositories, which are separated by fire doors. Shelves and archive "trains" for material are 2 meters height, 1 meter wide, tied up of 2-22 pieces. Structure static charge is 30-40 kg per meter.

In the repository there are also provided horizontal and vertical communication for transport of material. Repositories must be isolated from moisture and heat, secured of direct light, dust, microorganisms, rodents, insects and others. All hydro isolated materials must meet required standards and must be properly built. Protection of the records from direct light is achieved with artificial "cold" light and dimmed glass on the windows. The prediction of easy maintenance and cleaning systems is also important. Water supply and drainage systems may not be placed through repository rooms.

INSTALLATION AND EQUIPMENT

The building must be equipped with plumbing and sewage and hydrant system, all necessary electrical installations, thermal mechanical installations and air conditioning, computer network, anti-theft and video surveillance systems and fire alarm system

Microclimatic conditions for the preservation of archival records require constant air temperature of 10 - 15 degrees and relative humidity of 50 - 60%. Requirements for storage of data carriers (microfilms, tapes, disks, etc.) require temperatures of 10 - 15 degrees and relative humidity of 55%.

Predict the digital systems of ventilation and air conditioning systems, automated systems for measuring microclimate parameters, security surveillance and video surveillance systems, fire detectors and alarm systems for dry fire extinguishers and fire doors, encrypted system for the storage access only to authorized persons.

Depot equipment includes shelf systems for archival records, movable archive cabinets, archival shelves, cabinets and strongboxes for storage of important archival records, a metal box in case of emergency evacuation.

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SUMMARY

The issue of archive building is not a question of one solution in all cases. It is often caused by country's economic development, but also with cultural tradition of environment. The existence of adequate archival space is of great influence to the entire archival activity in a particular area. This issue was resolved in different ways on the territory of Vojvodina, usually by placing archive in old, existing buildings that were rarely specially adapted for archive needs. They represent the architectural heritage of our country and meet the cultural role of archive, but often not all necessary conditions for archival records storage. In Vojvodina, today there are nine regional archives: Historical Archives in Bela Crkva, the Historical Archives in Zrenjanin, Historical Archives in Kikinda, Historical Archives in Novi Sad, Historical Archives in Pancevo, Historical Archives in Senta, Historical Archives in Sombor, Historical Archives "Srem" in Sremska Mitrovica, Historical Archives in Subotica. Archives of Vojvodina in Novi Sad is the master archive for all archives in Vojvodina. The special status in Vojvodina have Manuscript Department of Matica Srpska and Archives SANU in Sremski Karlovci. There was not constructed dedicated archive building in Vojvodina till today. The only purpose-adapted building for the archive on the territory of Vojvodina was the building in which is placed Archives of Vojvodina in Novi Sad. Other archives in Vojvodina are places in older, existing buildings what are rarely adapted for archive needs. A new building of the historical archives in Novi Sad is one of few new objects in Serbia specifically built for archives and in Vojvodina. It is anticipated that the Archive facility has about 6700 m² of useful area, and complete business center about 20.000 m².

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