

## Use of Archive Material in the State Archives of the Republic of Macedonia and its Publishing Activity

*SVETLANA USPRCOVA*

Head of Department, The State Archives of the Republic of Macedonia, Dimitar Vlahov 19, Skopje, Republic of Macedonia

e-mail: svetlana.usprcova@arhiv.gov.mk

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### *ABSTRACT*

This paper is about the use of public archives in the State Archives of the Republic of Macedonia, with particular emphasis on publishing as one of the forms through which archival material is presented and distributed to the public. One of the roles of the State Archives of the Republic of Macedonia is to be a public service and should provide transparency and access to archival material stored in its repositories, which is largely achieved through the publication of collections of documents and monographs and is in accordance with existing legislation of the Republic of Macedonia, as well as with the laws of the State Archives.

**Key words:** use, availability, publication of archival material, Act on publishing, Rules on publication, Commission for publication, State Archives of the Republic of Macedonia

Utilizzo del materiale archivistico nell'Archivio di Stato della Repubblica di Macedonia e la sua attività di pubblicazione

### *SINTESI*

L'articolo tratta dell'utilizzo degli archivi pubblici nell'Archivio di Stato della Repubblica di Macedonia, ponendo particolare attenzione all'attività di pubblicazione intesa come uno dei mezzi attraverso cui il material archivistico viene presentato e diffuso al pubblico. Uno dei ruoli dell'Archivio di Stato della Repubblica di Macedonia è quello di essere un servizio pubblico e di dover provvedere a dare trasparenza ed accesso al material archivistico contenuto nei propri depositi, ruolo ampiamente adempiuto tramite la pubblicazione di documenti e monografie in ottemperanza alla vigente legislazione della Repubblica di Macedonia così come alle leggi che regolamentano l'Archivio di Stato.

**Parole chiave:** utilizzo, disponibilità, pubblicazione di material archivistico, Legge sull'editoria, Commissione per l'editoria, ISBN, CIP

Uporaba arhivskega gradiva v Državnem arhivu Republike Makedonije in njegova založniška dejavnost

### *IZVLEČEK*

Prispevek govori o uporabi javnega arhivskega gradiva v Državnem arhivu Republike Makedonije, s posebnim poudarkom na objavah, kot eno od oblik, skozi katero se arhivsko gradivo predstavlja javnosti. Državni Arhiva Republike Makedonije opravlja javno službo, zato je dolžan zagotavljati preglednost in dostop do arhivskega gradiva ki ga hrani. To v veliki meri dosega z objavo zbirke gradiva in monografij v skladu z veljavno zakonodajo Republike Makedonije ter predpisih o državnem arhivu.

**Ključne besede:** uporaba, dostopnost, objavljanje arhivskega gradiva, Zakon o založništvu, Pravilnik o objavi, Komisija za objavo, Državni arhiv Republike Makedonije

## Користење на архивскиот материјал во Државниот архив на Република Македонија и неговата издавачка дејност

### АПСТРАКТ

Овој реферат е за користењето на јавниот архивски материјал во Државниот архив на Република Македонија, со особен акцент на издавачката дејност, како една од формите преку кои архивскиот материјал се презентира и дистрибуира во јавноста. Една од улогите на Државниот архив на Република Македонија е да биде јавен сервис и треба да овозможи транспарентност и достапност до архивскиот материјал што се чува во неговите депоа, што во голем дел се остварува преку публикувањето на збирки од документи (серии) и монографии и е во согласност со постоечката законска регулатива во Република Македонија, како и со интерните акти во Архивот.

**Клучни зборови:** Користење, достапност, публикување на архивски материјал, Закон за издавачка дејност, Правилник за публикување, Комисија за публикување, Меѓународен стандарден број за книги (ИСБН), ЦИП запис - каталогизација во публикација

## 1 Using archival material in the State Archives of the Republic of Macedonia

One of the primary functions of the State Archives of the Republic of Macedonia is the assistance needed to be given to the users when using the archival material. This activity has been established in 1958 and from then until today has been developed through daily practice, and as well as the implementation of worldwide experience in terms of informing the users and the use of archival material and its presentation to the public.

In terms of availability and use of archival material, the State Archives endeavors and work towards the elimination of prejudices that the archives are institutions of closed type. The State Archives of the Republic of Macedonia as a public service for citizens is a modern institution that has an important place and role in the political, scientific, cultural, and overall social life in the country and it is able to meet the needs of the citizens of the Republic of Macedonia.

The State Archives has long overcome such problems as: limited access to stacks, understaffing in context of archives experts, great amount of piled-up funds, and lack of scientific and informative resources.

The opening of the State Archives to science and the general public is accomplished through greater presence in the public information media and other outlets, by organizing seminars, workshops, press conferences, round tables, projects of importance for Macedonian history, preparation of exhibitions of archival documents, publishing original archive material and more intensive cooperation with educational institutions.

The openness of the State Archives to the public, has brought changes also in the structure and profile of users of archival material. In addition to scientists and researchers, ordinary citizens have also in recent years appeared as users; in addition for administrative needs, they also use the State Archives for the study of national, cultural, military, legal, and economic history of Macedonia.

Using archival material in the State Archives of the Republic of Macedonia is regulated by the Law on archival material (2012).

The right to use public archive material is offered to any user on equal terms. Its use may be to exercise the functions of state bodies, public institutions and services, public enterprises, units of local government, as well as for scientific research, journalistic needs, needs of teaching, then for the preparation of exhibitions and publishing, and also to exercise and protect freedoms and rights of citizens and for other needs.

Public archival material is available for use after the expiration of 20 years from its creation. This material may be available for use even before the expiration of 20 years if since creation it is intended for the public or, if so determined by the holder.

Archival and documentary material containing data relating to defense, international relations, the issues of national security, including those for the maintenance of public order, intelligence and security activity, the economic interests of the Republic of Macedonia, tax secrets, whose discovery would have damaging consequences for national security and national interests of the Republic of Macedonia, are available for use after 100 years of their creation, unless stipulated otherwise by law or special regulation.

Documents containing information on geological and geodetic surveys of natural resources and the economy of the country are available for use after 70 years since their creation.

Archival and documentary material containing data on buildings and facilities of strategic importance for the state, is available for use after 100 years of its creation, while such material containing data representing a trade secret, technological improvements and innovations, are available for use after 50 years of its creation.

Documents insulting national feelings, restricting freedoms and human rights documents containing sensitive personal data, data on racial, national origin, political, religious or philosophical beliefs, health condition, private sexual life, entry or deletion of criminal records conducted on the basis of the law, documents inciting national and racial intolerance and discrimination, restricting or humiliating physical and moral integrity of man, are available for use after the expiration of 70 years from creation or 20 years after the death of the person involved.

Personal health records and data on a given person are available for use after 20 years after his death or 100 years since his birth.

Personnel files and data having characteristics and statements are available for use after 100 years of birth of the person involved, except in cases provided by law.

The access to the requested documents in the State Archives may temporarily be restricted in cases when the documents are in disarray and unprocessed state; when the physical condition of the documents does not allow their use; when the requested document has already been given for use to another user or if the documents are in the process of being restored, conserved, microfilmed, digitized, etc.

The manner of using the archival material in the State Archives is prescribed by the Director of the State Archives.

Foreign natural and legal persons may use archival and documentary material in the State Archives, in accordance with the Law on archival material or other laws, bylaws of the State Archives and the international agreements ratified in accordance with the Constitution.

## 2 Publishing activities in the State Archives of the Republic of Macedonia

One of the ways in which archival material becomes available to the general public is also by means of its publication. Through publication, the use of original documents is thus avoided, and they become more visible to the general public.

The publication of archival material facilitates the work of researchers, the documents become available to the general public, and the end result is increased awareness by the general public and the state about the archival material and the history that are kept in the repositories of the archives and are at the disposal to the present and future generations.

Publishing means providing access to information by the public.

Traditional publishing refers primarily to printed editions; but with the development of technology publishing takes on new forms, such as publication of books made on the basis of archival materials on CDs, DVDs, electronic books, websites and the like.

Archival material is the source and foundation on which historical interpretations in academic papers and books are based, and recently are also used in many on-line interpretations. The State Archives of the Republic Macedonia enables researchers to have access to archival material, so that later

in their scientific papers many text documents, stored in the State Archives, and a large number of photographs are presented and cited.

Publishing also contains important legislative issues: copyright, protection of works, protection of the source of information, and so on.

In the field of publishing and in the preparation of many historical books, the State Archives makes publishing in cooperation with several of publishing houses.

In the State Archives, many documents deposited by government departments over the years are stored. These documents are the basis of the official history of our country and talk about the state's influence on the lives of individuals.

The publication of documents was started by the State Archives in 1963 and to date more than 200 publications have been issued. Major series involve Turkish, Serbian, British, French, Italian, Austrian and German documents about the history of the Macedonian people, and a series of Documents on state-legal development of Macedonia.

By publishing, the documents become available to the general public, not only to the researchers, thus increasing interest in our national history. This primarily refers to the documents obtained from foreign archives that are published translated in Macedonian language, which makes them available to users that cannot use the original because of lack of knowledge of foreign languages. It is needless to stress that the publication of the documents represents document protection from damage and even from being destroyed by multiple use by researchers, even from the very changing of the climate conditions when being carried out from the repository, and even not to mention protection from disappearance or misplacement of a separate document.

Respecting international rules on publication of archival material, the State Archives of the Republic of Macedonia is primarily focused on issuing three types of publications: collections of documents (mainly in series), monographic papers prepared on the basis of archival materials, and popular-science editions. The first type primarily relates to archival material brought from abroad, through continuous research, which is published mainly in serial editions.

By publishing, the State Archives is also involved in the celebration of important anniversaries of the Macedonian state; similarly, this institution also publishes collections of documents relating to the creation of the national government and the state-forming development of Macedonia and collections of documents on Macedonia in international treaties over time.

Through its publishing production, the State Archives is included in current events and so promotes itself proving that it is not only „a custodian of old papers“ but also a dynamic institution involved in the latest social trends. By exchange of publications and promotion and distribution of its publications at home and abroad, the State Archives undoubtedly also promotes the Republic of Macedonia, as shown by repeated requests from abroad for delivery of the latest editions.

Some of the editions of the State Archives are made in cooperation with domestic and foreign institutions. An example is the collection „Macedonia under Ottoman administration“, co-produced by the State Archives of the Republic of Macedonia and the Turkish State Archives. The series „British documents about the history of Macedonia“ is a good example of cooperation of the State Archives with foreign embassies located in our country.

### 3 Rules on publication in the State Archives of the Republic of Macedonia

Publishing in the State Archives of the Republic of Macedonia is conducted in accordance with the law: Rules on publication. These Rules regulate the publishing activity of the State Archives of the Republic of Macedonia, in other words: the types of publications that are issued; the manner of issuing these publications; financing of publications; and other matters relating to the issue of the publications.

The publishing activity of the State Archives of the Republic of Macedonia includes publishing: monographs or peer-reviewed publications, which exhaustively and comprehensively treat an event,

issue, questions, topic or person in the history of Macedonia; collections of documents; comments on certain historical issues, events and personalities; original works made by prominent historical figures; guides through archivist stacks of the State Archives; official and periodic publications in the field of archivistics; and other publications relevant to the Archives.

All publications may be published in paper and/or electronic form (CD, DVD, Internet connection) in Macedonian language and in Cyrillic alphabet.

The publications of the State Archives of the Republic Macedonia may be published bilingually, in other words: in the original foreign language with the appropriate alphabet or letter and a mandatory translation into Macedonian. Publication may be also made of facsimiles, original documents in foreign living or dead language, in Old Slavic, or Old Church Slavic language with or without translation into Macedonian literary language. Documents in uncodified Macedonian language (pre-war or post-war) may be published in the original, unedited, and with appropriate interpretations of unfamiliar terms in case it is for the sake of preserving the authenticity of the documents.

To conduct publishing activity in the State Archives, a Commission for publishing is formed, which is composed of 11 members appointed by the Director of the State Archives, with a mandate of 2 years. One member is appointed Chair of the Commission. Member of the Commission may also be a researcher who is not employed in the State Archives. Duties of the Commission are organizing, implementation, and promotion of publishing activity of the State Archives of the Republic of Macedonia.

If the publication that is issued is a collection of documents, it should then have regests of the documents, whose preparation is the responsibility of the editor, as is the preparation of the chapters on used sources and literature and bibliography if any. Selecting and providing photographs, facsimiles and other illustrative material is also the responsibility of the author.

The printed edition of the State Archives of the Republic of Macedonia should contain the name and logo of the publisher; data on the responsible officer of the publisher; name of the author or editor; names of other authors (doing the selection, introduction, afterword, comments); name of reviewers; name of the editor; names of other authors and associates (for translation, proofreading, computer processing and design of the cover); number of the edition (first or revised); name and address of the printer; place and year of publication; copyright owner; note banning reprint and copying; CIP-recording and number of copies printed.

The State Archives has the right to publish the work again after its exhaustion or if sold more than 90 percent of the number of copies printed.

#### 4 Law on publishing

The publishing activity in the State Archives of the Republic of Macedonia is conducted in accordance with the Law on publishing (2014). This Law regulates conducting of publishing, mandatory data on the publication, the international standard numbers, the CIP catalog record, the delivery of deposit sample, and other issues related to the activity of publishing.

According to the Law, publishing activity represents issuing, distribution and circulation of publications in printed and electronic form, in a number of copies intended for the public.

Electronic publication is a publication published in electronic form as a separate physical unit available online, published in the web domain of the Republic of Macedonia or publication that is ready for printing in the form corresponding to international standards and universally available information, computer programs for public use, and so on.

The publisher is a legal entity registered for publishing business.

The State Archives of the Republic of Macedonia, as well as any other publisher in the Republic of Macedonia, is obliged to submit a deposit sample of each issue of the publication (a certain number of copies) to the National and University Library „Sv. Kliment Ohridski“ - Skopje.

Under the Law on publishing, a repeated or revised edition is every edition of previously issued publication in modified form (with a modified cover page, amended or new covers, supplemented or revised text, new photos, maps, etc.) in the same or in a different format.

Each publication made by the State Archives of the Republic of Macedonia has an ISBN single thirteen-digit International Standard Book Number identifying the publication regardless in which type of media it is available, and this number is issued by the National and University Library „Sv. Kliment Ohridski“ - Skopje.

The ISBN number allows users to find a publication without having to know the publisher.

Mandatory for each publication is also the CIP record (Cataloguing in publication), which is an internationally recognized standardized catalog description of a (paper or electronic) publication made before its printing or production, and is built in publication itself. The CIP record is issued for the complete publication, followed by an insight into the final version. The publication that has been changed after the release of the CIP-record, and before the start of its printing, must not be issued with the CIP-record assigned before the change of the publication. For each new unaltered, altered, or additionally issued publication, a new CIP-record is issued. The CIP record is published in integral form or identification number under which it is run in the electronic database of the National Library, in graphically evident manner and separated from other data on the publication. This record may not be issued to a publisher who has not submitted a deposit sample to the National Library.

The National Library keeps a record of publishers in the Republic of Macedonia and their publishing production based on its own database and annual report submitted by publishers to this institution.

The State Archives of the Republic of Macedonia, like any other publisher in the Republic of Macedonia, according to the Law on publishing, has an obligation to submit to the National Library five deposit copies of all its publications, including a digital copy of the publication, in accordance with international standards on universal access to information. A sample of these five is kept as cultural heritage (archival copy); one copy is given to using at the library; a sample is used for the preparation of a national bibliography; and one copy is intended for the University Library „Sv. Kliment Ohridski“ - Bitola, and one copy for the University Library „Goce Delchev“ - Shtip and all are kept as cultural heritage (archival copy).

Publishing may be performed by legal entities registered in the Central Registry of Macedonia to perform publishing.

Before the announcement of the publication, the publisher concludes a contract with the author of the work and other persons involved in the preparation of the publication (author, holder of copyright, editor, organizer, translator, redactor, reviewer, proofreader, art and technical editor, etc.), which regulates mutual rights and obligations relating to the publication itself. Such contract is established in accordance with the regulations on copyright and related rights and contractual obligations.

Each publication contains the following data:

- Information on the publisher/co-publisher (name and address)/full name of author for the copyright issue;
- Title of publication and full name/names of the author/authors, the copyright holder;
- Full names of the editor, translator, organizer, illustrator, proofreader, and others;
- Name and address of the printing house/producer;
- Place of publication;
- Year of publication, number of periodical publication;
- When publishing again, data on the publisher, place and year of publication of the first edition, if such data are available;
- The sign © (copyright) with the name of the copyright holder and the year of first publication;
- Circulation of the publication;
- CIP-record or identification number of the CIP-record (for those publications that are subject to CIP-recording), and

- International standard numbers for publication (ISBN, ISSN, ISMN, ISRC, ISAN, ISWC, DOI, HANDLE.NET).

When the publication is a translation of an original work, it must include the title and the language in which it is originally written; however, in case the translated publication is a translation of a translation of the original work, it then must include the title and language of the indirect translation as used in the translation of the original work.

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## SUMMARY

Availability and use of archival material in the State Archives of the Republic of Macedonia is one of its most important functions. Availability and the right to use public archive material are offered to any user on equal terms, and they are regulated by the Law on archival material. For the sake of the availability of archival stacks and archival material, the State Archives prepares scientific-informative resources, which are public. One of the ways in which archival material becomes available to the general public is also by means of its publication. By publishing, the State Archives of the Republic of Macedonia avoids the use of original documents, and so they become more visible to the public. The publication of archival material facilitates the work of researchers, the documents become available to the general public, and the end result is increased awareness by the general public and the state about the archival material and the history that are kept in the depots of the archives and are at the disposal to the present and future generations. Publishing means providing access to information by the public. What the State Archives of the Republic of Macedonia has as a task for the future is to continue its transparent operation, making its stacks available for all researchers in printed and electronic form and to continue publishing the ongoing series, monographs of documents from the State Archives and those brought from the archives abroad, and relate to the history of Macedonia.

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