



Institute for Development
of Freedom of Information

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Assessment of the Openness of State Archives

Country: **Belarus**

Archival Institution: **Central Archive of the State Security Committee of the Republic of Belarus**

Evaluator: **Dmitriy Drozd, Belarusian Documentation Center**

The project was funded by the [Open Society Institute Budapest Foundation \(OSI\)](#) and has been implemented by a Georgia-based civil society organization [Institute for Development of Freedom of Information \(IDFI\)](#)

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Methodology for Evaluation of Openness of State Archives (OSA)

Introduction

The public has the right of access to archives of public bodies. Openness of archives is not only an issue related to interests of historians or specialists, but an issue of access to information, which in itself is a human right. The OSA Methodology is envisioned to be universal with the goal of assessing the standards of access to archives, identifying the strengths and weaknesses of the legal frameworks and their enforcement firstly in post-soviet space and then around the globe.

Structure and Logic

The Methodology is composed of 86 indicators, each of which granted different weight and index of social importance.

The Methodology covers all the major components of openness of state archives: from the legislative framework, to access to archival files in the reading room and via online sources, and freedom of access to archival files/records and relevant databases (online sources, catalogues, inventories, etc.).

The selection of indicators for the Methodology was largely based on the principles of access to archives adopted by the International Council on Archives (ICA) that elaborated the following general principles:

- Archives and archivists should promote the widest possible access to archival materials and provide an impartial service to all users.
- Archives and archivists should respect both access to information and privacy, and act within the boundaries of relevant legislation.
- Institutions holding the archival fonds ensure that restrictions on access are clear and of stated duration, are based on pertinent legislation, acknowledge the right of privacy, and respect the rights of owners of private materials.
- The access rules apply equally to all individuals without discrimination. When a closed file is reviewed and access to it is granted to a member of the general public, the file is available to all other members of the public under the same terms and conditions.

Various best practices were also reviewed: the analytical report „Open Access to KGB Archives: Ukraine’s Experience for Eastern Partnership Countries” („Открытый доступ к архивам КГБ: Украинский опыт для стран восточного партнерства“), a guide-book „Right for the Truth“ („Право на правду“), as well as other best practices and adopted documents. We also analyzed all the archival and other relevant laws in each country to be evaluated.

The documents and standards mentioned above do not contain methodologies or indicators for evaluating archives; this we elaborated through cooperation with our partners. **The resulting methodology is unique by its essence.** All the indicators have been properly referenced.

During the indicator selection and elaboration process, an effort was made to ensure that our Methodology could be used for all state archives in the target states. The Methodology and its indicators were elaborated with the active participation of the organizations and independent experts, who have the most expertise and experience in given area.

The indicators are divided into five groups (benchmark indicators) that represent the key characteristics of a well-functioning system of open access to the state archives in post-soviet countries. These groups are:

1. Homogeneity of the legislative framework:
 - 1.1 General archival legislation;
 - 1.2 Other legislation referring to FOI and archives;
 - 1.3 Archive services;
2. Website: Archive websites and distant and online services;
3. Reading room: Services and procedures for the researchers physically working in the archives.

Limitations

Access to archives varies significantly by country. The OSA Methodology is intended to be applicable on a global scale, meaning that the indicators cannot be too specific and cannot cover all the possible variations and exceptions.

About the Project

The Methodology has been developed within the framework of the project - [Enhancing Openness of State Archives in Former Soviet Republics](#).

The project was funded by the Open Society Institute Budapest Foundation (OSI) and has been implemented by a Georgia-based civil society organization [Institute for Development of Freedom of Information \(IDFI\)](#) on its initial stage together with the nine partner organizations or/and individual experts from each country in the Eurasian region covered by the project:

- Armenia, Hranush Kharatyan – Historian, archivist. Has worked as a head of archives direction of NGO Hazarashen - Armenian Center for Ethnological Studies. At the moment is working on the publication of the book of memory of deportation of Armenians in 1949 in cooperation with the National Archives of Armenia.
- Azerbaijan, Eldar Zeynalov - Human rights activist and journalist. Has experience of working in the Archive of Political Documents of Azerbaijan (former united Azerbaijan

Communist party archive). Founding director of NGO - Human Rights Center of Azerbaijan.

- Belarus, Dmitriy Drozd - Historian, archivist, publicist, photographer (the member of the Union of Photographers of Belarus). Researcher of the Belarusian Documentation Center. Author of six books and hundreds of articles. In 2016 won human rights award in the Journalist of the Year nomination.
- Bulgaria, Momchil Metodiev - Editor in Chief of the Christianity and Culture Journal and Research Fellow at the Institute for Studies of the Recent Past, Sofia, Bulgaria. He took part in the compilation of several documentary collections published by the Bulgarian Dossier Commission and has worked for several Bulgarian and international projects researching the communist past.
- Czech Republic, Pavel Zacek - MP of the Czech Republic and the Lecturer at CEVRO Institute. He served as the first Director of the Czech government agency and research Institute for the Study of Totalitarian Regimes, investigating the crimes of the Communist regime of Czechoslovakia.
- Georgia, Anton Vatcharadze - Archives and Soviet Studies Direction Head - of the Institute for Development of Freedom of Information (IDFI) – Organization based in Tbilisi, Georgia, which promotes human rights and good governance by raising civic awareness through sound informational reports, research and policy recommendations.
- Hungary, Sandor Horvath - Head of Department for Contemporary History and Senior Research Fellow at the Institute of History, Research Centre for the Humanities, Hungarian Academy of Sciences; The primary coordinator of the international research project COURAGE - "Cultural Opposition – Understanding the Cultural Heritage of Dissent in the Former Socialist Countries"; The founding editor of the Hungarian Historical Review.
- Kazakhstan, Alexandra Tsay - Independent research fellow in cultural studies and an art curator based in Almaty, Kazakhstan. Is Memory Studies Specialist and has worked in the archives of Kazakhstan
- Kyrgyzstan, Nurbek Toktakunov – Human rights activist, lawyer, Director of the Partner Group Precedent. The main directions of the organization are: administrative legal proceedings, access to information, transparency of the state budget, public administration in the field of judicial system.
- Lithuania, Vytautas Staricovicus - Lecturer at Vilnius University, Department of History. He also works at the Lithuanian Museums' Centre of Information, Digitisation, and LIMIS. Vytautas Staricovicus is a historian researching the Soviet history, politics of history and memory culture in Central and Eastern Europe.
- Latvia, Edgars Engizers – Faculty member at the Baltic International Academy. He is an author of various research papers on the recent history of Baltic States.

- Moldova, Igor Casu – Historian. Director of the Center for the Study of Totalitarian Regimes. Professor of the State University of Moldova. Has years of working experience in archives.
- Poland, Małgorzata Łukianow - Assistant professor at the Institute of Philosophy and Sociology, Polish Academy of Sciences and Managing editor at "ASK: Research and Methods". She has worked on the project “Formation of social memory in post-migration communities”.
- Romania, Alexandru Murad Mironov - Faculty Member at the History Department, University of Bucharest. He is an author of a number of articles on the history of Communist Romania.
- Russian Federation, Lawyer. Has worked on related issues of freedom of information and human rights. Member of human rights organization which is advocating on access to the information from the state institutions and data protection.
- Tadjikistan, Parviz Mullojonov – Historian at Whitman College and the Former Chairman of the Board of the Tajik branch of the OSI. He has been one of the country’s active civil society activists since the middle of the 90’s. Has worked for various international agencies and organizations such as Human Rights Watch/Helsinki, UNCHR, UNDP and ADB.
- Ukraine, Anna Oliinik - Director of the Center for the Study of the Liberation Movement. Anna participated in our conference in 2018 and presented about the public initiatives and cooperation with state archives in Ukraine
- Uzbekistan, Historian - Has worked in state archives. Graduate Student at the Institute of Asian and African Studies in one of the European Universities. In its initial stage, the project - [Enhancing Openness of State Archive in Former Soviet Republics](#) covers only the Eastern Partnership (EaP) Region, Russia, and some of the Central Asian states; however, we are planning to scale the methodology up to larger regions in the future. Due to a large number of archives in some countries (e.g. Russia, with 15 state archives on the federal level) not all the archives are evaluated in the above countries. We will continue to evaluate the archives that have not been evaluated at the first stage of the project in the future.

Scoring System

Indicators included in the OSA Methodology are granted different weight and provided by index of social importance, which is measured by one of the four qualitative indicators (4, 3, 2 or 1). Such indexes will show the importance of the indicator and its influence on the openness of archives.

Each indicator can be evaluated by the interim score from 0 to 1 points, depending on the completeness of the answer, or the indicator cannot be applied to the given archive:

1. Gives a complete answer to the question - maximum 1 point.
2. Gives a high quality answer to the question - 0.75
3. Gives a medium quality answer to the question - 0.5
4. Gives a low quality answer to the question - 0.25
5. Does not answer the question – 0
6. The indicator cannot be applied to the given archive – (-)

The final score of each indicator is calculated by multiplying its interim score by its social importance index.

For instance, if the indicator's social importance index is 4 and its interim score is 0.75 points, the final score of the indicator will be 3.

With a total of 86 indicators, openness of a state archive is rated on the scale of 0 to 252. The points will be converted to percentages for easier understanding and visualization.

At the same time, we are keeping in mind that not all the indicators can be applied to each state archive we are assessing. For example, if we are assessing archives which do not contain any fonds or files on repressive state institutions, we will not deduct points for non-relevant indicators. In such cases, the final result and the percentage will be calculated based only on relevant indicators.

Each scoring component is evaluated separately.

This scoring system and the structure of the methodology allows us to represent the results in two ways:

1. **Results by Separate State Archives** – Each archive will be assessed with the relevant indicators. The results will be converted in percentages and the average result will be calculated.
2. **Country Overall Results and Rating** – The country overall results are represented using percentages (0-100%). Countries are then ranked by their overall results.

Visualization

Visualizing the results of the assessment is crucial to the goal of the methodology. For this purpose, the overall points received by each country shall be shown graphically using the scale of 0-100%, divided into 4 quarters of a specific color:

- Low compliance with the OSA Standards – 0% to 25% (red)
- Average compliance with the OSA Standards – 26% to 50% (orange)

- Good compliance with the OSA Standards – 51% to 75% (yellow)
- Excellent compliance with the OSA Standards – 76% to 100% (green)

Visualizations will also include spider graphs depicting the countries' results by benchmark indicators and multi-colored bar graphs for comparing the countries' results in defined categories.

Terminology

This methodology uses universally accepted archival terminology as well as a few terms of its own design, in order to make the key distinctions easier. This terminology was adopted and put online by the ICA ([see this link](#)). Because of the specifics of the post-soviet archives and in order to avoid misunderstanding in some of the terms, we made our glossary bilingual, in English and Russian.

1. **Archive(s)** – Refers to the archival institution, rather than the archival holding.
 - 1) An organization or place that collects, keeps and makes available for usage the records (archival documents). Also referred as archival repository. 2) Agency or program responsible for selecting, acquiring and preserving archives, making them available, and approving destruction of other records.

Архив(ы) – Имеется в виду скорее архивное учреждение, чем массив архивных документов. 1) Архив может представлять собой организацию или место, где хранятся и доступны для пользования архивные документы. Так же называют архивохранилищем. 2) Архив может представлять собой организацию или компьютерную программу, которые обеспечивают отбор архивных документов на хранение, комплектование и обеспечение сохранности архивного фонда, предоставление доступа к архивным документам.
2. **National Archival Fonds** – Historically developed and constantly filled up set of the archival documents which are reflecting material and spiritual life of society, having historical, scientific, social, economic, political and cultural value and is subject to continuous storage.

Национальный Архивный Фонд – Исторически сложившаяся и постоянно пополняемая совокупность архивных документов, отражающих материальную и духовную жизнь общества, имеющих историческое, научное, социальное, экономическое, политическое и культурное значение, подлежащих постоянному хранению.
3. **Archival fonds (record group)** – The entire body of records of an organization, family, or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator.

Архивный фонд – Общая совокупность архивных документов, находящихся на хранении в архиве или другом документохранилище.
4. **File** – A record or group of records related by use or topic, typically housed in a folder.

Дело – Архивный Документ или совокупность архивных документов, относящихся к одному вопросу или участку деятельности, помещенных в отдельную папку.

5. **Record** – Single document created or received by a person, family, or organization, public or private, in the conduct of their affairs that are preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator. In this methodology, it refers to the records that are exclusively paper-based (text on paper) and not electronic formats, photographs, motion pictures, videos, sound recordings and other that generally refers to an archival record.

Архивный документ – Единый документ, созданный или полученный лицом, семьей или организацией, публичной или частной, в ведении своих дел, которые сохраняются из-за непреходящей ценности, содержащейся в содержащейся в них информации или в качестве доказательства функций и обязанностей их создателя. В этой методологии это относится к записям, которые являются исключительно бумажными (текст на бумаге), а не электронными форматами, фотографиями, кинофильмами, видеороликами, звукозаписью и другими, что обычно относится к архивной записи.

6. **Copy** – A document that arises as a result of the reproduction of the information of the record with the change or replacement of the medium, accurately reproducing the content, all or part of the external features of the record.

Копия документа – Документ, возникший в результате воспроизведения информации архивного документа с изменением или заменой носителя, точно воспроизводящий содержание, все или часть внешних признаков архивного документа.

7. **Finding Aid** – A set of archival reference books and accounting documents (the list of the fonds, inventories, fonds reviews, catalogs, indexes, etc.) that provide a search for the information included in this fonds and accounting of its records.

Научно-справочный аппарат к архивному фонду – Совокупность архивных справочников и учетных документов (лист фонда, описи, обзоры фонда, каталоги, указатели и т.д.), обеспечивающих поиск включенной в данный фонд информации и учет входящих в него архивных документов.

8. **Guide book** – A finding aid giving a general account of all or part of the holdings of one or several archives, and/or manuscript repositories. A guide is usually arranged by fonds, record/archive group, or collection and classes or series therein.

Путеводитель по фондам Архива – Архивный справочник, содержащий в систематизированном порядке характеристики или краткие сведения об архивных фондах и предназначенный для ознакомления с его составом и содержанием. Справочник, содержащий общие сведения обо всех или части документов одного или нескольких архивов и/или хранилищ рукописей. Путеводитель обычно составлен в соответствии архивными фондами, архивными документами/группой документов, или коллекциями, подразделяющимися на классы или серии.

9. **Inventory** – Reference and accounting document containing a systematic list of files of the archive fonds, intended for disclosure of their content and accounting.

Опись – Справочный и учетный документ, содержащий систематизированный перечень дел архивного фонда, предназначенный для раскрытия их содержания и учета.

10. **Access to the archive**—The right, opportunity or means of finding, using or approaching documents and/or information(or a system of archives). Access may also be affected by the physical state of the materials, or the need to conserve them.
Доступ к архивным документам - Предусмотренные нормативными актами право, возможность и средства поиска, использования документов архива или/и информации (или системы архивов). На доступ может также влиять физическое состояние материалов или необходимость их сохранности.
11. **Researcher** –Any physical person, domestic or a foreign citizen, who applied for the access to the Archive’s reading room or is using the data published by the Archive online for the scientific, personal or other purpose not prohibited by law.
Исследователь –Любое физическое лицо, гражданин страны или иностранец, обратившийся за доступом в читальный зал Архива или использующий данные, опубликованные архивом онлайн в научных, личных и других, не запрещенных законом целях.
12. **Usage of archival data** – Application of information of records in cultural, scientific, political, economic targets and for ensuring legitimate rights and the interests of citizens.
Использование архивных данных - Применение информации архивных документов в культурных, научных, политических, экономических целях и для обеспечения законных прав и интересов граждан.
13. **Social and legal notices from the Archive** – Documents issued by the archive of birth, death, marriage, divorce, repression, rehabilitation, reward, professional-technical, secondary and the higher education, academic degree, registration and the cancellation of registration of a citizen to a concrete address, change of name, surname and nationality e.t.c..
Социально-правовые уведомления из архива – Документы выданные архивом о рождении, смерти, браке, разводе, репрессии, реабилитации, вознаграждении, образовании / ученой степени, регистрации / отмены регистрации гражданина по конкретному адресу, изменении имени, фамилии или гражданства и. т. д.
14. **Property notices** – Documents issued by the archive confirming the property right.
Уведомления о собственности –Документы, выданные архивом, подтверждающие право собственности.
15. **Declassify** – To make records that have been restricted for reasons of national security accessible to individuals without security clearance.
Рассекретчивать – Снимать гриф секретности и связанные с ним ограничения в доступе к архивным документам.
16. **Personally identifiable information** – Information that a) can be used on its own or with other information to identify, contact, or locate a single person, or b) to identify an individual in context.
Персональные данные—Любая информация, которая а) может быть использована для идентификации того субъекта персональных данных, к которому она относится, либо б) которую возможно прямо или косвенно связать с субъектом персональных данных.

17. **Day** – In the context of this methodology a day implies a working day.
День – В контексте данной методологии, один рабочий день.
18. **Repressive state institutions** – State institutions which implemented the repressive actions.
Система репрессивных органов – Государственные учреждения которые проводили репрессивные действия.
19. **FOI** – Freedom of Information/ Свобода Информации.

Methodology Indicators

1.1 General archive legislation

#	Social Importance Index	Indicator	Final Score	Relevant Article from the Law (if applicable)
1.1.1	4	<p>Access to archival fonds (files and records) is granted equally to any researcher – both foreign and domestic citizens</p> <p>a) Yes - 1 b) The Archive has unequal conditions of access with the advantage for the domestic citizens – 0.25</p>	<p>Answer: a) Score: 4</p>	<p>Law of the Republic of Belarus dated November 25, 2011 No. 323-3 "On archival affairs and office work in the Republic of Belarus", Article 32. The right of access to archival documents of foreign citizens and stateless persons.</p> <p>When accessing archival documents, foreign citizens and stateless persons temporarily residing or temporarily staying in the territory of the Republic of Belarus on a legal basis, enjoy the rights and perform duties on an equal basis with citizens of the Republic of Belarus, unless otherwise provided by the Constitution of the Republic of Belarus, other legislative acts, and international treaties of the Republic of Belarus.</p>

1.1.2	4	<p>Access to the reading room is:</p> <ul style="list-style-type: none"> a) Unrestricted, any researcher can use the reading room – 1 b) The Archive limits access of researchers to the reading room based on the principle of equal treatment guaranteed by law – 0.5 c) The Archive limits access of researchers to the reading room at its discretion and provides a written substantiation of this decision – 0.25 d) The Archive limits access of researchers to the reading room at its discretion without providing substantiation – 0 	<p>Answer: a) Score: 4</p>	
1.1.3	4	<p>Access to the Archive reading room procedures:</p> <ul style="list-style-type: none"> a) Domestic and foreign citizens enjoy equal rights to access the Archive reading room – 1 b) In order to access the reading room, foreign citizens have to submit certain paperwork in addition to what is demanded from domestic citizens - 0.75 c) According to the subordinate legal act, the waiting time to get access to the reading room for foreign citizens is longer, than for domestic ones - 0.5 d) The Archive provides foreign citizens with unequal conditions of access to the reading room, by the principles mentioned in both <i>b</i> and <i>c</i> points of this section - 0 	<p>Answer: a) Score: 4</p>	<p>Law of the Republic of Belarus of 25.11.2011 No. 323-3 "On archival business and office work in the Republic of Belarus", Article 32. Right of access to archival documents of foreign citizens and stateless persons</p>
1.1.4	4	<p>Upon turning down a request to access archival fonds and finding aid:</p> <ul style="list-style-type: none"> a) The Archive provides a written substantiation – 1 	<p>Answer: b) Score: 1</p>	<p>In case of refusal, the reason is written on the order form: damaged, embroidered, scanned ... Additional explanations are given orally.</p>

		<p>b) The Archive provides only with oral substantiation - 0.25</p> <p>c) The Archives does not provide any substantiation – 0</p>		
1.1.5	3	<p>Do individuals with unserved or unacquitted conviction have access to the Archive:</p> <p>a) Yes – 1</p> <p>b) Only individuals with unserved or unacquitted conviction for serious crime or felony have restricted access to the Archive- 0.75</p> <p>c) No - 0</p>	<p>Answer: a) Score: 3</p>	
1.1.6	3	<p>Differences in terms of access depends on whether the organization (e. g. university) is asking for access or an individual:</p> <p>a) No differences – 1</p> <p>b) The difference in terms of access depends on whether it is a state body or an NGO – 0,5</p> <p>c) Different – 0</p>	<p>Answer: a) Score: 3</p>	
1.1.7	4	<p>Access to archival fonds' records (originals or copies) only for getting insight in the reading room or website:</p> <p>a) is free of charge – 1</p> <p>b) is free of charge for digital copies, but paper copies require payment – 0,5</p> <p>c) is not free of charge – 0</p>	<p>Answer: a) Score: 4</p>	
1.1.8	4	<p>The Archive has the discretionary authority to refuse access to any file/fonds or finding aid (except for classified files or those containing legally protected personal information):</p> <p>a) The Archive grants access to any file or finding aid – 1</p>	<p>Answer: b) Score: 3</p>	<p>Law of the Republic of Belarus of 25.11.2011 No. 323-3 "On archival business and office work in the Republic of Belarus", Article 29. Restriction of access to archival documents and the procedure for its appeal.</p>

		<p>b) The grounds for restricting access to files or finding aid are granted to the Archive by the law – 0.75</p> <p>c) The grounds for restricting access to files or finding aid are granted to the Archive by a subordinate legal act (order of the head of the archive) – 0</p>		
1.1.9	2	<p>The law or subordinate legal act list the restrictions to accessing the reading room or archival fonds/files and define the relevant terms (except for classified files or those containing legally protected personal information):</p> <p>a) Yes – 1 b) No – 0</p>	<p>Answer: a) Score: 2</p>	<p>Law of the Republic of Belarus of 25.11.2011 No. 323-3 "On archival affairs and office work in the Republic of Belarus", See above: Article 29. Restriction of access to archival documents and the procedure for its appeal</p>
1.1.10	2	<p>The Archive allows other public institutions, private organizations and citizens to use its files/records for exhibition or other purposes that do not endanger the physical condition of the files/records:</p> <p>1) The Archive allows other public institutions to use the originals and copies of its files/records. 2) The Archive allows other public institutions to use only copies of its files/records. 3) The Archive allows private organizations to use the originals and copies of its files/records. 4) The Archive allows private organizations to use only copies of its files/records. 5) The Archive allows natural persons to use the originals or copies of its files/records. 6) The Archive allows natural persons to use only copies of its files/records.</p>	<p>Answer: b) Score: 1.5</p>	

		<p>a) The law or subordinate legal acts allow actions of all 6 categories – 1</p> <p>b) The law or subordinate legal acts allow only actions of the categories 1 - 4 – 0.75</p> <p>c) The law or subordinate legal acts only allow actions of the categories 1 - 2 – 0.5</p> <p>d) The law or subordinate legal acts do not allow any of the above actions – 0</p>		
1.1.11	3	<p>Responsibility for the illegal usage of the personal data lies:</p> <p>a) Only upon the Researcher, who is using the personal data illegally - 1</p> <p>b) The Archivist and the Researcher, who is using the personal data illegally, share the responsibility – 0.5</p> <p>c) Only upon the Archivist - 0</p>	<p>Answer:</p> <p>b)</p> <p>Score:</p> <p>1.5</p>	
1.1.12	2	<p>Declassified fonds, files or records that have been already published (with accordance to the Law or subordinate legal act) may not be re-classified:</p> <p>a) No - 1</p> <p>b) Yes - 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 2</p>	<p>Law of the Republic of Belarus "On State Secrets" (dated July 19, 2010 N 170-3), Article 15.</p> <p>Information that cannot be classified as state secrets</p> <p>The following information cannot be classified as state secrets: information that is publicly available, access to which, distribution and (or) provision of which cannot be limited in accordance with the legislative acts of the Republic of Belarus;</p>
1.1.13	4	<p>Declassified fonds, files, or records that have not been published may be re-classified:</p> <p>a) May not be reclassified – 1</p> <p>b) Can be re-classified, according to the law, if it is necessary to defend</p>	-	Not specified

		<p>the fundamental human rights, freedoms and legal interests, for violated rights rehabilitation and to avoid causing harm to the human health and security – 0,5</p> <p>c) May be reclassified – 0</p>		
1.1.14	4	<p>Formerly classified fonds, files, or records cannot be destroyed:</p> <p>a) Cannot be destroyed – 1</p> <p>b) Can be destroyed – 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 4</p>	<p>Law of the Republic of Belarus of 25.11.2011 No. 323-3 "On archival affairs and office work in the Republic of Belarus", Article. 25. The destruction of documents of the National Archival Fund for Permanent Storage is prohibited. Destruction of documents of the National Archival Fund for Temporary Storage is carried out in the manner established by the republican government body in the field of archival affairs and office work (Department of Archives and Office Work of the Ministry of Justice of the Republic of Belarus).</p>
1.1.15	4	<p>Upon the termination of the statutory period, the archival fonds becomes declassified by the Archive itself, established committee or other authorized body:</p> <p>a) Right away after the termination of the statutory period - 1</p> <p>b) Based on the request of a citizen or a legal entity - 0.5</p>	<p>Answer:</p> <p>a)</p> <p>Score: 4</p>	<p>Law of the Republic of Belarus "On State Secrets" (dated July 19, 2010 N 170-3), Article 23.</p> <p>Declassification</p> <p>Declassification is carried out through the removal of restrictions on the distribution and (or) provision of state secrets and the termination of other protection measures.</p> <p>Declassification is carried out on the basis of decisions of state bodies and other organizations vested with the authority to classify information as state secrets.</p>
1.1.16	4	<p>Classification of the fonds, files, or records after the termination of the statutory period:</p> <p>a) Cannot be prolonged - 1</p>	<p>Answer:</p> <p>b)</p> <p>Score: 2</p>	<p>Law of the Republic of Belarus "On State Secrets" (dated July 19, 2010 N 170-3), Article 22.</p>

		<p>b) Can be prolonged on the special occasions defined by law - 0.5</p> <p>c) Can be prolonged according to the subordinate legal act (the order of the Director of the Archive or similar) – 0</p>		<p>Classification period, change in the classification period</p> <p>For state secrets, as a rule, the following classification times are established:</p> <p>for state secrets - up to thirty years;</p> <p>for official secrets - up to ten years.</p> <p>The classification period is calculated from the date of classification.</p> <p>The change in the classification period is carried out on the basis of decisions of state bodies and other organizations vested with the authority to classify information as state secrets.</p>
1.1.17	1	<p>National legislation does not recognize the concept of 'Secret Archives' or 'Secret fonds', without making available for researchers information about them and the finding aid:</p> <p>a) No – 1</p> <p>b) Yes – 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 1</p>	<p>The legislation is not provided, but some inventories are not issued to the reading room, since they are "for official use"</p>
1.1.18	3	<p>It is inadmissible by law to hide the existence of classified records:</p> <p>a) Yes – 1</p> <p>b) The law does not contain a relevant provision – 0.75</p> <p>c) Admissible, according to the level of access – 0.5</p> <p>d) No – 0</p>	<p>Answer:</p> <p>b)</p> <p>Score:</p> <p>2.25</p>	
1.1.19	2	<p>The Archive provides social and legal notices from the records included in the fonds of the repressive state institutions:</p> <p>a) Provides for everyone - 1</p>	<p>Answer:</p> <p>b)</p> <p>Score:</p> <p>1.5</p>	

		<p>b) Provides only to the relevant individual, his / her lawful representative or a relative – 0.75</p> <p>c) Provides for everyone, but using restrictions (e. g. only from the cases of those, who have been rehabilitated) – 0.5</p> <p>d) Doesn't provide – 0</p>		
1.1.20	4	<p>Files and records of the repressive state institution's fonds are accessible in the reading room for any researcher:</p> <p>a) Yes – 1</p> <p>b) No – 0</p>	<p>Answer: a) Score: 4</p>	
1.1.21	4	<p>The law prohibits classifying of fonds (neither full, nor partial), files, or records held by the repressive state institutions:</p> <p>a) Prohibited by law – 1</p> <p>b) Prohibited by a subordinate legal act – 0.75</p> <p>c) There is no information on this in the law or subordinate legal acts - 0.25</p> <p>d) Allowed by law or subordinate legal act – 0</p>	<p>Answer: c) Score: 1</p>	
1.1.22	1	<p>After attaching a file or record to the archive fonds, a natural or legal person is obligated to transfer this file or record to the archive or other entity authorized to store the national archive fonds:</p> <p>a) Is not obligated if it meets the terms of storage – 1</p> <p>b) Is obligated – 0.25</p>	<p>Answer: a) Score: 1</p>	
1.1.23	2	<p>The legislation recognizes the existence of private archives and provides the protection and autonomous management of their records:</p>	<p>Answer: c) Score: 0</p>	<p>Law of the Republic of Belarus of 25.11.2011 N 323-3 "On archival affairs and office work in the Republic of Belarus", Chapter 6, Article 18. Procedure for storing</p>

		<p>a) Recognizes, but does not have control over their activity – 1</p> <p>b) Recognizes, but has control over their activity – 0,5</p> <p>c) No – 0</p>		<p>documents of the National Archival Fund. The documents of the non-state part of the National Archival Fund can be stored by their owners independently or, on the basis of a storage agreement, transferred to state archives, territorial (city or district) archives with reimbursement of the costs of their storage.</p>
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Maximum amount of points to receive in benchmark indicator group N1.1: **72**

Amount of points relevant to the current archive: **68**

Received points: **53.75**

Percentage (%): **79.04%**

1.2 Other legislation in the country related to the freedom of information and archives [Law on Personal Data Protection and other similar legislative acts]

#	Social Importance Index	Indicator	Final Score	Relevant Article from the Law (if applicable)
1.2.1	4	<p>It is forbidden to classify as a state secret a file or a record that has information about the violation or restriction of human fundamental rights, freedoms and legitimate interests, or about obstruction of rehabilitation of these rights, as well as harm to human health and security:</p> <p>a) Yes – 1</p> <p>b) No – 0</p>	<p>Answer: b) Score: 0</p>	
1.2.2	3	<p>Access to records containing personal data, personal or/and family secrets, data about private life or containing threats to the person's security since the moment of their creation is granted after a period of:</p> <p>a) 50 years or less – 1</p>	<p>Answer: c) Score: 1.5</p>	<p>INSTRUCTIONS on the procedure for accessing archival documents containing information related to the personal secrets of citizens</p> <p>2. Archival documents containing information related to the</p>

		<ul style="list-style-type: none"> b) 51-74 years – 0.75 c) 75-99 years – 0.5 d) 100 years or more – 0.25 		<p>personal secrets of citizens are classified as documents, access to which is restricted.</p> <p>3. Restriction of access to archival documents containing information related to personal secrets of citizens is established for a period of 75 years from the date of creation of such documents.</p>
1.2.3	3	<p>A period of time since the individual's death, after which access to the records containing his/her personal data, including personal or/and family secret data about private life or containing threats to the person's security, is granted after:</p> <ul style="list-style-type: none"> a) 30 years or less - 1 b) 31-50 years - 0.5 c) 50 more than 50 years - 0 	<p>Answer: c) Score: 0</p>	75 years since the date of creation of the document
1.2.4	3	<p>Information containing personal data, including personal or/and family secret, will be made publicly available before the legally defined period in case of death of this person, if this information is going to be used for historical, statistical, or other scientific research purposes:</p> <ul style="list-style-type: none"> a) The information is declassified and made available – 1 b) The information is declassified and made available only upon approval of a legal heir – 0.5 c) The information remains classified until the expiration of the legal period – 0 	<p>Answer: c) Score: 0</p>	Not specified
1.2.5	2	<p>Usage of records containing personal data, including personal or/and family secret that is subject to wide public interest is allowed for historical, statistical, or scientific purposes if the person cannot be identified:</p>	<p>Answer: b) Score: 0</p>	

		<p>a) Yes – 1 b) No – 0</p>		
1.2.6	2	<p>Files containing personal data, including personal or/and family secret, of an individual applying for an elective office (in the representative institutions) or has been appointed on a political or state-political position does not constitute information with limited access, with the exception of certain information that is defined otherwise by law:</p> <p>a) Such information does not constitute information with limited access – 1 b) Such information does not constitute information with limited access, but only upon consent of the individual – 0.5 c) Such information constitutes information with limited access or relevant law does not foresee this principle – 0.25</p>	<p>Answer: c) Score: 0.5</p>	
1.2.7	3	<p>The Archive is obligated to provide a written reasoning and legal substantiation for its decision to refuse to provide a record, including personal or/and family secret, containing personal data:</p> <p>a) Is obligated – 1 b) Can provide an oral explanation – 0.25 c) Is not obligated – 0</p>	<p>Answer: c) Score: 0</p>	
1.2.8	4	<p>The Law on Personal Data Protection does not apply to the archives or fonds of repressive state institutions:</p> <p>a) Does not apply – 1 b) The law does not contain a relevant provision – 0.25</p>	<p>Answer: c) Score: 0</p>	

		c) Applies – 0		
Maximum amount of points to receive in benchmark indicator group N1.2: 24 Amount of points relevant to the current archive: 24 Received points: 2 Percentage (%): 8.33%				

1.3 Archive services

#	Social Importance Index	Indicator	Final Score	Relevant Article from the Law (if applicable)
1.3.1	3	<p>The following is defined by the law or subordinate legal acts:</p> <ol style="list-style-type: none"> 1) Types of service provided by the Archive 2) Fees assigned to the archival services and their standard timeframes; 3) Fees set for archival services provided in accelerated timeframes; 4) Rules for paying the above fees; 5) Terms for paying the above fees. <p>a) Law or subordinate legal acts include all 5 categories – 1</p> <p>b) Law or subordinate legal acts include only categories 3-4 – 0.75</p>	Answer: a) Score: 3	Resolution of the Council of Ministers of the Republic of Belarus dated 01.12.1999 No. 1869 "On approval of the Regulations on the procedure for the provision of paid services by state archival institutions to legal entities and individuals for the use of archival documents and the performance of paid work for legal entities to ensure the safety of documents". The text of the legal act with amendments and additions as of January 1, 2014.

		<p>c) Law or subordinate legal acts include only categories 1-2 – 0.5</p> <p>d) Law or subordinate legal acts do not include any of the above – 0</p>		
1.3.2	3	<p>The main services provided by the Archive are:</p> <ol style="list-style-type: none"> 1) Collection of files under a specific thematic query. 2) Answering non-standard thematic queries on specific facts, events or records. 3) Preparation and delivery of social-legal notices. 4) Providing services to the researchers in the reading room. 5) Temporary storage of files belonging to organizations / institutions. 6) Arranging finding aids for the records belonging to organizations / institutions. 7) Restoration of files/records. <p>a) The Archive provides all 7 and</p>	<p>Answer: b) Score: 2.25</p>	

		<p>other types of services – 1</p> <p>b) The Archive provides 5-6 of the above service types – 0.75</p> <p>c) The Archive provides 3-4 of the above service types – 0.5</p> <p>d) The Archive provides 1-2 of the above service types – 0.25</p> <p>e) The Archive does not provide any of the above services – 0</p>		
1.3.3	2	<p>The standard time for issuing notices is:</p> <p>a) 3-5 working days – 1</p> <p>b) 6-10 working days – 0.5</p> <p>c) 11 or more working days – 0.25</p>	<p>Answer: c) Score: 0.5</p>	
1.3.4	2	<p>The cost of preparing and providing social-legal notices (apart from property notices) ordered by citizens (in a standard time limit) is:</p> <p>a) 0%-0.49% of the average wage¹ in the country – 1</p> <p>b) 0.5% - 1.49% – 0.75</p>	<p>Answer: a) Score: 2</p>	Free social and legal inquiries

¹ See official data from last year from the statistics buereau in the country or this [website](#).

		c) 1.5% and more – 0.25		
1.3.5	2	<p>The cost of preparing and delivering property notices ordered by citizens (in a standard time limit) is:</p> <p>a) 0%-1.99% of the average wage in the country – 1 b) 2%-4.99% – 0.75 c) 5% and more – 0.25</p>	-	The archive does not contain such funds and does not provide such information
1.3.6	3	<p>Discounts defined by the law or subordinate legal acts on the provision of social-legal notices apply to:</p> <p>1) Persons with disabilities 2) War veterans and persons with equal status; 3) Internally displaced persons / refugees; 4) Socially vulnerable; 5) Rehabilitated victims of repressions 6) University students; 7) Pensioners.</p> <p>a) Discounts apply to all 7 groups – 1 b) Discounts apply to only 4-6 groups – 0.75 c) Discounts apply to only 2-3 groups – 0.5</p>	<p>Answer: e) Score: 0</p>	

		<p>d) Discounts apply to only 1 group – 0.25</p> <p>e) The Archive does not offer any discounts – 0</p>		
1.3.7	3	<p>Discounts defined by the law or subordinate legal act on the provision of social-legal notices apply equally to the domestic and foreign citizens:</p> <p>a) Discounts apply equally – 1</p> <p>b) Discounts apply to only those foreign citizens who have a status of a student or a person with disabilities – 0.75</p> <p>c) Discounts apply to only those foreign citizens with temporary residence or work permits – 0.5</p> <p>d) Discounts do not apply to foreign citizens – 0</p>	<p>Answer: a) Score: 3</p>	
1.3.8	3	<p>The prices of the archival services (both notices and the ones of the reading room) are equal for the domestic and foreign citizens:</p> <p>a) Yes – 1</p> <p>b) The prices are higher for the foreign citizens – 0</p>	<p>Answer: a) Score: 3</p>	

Maximum amount of points to receive in benchmark indicator group N1.3: 21
Amount of points relevant to the current archive: 19
Received points: 13.75
Percentage (%): 72.37%

2. Website

#	Social Importance Index	Indicator	Final Score	Link (if applicable)
2.1	3	<p>The Archive has a multilingual website:</p> <p>a) The Archive has a website in the official state language as well as in English or Russian – 1</p> <p>b) The Archive website is available only in the official state language – 0.25</p> <p>c) The Archive does not have a website – 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 3</p>	<p>The work of the websites of state organizations is regulated by a number of documents. Including "DECISION OF THE COUNCIL OF MINISTERS OF THE REPUBLIC OF BELARUS on April 29, 2010 No. 645" On some issues of Internet sites of state bodies and organizations and invalidation of the Resolution of the Council of Ministers of the Republic of Belarus No. 192 dated February 11, 2006. With amendments and additions . "Clause 3. ... Submission of information in the state languages of the Republic of Belarus, and, if necessary, also in one or more foreign languages." In Belarusian, English and Russian languages</p>
2.2	3	<p>The Archive website contains archive related legislation:</p> <p>a) In the official state language and in English of Russian – 1</p> <p>b) Only in the official state language – 0.75</p>	<p>Answer:</p> <p>b)</p> <p>Score: 2.25</p>	<p>The site has a link to the single for Belarus site "Archives of Belarus" to the page "Normative legal acts of the Republic of Belarus regulating issues of archival affairs", where links to the necessary documents are posted on the single state portal</p>

		c) The Archive website does not contain archive related legislation – 0		"Pravo" https://archives.gov.by/index.php?id=506686
2.3	3	<p>The Archive website explains the types of services it offers (or it is possible to find answers in the FAQ section of the website):</p> <p>a) Information about services of the Archive is available in the official state language and in English or Russian – 1</p> <p>b) Information about services of the Archive is available only in the official state language – 0.75</p> <p>c) The Archive website does not provide such information – 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 3</p>	In Belarusian, English and Russian languages
2.4	3	<p>The Archive website provides information about the access procedure for the researchers, working hours and working rules:</p> <p>a) In the official state language and in English or Russian – 1</p> <p>b) Only in the state language – 0.75</p> <p>c) The Archive website does not provide such information – 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 3</p>	In Belarusian, English and Russian languages
2.5	2	<p>The Archive website contains a list of archival fonds (or a guide book) with the following key information:</p> <ol style="list-style-type: none"> 1. The name of the fonds; 2. Chronological span of the fonds; 3. Amount of information stored in the fonds (the number of records/ files or metric measure); 4. Language(s) of the information stored in the fonds; 5. Location of fonds; 6. Description of the archival groups, which the archival fonds are divided into: a detailed description of the thematic or structural groups into which the archival fonds is organized; 	<p>Answer:</p> <p>b)</p> <p>Score: 1.5</p>	There is a single site for the whole of Belarus for searching through all archives, indicating all items except the status: http://fk.archives.gov.by/

		<p>7. Status: classified/declassified.</p> <p>a) All 7 categories of information are present – 1</p> <p>b) Between 4 and 6 of the required categories of information are present – 0.75</p> <p>c) Only 2 or 3 of the required categories of information are present – 0.5</p> <p>d) Only 1 required category of information is present – 0.25</p> <p>e) There is no list of the archival fonds - 0</p>		
2.6	3	<p>The Archive website provides the possibility to request and receive the documents of the finding aid online:</p> <p>a) The Finding aid documents are proactively available on the Archive website – 1</p> <p>b) It is possible to make a request for the finding aid documents and receive them online – 0.75</p> <p>c) The Archive website does not have an online request option – 0</p>	<p>Answer: a) Score: 3</p>	http://narb.by/rus/scient/lists/
2.7	3	<p>The Archive website contains copies of inventories of archive fonds:</p> <p>a) 76-100% of fonds – 1</p> <p>b) 51-75% of fonds – 0.75</p> <p>c) 26-50% of fonds – 0.5</p> <p>d) 1-25% of fonds – 0.25</p> <p>e) Inventories of fonds are not available – 0</p>	<p>Answer: d) Score: 0.75</p>	http://narb.by/rus/scient/lists/
2.8	3	<p>The Archive website provides the ability to request and receive official legal documents (archive notices) online using the system of electronic document turnover in accordance with the legal norms and fees:</p> <p>a) It is possible to request as well as receive these documents – 1</p>	<p>Answer: c) Score: 0</p>	

		<p>b) It is possible to either request or receive these documents – 0.75</p> <p>c) The Archive website does not provide this ability – 0</p>		
2.9	3	<p>The Archive website provides the ability to request and receive scanned records online according to the legal norms and fees:</p> <p>a) It is possible – 1</p> <p>b) It is not possible – 0</p>	<p>Answer: b) Score: 0</p>	Ordering scans requires personal presence in the archive, receiving scans is possible by email.
2.10	3	<p>The Archive is obliged by the law or the subordinate legal act to publish periodically the results of its ongoing work (reports) and other public information:</p> <p>a) Once every 6 months (apart from annual reports) – 1</p> <p>b) Annually – 0.75</p> <p>c) Once in a period of more than 1 year – 0.5</p> <p>d) The Archive does not publish such information – 0</p>	<p>Answer: a) Score: 3</p>	Resolution of the Council of Ministers Of the Republic of Belarus 04/29/2010 No. 645 "On the functioning of the websites of state bodies and organizations", Clause 3. Information on the websites of state bodies and organizations is posted in accordance with the following requirements: relevance, efficiency, reliability and integrity ... 5. <...> Information should have the required depth of content and be regularly updated (at least once a week), and news information should also be dated.
2.11	3	<p>The Archive is obligated by the law or the subordinate legal act to publish the following information on its website:</p> <p>1) A description of the structure and functions of the Archive.</p> <p>2) Annual reports.</p> <p>3) Information about the head of the Archive and other responsible persons.</p> <p>4) Information about the person (persons) responsible for ensuring access to the public information and their contact information.</p>	<p>Answer: b) Score: 2.25</p>	DECISION OF THE COUNCIL OF MINISTERS OF THE REPUBLIC OF BELARUS April 29, 2010 No. 645 On some issues of the Internet sites of state bodies and organizations and the recognition as invalidated the resolution of the Council of Ministers of the Republic of Belarus of February 11, 2006 No. 192, Clause 7. On the home page of the Internet site, information

		<p>5) Information about the personnel of the Archive – list of employees and identities of the vacancy competitions winners.</p> <p>a) All 5 (or more) categories of information are available – 1</p> <p>b) Only 3-4 categories of information are available – 0.75</p> <p>c) Only 1-2 categories of information are available – 0.25</p> <p>d) None of the above information is available – 0</p>	<p>is posted directly or in the form of separate headings:</p> <p>7.1. about the state body and organization: the official name and structure of the state body and organization, postal address, e-mail address; help desk phone numbers; the mode of operation of the state body and organization; information about the tasks and functions of the state body and organization, their structural divisions, as well as the texts of regulatory legal acts (extracts from them) that define these tasks and functions; a list of territorial bodies, subordinate (part of) organizations of the state body and separate divisions of the organization, information about the tasks and functions, as well as their postal addresses, addresses of Internet sites and e-mail, telephone numbers of reference services; information about the head of a state body and organization (position, surname, proper name, patronymic, office phone number);</p> <p>7.2. on working with applications from citizens and legal entities: the procedure, time and place of personal reception of citizens, including individual entrepreneurs, their representatives, representatives of legal entities; the procedure for considering applications from citizens,</p>
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			<p>including individual entrepreneurs, and legal entities; a special section "Electronic applications", the requirements for which are defined in clause 71 of these Regulations (for websites of state bodies and other state organizations); the method or methods of submitting electronic applications to a state body, another state organization (sending to an e-mail address and (or) posting in a special section on the website); telephone numbers of "hot lines", helplines and information services; name, location and mode of operation of the superior state body and organization;</p> <p>7.3. on the implementation of administrative procedures in relation to legal entities and citizens, including individual entrepreneurs:</p> <p>names of administrative procedures;</p> <p>the procedure for filing applications for the implementation of administrative procedures in electronic form (if available);</p> <p>exhaustive lists of documents and (or) information submitted for the implementation of administrative procedures;</p> <p>forms (blanks) of documents required for applying for the implementation of administrative procedures, the procedure for their filling and submission;</p>
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				<p>terms of implementation of administrative procedures; terms of validity of certificates or other documents issued during the implementation of administrative procedures; the amount of fees charged for the implementation of administrative procedures, as well as the details of bank accounts for making such fees; time of reception, location, office telephone number, surname, first name, patronymic, position of the employee (employees) of the state body and the organization that carries out (carries out) the acceptance of applications for the implementation of administrative procedures; name, location and mode of operation of the superior state body and organization; 7.4. on goods (works, services) produced (performed, provided) by the organization: list of goods (works, services); prices (tariffs) for goods (works, services); 7.5. about the news of a state body and organization; 7.6. about feedback forms; 7.7. other information determined by the President of the Republic of Belarus or the Council of Ministers of the Republic of Belarus or posted by the decision of the head of a state body and organization.</p>
2.12	3	The Archive is obligated by the law or the subordinate legal act to publish the following public information on its website:	Answer: d) Score: 0	

	<ol style="list-style-type: none"> 1) Forms and samples of administrative complaints. 2) Information on the rules of appeal. 3) Information on the annual budget of the Archive. 4) Information about the income received by the Archive through its archival services. 5) Information about public procurement. 6) Information about the Archive assets, including the transfer and use of property. <ol style="list-style-type: none"> a) All 6 (or more) categories of information are available – 1 b) Only categories 1 through 3 are available – 0.5 c) Only categories 1 through 2 are available – 0.25 d) None of the above information is available – 0 			
<p>Maximum amount of points to receive in benchmark indicator group N2: 35 Amount of points relevant to the current archive: 35 Received points: 21.75 Percentage (%): 62.14%</p>				

3. Reading room

#	Social Importance Index	Indicator	Final Score	Relevant Article from the Law or Link (if applicable)
3.1	2	<p>In order to get access to the archive, the researchers need to provide only their ID card and filled out application or recommendation letter:</p> <ol style="list-style-type: none"> a) It is prohibited to demand any other documents from researchers to grant them access to the reading room – 1 b) The Archive requests additional documents from researchers to grant them access to the reading room – 0 	<p>Answer: b) Score: 0</p>	<p>WORKING INSTRUCTIONS on the procedure for using archival documents in the reading room of the state institution "National Archives of the Republic of Belarus" (approved by the Protocol of the Archive Directorate dated January 30, 2018 No. 1), 7. Users are admitted to the reading room of the archive on</p>

				the basis of personal statements. Users who carry out scientific work in accordance with the plan of scientific research work of scientific institutions, educational institutions and other institutions, or who perform an official task, provide letters from the organizations that sent them.
3.2	4	<p>Individuals can get remote access to the archive via e-mail (or special form on website):</p> <p>a) Yes – 1 b) No – 0</p>	<p>Answer: b) Score: 0</p>	
3.3	2	<p>Foreign citizens are granted access to the Archive by the Archive on its own and not by another institution (e. g., the Ministry of Foreign Affairs):</p> <p>a) Are granted by the archive – 1 b) Are granted by another institution – 0.25 c) Foreign citizens do not have access to the Archive - 0</p>	<p>Answer: a) Score: 2</p>	
3.4	4	<p>Waiting time after requesting access as a researcher in the Archive is:</p> <p>a) Archive provides access in short order, the same day, after the confirmation of authenticity of the submitted documents – 1 b) 1-2 working days – 0.75 c) 3-5 working days – 0.5 d) more than 5 working days – 0.25</p>	<p>Answer: b) Score: 3</p>	For visitors who apply before 11:00, it is possible to receive cases on the same day
3.5	3	<p>The number of weekly working hours of the Archive reading room is:</p> <p>a) more than 40 hours – 1 b) 31-40 hours – 0.75 c) 21-30 hours – 0.5</p>	<p>Answer: a) Score: 3</p>	

		d) 20 hours or less – 0.25		
3.6	3	<p>The number of days per year when the reading rooms are closed (excluding weekends and public holidays):</p> <p>a) 0-12 working days – 1 b) 13-31 working days – 0.75 c) more than 31 working days – 0.5</p>	<p>Answer: a) Score: 3</p>	<p>Working hours of the reading room from September 1 to May 31 Tuesday-Thursday: 9.00-20.00 Friday: 9.00-18.00 Saturday: 9.00-15.00 Monday - cleaning day Sunday - day off</p> <p>Opening hours of the reading room in the summer from June 1 to August 31: Monday-Thursday: 9.00-17.30 Friday: 9.00-16.15 Saturday, Sunday are days off.</p>
3.7	4	<p>The Archive grants fully adapted environment for disabled people to work in the reading room:</p> <p>a) Yes – 1 b) The Archive is partly adapted – 0,5 c) No – 0</p>	<p>Answer: c) Score: 0</p>	
3.8	3	<p>Rules of conduct for the researchers are available in the reading rooms in printed or electronic format:</p> <p>a) Available – 1 b) Unavailable – 0</p>	<p>Answer: a) Score: 3</p>	
3.9	3	<p>In the reading room, the researchers sign a statement that they have read and agreed to follow the rules of conduct, ethics norms and archive legislation:</p> <p>a) The Archive provides the researchers with the relevant documentation to be read and signed – 1 b) The reading room does not practice this procedure – 0</p>	<p>Answer: a) Score: 3</p>	

3.10	3	<p>Contact information (phone number, e-mail) of the Archive regulatory body or the individual in charge is available in the reading room for submitting complaints:</p> <p>a) Available – 1 b) Unavailable – 0</p>	<p>Answer: a) Score: 3</p>	
3.11	4	<p>Access to finding aid documents in the reading room is available:</p> <p>a) In short order if the online version exists, or in a reasonable time for a document (in a paper-based form) to be provided in the readers room – 1 b) The following day – 0.5 c) More than one day later – 0.25</p>	<p>Answer: a) Score: 4</p>	
3.12	4	<p>Finding aid documents are available in an electronic searchable format in the reading room:</p> <p>a) 76-100% of finding aid documents are in electronic searchable format – 1 b) 51-75% of finding aid documents are in electronic searchable format – 0.75 c) 26-50% of finding aid documents are in electronic searchable format – 0.5 d) Finding aid documents are available in electronic but scanned and unsearchable format – 0.25 e) Finding aid documents are not available in electronic format – 0</p>	<p>Answer: b) Score: 3</p>	
3.13	1	<p>The archivists share draft inventories of fonds with the researchers if the final versions are lacking (if this does not damage these documents):</p> <p>a) Yes – 1 b) No – 0</p>	<p>Answer: a) Score: 1</p>	

3.14	4	<p>The researchers can access the database of the scanned records in the reading room:</p> <ul style="list-style-type: none"> a) All records that have already been scanned are available for every researcher – 1 b) After filling out a request form for a specific record, the archive processes the request and makes the record available for this specific researcher the same day – 0.75 c) After filling out a request form for a specific record, the archive processes the request and makes the record available for this specific researcher the following day – 0.5 d) There is no possibility to receive scanned records in the reading room – 0 	<p>Answer: a) Score: 4</p>	
3.15	4	<p>The Archive allows the uploading of already scanned records from the Archive server to an electronic data holder:</p> <ul style="list-style-type: none"> a) Yes, it is free of charge, the researcher pays only for the service (e. g. a CD) - 1 b) Available for a lower price than scanning - 0.5 c) Available for the price of scanning – 0.25 d) It is not possible - 0 	<p>Answer: c) Score: 1</p>	
3.16	3	<p>Waiting time after a researcher orders a record:</p> <ul style="list-style-type: none"> a) 0-24 hours – 1 b) 1-2 working days – 0.75 c) 3-4 working days – 0.5 d) more than 5 working days – 0.25 	<p>Answer: b) Score: 2.25</p>	<p>WORKING INSTRUCTIONS on the procedure for using archival documents in the reading room of the state institution "National Archives of the Republic of Belarus" (approved by the Protocol of the Archive Directorate dated January 30, 2018 No. 1), Clause 20. Orders for the issuance of files, their copies on various media, issued in the prescribed manner and</p>

			<p>transmitted: before 12.00 are performed the next day until 12.00; after 12.00 are executed every other day by 12.00. Orders placed by users on Saturday are processed on Tuesday after 15:00.</p> <p>21. Nonresident (foreign) users of the reading room and representatives of fund-making institutions are served in the following order:</p> <p>on the first day of work on the orders of users for the issuance of cases, their copies on various media, transferred to:</p> <p>before 12.00 - cases are issued in the amount of 5 (five) units until 16.00 on the day of placing the order and 10 (ten) units - the next day until 12.00;</p> <p>after 12.00 - cases in the amount of 10 (ten) units are issued the next day by 12.00;</p> <p>on the following days of work, orders transferred before 12.00 are executed the next day by 12.00, and orders transferred after 12.00 are executed every other day by 12.00.</p>
3.17	3	<p>Number of records a researcher can order simultaneously:</p> <p>a) more than 20 files – 1 b) 11-20 files – 0.75 c) 6-10 files – 0.5 d) 1-5 files – 0.25</p>	<p>Answer: c) Score: 1.5</p> <p>WORKING INSTRUCTIONS on the procedure for using archival documents in the reading room of the state institution "National Archives of the Republic of Belarus" (approved by the Protocol of the Archive Directorate dated January 30, 2018 No. 1), Clause 22. The user</p>

				is given no more than 10 (ten) cases at a time. The next order for the issue of cases is accepted only after the delivery of cases for the previous order.
3.18	3	<p>A researcher can make a onetime bulk order – a request of more files than is permitted, if they are contained in one collection or box:</p> <p>a) This option is available – 1 b) This option is unavailable – 0</p>	<p>Answer: b) Score: 0</p>	
3.19	3	<p>A researcher can submit online requests for the files that can be picked up in the reading room after a pre-determined period:</p> <p>a) This option is available – 1 b) This option is unavailable – 0</p>	<p>Answer: b) Score: 0</p>	
3.20	2	<p>The cost of copying² one page of a record (in a standard time limit) is:</p> <p>a) 0%-0.09% of the average wage in the country – 1 b) 0.1% - 0.19% – 0.75 c) 0.2% and more – 0.25</p>	<p>Answer: b) Score: 1.5</p>	
3.21	2	<p>The cost of copying³ one photo (in a standard time limit) is:</p> <p>a) 0%-0.49% of the average wage in the country – 1 b) 0.5%-1.49% – 0.75 c) 1.5% and more – 0.25</p>	<p>Answer: b) Score: 1.5</p>	
3.22	3	<p>Discounts defined by the law or the subordinate legal act on the paid archival services in the reading room apply to:</p> <p>1) Persons with disabilities;</p>	<p>Answer: e) Score: 0</p>	

²If the prices of the copies of the documents of different periods of time differ significantly, the appraiser should take the average value.

³If prices of the copies made from negatives and positives differ, the appraiser should take the average value.

		<p>2) War veterans and persons with similar status;</p> <p>3) Rehabilitated victims of repressions;</p> <p>4) Internally displaced individuals / refugees;</p> <p>5) Socially vulnerable persons;</p> <p>6) School students;</p> <p>7) University students;</p> <p>8) Pensioners;</p> <p>9) Persons with academic degrees.</p> <p>a) Discounts apply to all 9 groups – 1</p> <p>b) Discounts apply only to 6-8 groups – 0.75</p> <p>c) Discounts apply only to 4-5 groups – 0.5</p> <p>d) Discounts apply only to 1-3 groups – 0.25</p> <p>e) The Archive does not offer any discounts – 0</p>		
3.23	3	<p>Discounts defined by the law or the subordinate legal act on the paid archival services in the reading room apply equally to domestic and foreign citizens:</p> <p>a) Discounts apply equally – 1</p> <p>b) Discounts apply to only those foreign citizens, who have a status of a student, academic degree or a person with disabilities – 0.75</p> <p>c) Discounts apply to only those foreign citizens, who have a temporary residence or work permit – 0.5</p> <p>d) Discounts do not apply to foreign citizens – 0</p>	<p>Answer: d) Score: 0</p>	
3.24	2	<p>Researchers can use stationary computers in the Archive reading room:</p> <p>a) Yes – 1</p> <p>b) No – 0</p>	<p>Answer: a) Score: 2</p>	<p>Computers are in the reading room to read digitized inventories and files</p>

3.25	2	<p>Researchers are allowed to use their own electronic devices for processing and storing information (computers, tablets, flash drives, external hard drives) in the Archive reading room:</p> <p>a) Yes – 1 b) No – 0</p>	<p>Answer: a) Score: 2</p>	
3.26	1	<p>The Archive reading room has internet access:</p> <p>a) Yes – 1 b) No – 0</p>	<p>Answer: b) Score: 0</p>	
3.27	2	<p>If the Archive has a microfilm collection a microfilm reader is available for use in the reading room:</p> <p>a) The Archive offers a microfilm reader – 1 b) The Archive has a microfilm collection, but does not offer a microfilm reader – 0</p>	<p>Answer: a) Score: 2</p>	
3.28	2	<p>Working conditions with the microfilms at the reading room:</p> <p>1) The Archive offers the possibility to save the microfilm files in PDF format for free; 2) The Archive allows to take pictures from the microfilm files (screen); 3) The Archive allows to print the microfilm files for a fee;</p> <p>a) The Archive offers all 3 services – 1 b) The Archive offers 1 or 2 services (where service N1 is necessarily included) – 0.75 c) The Archive offers both services N2 and N3 – 0.5 d) The Archive offers only 1 service N2 or service N3 – 0.25 e) The Archive does not offer any of the mentioned services – 0</p>	<p>Answer: e) Score: 0</p>	

3.29	4	<p>Photographing of records in the Archive reading room is allowed using the researcher's own copying devices (photo camera, cell phone, portable scanner):</p> <p>a) Allowed and free of charge – 1 b) Allowed but not free of charge – 0.25 c) Photographing of records using the researcher's own devices is prohibited – 0</p>	<p>Answer: c) Score: 0</p>	<p>WORKING INSTRUCTIONS on the procedure for using archival documents in the reading room of the state institution "National Archives of the Republic of Belarus" (approved by the Protocol of the Archive Directorate dated January 30, 2018 No. 1), Clause 39. Execution of user orders for copying documents is carried out within 10 working days from the date of payment , if the volume of photocopies of documents from an order of one user does not exceed 100 pages, and the volume of digital copies of documents using scanning equipment does not exceed 50 pages. In the event of an increase in the volume of an order for photocopying, scanning of documents, the terms of execution of orders may be increased depending on the volume of the order in each case and in agreement with the management of the archive.</p>
3.30	2	<p>After the copies of records are ordered a researcher has to wait for:</p> <p>a) 0-24 hours – 1 b) 1-2 working days – 0.75 c) 3-4 working days – 0.5 d) 5 working days or more – 0.25</p>	<p>Answer: d) Score: 0.5</p>	<p>WORKING INSTRUCTIONS on the procedure for using archival documents in the reading room of the state institution "National Archives of the Republic of Belarus" (approved by the Protocol of the Archive Directorate dated January 30, 2018 No. 1), Clause 39. Execution of user orders for copying documents is carried out within 10 working days from the date of payment , if the volume of photocopies of documents from an order of one user does not exceed 100 pages, and the volume of digital copies of documents using scanning equipment does not exceed 50 pages. In the event of an increase</p>

				in the volume of an order for photocopying, scanning of documents, the terms of execution of orders may be increased depending on the volume of the order in each case and in agreement with the management of the archive.
3.31	2	<p>Number of record copies a researcher can order simultaneously:</p> <p>a) Unlimited (within reasonable limits) – 1 b) 51-100 scanned pages – 0.75 c) 21-50 scanned pages – 0.5 d) 1-20 scanned pages – 0.25</p>	<p>Answer: a) Score: 2</p>	
3.32	4	<p>In case the archive refuses a researcher access to the damaged record or file:</p> <p>a) The Archive offers the researcher a scanned copy of the record or file – 1 b) The Archive places the record or file in the list of ‘records to be restored’ and informs the researcher about the date of restoration – 0.75 c) The Archive does not provide information about the condition of the record or the file and restoration date – 0</p>	<p>Answer: c) Score: 0</p>	
3.33	4	<p>The Archive has a list of damaged records or files that cannot be provided and the researchers are informed about it beforehand:</p> <p>a) The Archive has such a list and provides it to the researchers – 1 b) The Archive has such a list but does not provide it to the researchers – 0.5 c) The Archive does not have such a list – 0</p>	<p>Answer: b) Score: 2</p>	

3.34	4	<p>The period of time defined by the subordinate legal act for the restoration of the damaged records or files is:</p> <p>a) 1 year or less - 1 b) more than 1 year - 0.5 c) Is not defined - 0</p>	<p>Answer: c) Score: 0</p>	
3.35	1	<p>Individuals that are unable to visit the archive personally can hire a proxy researcher:</p> <p>a) The Archive has its own proxy researchers or can provide contacts of private proxy researchers – 1 b) The Archive does not provide such a service – 0</p>	<p>Answer: a) Score: 1</p>	
<p>Maximum amount of points to receive in benchmark indicator group N3: 100 Amount of points relevant to the current archive: 100 Received points: 51.25 Percentage (%): 51.25%</p>				

Maximum points to receive in all benchmark indicator groups:	252
Maximum amount of points relevant to the current archive:	246
Overall received points:	142.5
Percentage of overall openness:	57.93%

Evaluator's Commentary:

To paragraphs 1.1.8 and 1.1.9 - According to Article 29 of the Law of the Republic of Belarus dated November 25, 2011 No. 323-3 "On archives and record keeping in the Republic of Belarus": Access to archival documents is limited if there is reason to believe that this: will entail disclosure of state secrets, commercial and other secrets protected by law; may harm the preservation of archival documents (in this case, a copy of the archival document is issued instead of the original); violates the rights and legitimate interests of citizens; will entail another violation of the law. Restriction of access to archival documents containing information related to personal secrets of citizens is established for a period of 75 years from the date of creation of such documents. With the consent of the citizen, and after his death with the consent of his heirs, drawn up in accordance with the established procedure, the restriction of access to such documents may be canceled earlier than 75 years from the date of creation of these documents. The procedure for access to documents containing information related to the personal secrets of citizens is established by the republican government body in the field of archival affairs and office work. The decision to restrict access to archival documents stored in state archives, territorial (city or regional) archives is taken: in accordance with paragraph two of part one of this article - by the head of the republican government body in the field of archiving and office work or his deputy; in accordance with paragraphs 3-5 of the first part of this article - by the head of the corresponding state archive, territorial (city or district) archive or his deputy. The decision to restrict access to archival documents stored in the archives of state bodies and other organizations is taken by their leaders. Citizens are notified of the restriction of access to archival documents no later than seven days from the date of receipt of the request. The decision to restrict access to archival documents can be appealed by a citizen or an organization in the manner prescribed by law.

CONCLUSION: In general, NARB is one of the best in the country both in terms of access to documents and in terms of its technical condition. Many professionals work in the archive, although the management of the archive is dominated by people who do not have special archival education. Recent years have been characterized by limited access even to such cases as partisan funds that were available 20 years ago. This is due primarily to the adoption of new laws on "personal data", "privacy", etc., which so far apply to all information under 75 years old. , especially the repressive authorities. In general, the appraiser has never faced any restrictions in access to cases that are over 75 years old. Part of the funds, as well as a large volume of descriptions, have been scanned. True, cases require an order on a par with paper ones. The disadvantages of the archive are: 1. The prohibition of free free photographing of documents with our own equipment (which is common for the whole of Belarus) and 2. An inexplicable restriction from the point of view of Belarusian laws on the free use of the database "Information about unreasonably repressed citizens of Belarus". A big drawback for a modern archive is the lack of an adapted environment for people with disabilities in general to get into the archive room (there is a large elevator, but several stairs have to be overcome). **In general, the archive deserves the highest scores.**

Evaluator's Name and Surname: Dmitry Drozd

Organization: Belarusian Documentation Center

Evaluation finished on: 01.05.2020

