



Institute for Development
of Freedom of Information

[Institute for Development of Freedom of Information \(IDFI\)](#)

Assessment of the Openness of State Archives

Country: **Russian Federation**

Archival Institution: **Central Archive of the Federal Security Service (ФСБ) of the Russian Federation**

Evaluator: **Not disclosing author's name upon his/her request**

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.
Рассекретивать – 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 archival 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>1 art. 24 of the Federal Law of 22.10.2004 No. 125-FZ (as amended on 28.12.2017) "On archival affairs in the Russian Federation" (hereinafter - the Federal Law "On archival affairs")</p>
1.1.2	4	<p>Access to the reading room is:</p> <p>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</p>	<p>Answer: b) Score: 2</p>	-

		its discretion without providing substantiation – 0		
1.1.3	4	<p>Access to the Archive reading room procedures:</p> <p>a) Domestic and foreign citizens enjoy equal rights to access the Archive reading room – 1</p> <p>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</p> <p>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</p> <p>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>	<p>Answer:</p> <p>a)</p> <p>Score: 4</p>	1 art. 24 FZ "On archival affairs"
1.1.4	4	<p>Upon turning down a request to access archival fonds and finding aid:</p> <p>a) The Archive provides a written substantiation – 1</p> <p>b) The Archive provides only with oral substantiation - 0.25</p> <p>c) The Archives does not provide any substantiation – 0</p>	<p>Answer:</p> <p>a)</p> <p>Score: 4</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:</p> <p>a)</p> <p>Score: 3</p>	The Federal Law "On Archival Affairs" does not stipulate the right to access archival files for any reason, including the conviction of any form of citizen.

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 b) The difference in terms of access depends on whether it is a state body or an NGO – 0,5 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 b) is free of charge for digital copies, but paper copies require payment – 0,5 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 b) The grounds for restricting access to files or finding aid are granted to the Archive by the law – 0.75 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>	<p>Answer: b) Score: 3</p>	2 art. 25 FZ "On archival affairs"
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</p>	<p>Answer: a) Score: 2</p>	The restrictions are mainly defined in the Federal Law "On archival affairs" and in the law of the Russian Federation dated July 21, 1993 No. 5485-1 (as amended

		<p>containing legally protected personal information):</p> <p>a) Yes – 1 b) No – 0</p>		on July 26, 2017) "On state secrets"
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>a) The law or subordinate legal acts allow actions of all 6 categories – 1 b) The law or subordinate legal acts allow only actions of the categories 1 - 4 – 0.75 c) The law or subordinate legal acts only allow actions of the categories 1 - 2 – 0.5 d) The law or subordinate legal acts do not allow any of the above actions – 0</p>	<p>Answer: b) Score: 1.5</p>	-
1.1.11	3	<p>Responsibility for the illegal usage of the personal data lies:</p>	<p>Answer: b)</p>	Art. 27 Federal Law "On archival affairs"

		<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>Score: 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: a) Score: 2</p>	<p>The law of the Russian Federation of July 21, 1993 No. 5485-1 (as amended on July 26, 2017) "On state secrets" does not stipulate this issue, therefore, formally, declassified information cannot be classified again. Moreover, according to the meaning, information is declassified in the event of a change in objective circumstances, as a result of which further protection of information constituting a state secret is impractical, as well as in the event of the expiration of the maximum secrecy period. However, it is theoretically possible that the information was unreasonably / illegally declassified and published, then the mx may be classified again. In practice, many researchers talked about how in the 1990s. got acquainted with the archival documents, and when the same archival documents were requested in the 2000s, they already turned out to be classified.</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>Answer: a) Score: 4</p>	<p>The law of the Russian Federation of July 21, 1993 No. 5485-1 (as amended on July 26, 2017) "On state secrets" does not</p>

		<p>b) Can be re-classified, according to the law, if it is necessary to defend 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>		<p>stipulate this issue, therefore, formally, declassified information cannot be classified again. Moreover, within the meaning, information is declassified in the event of a change in objective circumstances, as a result of which further protection of information constituting a state secret is inappropriate, as well as in the event of the expiration of the maximum secrecy period. However, it is theoretically possible that the information was unreasonably / illegally declassified and published, then the mx may be classified again. In practice, many researchers talked about how in the 1990s. got acquainted with the archival documents, and when the same archival documents were requested in the 2000s, they already turned out to be classified.</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>If an archival document is included in the Archival Fund of the Russian Federation, then on the basis of Part 2 of Art. 17 of the Federal Law "On Archival Affairs", the destruction of documents of the Archival Fund of the Russian Federation is prohibited,</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>b)</p> <p>Score: 2</p>	<p>In accordance with Art. 13, 14 of the Law of the Russian Federation of July 21, 1993 N 5485-1 (as amended on July 26, 2017) "On state secrets", the period for classifying information constituting a state secret should not exceed 30 years. The carriers of information constituting a state secret shall be declassified no</p>

				later than the terms established for their classification. However, in practice, prior to a request from a citizen or organization, information is almost never declassified on the initiative of the authority.
1.1.16	4	Classification of the fonds, files, or records after the termination of the statutory period: a) Cannot be prolonged - 1 b) Can be prolonged on the special occasions defined by law - 0.5 c) Can be prolonged according to the subordinate legal act (the order of the Director of the Archive or similar) – 0	Answer: b) Score: 2	Art. 13 of the Law of the Russian Federation of 21.07.1993 N 5485-1 (as amended on 26.07.2017) "On state secrets"
1.1.17	1	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: a) No – 1 b) Yes – 0	Answer: a) Score: 1	This is not clearly stipulated in the law, which theoretically means that the creation of secret archives / fonds is impossible, however, in practice, it may be practiced.
1.1.18	3	It is inadmissible by law to hide the existence of classified records: a) Yes – 1 b) The law does not contain a relevant provision – 0.75 c) Admissible, according to the level of access – 0.5 d) No – 0	Answer: b) Score: 2.25	In accordance with Art. 26 of the Federal Law "On Archives" restricts access to a document, and not to information about its availability, but there is no direct prohibition in the legislation.
1.1.19	2	The Archive provides social and legal notices from the records included in the fonds of the repressive state institutions: a) Provides for everyone - 1	Answer: c) Score: 1	In accordance with Part 3 of Art. 25 of the Federal Law "On Archival", access to archival documents containing information about the personal and family secrets of a citizen, his

		<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>		<p>private life, as well as information posing a threat to his safety, before the expiration of 75 years from the date of their creation is possible only with the written permission of the citizen, and after his death, with the written permission of the heirs of this citizen. After the expiration of the 75-year period, archival documents must be issued without these restrictions.</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>	<p>Regulations on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006</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</p>	<p>Answer: a) Score: 1</p>	Art. 9, 11 FZ "On archival affairs"

		<p>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>		
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>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>Answer:</p> <p>b)</p> <p>Score: 1</p>	Art. 9, 11 FZ "On archival affairs"
<p>Maximum amount of points to receive in benchmark indicator group N1.1: 72</p> <p>Amount of points relevant to the current archive: 72</p> <p>Received points: 57.25</p> <p>Percentage (%): 79.51%</p>				

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:</p> <p>a)</p> <p>Score: 4</p>	Art. 7 of the Law of the Russian Federation of July 21, 1993 No. 5485-1 (as amended on July 26, 2017) "On state secrets"

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 b) 51-74 years – 0.75 c) 75-99 years – 0.5 d) 100 years or more – 0.25</p>	<p>Answer: c) Score: 1.5</p>	Part 3 of Art. 25 FZ "On archival affairs"
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> <p>a) 30 years or less - 1 b) 31-50 years - 0.5 c) 50 more than 50 years - 0</p>	<p>Answer: c) Score: 0</p>	Part 3 of Art. 25 Federal Law "On archival files", there are no exceptions due to the death of a person
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> <p>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>	<p>Answer: b) Score: 1.5</p>	Part 3 of Art. 25 Federal Law "On archival files", there are no exceptions due to the death of a person
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>	The law contains no exceptions to the rule established in part 3 of Art. 25 of the Federal Law "On Archival Affairs", there are no

		<p>a) Yes – 1 b) No – 0</p>		<p>exceptions due to the importance of information</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: a) Score: 2</p>	<p>Partially, in the amounts provided for by federal laws of December 25, 2008 N 273-FL "On combating corruption" and of December 3, 2012 N 230-FZ "On control over the compliance of expenses of persons holding public office and their other income "</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: a) Score: 3</p>	<p>Federal Law of 02.05.2006 N 59-FL (as amended on 27.11.2017) "On the Procedure for Considering Applications of Citizens of the Russian Federation", Federal Law of 09.02.2009 N 8-FZ (as amended of 28.12.2017) "On Ensuring Access to information on the activities of state bodies and local self-government bodies "</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: a) Score: 4</p>	<p>Art. 2 of the Federal Law of 27.07.2006 No. 152-FZ (as amended on 31.12.2017) "On personal data"</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: 16 Percentage (%): 66.67%				

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. <ol style="list-style-type: none"> a) Law or subordinate legal acts include all 5 categories – 1 b) Law or subordinate legal acts include only categories 3-4 – 0.75 	<p>Answer: c) Score: 1.5</p>	<p>Administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for the issuance of archival certificates or copies of archival documents, approved by By order of the FSB of Russia dated 28.08.2013 N 459, Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006</p>

		<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:</p> <p>c)</p> <p>Score:</p> <p>1.5</p>	<p>Federal Law "On Archival Affairs", Administrative Regulations of the Federal Security Service of the Russian Federation for the provision of state services for the issuance of archival certificates or copies of archival documents, approved. By order of the FSB of Russia dated 28.08.2013 N 459, Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006</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:</p> <p>c)</p> <p>Score:</p> <p>0.5</p>	<p>Administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for the issuance of archival certificates or copies of archival documents, approved by By order of the FSB of Russia dated 08.28.2013 N 459</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:</p> <p>a)</p> <p>Score: 2</p>	<p>In the Russian Federation, there is no single concept of "social and legal information". Some certificates (for example, archival certificates of salary or criminal record) can be issued free of charge, some are issued for a fee, the cost depends on the type of certificate. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or</p>

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

		c) 1.5% and more – 0.25		copies of archival documents, approved by Order of the FSB of Russia dated 28.08. .2013 N 459)
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>	<p>Answer: a) Score: 2</p>	<p>The central archive of the FSB of Russia does not issue certificates of ownership.</p>
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>In the Russian Federation, there is no single concept of "social and legal information". Some certificates (for example, archival certificates of salary or criminal record) can be issued free of charge, some are issued for a fee, the cost depends on the type of certificate. The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of Russia dated 28.08. .2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006. The archival legislation of the Russian Federation does not stipulate the list of categories of persons who are granted benefits.</p>

		<ul style="list-style-type: none"> d) Discounts apply to only 1 group – 0.25 e) The Archive does not offer any discounts – 0 		
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> <ul style="list-style-type: none"> a) Discounts apply equally – 1 b) Discounts apply to only those foreign citizens who have a status of a student or a person with disabilities – 0.75 c) Discounts apply to only those foreign citizens with temporary residence or work permits – 0.5 d) Discounts do not apply to foreign citizens – 0 	-	<p>In the Russian Federation, there is no single concept of "social and legal information". Some certificates (for example, archival certificates of salary or criminal record) can be issued free of charge, some are issued for a fee, the cost depends on the type of certificate. The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of Russia dated 28.08.2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006. The archival legislation of the Russian Federation does not stipulate the list of categories of persons who are granted benefits.</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> <ul style="list-style-type: none"> a) Yes – 1 b) The prices are higher for the 	-	<p>In the Russian Federation, there is no single concept of "social and legal information". Some certificates (for example, archival certificates of salary or criminal record) can be issued free of charge, some are issued for a fee, the cost depends on the type of certificate. The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried</p>

		foreign citizens – 0		out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of Russia dated 28.08.2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006. The archival legislation of the Russian Federation does not stipulate the list of categories of persons who are granted benefits.
<p>Maximum amount of points to receive in benchmark indicator group N1.3: 21 Amount of points relevant to the current archive: 10 Received points: 7.5 Percentage (%): 62.50%</p>				

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 b) The Archive website is available only in the official state language – 0.25 c) The Archive does not have a website – 0</p>	<p>Answer: c) Score: 0</p>	<p>On the website of the Federal Security Service of the Russian Federation there is a tab "Central archive of the FSB of Russia", but it is not informative - http://www.fsb.ru/fsb/supplement/archive.htm</p>
2.2	3	<p>The Archive website contains archive related legislation:</p>	<p>Answer: c)</p>	

		<ul style="list-style-type: none"> a) In the official state language and in English of Russian – 1 b) Only in the official state language – 0.75 c) The Archive website does not contain archive related legislation – 0 	Score: 0	
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> <ul style="list-style-type: none"> a) Information about services of the Archive is available in the official state language and in English or Russian – 1 b) Information about services of the Archive is available only in the official state language – 0.75 c) The Archive website does not provide such information – 0 	Answer: c) Score: 0	
2.4	3	<p>The Archive website provides information about the access procedure for the researchers, working hours and working rules:</p> <ul style="list-style-type: none"> a) In the official state language and in English or Russian – 1 b) Only in the state language – 0.75 c) The Archive website does not provide such information – 0 	Answer: c) Score: 0	
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; 	Answer: e) Score: 0	

		<p>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> <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: c) Score: 0</p>	
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>	-	
2.8	3	<p>The Archive website provides the ability to request and receive official legal documents (archive notices) online using the system of</p>	<p>Answer: c) Score: 0</p>	

		<p>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>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>	
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: d) Score: 0</p>	
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: d) Score: 0</p>	

		<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>		
2.12	3	<p>The Archive is obligated by the law or the subordinate legal act to publish the following public information on its website:</p> <p>1) Forms and samples of administrative complaints.</p> <p>2) Information on the rules of appeal.</p> <p>3) Information on the annual budget of the Archive.</p> <p>4) Information about the income received by the Archive through its archival services.</p> <p>5) Information about public procurement.</p> <p>6) Information about the Archive assets, including the transfer and use of property.</p> <p>a) All 6 (or more) categories of information are available – 1</p> <p>b) Only categories 1 through 3 are available – 0.5</p> <p>c) Only categories 1 through 2 are available – 0.25</p> <p>d) None of the above information is available – 0</p>	<p>Answer: d)</p> <p>Score: 0</p>	
<p>Maximum amount of points to receive in benchmark indicator group N2: 35</p> <p>Amount of points relevant to the current archive: 35</p> <p>Received points: 0</p> <p>Percentage (%): 0%</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> <p>a) It is prohibited to demand any other documents from researchers to grant them access to the reading room – 1</p> <p>b) The Archive requests additional documents from researchers to grant them access to the reading room – 0</p>	<p>Answer: a) Score: 2</p>	The researchers point out that, as a rule, an identity card and a statement are sufficient.
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</p> <p>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</p> <p>b) Are granted by another institution – 0.25</p> <p>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</p> <p>b) 1-2 working days – 0.75</p> <p>c) 3-5 working days – 0.5</p>	<p>Answer: d) Score: 1</p>	-

		d) more than 5 working days – 0.25		
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 d) 20 hours or less – 0.25</p>	<p>Answer: c) Score: 1.5</p>	<p>Administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for the issuance of archival certificates or copies of archival documents, approved by By order of the FSB of Russia of 08/28/2013 N 459, it sets the duration of work at 33 hours 45 minutes per week, however, researchers talk about 28 hours a week</p>
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: c) Score: 1.5</p>	<p>Researchers point out that, regardless of the administrative regulations, in the Central Archives of the FSB of Russia, every Friday is not a working day.</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: b) Score: 0</p>	<p>The rules are not posted in the public domain. Researchers point out that there are no current and valid regulations</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>Ответ: b) Score: 0</p>	<p>Researchers sign documents when they become familiar with specific archival documents and cases, and not in general about acquaintance with the norms of ethics and archival legislation.</p>

		<p>a) The Archive provides the researchers with the relevant documentation to be read and signed – 1</p> <p>b) The reading room does not practice this procedure – 0</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</p> <p>b) Unavailable – 0</p>	<p>Answer: b) Score: 0</p>	<p>According to the researchers, this information is not posted in the reading room, but there are general rules for filing complaints. Thus, the lack of this information does not impede (although complicates) the filing of a complaint.</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</p> <p>b) The following day – 0.5</p> <p>c) More than one day later – 0.25</p>	-	<p>There is no open, publicly available scientific and reference apparatus, including inventories of declassified cases and documents.</p> <p>There is no separate scientific and reference apparatus for the unclassified part of the archival documents of the security agencies.</p> <p>Access to the research and reference apparatus of the Central Archive of the FSB of Russia, as well as to the archive of any territorial security agency, is possible only if the researcher has an officially issued access to information constituting a state secret.</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</p> <p>b) 51-75% of finding aid documents are in electronic searchable format – 0.75</p> <p>c) 26-50% of finding aid documents are in electronic searchable format – 0.5</p>	<p>Answer: e) Score: 0</p>	<p>There is no open, publicly available scientific and reference apparatus, including inventories of declassified cases and documents.</p> <p>There is no separate scientific and reference apparatus for the unclassified part of the archival documents of the security agencies.</p>

		<p>d) Finding aid documents are available in electronic but scanned and unsearchable format – 0.25</p> <p>e) Finding aid documents are not available in electronic format – 0</p>		<p>Access to the research and reference apparatus of the Central Archive of the FSB of Russia, as well as to the archive of any territorial security agency, is possible only if the researcher has an officially issued access to information constituting a state secret.</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</p> <p>b) No – 0</p>	<p>Answer: b) Score: 0</p>	<p>There is no open, publicly available scientific and reference apparatus, including inventories of declassified cases and documents.</p> <p>There is no separate scientific and reference apparatus for the unclassified part of the archival documents of the security agencies.</p> <p>Access to the research and reference apparatus of the Central Archive of the FSB of Russia, as well as to the archive of any territorial security agency, is possible only if the researcher has an officially issued access to information constituting a state secret.</p>
3.14	4	<p>The researchers can access the database of the scanned records in the reading room:</p> <p>a) All records that have already been scanned are available for every researcher – 1</p> <p>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</p> <p>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</p>	<p>Answer: d) Score: 0</p>	<p>The researchers point out that in the reading room, copies of archival documents are not provided to researchers</p>

		d) There is no possibility to receive scanned records in the reading room – 0		
3.15	4	<p>The Archive allows the uploading of already scanned records from the Archive server to an electronic data holder:</p> <p>a) Yes, it is free of charge, the researcher pays only for the service (e. g. a CD) - 1</p> <p>b) Available for a lower price than scanning - 0.5</p> <p>c) Available for the price of scanning – 0.25</p> <p>d) It is not possible - 0</p>	<p>Answer: d) Score: 0</p>	-
3.16	3	<p>Waiting time after a researcher orders a record:</p> <p>a) 0-24 hours – 1</p> <p>b) 1-2 working days – 0.75</p> <p>c) 3-4 working days – 0.5</p> <p>d) more than 5 working days – 0.25</p>	<p>Answer: d) Score: 0.75</p>	-
3.17	3	<p>Number of records a researcher can order simultaneously:</p> <p>a) more than 20 files – 1</p> <p>b) 11-20 files – 0.75</p> <p>c) 6-10 files – 0.5</p> <p>d) 1-5 files – 0.25</p>	<p>Answer: a) Score: 3</p>	According to the researchers, the request can be made for any number of documents, but since this issue has not been settled, it all depends on the personal discretion of the employee.
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</p> <p>b) This option is unavailable – 0</p>	<p>Answer: a) Score: 3</p>	According to the researchers, such a request can be made, but since this issue is not resolved, everything depends on the personal discretion of the employee.
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</p> <p>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</p> <p>b) 0.1% - 0.19% – 0.75</p> <p>c) 0.2% and more – 0.25</p>	-	<p>According to researchers, copies of archival documents are not provided in the reading room. The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of Russia dated 28.08. .2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006</p>
3.21	2	<p>The cost of copying³ one photo (in a standard time limit) is:</p>	-	<p>According to researchers, copies of archival documents are not provided in the reading room.</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.

		<ul style="list-style-type: none"> 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>The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of Russia dated 28.08. .2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006</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> <ul style="list-style-type: none"> 1) Persons with disabilities; 2) War veterans and persons with similar status; 3) Rehabilitated victims of repressions; 4) Internally displaced individuals / refugees; 5) Socially vulnerable persons; 	-	<p>The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the</p>

		<p>6) School students; 7) University students; 8) Pensioners; 9) Persons with academic degrees.</p> <p>a) Discounts apply to all 9 groups – 1 b) Discounts apply only to 6-8 groups – 0.75 c) Discounts apply only to 4-5 groups – 0.5 d) Discounts apply only to 1-3 groups – 0.25 e) The Archive does not offer any discounts – 0</p>		<p>Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of Russia dated 28.08. .2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006. The archival legislation of the Russian Federation does not stipulate the list of categories of persons who are granted benefits.</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 b) Discounts apply to only those foreign citizens, who have a status of a student, academic degree or a person with disabilities – 0.75 c) Discounts apply to only those foreign citizens, who have a temporary residence or work permit – 0.5 d) Discounts do not apply to foreign citizens – 0</p>	-	<p>The central archive of the FSB of Russia does not provide paid services. The issuance of archival certificates or copies of archival documents by the Central Archive of the FSB of Russia is carried out without charging a state duty or other fee (clause 25 of the administrative regulations of the Federal Security Service of the Russian Federation for the provision of state services for issuing archival certificates or copies of archival documents, approved by Order of the FSB of</p>

				<p>Russia dated 28.08. .2013 N 459). The payment does not provide for the Regulation on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006. The archival legislation of the Russian Federation does not stipulate the list of categories of persons who are granted benefits.</p>
3.24	2	<p>Researchers can use stationary computers in the Archive reading room:</p> <p>a) Yes – 1 b) No – 0</p>	<p>Answer: b) Score: 0</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>	Only to the researcher's own internet

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>	-	There is no collection of microfilms in the Archives
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>	-	-
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>	
3.30	2	<p>After the copies of records are ordered a researcher has to wait for:</p>	-	Copies are not provided to researchers, the researchers said. Relatives are provided partially

		<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) 5 working days or more – 0.25 		<p>free of charge documents on the basis of the Regulations on the procedure for access to materials stored in state archives and archives of state bodies of the Russian Federation, terminated criminal and administrative cases against persons subjected to political repression, as well as filtration and verification cases, approved. By orders of the Ministry of Culture of the Russian Federation N 375, the Ministry of Internal Affairs of the Russian Federation N 584, FSB of the Russian Federation N 352 of 25.07.2006</p>
3.31	2	<p>Number of record copies a researcher can order simultaneously:</p> <ul style="list-style-type: none"> 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>По словам исследователей, копии исследователей не посещают. Родственники имеют дело с частными документами, основанными на принципах доступа к материалам, которые содержатся в государственных архивах и архивах государственных органов Российской Федерации, с прекращением уголовных и административных дел в отношении лиц, подвергшихся политическим репрессиям, а также с фильтрационно-проверочными делами, утв. Приказами Минкультуры РФ N 375, МВД РФ N 584, ФСБ РФ N 352 от 25.07.2006</p>
3.32	4	<p>In case the archive refuses a researcher access to the damaged record or file:</p> <ul style="list-style-type: none"> 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 	<p>Answer: c) Score: 0</p>	-

		<p>informs the researcher about the date of restoration – 0.75</p> <p>c) The Archive does not provide information about the condition of the record or the file and restoration date – 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</p> <p>b) The Archive has such a list but does not provide it to the researchers – 0.5</p> <p>c) The Archive does not have such a list – 0</p>	<p>Answer: c) Score: 0</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</p> <p>b) more than 1 year - 0.5</p> <p>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</p> <p>b) The Archive does not provide such a service – 0</p>	<p>Answer: b) Score: 0</p>	-

Maximum amount of points to receive in benchmark indicator group N3: **100**

Amount of points relevant to the current archive: **78**

Received points: **16**

Percentage (%): **20.51%**

Maximum points to receive in all benchmark indicator groups:	252
Maximum amount of points relevant to the current archive:	221

Overall received points:	96.75
Percentage of overall openness:	43.78%

Evaluator's Commentary:

In general, the legislation of the Russian Federation in the field of access to information is quite progressive. Article 29 of the Constitution of the Russian Federation guarantees that everyone has the right to freely seek and receive information in any legal way.

This provision corresponds to Article 24 of Federal Law No. 125-FZ of 22.10.2004 "On Archival Affairs in the Russian Federation", according to which the user of archival documents has the right to freely search for and receive archival documents for study.

However, the adopted normative legal acts and the established practice of applying the legislation on archiving by archives, as well as by prosecutors and courts (which monitor the observance of citizens' rights to access archival information) significantly restrict the right of citizens to access archival documents. Often, access to archival documents is difficult, and sometimes even impossible.

One of the problems is the arbitrary interpretation by law enforcers of Part 3 of Article 25 of the Federal Law "On Archival Affairs", according to which a restriction on access to archival documents containing information about the personal and family secrets of a citizen, his private life, as well as to information that poses a threat to his safety is established for 75 years. Until the expiration of 75 years, access to such archival documents is possible with the consent of the citizen himself or his heirs (without any exceptions). Often, these provisions are interpreted so broadly by the law enforcement officer that until 75 years have passed, access to many important and sensitive archival documents is limited under the pretext of having information about personal and family secrets in the documents.

Another problem is the restriction on access to archival documents on the grounds that they contain information constituting a state secret. In accordance with the Law of the Russian Federation of July 21, 1993 No. 5485-I "On State Secrets", the term for classifying information constituting a state secret should not exceed 30 years. However, often after this period, documents are not declassified, and the classification period is extended.

On March 12, 2014, the Interdepartmental Commission for the Protection of State Secrets decided to extend the period for classifying information constituting a state secret, classified by the Soviet state security agencies (VChK-NKVD-KGB-MGB) in 1917-1991, for 30 years - until 2044. A huge number of documents fall under the action of this decision (the decision contains a list of categories of information, in the presence of which the term of their secrecy in the documents is extended, and this list is quite voluminous). In practice, the emergence of this decision led to the fact that the extension of the terms of secrecy affected even archival documents relating to the Great Terror of 1937-38, which are in great demand by historians and relatives of victims of repression. Hundreds of thousands of people who fell under the articles of execution may remain nameless, despite all the efforts of their descendants to learn about the fate of their families during the years of the great purge.

A separate problem is access to materials stored in the archives of state bodies of the Russian Federation, especially in the archives of the Federal Security Service of the Russian Federation. She actively uses the two above arguments to limit the rights of citizens to access important archival information.

Also problems are the low technical equipment of the archives, the difficulty or impossibility of obtaining copies of archival documents, their overestimated cost, the lack of a free opportunity or the possibility in general to copy archival documents with our own technical means, etc.

Thus, despite the fact that the current legislation provides great opportunities for access to archival documents, in fact, citizens face a significant number of difficulties in accessing archival documents.

Evaluator's Name and Surname: Not disclosing author's name upon his/her request

Organization: N/A

Evaluation finished on: 01.05.2020