
Historical Archives of the European Parliament

Annual Report for 2018



EPRS | European Parliamentary Research Service

Historical Archives Unit

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Historical Archives Unit
Directorate for the Library and Knowledge Services
Directorate General for Parliamentary Research Services

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Cover: Compactuses of the historical archives (for archives awaiting processing)

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Table of Contents

Summary	4
Part I - Objectives and progress in 2018	5
1) Background	5
2) Objectives	5
3) Progress in 2018	7
Acquisition of new material	7
Long-term preservation and processing of the archives	8
Transfers to the Historical Archives of the EU	9
Historical Library	10
Services to researchers and other users	10
Research, publications and outreach	10
EP Historical Archives in numbers	12
Part II - Detailed account of the services offered by the Historical Archives in 2018	13
1) Historical Archives	13
Acquisitions, storage and transfers	13
Processing	15
2) Historical Library	17
3) Services to researchers and other users	18
Electronic database	18
Intranet pages	19
Internet pages	19
Reading room	19
Historical research	19
4) Publications and outreach	20
Publications	20
EP History project (First series of studies - 1979-1989)	20
Events and exhibitions	20
Oral history project	21
5) Relations with other EU institutions and international bodies	21
Part III - Administration of the Historical Archives	23
1) Budget	23
Contribution to the annual budget of Historical Archives of the EU (HAEU)	23
Investment in electronic archives: Efforts for long-term preservation and accessibility	23
Processing of the archives	23
2) Staff	24
Establishment plan	24
3) Cooperation within the EP administration	24
4) Premises	25
5) Computerisation	26

Summary

Each European Union institution, including the European Parliament, has the legal obligation to identify, acquire, and maintain an archive of its official documents. The Historical Archives of the European Parliament, carrying out this obligation, have existed since the launch of the ECSC in 1952 and the collection now numbers more than five million items.

The Historical Archives of the Parliament are keepers of the Parliament's 'memory', and should, with their holdings and services, reflect as accurately as possible the Parliament's history and its development, particularly in connection with European integration. In order to achieve this, the work of the Historical Archives Unit consists in the management and preservation of the Parliament's official documents and other archival material, including the papers of individual Members who choose to submit them. It also manages the EP Historical Library and operates its reading room in Luxembourg, which includes tens of thousands of volumes on European integration and is the main access point to archives for study visitors. The Unit supports the Members and administration in accessing historical records needed in their work. It makes the archives publicly accessible, assists academic researchers in retrieving them for use, carries out promotional activities such as events and exhibitions, and publishes historical studies of the Parliament.

The work of the Historical Archives Unit is set out in this report covering its activities for the year 2018. A quick overview of the Unit's work, described in greater detail in the pages which follow, is captured in the figures below:

Historical Archives:

- Submissions of administrative and legislative archives: 377 linear metres (m)
- Submissions of digital files: over 60 GB
- Items from the official mail archives: 40,414 items
- Transfers to the Historical Archives of the EU: 88 m
- Archives processed (paper): 386.6 m and 1,048 posters
- Archives processed (electronic): 60 GB; 28,000 audio tapes; 40 CDs

Historical Library:

- Opening days: 231 days, hosting 1592 on-site readers
- Hotline and other enquiries treated: 2,268 enquiries
- Number of requests for documents: 568 requests, with 3522 documents provided, plus 186 GB via data mining
- Number of study visitors (researchers) received: 36 study visitors (144 half-days)
- Visitors in groups: 78 in 4 groups

Outreach:

- Studies: 3 (History of the EP), 1 update
- Briefings: 1
- Events and exhibitions: 8
- Websites maintained: 3

The activities of the Historical Archives Unit include the planning in 2018 of the new projects aimed to create, develop, and maintain effective digital archives for the European Parliament. This transformation builds on previous work, launched in 2002, and has led to the digitisation of all documents on paper and other media. The Parliament is ahead of all big EU institutions in that it has all its holdings digitised, with no backlog in the processing of archives. It can therefore now focus on the long-term preservation of digital materials, and on offering efficient online access.

Part I - Objectives and progress in 2018

1) Background

This is the fifteenth Annual Report of the Historical Archives of the European Parliament. The activity of the Historical Archives is regulated by Council Regulation (EEC, Euratom) No 354/1983 of 1 February 1983 - amended by Council Regulation (EU) No 2015/496 of 17 March 2015 - on the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community.

This Regulation sets a legal obligation on EU institutions to maintain archives and, after a period of time, to deposit those already 'opened to the public' in the common Historical Archives of the European Union (HAEU), which are located at the European University Institute (EUI) in Florence. Article 9(2) of the Regulation stipulates that 'each institution shall publish information annually on its historical archiving activities'. The Annual Report on the Historical Archives of the European Parliament is submitted to fulfil this obligation.

The Historical Archives Unit within the European Parliament's administration manages and preserves the Parliament's official documents and other archival material dating back to 1952, including the deposited papers of individual Members. Formally, as requested by the decision of the Bureau of the Parliament of 2 July 2012 on document management, the Unit is responsible for the acquisition, storage, processing, and accessibility of the official documents of the institution. It provides these documents, both internally to the Members and administration, and externally to organisations and citizens, notably researchers and historians, through 'tools that facilitate online access to information'. It assists researchers on the history of the Parliament and of European integration, and publishes historical studies based on the archives, using 'any means of documentary or academic dissemination or publishing'. It works closely with the Historical Archives of the EU, based at the European University Institute in Florence, Italy, in promoting use of the archives and the study of the history of the Parliament.

Located in Luxembourg, the Historical Archives Unit is part of Directorate for the Library and Knowledge Services within the European Parliamentary Research Service (DG EPRS). In order to provide a better service to researchers, the Historical Library of the European Parliament (equally located in Luxembourg) is also part of the Historical Archives Unit. This means that internal and external users may find the Parliament's archival and historical library collections in one place, and are supported by specialised staff who can help them to locate and contextualise the materials they need. The unit also undertakes research itself, as well as dissemination and communication activities aimed at promoting knowledge of the history of the Parliament.

2) Objectives

The on-going objectives (2017-2019) of the Historical Archives Unit comprise:

- i) the acquisition of materials of historical value of the European Parliament, their orderly organisation for future access, and their preservation; and,
- ii) the access to these materials and their use for the promotion of the understanding of the history of the European Parliament and of European integration more widely.

In greater detail, these objectives are:

1. To pursue a long-term strategy for the Historical Archives Unit - and the Directorate in which it is located - to address the challenges posed by the digital revolution, so as to become a centre of excellence and reference for historical research on European integration and the European Parliament;
2. To continue to contribute to the definition and implementation of the Parliament's document management policy and rules governing the transfer of archival and library material for permanent preservation, from the directorates-general and services, in particular;
3. To streamline the acquisition of the institutional archives:
 - a) to diversify the variety of services guiding the transfer to the archives of documents and publications in order to meet and satisfy the specific needs from services;
 - b) to continue to streamline the processes of electronic data transfer into the Unit's collections and databases;
 - c) to contribute to the definition of administrative procedures for the transfer of library material to the Historical Library; and
 - d) to contribute to broadening the sources of European Parliament history, specifically by providing an integrated access to the media library material and expanding oral archives with testimonials from former Members;
4. To plan and implement a strategy for the long-term preservation of the archives and library material:
 - a) to develop a policy for the long-term preservation of analog historical library material, in particular as regards preventive conservation and restoration;
 - b) to implement the necessary measures to ensure reliable digital preservation and to guarantee integrity and legibility over time, namely by preparing for long-term preservation of digital content in collaboration with other institutions and the Historical Archives of the EU, and by developing and integrating tools for processing digitally-born documents and data; and
 - c) to update the Historical Archives' metadata policy, in order to create, expose and connect information on archival collections, in particular, to ensure efficient transfer from business applications to the historical archives database;
5. To ensure internal and external accessibility of the historical library collections and archives:
 - a) to further strengthen a client-oriented historical research service by ensuring a timely and adequate response to historical requests from Members and EP staff through the Members' Hotline and by email;
 - b) to prepare online archives, specifically by creating webpages for historical information about former Members and making available the historical archives database on the internet;
 - c) to optimise accessibility of the historical library collections through cataloguing and indexing,
6. To contribute meaningfully to the promotion of understanding of the history of the European Parliament and of the European integration process more generally:
 - a) to design and follow an overall communication strategy, in cooperation with the services responsible, to promote the historical archives and library ensuring a strong online presence;
 - b) to guide and implement the research and publication of studies on the history of the European Parliament and European Union;
 - c) to participate in the management of the dedicated websites and contribute to the Parliament's research and history-related websites;
 - d) to foster inter-institutional and professional cooperation, in particular in the framework of the Inter-institutional Archives Group (IIAG) and by participating in expert groups and professional organisations so as to develop projects of common interest (digitisation, unification of metadata and controlled authorities); and
 - e) to continue to complete the oral history testimonies by former Presidents, Secretaries-General, and Members.

Progress towards these objectives is ensured by:

- i) the daily work of the Unit, which responds to the Parliament's legal obligation and raises awareness of its history;
- ii) specific projects needed in order to adapt to technological progress and to embed piloted innovation and good practice into the Unit's daily work.

3) Progress in 2018

As its core mission, the Historical Archives Unit manages and preserves the European Parliament's official public documents and other archival material dating back to 1952, comprising over five million items to date.

In 2018, the Unit processed over 60 GB of electronic files, received both as systematic collections (for example, plenary documents) and as large sets (hard drives or shared drives). The new records management policy which the Unit has helped to develop and implement over recent years, and the planned launch of the Parliament's new Electronic Records Management System (ERMS) later in 2019, will make this process easier, by moving the acquisition process of digitally-born content to an automated system.

A total of 377 linear metres of paper files plus 1048 posters, were acquired by the Historical Archives in 2018, and 387 linear metres of archives were evaluated and processed. In addition, 88 linear metres of paper archives that can now be opened to the public were transferred to the Historical Archives of the EU (HAEU) in Florence. The entire transfer, including logistics, is managed by the Unit, to maximise the quality and safety of the process.

The Unit answered 568 individual requests for historic documents and other information. Such requests come mainly from the Parliament's offices and services (cabinets, plenary, committees, Legal Service, Transparency Unit, etc.), as well as from researchers and citizens.

Acquisition of new material

In 2018, the Historical Archives Unit continued and strengthened the pro-active approach developed in 2017 to acquiring the Parliament's archives, by accompanying administrative units in their archiving activities and conducting a retrospective analysis of the *fonds*¹ processed, in order to identify any gaps or weaknesses and thus better define priorities. This approach, matched by an increasingly rigorous application of the archiving rules defined in the administration's retention schedules, generated significant acquisitions.

¹ In archival science, a *fonds* is a group of records that share the same origin and that have occurred naturally as an outgrowth of the daily workings of an agency, individual, or organization. 'Records are not the sediment of activities. They are the atoms and the evidence of activities, and very often the only few remains of the activities.' (Peter Horsman, Netherlands Archives School, 1998). It is with this perspective in mind that archivists organise archival materials in *fonds*.

The main 2018 acquisitions included: (i) the archives of former Secretaries General Enrico Vinci, Julian Priestley and Harald Rømer, and of current Secretary General, Klaus Welle (473 archiving units¹); (ii) the submissions of administrative units (893 archiving units and 1.03GB), and (iii) of Information Offices (1419 archiving units). The archives of plenary activities and of the parliamentary committees were systematically requested and acquired, in smooth cooperation with the directorates-general, according to a pre-established plan, in order to provide a full view of the legislative process.



1. Acquisitions in archiving units on shelves.

The Historical Archives welcome and invite the submission of the archives of individual Members and former Members of the European Parliament (private archives). Since the creation of EPRS, there has been a more active effort to secure such papers as they are an important component of the history of the institution. In 2018, the Unit received the papers of two former Members, and has been contacted with a view to receiving the papers of a further seven Members and former Members. The Former Members' Association is actively supporting awareness-raising activities for the submission of such private archives, which many cover Members' parliamentary work in Brussels or Strasbourg, or their domestic or European political work. Such private archives are of great historical value, illustrating a wide range of dimensions of MEP work for future generations.

An oral history campaign to collect testimonies from former Members has now been launched and will continue in coming years, with the aim of collecting a meaningful number of personal accounts, which will complement former Members' private archives.

Long-term preservation and processing of the archives

Archiving means ensuring both order and preservation. The processing of archives is the orderly organisation of *fonds* based on their evaluation and subsequent filing plan. The items archived are assigned metadata², that is, data reflecting this organisation and their place in it.

¹ The archiving units are either material folders or preservation boxes.

² Metadata is 'data about data': a standardised set of data describing where each item is stored and what it is about.

The processing of archival records includes their preparation for digitisation (if not already born digital) and for long-term preservation. The Parliament maintains a full digital copy of all its paper archives, including the documents submitted to the EU Historical Archives in Florence for opening to the public.

In order to ensure the safe processing of archives, the Unit achieved several major objectives in 2018, when several projects delivered their initial results: firstly, the delivery of the new archive management system (CLAVIS) was achieved in 2018, together with the migration to this system. Secondly, to match the new system and with the aim of optimising costs, the processing methodology was revised and the processing of archives began to following this new methodology in 2018.

A third important development in 2018 was the delivery of a study for the long-term preservation strategy of the digital archives and a proposal on the main lines of the strategy. Long-term preservation refers in this case to the digital archives and poses a challenge to archives all over the world: electronic documents may become illegible after just a few years, due to either obsolete software, hardware, or media, and/or to the sheer size which electronic archives start to develop. In order to be able to preserve the millions of digital files in the archive, a strategy based on new archival standards is being implemented.

The work of harmonisation and enrichment of the information on 'controlled authorities'¹, carried out on the occasion of the migration to CLAVIS continued in 2018, particularly concerning information on former Members. This is an ongoing effort, and the resulting data is planned for publication on a 'former Members' website' to be launched by the Unit in 2020, and also as datasets².

In order to provide better access to the Historical Archives, the Unit had compiled a methodical inventory of the archives of the offices (cabinets) of the Presidents of the European Parliamentary Assemblies before 1979. This effort continued in 2018 with the archives of the Secretaries General.

Transfers to the Historical Archives of the EU

Transfers to the Historical Archives of the EU (HAEU) in Florence continued in 2018 in accordance with the legal obligation of the institution and with the procedure successfully tested in previous years. The archives transferred in 2018 included materials from the fourth (1994-1999), fifth (1999-2004) and sixth legislatures (2004-2009): the archives of Secretaries General Babberich, Nord and Opitz (1952-1986); the parliamentary reports of REGI- to TRAN Committees (acquisitions according to the alphabetical list of committee acronyms) for the fourth legislature; the meeting files of the AGRI to DEVE Committees for the fourth legislature (the meeting files ECON to TRAN will be transferred in 2019); the meeting files of the EP delegation at the Conciliation Committee for the fourth legislature; written questions (1999-2004) and codecision files (2005-2009).

¹ *Authority control* is a term used in cataloguing, meaning the use of a single authorised heading for all records having the same authority; for example, authors of documents (e.g. MEPs) are *authorities*: authority control ensures the name is always written the same way, there are no spelling mistakes, there is consistent use of the middle name or initial, there is disambiguation when several authors have the same name, etc.

² Datasets are collections of data; when prepared for online publication, such collections are usually organised in tables. An important service of public archives is the creation of such tables and publication as open data: the materials can be data mined too, not only checked individually. Archival materials are usually not acquired as datasets: for example, there is no table with all budgets of the Parliament and its predecessors since 1952. Unless the archivists create such tables, researchers have to take the time to identify all the relevant Bureau Decisions.

Historical Library

The Historical Archives Unit maintains the Historical Library of the European Parliament and its dedicated reading room in Luxembourg, receiving researchers and study visitors accessing both bibliographic references and archival materials.



2. Books in the MEP Collection of the Historical Library

The primary mission of the Historical Library, based in Luxembourg, is to help preserve the European Parliament's historical and cultural heritage and ensure its availability for future generations. During 2018, the Historical Library developed or set up new collections: the Rare and Special Book Collection (RSBC), the Former MEP Collection, and the Sakharov Collection, and continued the acquisition and restoration of books in its special collection of '100 Books on Europe to Remember'. Systematic work was also started in 2018, to catalogue historical books in the new library system, ALMA, where for the first time, the historical collections become available as such.

Services to researchers and other users

The Historical Archives Unit continued to provide access to the Parliament's historical documents and publications for researchers wishing to explore the history of the institution and of European integration more widely. The Unit has been pro-active in developing relations with universities and continued to host trainees and visitors undertaking research on relevant topics. The Unit's system of allocating an experimented staff for the supervision and support of each researcher, rather than pooling requests and serving them by staff as available, creates a user-friendly service.

Research, publications and outreach

Since 2014, the Historical Archives Unit has also organised its publications into two series - the European Parliament History Series and the European Union History Series - with greater emphasis on issues of general political interest. In the 2014-18 period, the Unit published eight major studies

- including two volumes on the history of the budgetary powers of the Parliament, a study on the history of the common electoral system and the 1976 European Elections Act, and a briefing on the impact of the ECSC Common Assembly on the politics, negotiations and content of the Rome Treaties. Considerable work was devoted to collecting facts and figures on the development of the political groups in the Parliament since 1979, for a study which is to be published shortly (in 2019).

Three major studies were commissioned in 2017 and launched in draft form in April 2019 as part of a long-term project on the History of the EP. This first phase of the project has involved researching and publishing material on the history of the Parliament as a political institution since the first direct elections in June 1979 to the third elections ten years later. They attempt to trace and analyse (i) the character, composition and culture of the directly-elected Parliament; (ii) the Parliament's role in the institutional and constitutional development of the then EC during this decade; and (iii) its role in the completion of the European single market.

To raise awareness about the Parliament's history, the Unit published blog posts and organised a number of events and exhibitions. It continued to maintain the website for the Historical Archives, and an intranet site with useful information and practical advice for Members and staff. The Unit also provided historical articles and blog posts to other online platforms managed by EPRS, and took part in the management and maintenance of the 'My House of European History' website.



3. Shelves in the exhibition dedicated to the Austrian Presidency, in the Astrid Lulling Lounge.

The Historical Archives Unit organised eight exhibitions and events in 2018. As examples of events, in November 2018 the Unit organised a round-table dedicated to the Lisbon Treaty, and in June, a panel discussion with witnesses and historians dedicated to the 1952-1958 ECSC Assembly. As examples of exhibitions, the Unit set up three small exhibitions in the Members' Lounge (Astrid Lulling memorabilia, Austrian Presidency, '100 Books to remember') and prepared two major exhibitions of old electoral posters for the European Elections. These later exhibitions were held in the Parliament premises and the Bibliothèque Nationale et Universitaire (BNU) in Strasbourg in February-March 2019, as well as in other locations (Liaison Offices and libraries in Luxembourg, France and Spain). It also organised guided tours of the Schuman building (particularly the old Hemicyle), including presentations of historical architectural draft plans and photos of the building.

In parallel, the Unit continued to foster inter-institutional and professional cooperation, in particular, in the framework of the Inter-institutional Archives Group (IIAG) and European Diplomatic Archives Group (EUDIA), notably by organising the latter's 2018 meeting in cooperation with the Greek Presidency. Specialist staff of the unit (archivists, librarians, and historians) continued to take part in expert groups and professional organisations, as this helps to develop projects of common interest (inter alia digitisation, harmonisation of metadata and controlled authorities). There have been activities carried out within the European Centre for Parliamentary Research and Documentation (ECPRD) network of cooperation of parliamentary research services and libraries across Europe. The Unit's staff thoroughly answered enquiries from other parliaments, and two staff of the unit made an exchange visit to the Bundestag, in order to learn about their approach to creating and using datasets.

EP Historical Archives in numbers

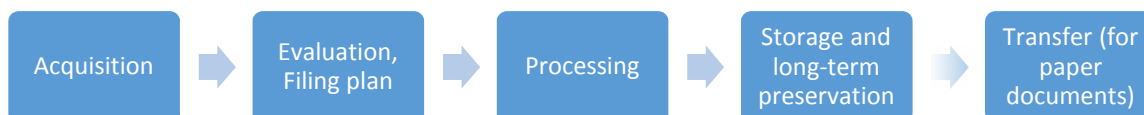
Archival work	
Transfers received (submissions of archives)	60
Linear metres of transfers received	377 m
CDs / Electronic files received	over 60 GB
Items from the Official mail archived	40,414 items
Transfers to the HAEU Florence: Transfers / linear metres	1 / 88 m
Archives processed (files processed in linear metres):	386.6 m
Inventory of paper posters	1,048
Digitization of audio files (cassettes)	28 000 cassettes
Library and research	
Reading Room opening days	231
Hotline and other enquiries treated (number of requests)	2268
Number of requests for documents	568
Number of documents sent as answers to requests/enquiries	3,522 + 186 GB of files via data mining
Number of study visitors/visitors in groups	36/78 (in 4 groups)
Outreach	
Studies	3+1 update
Briefings	1
Events and exhibitions	8
Posts: web	16
Posts: intranet	8
Posts: My House of European History website	44

Part II - Detailed account of the services offered by the Historical Archives in 2018

This section sets out in greater detail the processes of archiving and the qualitative advances made in the services provided by the Historical Archives Unit in 2018.

1) Historical Archives

The main steps in the archiving process are explained below:



Acquisitions, storage and transfers

These are activities that require logistics management besides specialist archiving knowledge. In order to carry out acquisitions, storage, and transfer, the Historical Archives Unit:

- collects and registers the Parliament's official archives (both legislative and administrative);
- receives, organises, and manages the private archives of Members;
- receives, organises, and manages the archives of the Parliament's Official Mail;
- ensures the restoration and preventive conservation of archived materials;
- prepares and manages transfers to the Historical Archives of the European Union (HAEU);
- manages relevant stocks and storage spaces.

The Historical Archives Unit currently stores some 3,000 linear metres of material comprising both legislative and administrative collections, some of which are still being processed. In 2018, the Unit continued the reorganisation of storage management and archive acquisition processes, and focused on actively seeking and processing the documents from parliamentary committees and delegations. It continued the systematic yearly transfer to the Historical Archives of the European Union (HAEU) in Florence of archived paper documents that are accessible to the public.

The main advances in 2018 in relation to the acquisition part of archiving were:

- setting up a one-day-per-month 'permanence' in Brussels, in order to support administrative units needing to archive their materials, particularly in relation to the moves to the new Wilfried Martens building;
- continuing to diversify the variety of services guiding the transfer of documents and publications in order to meet and satisfy the particular needs from offices and administrative services;
- continuing efforts to streamline the electronic transfers of data into the Unit's collections and databases;

- contributing to the broadening of sources of EP history, specifically by providing an integrated access to the media library material and expanding oral archives with testimonials from former Members.

In addition to reorganising its storage space to afford optimised workflows and a more economic use of space, the Unit continued the efforts to optimise the acquisition and storage of electronic archives. In this latter respect, the Unit continued to work in the GIDOC Secretariat (the administrative group in charge of the reorganisation of records management), ensuring the drafting of future rules for records management to afford automatic archiving. In parallel, in 2018 it delivered the new database holding the electronic archives.



4. Staff from the Historical Archives Unit assisting with the archiving ahead of office move.

The entire acquisition procedure has been reviewed and redesigned in a process which started in 2016. The preliminary analysis conducted for the automation of the transfer of digital archives and their metadata from the business applications to the archive management system was continued and will be extended to each application, in order to define and implement the appropriate transfer protocol and define the necessary tools. This effort will ensure an automated process for the acquisition of electronic archives, resulting in considerable savings on processing.

A simplified transfer form is now used in the acquisition of archives. The introduction of the new form in July 2016 was accompanied in 2018 by proactive work to apply the decision of the Secretary General of 23 October 2013 implementing the Bureau Decision on document management, including the need for the 'Responsible for the Administration of Documents' (RAD) of the DG in charge to sign off the acquisition. This work was further strengthened in 2018 by ensuring direct support to various administrative services and offices to help them submit their archives.

In parallel, starting in 2018, the acquisitions register that was created in 2015 now encompasses all transfers, regardless of their status (transfers from the EP or other European institutions or deposits of archives of former MEPs) or their format (not only paper documents, but also digital archives, audiocassettes, gifts, posters, etc.). All archives collected are registered, checked and packed with a unique identifier, to ensure traceability during their management by the Historical Archives.

Since 2017, official e-mails from the European Parliament, registered by the Official Mail Unit, are no longer printed for archiving purposes. This measure complements a similar decision taken in 2015 jointly by the Official Mail Unit and the Historical Archives Unit concerning incoming emails. In addition to contributing to a reduction of the volume of archived paper mail, these measures that have become the standard workflow in 2018 have a significant positive impact on the environment.

Processing

In relation to the processing of the Parliament's archives, the Historical Archives Unit:

- defines the policy, strategy and practical modalities of archival treatment;
- plans and manages archival processing and digitisation projects;
- manages the outsourced processing of archives and digitisation;
- coordinates internal and external archival processing projects;
- carries out the quality control of processing and of metadata (descriptive data).

After being received, the content of files submitted is identified and organised according to their source, so as to protect their original context. This is important in order to ensure the later ease of identification of any document sought in the archives. A hierarchical description (hierarchical layers of metadata) is then undertaken, in accordance with the ISAD(G)¹ archiving standard (series and files) and in compliance with a wide range of criteria, and is entered directly into the database. Each document, whether 'paper-born' or 'digitally-born', will have a similar description and exist electronically in the archival database.

The processing methodology was updated in 2016, comprising a revision of the methods of processing and description, the enhancement of controlled authorities and thesaurus², the quality control of descriptive data, and the control of the rules concerning access to public archives. The tender for processing based on this new methodology resulted in the signing, in 2017, of a new contract for processing archives. The contract in force in 2018 ensured the provision of specialised archivists for the processing of paper archives.

The new methodology for the processing of archives was rolled out and assessed in 2017. It focuses on the production environment of the documents and on the better indexing of files. It involves a return to the principle of *respect des fonds*³, notably, respect for the creator of the records and a limit to the documentary approach to archives. It ensures the application of rules for archival description according to international archival standards.

This new methodology and quality control were systematically implemented in all archival processing projects in 2018: for example, the archives of the Parliament's offices (Bureau, Quaestors, Conference of Presidents) or archives of Information Offices were treated on the basis of the new procedure. The description standards for designs, photographs, bookplates, etc. were

¹ General International Standard Archival Description - standard developed by the International Council on Archives to provide general guidance for the preparation of archival descriptions

https://www.ica.org/sites/default/files/CBPS_2000_Guidelines_ISAD%28G%29_Second-edition_EN.pdf

² The description of archives (meta-data) is based on a well-defined set of keywords grouped in a thesaurus.

³ The principle of *respect des fonds* requests archivists to organise archival materials according to their functional origin. This is aimed particularly at re-creating the context for the archived materials, so they appear not as remnants of activities but as evidence of activities as they happened. The documentary approach treats archival materials as collections of documents irrespective of the process - they are static, while the fonds are dynamic, with items within fonds having a bond with the function that created them. This bond is reflected in the way archival materials are described.

revised to best fit the specificities of these documents. These principles were also applied for the analysis of the archives of current or former Members, leading to a more individualised approach to the processing proposals made to the evaluation committee, depending on the interest of the records and the typology of the documents.

As part of the preparation of records before their migration into the new archival management system (CLAVIS) that was launched early 2018, several revision and/or quality control projects started in 2016 were continued in 2018. These included: (i) systematic and comprehensive revision of the classification scheme for the Parliament's archives; (ii) formal quality control of all descriptions (several million records) and associated digitised files; (iii) review of authorities¹ and controlled vocabularies²: alignment of the thesaurus with the latest version of EUROVOC and transition to multilingualism, recovery of non-controlled vocabularies³ and alignment with EUROVOC where possible; and (iv) summary of the existing indications for accessibility to public archives to facilitate a revision of the associated rules.

Substantial progress has been made in the processing of various EP archives. Priority was given in 2018, in addition to the processing of archives submitted by former or current Members in accordance with the recommendations of the evaluation committee foreseen by the Bureau Decision of 25 March 2014, to archives which have been submitted late and covering fully or partly a period prior to the 30-year delay for opening the archives set by Regulation 354/83 on the opening to the public of the archives of European institutions. Eight such processing projects were launched in 2018, with a volume of 387 linear metres of paper archives, and they were completed in 2018, as planned, with one of the projects which was started late, to continue in 2019 (processing of the archives of former Secretaries General and Deputy Secretaries General).

The processed archives were:

- archives of the Legal Service: 22 m;
- archives of the Committee on the statute: 16 m;
- archives of the Committee of the four Presidents: 3 m;
- archives of the Information Offices in Paris and Dublin: 99m;
- archives of the Public Opinion Monitoring Unit (all European elections): 10m;
- archives of Parliament's offices (Questors, Bureau, Conference of Presidents): 117 m;
- archives of MEP administration: 120 m.

In addition, 1,048 paper posters acquired from the Ushers Unit have been inventoried, described, and prepared for long-term preservation.

The migration of the electronic archives to CLAVIS offered the opportunity to reorganise, optimise, harmonise and align them according to international archiving standards. This work was continued in 2018, particularly with the enrichment of the information on former Members, notably the drafting of a biography, adding a list of committees and delegations to which the Member belonged, and checking existing data. The Parliament actively took part in a joint effort led by the Commission and finalised, in 2018, harmonising the formats of metadata and aligning them with the Historical

¹ *Authority control* is a term used in cataloguing, meaning the use of a single authorised heading for all records having the same authority; for example, authors of documents (e.g. MEPs) are *authorities*: authority control ensures the name is always written the same way, there are no spelling mistakes, there is consistent use of the middle name or initial, there is disambiguation when several authors with the same name, etc.

² In library, archival and information science *controlled vocabulary* is a carefully selected list of words and phrases, which are used to tag units of information (or records) so that they may be more easily retrieved by a search.

³ *Non-controlled vocabularies* represent free text metadata used in cataloguing to identify information.

Archives of the European Union (HAEU), in order to create the basis of publication of archival material as metadata.

Systematic quality control continued to be undertaken for the transfer of archives to the HAEU, in accordance with the transfer procedure foreseen in 2014. All the files transferred were checked so that their description in the Historical Archives' database and the paper files match exactly. The error-rate recorded during the reception checks carried out by the HAEU was again 0.01%. The inventories corresponding to XML-EAD format were sent to the HAEU in 2018 too.

The introduction of the new electronic system for the archives (CLAVIS) led to an assessment of the quality of digitisation and to a temporary interruption of the digitisation work usually carried out after each processing project for paper documents. By way of example, paper documents have been digitised 'classically' with a simple scan: advanced digitisation affords the creation of a complex digital version of the document, including index file and OCR file, thus enabling more efficient search outcomes. This is useful for increasing possibilities for historical research based on data-mining, such as identifying all the plenary debates on a given topic. Due to the 100% digitisation of documents, covering also the 7th legislature, matched with the much faster speed of digitisation as compared to all other archival phases, an interruption of digitisation was possible without posing risks to the archives, in order to allow for an assessment and tender to improve the quality of that digitisation process. A new digitisation tender will be launched in 2019.

The digitisation of files on vulnerable media continued, with the digitisation of audio-cassettes, where four lots were digitised, encompassing a total of 28,000 audio tapes. Archives on microforms are also completely digitised.

2) Historical Library

The Historical Library seeks to preserve the institution's historical and cultural heritage and make it available to the public. With its unique collection of historical publications, it offers Members of the European Parliament, the parliamentary community, researchers and the general public an insight into the history of the Parliament and its place in the wider European integration process.

The Historical Library's main tasks are:

- to manage the Parliament's Library Reading Room in Luxembourg;
- to manage a physical collection of books and a growing number of e-books and e-journals;
- to set up and manage the rare and special book collection (RSBC) about the European Parliament and European integration;
- to manage the '100 Books on Europe to Remember' project and webpages;
- to ensure the cataloguing of the historical books and journals;
- to manage a number of external databases;
- to provide access to certain newspapers and journals;
- to organise training sessions in the use of online databases and other information sources;
- to organise events in, and visits to, the Historical Library.

The Historical Library works closely with the On-site and Online Library Unit in the same Directorate, using the same electronic platform, copyright services, and type of service to internal users. In 2017, joint teams finalised the new collection management policy, and it has been implemented by the Historical Library in 2018.

The Historical Library keeps collections of historical books and other materials, including a reference collection, a rare book collection, the 'Sakharov Prize collection', a collection on 'Parliamentarism and Democracy', the '100 Books on Europe to Remember' collection, serials and an EU publications collection, as well as a learning resources collection (LRC). In 2018, the new collection of books of/about Sakharov Prize winners was launched by the Historical Library. The historical collections cover materials on the creation and development of the European Parliament and the political and institutional aspects of the European Union since the 1950s, including monographs and periodicals inherited from the Library of the Common Assembly and the Parliamentary Assembly. Among the rare books, it includes not only early publications on a united Europe, but also almost forgotten yet valuable publications issued by the predecessors of the European Parliament.



5. Books stored for long-term preservation in the Historical Library.

In total, the Historical Library's online catalogue now contains over 25,000 books located in Luxembourg. It also keeps a collection of more than 990 yearbooks and periodicals published from the 1950s to today and preserved for their historical value. It preserves printed and digitised material in the Historical Library and Historical Archives in accordance with the best international standards and ensures restoration and long-term preservation.

In 2018, the cataloguing or re-cataloguing of a major backlog of old holdings was launched, after a complete inventory of the relevant contents of the Historical Library in 2017.

3) Services to researchers and other users

In order to make its documentary resources as accessible as possible, the Historical Archives Unit promotes its archival and historical library holdings in a number of ways:

Electronic database

The electronic archives (the database) contains more than five million documents. It is currently only available for consultation (of publicly accessible documents only) in the reading room of the Historical Library in Luxembourg and in the reading room of the Library in Brussels, but not outside

the Historical Archives and Library, for technical reasons. By contrast, the new CLAVIS database will be accessible outside the Parliament, as a result of various projects to promote online accessibility.

Intranet pages

The Historical Archives Unit's intranet pages are divided into several sections offering information on the Historical Archives and the Unit's objectives, and services provided to MEPs, assistants and EP staff, as well as publications, events and training. In addition, there are pages on the history of the EU, providing facts and figures and other material on EU history, grouped chronologically and thematically. The pages include a timeline of the history of the European Parliament, with historic images, multimedia footage, and historic documents.

The Historical Archives intranet pages can be accessed at the following address:

http://www.eprs.sso.ep.parl.union.eu/eprs/auth/en/historical_archives.html.

Internet pages

The Historical Archives' website gives the Historical Archives and Historical Library a possibility to better communicate and promote their holdings, services and publications to the outside world. The site consists of five sections (Home, Holdings, Multimedia Gallery, Publications, and About us). Planning for an overhaul of the website started in 2018.

The Historical Archives website can be accessed at the following address:

<http://www.europarl.europa.eu/historicalarchives/en/home/home.html>.

Reading room

The reading room in Luxembourg is available to in-house and external users. The Historical Library offers library services for EP staff in Luxembourg and welcomes members of the general public, in accordance with the rules on study visits managed by DG Personnel. In order to ensure transparency and to disseminate knowledge on EP activities among citizens, the Historical Library has opened a section to the public specifically set aside for historical research on the Parliament and European integration in general.

In 2018, the Historical Library in Luxembourg was open 231 days and received over 1500 readers, including 114 researchers in study visits of various lengths (between hours and weeks). There were 36 individual researchers and 78 research visitors in four organised groups.

Historical research

The Historical Archives Unit provides access to the Parliament's historical documents and publications for researchers working on the history of European integration. In 2018, 568 requests were received from internal and external clients, whether MEPs, EP offices and administrative units, other institutions, citizens (including via the Transparency Unit), researchers or historians, with 3,522 documents supplied. 42 % of the requests came from the general public and 58 % from within the EP. The Historical Archives Unit continued in 2018 to develop relations with universities and to welcome trainees and visitors undertaking research on issues relating to the Parliament and the Union more widely. The Unit also signed an agreement with Mannheim University for the provision of the first data-mining set offered for research purposes, amounting to 186 GB of data (these represent 62 DVD worth of scanned documents).

4) Publications and outreach

The main activities conducted by the Historical Archives Unit in the field of publications and outreach in 2018 were as follows:

Publications

In 2018, the Historical Archives Unit continued to publish studies and briefings in the *European Parliament History Series* and the *European Union History Series*, issuing the briefing on the Parliament's reaction to sanctions concerning sports events and updating and re-issuing the study on the Sakharov Prize. Important research efforts of 2018 resulted in 2019 publications (such as the collections of data on the political groups).

EP History project (First series of studies - 1979-1989)

A first set of studies on the EP during its first two elected parliamentary terms (1979-89) was commissioned at the end of 2016 and largely carried out in 2017 and 2018, in order to trace and analyse: (i) the character, composition and culture of the first two directly-elected Parliaments; (ii) the Parliament's role in the institutional and constitutional development of the then EEC during that decade; and (iii) its role in the completion of the European single market. The exercise is designed to draw on a wide variety of sources, including the Historical Archives, publicly available external material, and interviews with figures from the time, including former MEPs and officials. Drafts of the three studies were launched at an event in spring 2019.

Events and exhibitions

The Historical Archives Unit organised eight events and exhibitions in 2018:

- a panel discussion (in Brussels) entitled 'Espionage in Europe throughout ages' with a book launch and a presentation of the Echelon Affair – June 2018;
- a panel discussion (in Luxembourg), 'The pioneers of Europe: the ECSC Common Assembly of the Fifties' – June 2018;
- a round-table (in Brussels) for the presentation of an annotated edition of the Lisbon Treaty and discussion about the potential of the Treaty – December 2018;
- a mini-exhibition of Astrid Lulling memorabilia for the reopening of the Astrid Lulling Lounge (November 2018);
- a mini-exhibition on the EU presidency in the Astrid Lulling Lounge (November 2018);
- an exhibition with the '100 Books about Europe to Remember' in the Astrid Lulling Lounge (November 2018);
- organisation of the annual meeting of the EU Diplomatic Archives in cooperation with the Greek Presidency (June 2018);
- historical guided visits to the Schuman building in Luxembourg (throughout the year).

The Unit also contributed to the organisation of an annual event for the promotion of research on EU History organised by the European Union Institute in Florence.

The exhibitions of good quality are an important tool of the Unit to promote interest in EU history, as well as the Historical Archives and Historical Library, both within and outside the institution. The

approach developed by the Unit during 2018 will show continuing results in 2019, as exhibitions are being multiplied by partners (Liaison Offices, media, institutions, NGOs). This has already been the case of the exhibition of old electoral posters in Strasbourg, which is now offered electronically.

Online, the Unit provided, besides lead articles on the homepage - among which, in 2018, the obituary of former EP President Nicole Fontaine - a monthly article under the column 'This month in history', and contributed 44 postings (story and photo) to the 'My House of European History' website.



6. Event organised on 4 June 2018, Schuman Hemicycle, on the Common Assembly of the CECA. Left-to-right: Astrid Lulling (former MEP), Professor Paolo Guerrieri, and Paul Collowald (former Director General).

Oral history project

Work continued in 2018 on enhancing the archives of former Presidents and Secretaries-General of the Parliament, by adding video interviews. This project is undertaken in cooperation with DG Communication (Audiovisual Unit). As interviews are made in the mother tongue of the interviewee, subtitles in translation are added to them.

5) Relations with other EU institutions and international bodies

Cooperation with the Historical Archives of the European Union (HAEU), located at the European University Institute (EUI) in Florence, was further strengthened in 2018. The Historical Archives Unit is clarifying techniques for depositing and describing its archives, in order to harmonise the presentation of its holdings with that of the HAEU and to allow them to be presented in XML EAD (Encoded Archival Description) format on the 'Archives Portal Europe'. All materials transferred to Florence by the Historical Archives of the Parliament are fully organised and placed in boxes for preservation, accompanied by inventory listings, descriptions, and are indexed. No further

processing is needed for the archives submitted by the European Parliament to the HAEU, apart from the unpacking and placing in compactuses.

The Historical Archives Unit also actively participated in the twice-yearly inter-institutional meeting of the Archival Group (IIAG) of the EU institutions, where the HAEU report is also scrutinised by the financing institutions (the Parliament contributes yearly to this financing). In exchange, the HAEU provides the storage of archives (paper documents) and particularly promotional activities.

The Historical Archives Unit also participated in the European Union Diplomatic Archives (EUDiA) annual meeting as the main organiser and having contributed with the offer of an online timeline tool that has been implemented already by the Greek Ministry of Foreign Affairs to illustrate the establishment of its diplomatic representations abroad. In parallel, relations with other national and international archival services continued, on operational aspects and particularly in receiving visiting groups of archivists from national archives.

The Unit is an active contributor to the ECPRD network, having provided throughout 2018 timely answers to questions arriving from the network, and having organised an exchange visit at the Bundestag's Archives for two staff (November 2018). The lessons learnt helped to set up the project to build datasets, and were useful for drawing lessons learnt from the research work of collecting historical data on the political groups, where a series of missing acquisitions (such as old internal phonebooks of the Parliament) and compilation activities (such as creating tables enriched yearly for the detailed budgets or staff structure) have been identified.

Part III - Administration of the Historical Archives

1) Budget

In 2018, the Historical Archives Unit managed its appropriations under the following EP budget line:

Budget Line	2018 commitments
3210-07	1,754,196.23 EUR

Contribution to the annual budget of Historical Archives of the EU (HAEU)

In 2018, the European Parliament contributed its quota of 385,509 EUR to the budget of the HAEU in Florence. It received the Annual Report of the HAEU and submitted comments on it, consistent with the recommendations contained in an audit exercise requested by the European Commission.

Investment in electronic archives: Efforts for long-term preservation and accessibility

Following the long-term preservation study launched in 2017 and submitted in 2018, subsequent efforts have been made towards planning of the major long-term preservation and digital archiving project. Limited IT-related funds have been used in 2018, mainly related to the launch of the new archival system CLAVIS (4,232 EUR).

Processing of the archives

The main item of expenditure in 2018 involved the sorting, organising and processing of paper documents (the processing of electronic documents has been partly automatic, and in the case of unstructured archives, has been carried out mainly by staff particularly due to the complexity of organising unstructured materials). In 2018, the processing of paper archives cost in 898,825 EUR, with the largest part dedicated to the processing of the archives of former Secretaries General (365,570 EUR) and election monitoring (234,265 EUR).

The amounts reflect the very substantial work of processing individual paper files, preparing for digitisation, adding indexing and meta-data, and uploading into the database. The preparation of processing, consisting in inventory, evaluation, file structure plus metadata, and preparation of batches for processing is made by staff. The paper documents are expected to become less substantial, as electronic systems start replacing the traditional paper files.

The Historical Archives Unit relies on the provision of services through framework contracts with specialised companies for processing work. Tasks assigned to the external company are organised in projects, which are benchmarked and monitored. Each project concerns well-defined submissions, so that the indexing and assignment of metadata is similar across the project. All tasks relating to the responsibility and management of each project are carried out by the EP staff within the unit. The choice of *intra-muros* processing is dictated by the unique and sometimes confidential nature of the archives to be treated.

The maximum number of external staff recorded in a year varies, depending on the number of projects launched and completed within that year. The peak number of external staff working on processing archives in 2018 was 13 external members of staff. In addition, three external staff were recruited to assist in the cataloguing or re-cataloguing of books and papers in the Historical Library, an exercise expected to run over the next two years, in advance of the relocation to the new Konrad Adenauer Building (KAD) in Luxembourg (see below).

The transition towards digital archiving requires adapting the resources traditionally used for the processing of paper records, in order to: (i) enhance and contextualise them (indexing, metadata, etc.) and so optimise and improve their accessibility; and (ii) reinforce the implementation of the new archive system CLAVIS and to guarantee the acquisition and treatment of digital data, as well as the stability and maintenance of the system. However, meeting the challenge of archives received as electronic files, where the much higher percentage of discarded items means low efficiency, is an ongoing project of the Historical Archives Unit, started with the participation in the development of the new records management policy and definition of the new Electronic Records Management System (ERMS) to be deployed later in 2019.

2) Staff

Establishment plan

On 31 December 2018, the establishment plan of the Historical Archives Unit stood at 18 officials, one vacant post (senior AST), one temporary staff, and two contract agents. Five staff members took part in the juries of the EPSO competition for Archivists and Record Managers (AD and AST).

3) Cooperation within the EP administration

The Historical Archives Unit cooperates closely both with other administrative units within DG EPRS and with other DGs and services within the Parliament's administration more widely. For example:

- within the Directorate General for Parliamentary Research Services

The Historical Archives Unit in Luxembourg works closely with the On-site and Online Library Services Unit in Brussels. They share a common Library Management System (ALMA) and online catalogue, as well as a common budget for new acquisitions.

The Citizens' Enquiries Unit (AskEP) passes on to the Historical Archives Unit all information requests they receive for historical documents from members of the public. The Historical Archives Unit also collaborates with units of the Members' Research Service, notably in respect of researching documents, peer review and fact-checking of publications.

The Historical Archives Unit also cooperates actively on a regular basis with other DGs and services:

- with the Directorate General for the Presidency

The Historical Archives Unit organises and archives, in paper and digital forms (the latter searchable online), all the outgoing and incoming official mail of the European Parliament (40,414 items in 2018), which is transferred on a regular basis from the Official Mail Unit.

The Historical Archives Unit cooperates with the Transparency Unit, in particular in cases of requests for access to documents under Regulation 1049/2001 involving more extensive searches with historical profiles. 78 such extensive searches were carried out in 2018.

- *with the Directorates General for Internal Policies and for External Policies*

The Historical Archives Unit cooperates with DGs IPOL and EXPO, in order to acquire the archives of the parliamentary committees and to add them to its existing holdings. A systematic transfer plan has been set up and followed, since 2017, to ensure the comprehensive acquisition of all such materials for the archives.

- *with the Directorate General for Communication*

The Historical Archives Unit works closely with the House of European History, the Events and Exhibitions Unit, and the EP Liaison Offices in the member states, both on acquisitions and the organisation of events and exhibitions. The Historical Archives Unit (and Library Directorate and Knowledge Services more widely) contributed to the Open Days organised by DG Communication in Brussels, Luxembourg and Strasbourg.

- *with other Directorates General and services*

The Historical Archives Unit works with various other DGs and services to explain and apply the retention schedules and works, notably in the framework of GIDOC¹, to establish filing plans and common conservation lists for the whole institution.

The Unit also received important transfers of administrative documents from three Directorates General: Finance, Personnel, and Infrastructure and Logistics.

4) Premises

- Stock-taking and preventive conservation

The new archival approach and streamlining efforts also focused on archive preservation and storage management. The general inventory of storage spaces and archives conducted in 2016 was used in 2017 as a basis to reorganise the available space and to ensure adequate preservation conditions, and space optimisation continued in 2018, to ensure:

- identification and description of all storage spaces;
- assigning of location identifiers to each storage location;
- verification of the presence, or failing this, identification of each set of archives kept by the Historical Archives Unit (acquisitions, archives processed, digitisation lots, microfilms, posters, audio cassettes);
- quality control, or failing this, the establishment of associated research instruments (transfer forms, digitisation forms);
- checking of the condition of the archives and their containers;

¹ 'The Inter-departmental group of document management officers (GIDOC) was created within the European Parliament Secretariat by the Bureau decision of 2 July 2012 to ensure the implementation and monitor the development of the document management system created pursuant to that decision and its implementing measures. Each directorate-general and equivalent administrative body is represented in the group by a document management officer. The Directorate-General for the Presidency and the Directorate-General for Parliamentary Research Services (Historical Archives Unit) give secretarial support to GIDOC.' (source: Intranet)

- rationalisation of the containers for better conservation and reconditioning, if necessary;
- classification of each file holding unit in association with a location in the storage areas.

This stock-taking operation made it possible to identify documents stored without an associated research instrument, sometimes for several years. By thus ensuring a better control of the material kept by the Historical Archives, it was possible to establish a more rational programming of processing and to avoid the successive treatments of scattered parts of the same group of archives, thus ensuring a greater consistency and coherence of descriptions.

- Microforms

A specific assessment of the condition of the microforms in the Historical Archives was carried out in 2016 in order to evaluate their exposure to the 'vinegar syndrome'. The control confirmed a slight change in most of the oldest microfilms, based on acetate film. A prevention programme was undertaken in 2017 and the microforms are now held in a controlled preservation environment (air conditioning of the *microthèque* with a stable temperature and humidity). Checks in 2018 showed a stabilised chemical process. A digitisation programme for archives on micro-support has been carried out to ensure long-term preservation of their content.

- New Konrad Adenauer Building (KAD)

As requested by the Directorate General for Infrastructure and Logistics, the Historical Archives Unit contributed in 2016-17 to the definition of the site plans for the location of the Historical Archives and Historical Library in the new Konrad Adenauer Building (KAD), currently under construction in Luxembourg. The new facilities are designed around the concept of a research centre, and to afford optimal storage and technical workflows. In 2018, the Historical Archives Unit started important cataloguing efforts of holdings stored in the compactus of the Historical Library to ensure all holdings have been catalogued (and duplicates weeded) before the transfer to the new building.

5) Computerisation

- Upgrading from CLARA to CLAVIS database software

Since 2000, the Historical Archives Unit has been using an archive management software known as CLARA as its main archival tool. This system has been equally used for consulting purposes by the Bureau Secretariat, the Secretary-General's Office, the Transparency Unit and the EP Library in Brussels (the ARCDoc database). In 2014, a call for tender was launched to purchase a new, more up-to-date archival and document management software, known as CLAVIS, keeping the functionalities of CLARA, whilst adding new ones, such as those related to multilingualism. In July 2015, a contract was signed with the winner of the relevant tendering process. In November 2015, the process of requirements analysis, application customisation and development started, and this work continued in 2016. In parallel, an analysis was carried out on the new system's interoperability with the Parliament's applications. In addition, the business workflow with the new application was documented and analysed. The project was carried out throughout 2017, and delivered the new database (CLAVIS) in 2018. Follow-up adjustments and staff training are ongoing.

In 2018, a considerable challenge for the project has been the cleaning up and the migration to CLAVIS of the database in CLARA, with its existing descriptions, metadata and documents. This involved quality control and the review of around five million archival records before their migration to the new system. This challenge was handled by creating an intermediate database, which allowed

the export and analysis of large sets of data, as well as guaranteeing a better quality of migrated data. This sub-project ran in parallel with the primary CLAVIS project and was also completed in 2018.

- Intermediary archives

A decision by the Secretary-General in October 2008 marked the launch of a project to set up 'retention schedules', in order to establish uniform procedures for the retention of the current and intermediate archives held by the Parliament's directorates-general and services. Each directorate-general was required to draw up such a schedule, in cooperation with the Historical Archives Unit.

A Bureau decision of 2 July 2012 (Article 6) stipulated that all retention schedules should be adopted by the end of January 2013. It established the inter-departmental group of document management officers (GIDOC) to ensure the implementation and to monitor the development of the document management system created pursuant to that decision and its implementing measures.

Work on the retention schedules, initiated and promoted by the Historical Archives Unit, and since 2012, by GIDOC and the Document Management Officers in each directorate-general, has now started to bear fruit, as the retention schedules are applied by the services resulting in a more systematic and orderly submission of materials to the Historical Archives.

The process is due to be finalised before the launch of the new Electronic Records Management System (ERMS) later in 2019.

Throughout 2018, the Historical Archives Unit, with high expertise in the related records management field, contributed meaningfully to the drafting of documents issued within the GIDOC secretariat. The records management policies developed are encoded in the new ERMS. In 2019, the Historical Archives Unit plans to develop after the launch of the ERMS and the parallel development of its own project of defining an ISO-compliant format for the archives' database, an interface with this system, to ensure the automatic archiving of records headed for the historical archives.

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