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**Work Regulation  
of Národná banka Slovenska**

**of 3 April 2017**

**on the Rules for Research of the NBS Archives**

The Governor of Národná banka Slovenska, subject to the approval of the Executive Board of Národná banka Slovenska, issues this work regulation:

### **Article 1** **Introductory provisions**

This work regulation governs, in accordance with separate regulations,<sup>1</sup> the rules for admittance to the NBS Archives research room (hereinafter ‘the research room’), access to information on archival documents, access to archival documents, borrowing of archival documents, making copies of archival documents, verifying copies of archival documents, use of own reprographic equipment by researchers in the research room and use of the NBS Archives library.

### **Article 2** **Rules for the access to information on archival documents**

(1) “Researcher” means a person who applies for the access to archival documents located in the NBS Archives (hereinafter also “the Archives”). “Research room” means the premises in the Archives dedicated for accessing archival documents. “Research portal” means a public user interface for researchers enabling access to information about archival documents stored in the Archives.

(2) Researchers may register on the research portal before they start studying archival documents in the Archives. Upon registration, researchers shall enter a login name and a valid email address. Additional data necessary for access to archival documents are verified against the researcher’s valid identity document by an employee of the NBS Archives responsible for the research room administration when the researcher visits the Archives.

(3) Researchers with unverified registration may create a maximum of one research list on the research portal before the commencement of study<sup>2</sup> and, subject to its approval by the employee of the NBS Archives responsible for the research room administration, they may create one request for the provision of archival documents.

(4) Researchers with verified registration may have open a maximum of two approved research lists and for each approved research list they may create a maximum of two pending requests.

(5) Researchers may send their applications to provide archival documents for study to the NBS Archives by regular or electronic mail in advance. In that case the registration, verification and completion of the research list and request are carried out upon their visit in the research room.

(6) Researchers must complete a new research list upon each change in the purpose or topic of study and also when more than a year has passed since their last activity.

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<sup>1</sup> Act No 395/2002 Coll. on archives and registries (and amending certain laws), as amended.

Decree No 628/2002 Coll. of the Ministry of Interior of the Slovak Republic implementing certain provisions of the Act on archives and registries (and amending certain laws), as amended.

<sup>2</sup> Annex 10 to Decree No 628/2002 Coll., as amended.

(7) Approval for access to information on archival documents and to archival documents themselves is given by the employee of the NBS Archives responsible for the research room administration.

(8) Before starting the archival document study, researchers must acquaint themselves with the current Rules for Research of the NBS Archives which is available in the research room and also on the NBS website.

(9) Researchers are obliged to sign the book of research room visitors on each visit to the research room.

(10) Researchers may ask the employee of the NBS Archives responsible for the research room administration for consultation upon the search and specification of data about archival documents related to their topic of study.

(11) Researchers can obtain basic data related to archival documents from finding aids such as Archives guide, inventory, catalogue, register and other thematic databases of the Archives.

(12) Researchers must return finding aids in their original physical condition to the employee of the NBS Archives responsible for the research room administration.

### **Article 3**

#### **Rules for access to information on archival documents**

(1) Researchers may access original archival documents only in exceptional cases; a copy of an archival document is always presented if

- (a) the archival document contains information with restricted access;
- (b) the original archival document would or could be damaged upon the study.

(2) When studying archival documents, researchers are obliged to follow the instructions of the employee of the NBS Archives responsible for the research room administration regarding compliance with the Rules for Research of the NBS Archives. The employee of the NBS Archives responsible for the research room administration is not obliged to help researchers with the reading of the text of archival documents, or to translate them.

(3) Researchers are obliged to maintain silence in the research room. Smoking, consumption of food or drinks, or use of a telephone are not allowed in the research room.

(4) Researchers may be provided with a maximum of 25 inventory units of archival documents per day. The selected inventory units may be from a maximum of 3 storage units. Researchers are obliged to confirm receipt of archival documents presented for the study in the research room with their signature. If researchers request archival documents on the day of their visit to the Archives, they will be made available on the same day only if the Archives' operating conditions make this possible.

(5) Researchers are responsible for the protection of the archival documents provided to them for study. Researchers are not allowed to modify the content or physical appearance of archival documents by marking, underlining, striking through, deleting or inscribing in them.

They are also prohibited to crumple, tear, fold or fasten them. They must not use them as writing mats or trace from them, for example maps, plans, etc. Researchers must not turn individual pages of archival documents with damp fingers. They also must not lean on archival documents or cover them with their notebooks, loose paper sheets or other objects. They must not change the arrangement of archival documents. Archival documents must not be taken out of the research room.

(6) Researchers are only allowed to place archival documents on desks and must not place them on the floor of the research room.

(7) Researchers must not leave their document extracts or notes in the research room.

(8) Following each study visit, researchers must hand in the archival documents to the employee of the NBS Archives responsible for the research room administration in the same physical condition, arrangement and amount in which they obtained them from the employee. Researchers are obliged to confirm with their signature the return of the archival documents made available for study in the research room. The employee of the NBS Archives responsible for the research room administration shall always check the returned archival documents in the presence of the researcher. Any theft or destruction of or damage to archival documents and the use of own reprographic equipment without permission of the employee of the NBS Archives responsible for the research room administration is considered a gross violation of the Rules for Research of the NBS Archives. Researchers who have committed a gross violation of the Rules for Research of the NBS Archives may be prohibited from accessing archival documents by the NBS Archives for a period up to ten years. Researchers who have damaged or destroyed any archival document are obliged to cover costs of rectifying the damage, or the value of a stolen or destroyed archival document set by an appraiser.

(9) Researchers may only use information obtained from archival documents for the purposes stated in their research list. Researchers are obliged to cite in their scientific or other works the name of the archives and archival sets, and the identification data of the used archival documents, as well as titles and compiler names for finding aids from which information was obtained.

(10) Researchers are obliged to notify the employee of the NBS Archives responsible for the research room administration of the bibliographic data of their published works and deliver to the employee one issue or an electronic PDF version thereof.

(11) The right of access to archival documents does not include access to the accession book, the book of deposits or to information on archival documents' ownership and place of storage.

#### **Article 4**

##### **Restriction of access to archival documents**

(1) The head of the section within whose competence the Archives fall may restrict a researcher's access to archival documents.

(2) The head of the section within whose competence the Archives fall shall restrict a researcher's access to archival documents, if

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- (a) this would jeopardize the security of the state, its defence, international, political, economic or financial interests, or where this results from international treaties binding upon Slovakia, or from liabilities arising from Slovakia's membership of international organisations;
  - (b) this would jeopardize the legally protected rights and interests of living people;
  - (c) this could result in damage to archival documents;
  - (d) this is necessary based on the conditions under which the documents have been archived;
  - (e) the researcher has committed a gross violation of the Rules for Research of the NBS Archives.

(3) The head of the section within the competence of which the Archives fall may restrict access to archival documents if the documents in question have not been processed.

(4) In cases under paragraph (2)(a) and (b) access shall be restricted based on a prior decision of the archival documents' originator or owner taken at the time of their depositing in the Archives.

(5) Access to personal data contained in archival documents is possible

- (a) after the expiry of ninety years from the creation of the record unless a separate law or international treaty stipulates otherwise; or
- (b) upon submission of the verified written consent of the natural person who is the data subject, or from that person's legal representative, or, if that person is no longer alive, the written consent of that person's surviving next of kin.

(6) An appeal against a decision on the restriction of access to archival documents may be lodged under a separate regulation.<sup>3</sup>

## **Article 5**

### **Rules for admittance to the research room**

(1) Researchers are obliged to leave any coats, briefcases, handbags, suitcases and other bags in the cloakroom.

(2) To ensure the protection of archival documents, the only items that researchers can bring into the research room are a pen or pencil, a notebook or a set of loose paper sheets, a mobile telephone switched to silent mode, a personal computer or tablet.

(3) In exceptional cases, researchers may be allowed, on the basis of approval given at the discretion of the employee of the NBS Archives responsible for the research room administration, to bring their own books, newspapers or magazines into the research room, if they prove that these are necessary for the study of archival documents.

(4) Researchers are not allowed to bring in food, drinks, sharp objects, correctors for text errors and other objects that could cause damage to the archival documents.

(5) The area of the research room is monitored by a camera system.

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<sup>3</sup> Act No 395/2002 Coll., as amended.

- (6) The area where archival documents are stored is closed for researchers.

### **Article 6** **Making copies of archival documents**

(1) The employee of the NBS Archives responsible for the research room administration makes copies of archival documents for payment according to the price list for making copies of records (hereinafter ‘the price list’) set out in the Annex, which is available in the research room. The employee may refuse making a copy of archival documents if this would mean a breach of law or damaging of archival documents, or if it is not possible due to operating and technical conditions of the Archives.

(2) During one visit, researchers may ask the employee of the NBS Archives responsible for the research room administration to make up to a maximum of 10 one-sided copies or 5 two-sided copies of archival documents while they wait, if the operating and technical conditions of the research room permit it. Higher numbers of copies of archival documents are made and sent to researchers later.

(3) Black and white or colour photocopies are made on electro reprographic copiers, by scanning or shooting with a digital camera. Scanned copies are made with a maximum resolution of 200 dpi and a maximum size not exceeding A3 in any dimension. Copies are not made of bound documents.

(4) Partial or complete copies of archival documents intended for official purposes are certified with an attestation clause and official seal with the state emblem.

(5) The NBS Archives certifies partial or complete copies of archival documents it produces for payment according to the price list, which is available in the research room.

### **Article 7** **Rules for the use of researchers’ own reprographic equipment**

(1) Researchers are only allowed to use their own reprographic equipment to make copies of archival documents in the research room on the basis of a written application approved by the employee of the NBS Archives responsible for the research room administration; ‘reprographic equipment’ means a photographic apparatus or a cinematographic camera.

(2) The employee of the NBS Archives responsible for the research room administration shall not give consent to the use of own reprographic equipment in order to make copies

- (a) of archival documents, for example maps and plans, if this would jeopardize their physical condition;
- (b) of archival documents containing personal data, for example the personal files and credit files of individuals;
- (c) of publications from the NBS Archives library where this contravenes a separate regulation;<sup>4</sup>
- (d) if it is not possible due to operating and technical conditions of the research room.

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<sup>4</sup> Act No 185/2015 Coll. on copyright and related rights, as amended by Act No 125/2016 Coll.

(3) Researchers are only allowed to use such reprographic equipment under paragraph (1) that cannot cause damage to the document, i.e. the document must not be illuminated with a flash or any other additional lights. A tripod or other shooting aids can only be used if this does not cause any damage to archival documents.

(4) The use of own reprographic equipment in the research room is charged according to the valid price list.

### **Article 8** **The use of the NBS Archives library**

(1) In relation to the purpose and within the scope of their study of archival documents or another research task, researchers may also use books, magazines and newspapers from the NBS Archives library; the use of the services of the NBS Archives library is governed by a separate NBS internal regulation,<sup>5</sup> which is available in the research room.

### **Article 9** **Entry into force**

This work regulation enters into force on 1 May 2017.

**Jozef Makúch**  
**Governor**

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<sup>5</sup> Work Regulation No 24/2010 of Národná banka Slovenska establishing the library and lending rules of the central library of Národná banka Slovenska.

**Price list for making copies and certifying copies of archival documents**

**A. Price list of provided services:**

	<b>VAT excluded</b>
<b>1. Electrographic copying – black and white</b>	
1 A4 page	€0.21
1 A3 page	€0.42
<b>2. Electrographic copying – colour</b>	
1 A4 page	€1.00
1 A3 page	€2.00
<b>3. Scanning or shooting with a digital camera up to a maximum A3 size</b>	
1 page – black and white	€1.67
1 page – colour	€3.33
<b>4. Copying data onto compact media</b>	
Burning pictures to compact media, medium included	€5.00
<b>5. Using own photographic apparatus or cinematographic camera to make copies of archival documents</b>	
Each day (and part thereof)	€10.67

*The prices stated are subject to VAT under the applicable legislation.*

**B. Price list of certification:**

**Certification of each page (and part thereof) of photocopied registry records and archival documents**

1 page	€1.50
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*The fees are not subject to VAT.*