

Using the Russian Archives

An Informal Practical Guide for Beginners

Based on Users' Experiences

compiled by M. J. Berry
and M. J. Ilić

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Mike Berry and Melanie Ilić

Note:

The **British Academic Committee for Collaboration with Russian Archives** (BACCRA) was concerned with all matters relating to the use of Russian Archives by British scholars. Issues relating to access and the use of Russian archives should now be referred to the **British Association for Slavonic and East European Studies** (BASEES) committee. See the BASEES website:

<http://www.basees.org.uk>

If you would like a **hard copy** of the original (1999) version of this guide, please write to:

Marea Arries
CREES / ERI
The University of Birmingham
Edgbaston
Birmingham B15 2TT

m.b.arries@bham.ac.uk

A small charge will be made to cover the costs of photocopying, postage and packing.

Introduction

The preparation of these notes is prompted by the fact that more and more postgraduates and other young scholars from CREES and other institutions in Britain are using Russian archives, and it was felt that they sometimes needed a little help to get them over the first hurdles. BACCRA also took an active interest and supported the production of this pamphlet. The aim of this guide is to provide some basic information particularly for first time visitors to the most commonly used Moscow archives.

These notes were prepared after discussions and correspondence with a number of people in CREES and from other institutions who have used the Archives in recent years. It emerged that there were a number of points which people had wished they had known before they first visited the archives, but which they found out only after working in Moscow for some time and, in some cases, after wasting a certain amount of valuable time.

The most recent reorganisation of the Russian archives took place in March 1999, when a number of the archives included in this guide were given new names. The most recent acronyms are used here. See 'О федеральных государственных архивах', *Отечественные архивы*, 1999, no. 1, pp. 3-4.

There are a number of published guides to Russian archival resources:

Key amongst these are the works by Patricia Kennedy Grimsted, and you should consult these before you leave. See, for example, her Russian language directory of Russian archives:

Архивы России: Москва – Санкт Петербург: Справочник-обозрение и библиографический указатель (Moscow, 1997).

An English language version is now available:

Patricia Kennedy Grimsted (ed.) *Archives of Russia: a Directory and Bibliographic Guide to Holdings in Moscow and St Petersburg* (New York and London: M.E. Sharpe, 2000).

You could also try to consult her paper 'Archives of Russia Five Years After - 'Purveyors of Sensations' or 'Shadows cast to the Past'? (International Institute of Social History; Amsterdam, 1997), which can be viewed on-line at:

<ftp://ftp.iisg.nl/pub/research.papers.pdf>

See also Т. И. Бондарева, ‘Презентация справочника “Архивы России”’, *Отечественные архивы*, 1997, no. 3, pp. 120-1.

Grimsted has worked closely with Rosarkhiv (the Federal Archival Service of Russia) to develop an electronic directory of the Russian archives. This is known as **ArcheoBiblioBase** and short form English language data can be viewed at the following websites:

<http://www.openweb.ru/rusarch/index.htm>

<http://www.iisg.nl/~abb>

Grimsted’s work offers far more comprehensive coverage of the archives than is provided here, and includes such data as opening times, telephone and fax numbers, e-mail addresses, etc, as well as an update on the progress of declassification. You are strongly advised to consult the website before you leave for Russia.

The following website offers up-to-date information on contact names, numbers and addresses, location – including a photo of the building in which the archive is situated and local travel information, and opening times:

<http://www.rusarchives.ru>

Information from this website has been used to update the original printed version of this guide for the web.

For other recent information on the Moscow archives, see also: *Центральные архивы Москвы: путеводитель по фондам* (М., 1999) 5 vols.

[University of Birmingham, European Resource Centre: reference section, CD 1737.M6 M]

For other useful background information on the archives in the Soviet and post Soviet periods see:

S. Fitzpatrick and L. Viola (eds), *A Researcher’s Guide to Sources on Soviet Social History in the 1930s* (Sharpe; London, 1990)

R. W. Davies, *Soviet History in the Yeltsin Era*, (Macmillan; Basingstoke, 1997), pp. 81-114.

There is also a series of Russian articles:

Владимир Козлов, Ольга Лотева, "Архивная революция" в России (1991-1996)', *Свободная мысль*, 1997, no. 1, pp. 113-21; no. 2, pp. 115-24, and no. 4, pp. 116-28.

A useful series of English-language articles was also published in *Cahiers du Monde Russe*, vol. 40, nos. 1-2, 1999.

Finally, it is important to stress that the situation in many archives is still very difficult with financial problems often affecting opening times or even forcing unexpected closures, etc. The information given here is based mainly on reports by recent visitors but obviously is likely to be overtaken by events. This makes the use of the websites mentioned above to obtain current information even more important, since it may save a wasted visit.

The materials on individual archives below give details of relevant reference books held in the European Resource Centre (ERC), University of Birmingham (which houses the Baykov Library), Glasgow University Library, the Bodleian Library (Oxford) and the British Library (London).

Using the Archives:

General points:

1) *Before you go:*

- a) Read all published materials in your field to identify what you need to use the archives for.
- b) To obtain access to an Archive you must have an official letter (**письмо** or **отношение**) from your institution specifying your topic (**тема**) with a copy translated into Russian. The letter should be typed on official institutional letter headed paper and stamped accordingly. You are strongly advised to take several copies of the letter with you.
- c) Keep your topic (**тема**) fairly broad. When defining it (you have to write it on every order form), archivists will prefer you to include specific dates.

2) *In Russia:*

- a) It is important not to give up your **passport** for registration in **OVIR** when you arrive in Moscow - you will need it to register in the archives.
- b) You should take photocopies of the main pages of your passport **and** visa in case you are asked for these while your documents are at **OVIR**. Alternatively get a receipt from **OVIR** if possible. Carry some form of photo I.D. with you: your home university registration card and a reading card (with its photo) from the Lenin Library, for example.
- c) It is important to be aware of the timing of public holidays, cleaning days (**санитарные дни** - these can be imposed unexpectedly with only a few days notice, especially in archive stacks) and whether the archive you are using is open on Saturdays and Sundays, since this can seriously reduce working time on a short visit. In addition, in recent times RGALI, RGASPI and RGVA have had serious financial problems, which have led to their occasional closure at short notice.

3) *In the archive:*

Terms used: (See also Appendix 2)

временный пропуск - temporary pass, provided on the day of your first visit to the archive, after which it may be replaced by:

пропуск - pass

фонд - this usually relates to a specific institution and a guide to holdings is generally available as an open access card file at the archive.

Each **фонд** is divided into:

опись - this is the inventory or catalogue of the **фонд**. It lists the individual files available for consultation. You need to ask the archivist to consult specified **описи**. Note that there are several or many **описи** for each **фонд**. **Описи** are not detailed and are often inaccurate.

дело / единица хранения - this is the individual file which you order on archive request forms. There will be a limit to the number of files you are allowed to order at a time. Files may be delivered as hardcopies or on microfilm.

посмотр - looking through, scanning

выписка - copying out, taking notes

- a) As materials usually take at least a couple of days to come through it is important to keep orders rolling so that you are not left without anything to read. It is important to **check the archive quota** of the number of files you are allowed to order - you need to prioritise your requests and only ask for what seems most important.
- b) Some archives are quite fussy about the information they want when you order items. This can be important as you will have to make a note of these details when you are looking through the **описи**. See notes on individual archives in addition to notes below.
- c) Filling in application forms (**требование на выдачу документов**) (see Appendix 1): the most important columns require you to fill in the **фонд**, **опись**, and **дело** numbers; there is not room to give the full title (**название**) of the **фонд** so you need to abbreviate this.
- d) List the **фонд** then the **описи** in order (put all **описи** from the same

фонд together) then the **дела** in order (numerical or by date). If you use the systematic catalogue you will need to reorganise the information in the order **фонд - опись - дела**.

- e) Some archives ask you to fill in forms at the front of each file to indicate which pages you have read and what sort of notes you have made (**посмотр, выписки**, etc.)
- e) **Try not to re-order documents you have recently returned!** Most archives will not let you reorder items again for a set period of time.
- f) It is a good idea to ask the names of the reading room attendants and then to use them whenever you talk to them as it can make them more favourably disposed towards you. Discussing your research with the archivists can be very useful since much is still secret and they know the material that is available. In general, personal contact and getting to know the staff can be very important.
- g) If you are stuck, ask other UK or US readers for help - they are mostly willing to oblige.

4) *Local archives:* (note that a Regional Archives Guide is in preparation)

- a) If you are going to work in both local and central archives, which archive you go to first very much depends on the topic. With some topics primarily concerned with a particular locality it is better to go to the local archive first. The reason for this is that the local archives are much more manageable in size and it is easier to find the important issues and then look them up in Moscow when you know the precise dates which are of interest.
- b) Regional archives used by those consulted tend to have good thematic card indexes, with the state archives better than the party archives. All are in a rather crumbling state.
- c) It is easier to look at local papers in the local archives since central holdings of these are often incomplete.

- d) Check local language policy as some local archives may have large amounts of materials in the local language, which you may not be able to read (e.g Finnish in Karelia)

Taking Notes:

Technical details are very important: you need to record not only **фонд - опись - дело**, but also the date of the document or protocol of meeting, for example; who wrote the document, who chaired the meeting. Page numbers (**листы**) are not always sequential, with the sequence depending on the filing system used. Sometimes files have been re-collated and may have earlier page numbers crossed through. Look carefully and record the page numbers in your own notes. The documents contained in a file may sometimes run backwards - this is because materials may have been added chronologically, with the earliest at the back. Where individual pages contain material on both sides of the page, the back of the **лист** is referred to as *ob (об)* in both English (obverse) and Russian (**оборотный**). Often each **лист** has several numbers - look carefully to find the right sequence. Some **дела**, and pages within a single file, may be identical, although they may have been listed in the **описи** with separate names and numbers.

GARF: State Archive of Russian Federation

(ГАРФ: Государственный Архив Российской Федерации)

Address: 119817 Москва, ул. Б. Пироговская 17

tel. 245-81-61; FAX: 245-12-87

email: garf@online.ruwebsite: <http://garf.narod.ru>**Director:** С. В. Мироненко (tel.: 245-12-87)

Formed on the basis of the Central State Archive of the October Revolution (TsGAOR)
and the Central State Archive of the RSFSR (TsGA RSFSR)

It is important to note that this Archive is divided into two parts:

Reading Room 1 (the main GARF) deals mainly with the former USSR; and Reading Room 2 deals mainly with the organisations of the former RSFSR.

These are in different locations.

There is a useful book which helps to identify the subordination of different bodies:

Т. Коржихина, *Советское государство и его учреждения, Ноябрь 1917 - Декабрь 1991г.* (Moscow, 1994)

[Glasgow University Library: Sov Stud EY 59 1994-K]

The division of materials between the two archives is not always obvious and there is some duplication. Thus, the RSFSR NKVD and TsIK materials are in the main GARF. The GARF handbook cited below uses **Р** (Russian) to indicate **фонды** in the main GARF and all other **фонды** and those marked **А** are in Reading Room 2. In order to use Reading Room 2, you must register at the main GARF first.

Publications:

- 1) С. В. Мироненко и Г. Л. Фриз, (ред.), *Путеводитель том 1: фонды Государственного архива Российской Федерации по истории России в XIX - начале XX вв.* (Moscow, 1994). [Baykov Library, reference section: CD 1713G; Bodleian Library; British Library: S.N.9/33 (3); Glasgow University Library: on order]

- 2) С. В. Мироненко (ред.), *Путеводитель том 2: фонды Государственного Архива Российской Федерации по истории РСФСР* (Moscow, 1996). [Baykov Library, reference section: CD 1713; Bodleian Library; British Library: S.N.9/33 (3)]

GARF Reading Room 1 (formerly TsGAOR)

Opening Times:

Monday, Wednesday, Friday: 12.00 - 20.00

Tuesday, Thursday: 12.00 - 18.00

n.b. Official opening hours are often reduced to 12.00 to 18.00, Monday to Friday, in the winter and summer months.

Closed: Saturday and Sunday; first working day in each month; whole of August.

How to get there:

From **Фрунзенская** metro (good bakery stall at metro - pizza, cakes, savories, etc.; Macdonald's has recently opened nearby; restaurant and grocery store opposite), turn left on leaving the metro station; walk straight for ten to fifteen minutes, crossing two roads. The archive is on the corner of **Ул. Большая Пироговская** (with a small park on the other side of the main road).

First visit:

You need to take your passport and visa (or copy of these) to register and to collect your **пропуск**, which will usually entitle you to use the archive until the end of the calendar year. It is probably best to go in the morning as there is a long lunch break (13.30-14.30) when it is not possible to register. Note also that you will not be allowed to register if the archive is closed.

Enter the building; turn right into a small anti-room and go to the little hole in the wall (**окошко**). You will be asked for a letter from your institution and the name of the archive you want to use. You will be given a chit to take to the Reading Room.

To go to the Reading Room: leave the anti-room and turn right; you will need to show your documents to the guard (you may also be asked to leave your bags and coat in the cloakroom, even in cold weather); go upstairs. Hand in your chit at the counter of the relevant Archive (the Reading Room serves other archives besides GARF: as you face the hatches **RGAE** is on the left and **GARF** is on the right. **Note** that one **пропуск** entitles you to use both **GARF** and **RGAE**. You will be given a questionnaire (**анкета**) to fill in, and told when you can collect your ticket. Regular visitors to the archive are no longer required to complete an **анкета**.

You can work on your first day - look through the card file of **фонд** holdings or through the **описи**. You can order material on your first day.

- N.B. At this Archive researchers are sometimes asked for additional identification. It is advisable to take your passport on every visit, not just for registration. You have to show your **пропуск** on the way out of the archive as well as on the way in. The **пропуск** should be handed in to the archive on arrival and collected as you leave - remember to pick it up at the end of the day or it may be difficult to get out or back in without it.

Finding materials:

The card file (**картотека**) in the Main Reading Room lists **фонды** and **описи**. Ask at the counter for **описи**. In some cases **описи** are organised according to departments or committees, etc. (e.g. Наркомтруд, **фонд** 5515) while others are by years (e.g. ВЦСПС, **фонд** 5451). Remember: **описи** are not always accurate or sufficiently detailed - guesswork can prove beneficial, or a waste of time! In **описи** listings, be careful to select the correct **дело** number: sometimes two numbers are listed - choose the consecutive numbered column.

There is also a *thematic card catalogue that covers about 1-2 per cent of the holdings*. Ask about this in the Reading Room as it may be useful at the beginning of your research. The pre-revolutionary period is better catalogued. It is located in entrance (**подъезд**) 7, Room 42 (if locked try Room 40).

Special points on ordering:

Recently, it has been possible to order a maximum of ten files (**дела**) and they take 2-3 days to arrive. In 1997 the maximum was five files.

This archive likes **дела** to be listed in date order and you should include the date of each file on your form. It also does not always like files from more than one **фонд** to be requested on one order slip.

Each **дело** has a page inserted for the user's annotation: indicate the date, purpose (e.g. for a book, article or dissertation), pages used, whether notes taken, or material scanned or photocopied, etc. This is useful for other researchers, and you can benefit from their records.

Stacks:

The stacks on each floor now have their own reading rooms and it is often quicker if you can go to the reading room for your **фонд** as these tend to have more detailed **описи**. If you have a special case for using the stacks, such as the need to consult a long run of statistics in different files, ask about this in main reading room and the archive assistant will phone the head archivist of the reading room. In the smaller reading rooms you are likely to get the documents themselves, while in the main reading room you may receive microfilms. The smaller reading rooms are usually open 10.00 to 16.00.

Microfilms etc:

There is a considerable amount of material on microfilm / microfiche and the machines are old, have no reels and are difficult to focus. As a result, there is heavy competition for the use of a machine that works. It is important to get a place at one as early in the day as possible. Queues at peak times are likely and very frustrating if you already have the microfiche / microfilm and nothing to read as hardcopy. The quality of documents may be poor.

Photocopying:

Ask the archive assistant in the Reading room. Photocopying is VERY SLOW, so order early - it will take **at least** one week (and much longer if the photocopying machine is out of order). Requests have to be submitted on a special form (see Appendix 1) - list each page or set of pages. Payment is in roubles, and will cost approx. 50c / 30p per sheet. There is an official maximum limit of 300 sheets, but this is not always adhered to. Officially also a **справка** should be issued to allow you to take the copies out of the archive, but this is not always done.

Computers:

It is possible to use a laptop computer and you should declare this when you register to use the archive. If you fail to declare your computer on registration you will need to write for permission to use it to the director. The **разрешение** is issued for one month only, and must be renewed thereafter. You will need an adaptor.

Temperature: Can be cold, except for the summer months.

Food: А **столовая** and a **буфет** have been operating in recent years, but these are not

always open. Prices are very reasonable. Be prepared to queue. You may take your own food and eat in the garden outside. It is usually possible to eat your own food in the canteen or buffet if you buy tea, etc.

Bags etc:

Whether you will be allowed to take your bags and coat into the Reading Room depends on the militia man – some will allow you to take bags, briefcases and coats into the reading room, others will not (even when it is cold). There is a cloakroom; it is not monitored, but is generally safe. A plastic carrier bag will be allowed in more readily than a briefcase.

Toilets:

These have recently been refurbished. Turn right at the bottom of the stairs from the Reading Room. Go through a door to the right and downstairs. There are also some toilets in the stacks. You are advised to take your own toilet paper and soap.

GARF Reading Room 2 (formerly TsGA RSFSR)

Address: 121833 Москва, Бережковская набережная 26
tel. 240-33-13

Opening Times:

Official opening times (November 2002) are listed as:

Monday, Wednesday, Friday: 10.00 - 18.00

Tuesday, Thursday: 14.00 - 20.00

Actual opening times may vary throughout the year.

Closed: Saturday and Sunday; first working day of the month; whole of August and September

How to get there:

- 1) From **Киевская** metro take any bus (nos. 119 or 91) or trolleybus (nos. 17 or 34) just outside the station; get off at the fourth stop (opposite Novodevichii); stop is called '**Патентное ведомство**'. Buses and trolleybuses are very crowded - stay near the door and don't bother trying to get a seat. A lot of people get off at this stop.
- 2) From **Спортивная** metro walk past the Novodevichii convent and over the bridge (rather a nice walk if the weather is OK).
- 3) From main GARF walk down **Ул. Большая Пироговская** towards Novodevichii cemetery; cross the footbridge over the river. The archive is 'under' the bridge about 20 yards back to the left towards **Киевская** and 50 yards back from river.

First visit:

Your main GARF **пропуск** will get you past the door, but you have to fill in another questionnaire (**анкета**).

Ordering materials:

In the past, readers have been asked to include the number of pages of each

дело, but this information has not been requested more recently. You can order up to 18 files and these can take up to two days to be delivered. If the archive assistant is not busy, she may fetch these for you immediately.

General:

This is a very nice place to work. The atmosphere is relaxed and the archivist is very helpful and friendly. It is a small room and not many people work there. It is generally warm. You can help yourself to your materials if the archive assistant on duty is absent (as long as she has not locked the door to her room). There is only one microfilm reader, but most people work from original documents.

Food:

No food is available for purchase at the archive. You are allowed to eat your own food in the reading room. Facilities are available to make a cup of tea.

Toilets:

Clean. The toilets have toilet roll, soap and a hand drier.

RGAE: Russian State Archive of the Economy (formerly TsGANKh)

РГАЭ: Российский Государственный Архив Экономики (formerly ЦГАНХ СССР)

Address: 119817 Москва, ул. Б. Пироговская 17
tel. 245-26-64, or for the Reading Room: 245-81-17; FAX: 246-48-56

email: rgae@mail.magelan.ru

Director: Е. А. Тюрина (tel.: 246-48-56)

Note: Although organisationally separate, this archive shares facilities with the main GARF and one **пропуск** entitles you to use both GARF and RGAE. See previous entry on GARF Reading Room 1 for general details. Most of the comments above apply to RGAE, but photocopying tends to be faster. Staff are generally helpful and efficient.

Publication:

С. В. Праслова, А. К. Соколов, Е. А. Тюрина, У. Чейз и Д. Бурдс (ред.),
Российский Государственный Архив Экономики. Путеводитель том 1. Краткий справочник фондов (М., 1994)

[Baykov Library, reference section: HC 331.R; Bodleian Library: R.D00666;
British Library: YA 1995.b.1496]

Opening Hours:

Monday, Wednesday: 12.00 -20.00

Tuesday, Thursday: 10.00 - 18.00

Friday 10.00 - 16.00.

Closed: Saturday and Sunday; first working day of each month; whole of August.

RGASPI: Russian State Archive of Social and Political History

РГАСПИ: Российский Государственный Архив Социально-Политической
Истории

(formerly RTsKhIDNI: Russian Centre for the Preservation and Study of Documents of
Recent History, founded on the basis of TsPA IML)

This archive now houses the **Komsomol Archive**.

Address: 103821 Москва, Большая Дмитровка 15
tel. 229-97-26; fax: 292-90-17

email: rchidnil@online.ru

Director: К. М. Андерсон (tel. 229-97-26)

Publications:

Дж. А. Гетти и В. П. Козлов (ред), *РЦХИДНИ: Краткий путеводитель: фонды и коллекции, собранные Центральным партийным архивом* (Blagovest Ltd, Moscow, 1993)

[Baykov Library, reference section: CD 1713R; Bodleian Library: M95.D00278; British Library: YA. 1994.b.1348; Glasgow University Library: Sov Stud A4 1993-K]

К. М. Андерсон (гл. ред.), *Путеводитель по фондам и коллекциям личного происхождения* (М., РЦХИДНИ, 1996)

[Glasgow University Library: Politics Bibliog. Z65 1996-R]

See also: О. В. Наумов, 'Вопросы доступа, пользования и использования документов РЦХИДНИ', *Отечественные архивы*, 1996, no. 2, pp. 3-9.

Opening times:

Monday: 12.00 - 20.00

Wednesday: 10.00 – 17.30

Friday : 9.30 - 16.00

Closed: Tuesday and Thursday; Saturday and Sunday

How to get there:

a) From **Охотный ряд** metro, either walk up **Тверская** and the archive is behind the statue of Юрий Долгорукий to the right; or walk up **Большая Дмитровка** (quieter) and the archive is on the left.

b) From **Тверская** metro, walk down **Тверская** and the archive is behind the statue of Юрий Долгорукий to the left.

The entrance to the building is on **Большая Дмитровка** (i.e on the other side of the building from the statues of Юрий Долгорукий and Lenin).

First visit:

Show your official letter to the militsioner on the ground floor, who will arrange for you to go up to Reading Room to get ticket, or you may have to ring the Reading Room from the public phone beside the desk.

How to find materials:

Lists of **фонды** are on display in reading room. Ask the Reading Room attendant for the relevant **описи** from these.

Ordering materials:

On the application form write the **дела** numbers on the same line. This archive insists that you reuse your order slips until every line has been used. Material ordered on Wednesday usually arrives by 9.30 on Friday.

Obtaining materials:

Ask the reading room supervisor if your material has arrived. You will be shown a box (**контейнер**) or safe (**сейф**) that is allocated to you in the store (**хранение**), a room near the reading room. You will need to remember the number and collect the key from the glass case in the reading room each time you use the material. The store room is kept locked. The key is kept on the reading room desk and can be taken to use if nobody is there.

Further material will arrive in your box /safe and all new material must be logged with the reading room supervisor the first time it is used.

N.B: 1) There is a form inside each **дело** which has to be completed on the use made of the file. This is for the benefit of future researchers, and the

archivist is quite strict on the completion of this. Indicate pages used and notes taken, **посмотр, выписки**, etc.

- 2) **Comintern** materials can be ordered. They will not be delivered to the main reading room on the fifth floor, but to Room 413 on the fourth floor instead, though nobody will tell you this. To read them you have to re-register with the head of the Comintern section of the archive. Opening hours of Comintern reading room: 10.00-17.00 (except Fridays 10.00-16.00).

Microfilms etc: Quality of documents is better than at main GARF.

Photocopying: \$1 a page.

Food: The **столовая** on the ground floor is open 12.00 to 14.00 for lunch but get there early (12.00) to avoid queues. Quality is generally good. The cafe is open all day for snacks.

Toilets: OK.

RGALI: Russian State Archive of Literature and Art (formerly TsGALI)
(РГАЛИ: Российский Государственный Архив литературы и искусства):

Address: 125212 Москва, ул. Выборгская 3, кор. 2
tel. 159-75-13

email: rgali@satel.ru

Director: Т. М. Горяева (159-76-85)

Publications:

С. Шумихин (редактор-составитель), *Краткий путеводитель по бывшему спецхрану РГАЛИ: по состоянию на 1 октября 1993*, (М., РГАЛИ, 1994)

[Bodleian Library; British Library: YA 1995.b.7818]

S. Shumikhin (ed.), *Archives d'État de Russie de littérature et d'art* (Paris, Institut d'études slaves, 1994)

[Glasgow University: Gen Ref AR 695 ARC 3]

Opening Times:

Monday to Thursday: 9.00-17.00

Friday: 9.00-15.00

Closed: Saturday and Sunday; whole of August.

How to get there:

Nearest metro station: **Водный стадион**. Go out of the metro exit by the last carriage coming from the centre; turn left out of the metro and go down **улица адмирала Макарова**, cross over the road and turn right (not left - ul. Vyborgskaya is deceptive). The archive entrance (**подъезд**) is round the back of the building.

First visit: Show your official letter and passport to the militционер at the door. Most foreign visitors seem to get an interview with the director, but this 'is certainly nothing for nervous Russian speakers to worry about, as she is sweet'. A pass is issued without problems. Some people get asked for photos for their **пропуск**, but there seems no logic to this. Take one along just in case.

Later visits: Show your **пропуск**. Passport is asked for occasionally. Many people seem to leave their **пропуск** in the box on the table as you go in, but it does not appear to be compulsory.

Finding materials: **описи** are kept in archivist's office and you can simply help yourself to the ones needed (a wonderful system!). They are in numerical order, but if one is not in its place there does not seem to be a systematic way of locating it. Up to ten files (**делю**) can be ordered at a time, and these are usually available after three days. One recent visitor reported: the staff didn't cause any problems about keeping orders rolling and will give you hundreds of files all at once if you're not careful. Materials available on microfilm tend to be quicker and are often available the next day. There is a pretty comprehensive catalogue (subjects and people), but the room where it is located is freezing cold in winter, and most people can stand it for only ten minutes at most.

Computers: Not allowed.

Photocopying: Expensive. The usual rate appears to be \$2 per page, but some people have been charged more. Generally efficient - can take a week, but often less.

Note: The reading room is very small and usually full by lunchtime. Get there early, especially if you want to find a microfilm reader that works. When choosing a table in the reading room, go for one with **two** power points if you want to plug your lamp in as well as the microfilm reader (there are only a few such tables in the whole room).

Food: None available at the archive.

Toilets: Not too good.

AVP RF: Foreign Policy Archive of the Russian Federation (This is an archive of the Foreign Ministry)

(АВП РФ: Архив внешней политики Российской Федерации)

Address: 121200 Москва, Плотников пер. 11
tel. 241 04 80; fax. 244 44 11

Director:

How to get there: From **Смоленская** metro walk up the Arbat (with MacDonald's on the left; go down the second road on the right. There is no street name, but there is a shop on the corner (though its name has now been taken down) facing you as you walk up the Arbat, and a post box on the other corner. The archive is a large building with slit windows in the side, on the right as you walk towards it. There is no name on the building but the number is on it. It is just past the Arbat Hotel before reaching Гагарин переулок on the other side of the road.

Opening Times:

Monday to Thursday: 10.00 - 17.00

Friday: 10.00 - 15.00

It sometimes closes earlier on a Friday.

Closed: Saturday and Sunday; last Friday in the month (санитарный день).

Applying for entry to the Archive:

You need to apply in advance for entry to: Dr. V. I. Lebedev, Director, Department of History and Records, Ministry of Foreign Affairs of the Russian Federation, Moscow 121200. Tel. and fax: 244-44-11.

The application should be copied to: Igor V. Bukharkin, President, International Diplomatic Archives Association. Gogolevskii bul. 16, Moscow 12019. Tel: 241-49-31; Fax: 230-21-30.

When applying for entry you should state your name, position, any publications, experience of working in archives, dates of visit to Russia and theme for work in the archive, specifying the name of the **фонд** you wish to use if known.

It takes at least one month to secure permission from the Foreign Ministry but they do not inform you of the decision. Check that you have received permission through the International Diplomatic Archives Association.

First visit: Admission is by passport. The militsioner on the door keeps a list of those

authorised to use the archive.

Finding materials: You will not be allowed to see **описи** although there is a list of **фонды** that can be consulted. The archive will produce material on your theme and you can order more material on the theme. If you have references try using them to order documents.

RGVA: Russian State Military Archive (formerly Central State Archive of Soviet Army and Central State Archive of Red Army) Contains materials up to 1941.

(РГВА: Российский Государственный Военный Архив)

Address: 125221 Москва, ул. Адмирала Макарова 29
tel. 159-80-91, and Reading Room: 159-85-23; FAX: 159-85-04

email: rgvarchive@mtu-net.ru

Director: В. Н. Кузелников

Publications:

Путеводитель. Центральный Государственный Архив Советской Армии.
2тт. (Ист-Вью пресс, 1992)

М. В. Стеганцев (ред.), *Аннотированный перечень фондов Центрального государственного архива Советской Армии.* 2тт. (М., ЦГАСА, 1987)

Opening Times:

Monday to Thursday: 10.00 – 17.00

Friday: 10.00 – 16.00

Closed: Saturday and Sunday; last Friday of the month

How to get there:

From **Водный стадион** metro, go out of the station via the exit by the last carriage (coming from the city centre); turn left out of the metro and go down **улица адмирала Макарова**. After about 15 minutes walk, passed a couple of five storey buildings on the right, you will see the RGVA's modern complex of buildings.

First visit:

Hand in your letter of introduction and show your passport at the **бюро пропусков** on your right after the entrance. You will then receive a reader's card. **N.B. A photo is required.** Proceed to the reading room on the second floor.

How to find materials:

A careful reading of the guidebook mentioned above is recommended as early as possible in the research project. There is usually a copy available in the reading room. The reading room also has several other guidebooks or lists of holdings. Declassification has been on-going since 1992 and lists of declassified **фонды** are available in the reading room. It is advisable to send a letter in advance indicating what you will be working on and materials may be prepared for you. The staff are generally helpful and knowledgeable.

N.B. Much of the material is still not declassified, and the RGVA often requires that a research project should pay for the declassification of material.

Orders:

Usually available next day.

Microfilms:

Much of the material has been microfilmed, but most of the microfilm readers are very old.

Photocopying:

A separate department deals with requests for copies. Prices listed are for Russian citizens only. Prices for foreigners depend on the material, and are generally high.

N.B. In 1994 there was a quota of not more than 125 photocopies per researcher per year.

Computers:

Can be used but must be mentioned on **пропуск**. A universal plug is required.

Food: None available at the archive. You are advised to take your own food. A modern supermarket with food and sometimes sandwiches has opened in the block on Ленинградский проспект. Go out of the archive turn to the right and go down Выборгская улица and the shop is on the corner. There may be kiosks by Водный стадион metro selling decent foodstuffs.

Toilets: Poor.

Other points:

Security (pass controls, bag checks, etc) is tight.

RGANI: Russian State Archive of Recent History (formerly TsKhSD: Centre for the Preservation of Contemporary Documentation)

(РГАНИ: Российский государственный архив новейшей истории)

Address: 103132 Москва, ул. Ильинка 12
tel. 206-50-30, and Reading Room: 206-38-15; FAX: 206-23-21

email: puzanova_la@gov.ru

Director: Н. Г. Томилина (tel. 206-50-06)

The archive was established in 1991 on the basis of the archive of the General Department of the Central Committee of the CPSU. The building also accommodates the Russian Archive Administration.

Publications:

И. И. Кудрявцев (сост.), *Архивы Кремля и Старой площади. Документы по "делу КПСС"* (Новосибирск, Сибирский хронограф, 1995)

[Glasgow University Library: Sov.Stud. q AE 1995-K].

This brings together within one volume the guide published in two parts as an annex to *Исторический архив*, 1993, nos 1 and 2; the introduction appeared separately as 'Документы Секретариата и Политбюро ЦК КПСС в ЦХСД', *Отечественные архивы*, 1993, no. 2, pp. 82-90. See also 'К созданию Центра хранения современной документации', *Новая и новейшая история*, 1992, no. 2, pp. 198-202; 'Презентация: ЦХСД', *Отечественные архивы*, 1992, no. 2, p. 12; 'Новый архив - историкам', *Кентавр*, 1992, July-August, pp. 132-7; and a news report in *Известия*, 25 February 1992, p. 7.

Opening Times:

Tuesday, Wednesday, Thursday: 9.30 - 17.00

It may be possible to gain access on other weekdays to use material already ordered depending on the discretion of the reading room staff.

How to get there:

From **Китай-город** metro, walk towards the archive in the same direction as the Kremlin.

First visit: Telephone the reading room (ЛЮБОВЬ МИХАЙЛОВНА) from the entrance. Admission is granted on the basis of an official letter and passport.

Later visits: Show *проняк* and passport.

Finding materials:

Описи are made available by reading room staff. Note that a large proportion of the files are still classified. The collection in most active use is Fond 89, based on the archive of the General Department of the CPSU Central Committee; Kudryavtsev's guide lists about 6000 documents which are held by the archive, dating from 1919 to 1992 with concentrations in the years 1956, 1976, 1979, 1981 and 1986-88 and with a particularly large number of documents for 1980 (about 600), 1989 (450), 1990 (1000) and 1991 (over 670).

N.B. Fond 89 is now available to Western researchers on microfilm from Chadwyck-Healey (*Fond 89: The Communist Party on Trial*, 25 reels including index).

Other holdings in the Archive stem from the holdings of the General Department of the Central Committee of the CPSU CC as of 20 August 1991, including documents of the CPSU Central Committee and its organs, the Central Control Committee, and the Central Committee of the Communist Party of the RSFSR. In addition, there is an archive of letters and communications from ordinary citizens to the CC, and an archive of the personal documents of all party members and of nomenklatura officials whose appointments were confirmed at CC level. There were about 29 million individual files at the time of the establishment of the archive, together with about 20 million pages of documents that had still to be inventoried. In all cases the documents relate for the most part to the period 1952 to 1991.

Computers: Appear to be allowed.

Photocopying: Expensive at \$1 per page.

General: The reading room is large with splendid and very large portraits of Marx and Lenin, but the most suitably equipped tables are soon occupied.

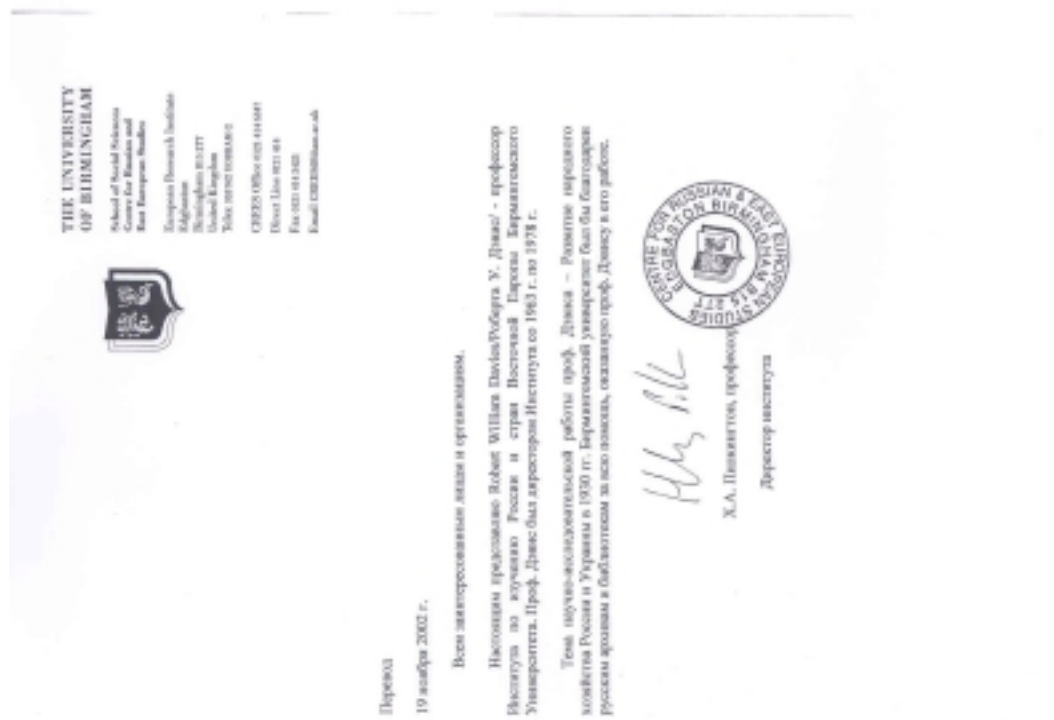
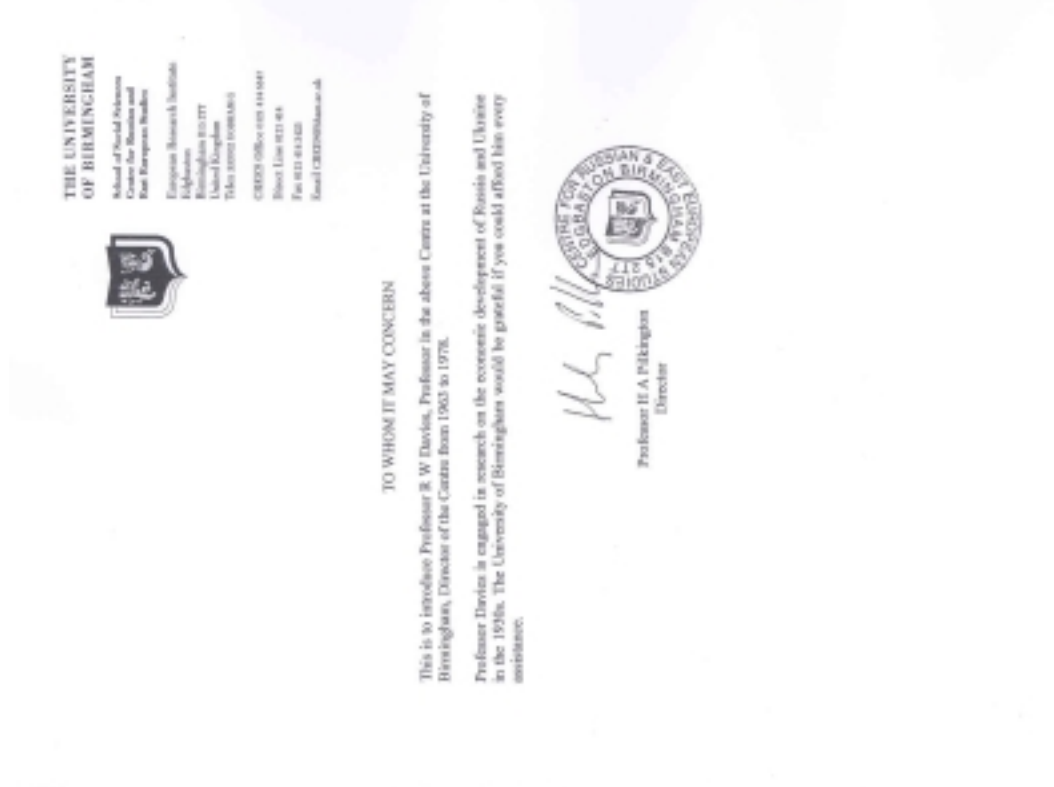
Food: There is a buffet on the ground floor, which is good by local standards.

Toilets: Good by local standards.

Appendix 1

Samples of Archive Documents:

Sample of official letter with translation to gain admission to Archive



Samples of passes issued by Archives

ПОДЛЕЖИТ ВОЗВРАТУ

Действителен при предъявлении паспорта

ПРОПУСК № 640

на вход в читальный зал


Выдан тов. Террор

Морич

действителен по «31» 07 1996г.

ПРОПУСКОВ

№ 2

ДИРЕКТОР ЦГА СССР 

Зак. 115-1800

Российский центр хранения и изучения
документов новейшей истории

ВРЕМЕННЫЙ ПРОПУСК № 400

на вход в здание РЦХИДНИ

Выдан Террор Морич

на срок до «31» декабря 1996 г.

М.И. Зин

Действителен при предъявлении документа,
удостоверяющего личность

Подпись лица, выдавшего пропуск Горская

29 марта 1996 г.

Зак. 5 1684.

Sample of application form for photocopying of archive materials

З А К А З
на изготовление копий архивных документов

Название архива					
ФАМИЛИЯ ИССЛЕДОВАТЕЛЯ					
Страна					
Тема исследования					
№№ п/п	Фонд	Опись	Год	Дело	№№ листов (с указанием оборотных - об.)
					Примечание

Дата заполнения _____

Подпись исследователя _____

Примечание: Бланк заполняется исследователем разборчиво, на русском языке.

Appendix 2

В архиве

В Государственном архиве Российской Федерации

Первый день работы:

Анна аспирантка Бирмингемского университета. Она приехала в Москву на курсы русского языка, организуемые одним из московских институтов, чтобы усовершенствовать свое знание русского языка; кроме того, находясь в Москве, она хочет воспользоваться Российской Государственной Библиотекой (бывшей Библиотекой имени Ленина), для составления библиографии по теме своей научной работы, а также поработать в архивах.

Анна живёт на частной квартире, недалеко от центра города. Несколько дней она уже работала в Ленинке, а сегодня решает пойти поработать в архивах. Ей известно, что в ГАРФе много интересного материала. Она встаёт рано и, выйдя из квартиры, садится в метро. Сойдя на станции "Фрунзенская", она поднимается на эскалаторе на поверхность. Выйдя из метро на улицу, она поворачивает налево и идёт примерно десять минут до здания на углу улицы, в котором размещается архив. Она входит в вестибюль и направляется направо, к окошечку в стене, за которым сидит женщина.

-Я аспирантка из Англии и хочу поработать в ГАРФе.

-Дайте, пожалуйста, паспорт и письмо.

Анна передаёт ей свое официальное письмо и паспорт.

Женщина выписывает разовый пропуск.

- Хорошо. Возьмите эту форму. Вам надо подняться наверх в главный читальный зал, а там надо заполнить анкету, чтобы получить постоянный пропуск.

-Да. Спасибо за помощь.

В читальном зале:

Анна подходит к милиционеру и показывает свой разовый пропуск и паспорт. Она поднимается вверх по лестнице и входит в читальный зал. Это большая комната и, хотя еще рано, несколько исследователей уже сидят за столами, склонившись над документами и другими материалами. Большинство из них пользуются проекторами для чтения микрофильмированных материалов.

Она подходит к правому окошку, где сидит дежурный архивист, и показывает своё письмо.

-Я аспирантка из Англии и хочу поработать в ГАРФе.

-Заполните эту анкету, пожалуйста.

Она заполняет анкету и возвращает её сотруднику. Женщина берёт анкету и бегло просматривает ее.

-Да, да, всё в порядке. Ваш постоянный пропуск будет готов завтра. Я могу вам дать разовый пропуск, если вы хотите заниматься здесь сегодня.

-Да, пожалуйста, говорит Анна.

Она берёт пропуск и решает сначала знакомиться с картотекой, для того чтобы составить список полезных описей. До приезда в Россию она уже составила список описей и дел, которые почерпнула из разных источников, в

том числе из прочитанных статей и книг и также и путеводителя для ГАРФа, который она использовала в университетской библиотеке.

Она списывает номера дел, которые ей кажутся наиболее интересными. Потом она заполняет требования на выдачу документов, тщательно выписывая номера дел на бланке, после чего отдаёт требования архивисту.

-Да, да, — говорит архивист, проверяя список, — Материалы будут готовы в пятницу.

Анна берёт выданный ей разовый пропуск, где должна быть отметка о посещении архива, и выходит из архива, показывая его милиционеру.

В пятницу Анна возвращается в ГАРФ и опять подходит к окошку и получает свой постоянный пропуск, показывая пропуск милиционеру. Она поднимается до главного читального зала и выбирает стол, на котором оставляет свои вещи.

Она подходит к архивисту.

-Я заказала материалы во вторник. Мне сказали, что они будут готовы сегодня. Скажите, пожалуйста, готовы ли они?

Женщина уходит и вскоре возвращается с несколькими папками.

-Дайте мне, пожалуйста, ваш пропуск. Она отмечает требования и кладёт их вместе с пропуском в ящик.

Анна возвращается к своему столу и принимается за чтение полученных материалов.

-Да, да, действительно здесь много полезного, -- думает она, просматривая старые документы.

Полезные слова

фонд - fund

опись - list of files

дело - file

единица хранения - file

папка - file or paper folder it is in

анкета - questionnaire

пропуск - pass

временный пропуск - temporary pass

разовый пропуск - one-day pass

требование на выдачу документов - request form

сдавать - сдать - to give in (not to use again)

оставлять - оставить - to leave (for re-use)

читальный аппарат (проектор) - microfilm reader

микрофильм - microfilm

пленка - film

ксерокс - photocopy

фотокопия - photocopy

переплетная - bindery (some files are not available because they are being bound or microfilmed)