

The Secretary-General

SN 3704/96

OR.f

**DECISION No 682/96 OF THE SECRETARY-GENERAL OF THE COUNCIL
CONCERNING
THE OPENING TO THE PUBLIC
OF THE HISTORICAL ARCHIVES OF THE COUNCIL**

THE SECRETARY-GENERAL OF THE COUNCIL OF THE EUROPEAN UNION,

Having regard to Council Regulation (EEC, EURATOM) No 354/83 of 1 February 1983 ⁽¹⁾ concerning the opening to the public of the historical archives of the European Economic Community and the European Atomic Energy Community, and in particular Article 9 thereof,

Having regard to Commission Decision No 359/83/ECSC of 8 February 1983 ⁽²⁾ concerning the opening to the public of the historical archives of the European Coal and Steel Community, and in particular Article 9 thereof,

Having regard to the Council's Rules of Procedure, and in particular the second subparagraph of Article 21(2) thereof,

Whereas rules should be adopted laying down the conditions under which consultation of the historical archives of the Council of the European Union is authorized,

HAS ADOPTED THIS DECISION:

⁽¹⁾OJ No L 43, 15.2.1983, p. 1-3.

⁽²⁾OJ No L 43, 15.2.1983, p. 14-15.

Article 1

The historical archives of the European Economic Community, European Atomic Energy Community and European Coal and Steel Community may be consulted in accordance with the following rules:

"Rules of procedure for consulting the historical archives

Article 1

The historical archives consulting room shall be open to the public on working days between the hours of 09.00 and 16.30.

Article 2

The Director responsible, empowered by the Secretary-General, and the archivist, empowered by the Director responsible, may, if need be, order part or all of the consulting room to be closed, or place any other restriction on service during opening hours. The archivist may also open other rooms at times which he shall determine.

Article 3

Visitors shall have access exclusively to the rooms designated by the archivist.

Article 4

On each visit, visitors shall report to the official in charge and fill out a form, giving their name, address and the reasons for their research.

Article 5

No objects which the archivist considers may damage documents or be disruptive shall be allowed into the archives.

Article 6

- (a) Requests for documents shall be made to the official in charge of the consulting room or to any other official appointed for that purpose.
- (b) Visitors shall fill out the appropriate request form for documents. No more than three catalogue items may be requested on the same form.
- (c) The official in charge of the consulting room may limit the number of documents which visitors may consult at any one time.
- (d) There shall be no charge for consulting documents.

Article 7

Visitors must obtain the agreement of the official in charge of the consulting room or of any other official appointed for that purpose in order to copy documents on to paper or on to a portable computer.

Article 8

- (a) Requests for copies shall be made in writing on the appropriate application forms to the official in charge of the consulting room or to any other official appointed for that purpose.
- (b) The official in charge of the consulting room shall determine the number of copies authorized per day.
- (c) The official in charge, or any other official appointed by him, may refuse to make copies of certain documents if he considers this to be precluded by the condition or nature of the documents.

Article 9

- (a) Documents and copies must be requested no later than half an hour before closing time.
- (b) No documents or copies will be issued between 12.00 and 14.00.

Article 10

- (a) Visitors must exercise the utmost care when handling the documents consulted.
- (b) As soon as they have been consulted, documents provided must be returned in the same condition and order in which they were received.
- (c) Similarly, documents which may be consulted freely in the room must be put back, as soon as they have been consulted, in the same condition and order in which they were found.

Article 11

(a)Visitors may apply to the archivist to arrange for archive documents stored elsewhere to be transferred to central archives for consultation in the consulting room.

(b)The archivist shall inform visitors as soon as possible whether their request can be met.

Article 12

Access may be refused to visitors who do not observe these rules and/or the instructions given in the interests of order and safety by or on behalf of the archivist.

Article 13

A copy of these rules shall be displayed at the entrance to the consulting room."

Article 2

This Decision shall take effect on 1 August 1996.

Done at Brussels, 16 July 1996.

The Secretary-General
Jürgen TRUMPF

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