

# HISTORICAL ARCHIVES OF THE EUROPEAN UNION

## CODE OF ARCHIVAL ETHICS – 2023



## The HAEU Mission

### *Preamble*

The Historical Archives of the European Union (HAEU) preserves and makes available for public consultation the historical documents of EU institutions, bodies and agencies. It also preserves private archival deposits of European personalities, movements, international organisations and associations that played a role in European integration.

The documents preserved at the HAEU are generally accessible according to the 30-year rule in place for historical archives of EU institutions. Consultation of the archival material is provided onsite and online on the HAEU's website. As an archival institution, the HAEU maintains the ethical standards set by the field, led in particular by the [International Council of Archives](#). Moreover, as part of the European University Institute (EUI), its support for research activities is guided by the [EUI Code of Ethics in Academic Research](#).

### **Legal Basis**

The HAEU is governed by the following legislation, notwithstanding the application of further legislation and contractual obligations:

- (a) [Council Regulation \(EEC, Euratom\) No. 354/83 of 1 February 1983](#)
- (b) [Commission Decision \(ECSC\) No 359/83 of 8 February 1983](#)
- (c) [Council Regulation \(EU\) No. 2015/496 of 17 March 2015 amending Regulation No 354/83](#)

### **Professional Integrity**

#### *Quality Management*

The HAEU obtained certification of ISO standard 9001 on quality management and thus ensures consistent and high-level services to the EU-institutional stakeholders, private depositors and archives users.

#### *Professional skills*

The HAEU archivists and staff are professionally trained experts knowledgeable in at least three official languages of the EU. They possess a transnational cultural mind-set, which is continuously enriched through numerous inter-cultural relations and cooperation activities. The HAEU staff is encouraged to engage in professional development activities related to their archival competences.

#### *Personal integrity*

The HAEU ensures fair and trustworthy custody of the preserved archival material. As staff members, Archivists have access to training in professional ethics and maintain their safeguarding role by avoiding conflicts of interest. The Archives protects archival material from manipulation, modification, distortion or disposal.

### ***Relations with depositors***

The Archives protects the privacy of depositors and respects their missions and interests. Archival procedures are aligned with the contractual and regulatory arrangements between the HAEU and the depositors. The depositors retain ownership and share responsibility for their holdings.

### ***Relations with users***

The HAEU ensures a welcoming and service-oriented approach towards users. It respects and protects the users' privacy and provides the most effective access to the preserved material in the best interest of users.

### ***Relations with the public***

The Archives informs the public about newly available archival material and on HAEU events, and raises awareness on the importance of the EU's archival sources as common European memory and cultural heritage.

## **Archival Processing**

### ***Type of archival processing***

The type of archival processing at the HAEU, ranging from appraisal, through arrangement, description, preservation and promotion of paper records, digital records, microforms, audio-visual records and artefacts, varies depending on the agreement between the HAEU and the respective depositor.

### ***Standardisation***

Archival processing, in particular the descriptions and finding aids, is carried out according to recognised international standards, such as ISAD(G), ISAAR(CPF), EAD, and EAC-CPF.

### ***Integrity***

The archivists respect relevant archival principles and ensure intellectual integrity through the principle of provenance and the principle of original order. They employ correct conservation and restauration practices to ensure the best possible long-term preservation of analogue and digital archival material. Furthermore, the Archives strives to provide the most suitable safeguarding conditions to protect the archival material against natural disasters, accidents, physical and data theft, and safeguards the integrity of original archival material during consultation in the reading room.

### ***Authenticity***

The authenticity and reliability of archival material is protected during all phases of archival processing, and reliable and standardised procedures ensure trustworthy and complete analogue and digital records.

## Accessibility

### *Use*

The HAEU provides open and public access to the archival material in its holdings in accordance with the regulations governing access to EU historical archives and in line with the conditions agreed upon in the contracts between the HAEU and the depositors.

### *Inclusive access*

The HAEU ensures equal service and equal access conditions, without preferences or discrimination, to all HAEU users. It encourages open access and limits restrictions whenever possible and as agreed with the respective depositor. The Archives provides the broadest and most comprehensive access possible through detailed inventories, archival descriptions, research guides, and digitised copies for online consultation.

### *Archival material under copyright*

Whenever possible, the HAEU provides information on intellectual property such as copyright. Known restrictions are specified in the conditions of access and use, and in the archival descriptions associated with the archival material. The Archives respects the moral rights of the creators on the one hand, and facilitates the users' appropriate use on the other. Users are responsible for informing themselves about and abiding by the rules on copyright at the Historical Archives of the European Union and any other restrictions on the archival material found in the HAEU holdings, in particular prior to dissemination to third parties and reproduction of any materials.

### *Data protection*

The HAEU acts as data processor for the depositing EU institutions, non-EU organisations, individual depositors and the European University Institute. It applies data protection regulations as specified in the [Rules Governing the Access and Use of the Historical Archives of the European Union](#) and according to the [President's Decision regarding Data Protection at the European University Institute](#). It further respects the European Convention on Human Rights, the Charter of the Fundamental Rights of the European Union and the relevant European Union legislation, in particular Regulation (EU) 2016/679 (GDPR) and Regulation (EU) 2018/1725.