



Pursuant to the Circular No. 93/12, the General Directorate of the Records Office has undertaken a survey of the archive sector's administrative procedures, and of the internal procedures employed by third parties.

For each procedure the applicable legislation, the deadline by which it must be carried out, the organisational unit responsible, the authority responsible for the final decision and the degree of risk of corruption have been given.

Classification was based on the functions identified by the ESPI Activation working group to rationalise the management of documents flow.

This has solved the issue that arose as a result of choosing to adopt different regulations based on the final proposed date under Italian Law No. 69/09. The uniformity of the previous Regulation No. 495/94 was lost resulting in the uncertainty of users, who have been forced to refer to different regulatory bodies in order to have a general overview.

The work done is the end result of the three-year plan for transparency.

For the Reggio Emilia State Records Office, the different types of procedures are structured as follows:

- Organisation and human resources: from point 1 to point 2
- Protection: from point 3 to point 7
- Fruition and enhancement: from point 8 to point 22.

	ADM IN ISTR ATIVE PROCEDURE	LEGISLATIVE REFERENCE	TERMS ESTABLISHED BY THE CHARTER OR BY OTHER LAWS	TERMS NOT ESTABLISHED BY THE CHARTER OR BY OTHER LAWS	TERMS ESTABLISHED BY DECREE OF THE PRESIDENT OF THE COUNCIL OF MINISTERS OF 18.11.2010, No. 231	TERMS ESTABLISHED BY DECREE OF THE PRESIDENT OF THE COUNCIL OF MINISTERS OF 22.12.2010, NO. 271	PERSON IN CHARGE OF THE PROCEDURE	ORGANISATIONAL UNIT	PERSON RESPONSIBLE FOR ADOPTING FINAL PROVISION	RISK OF CORRUPTION LEVEL
1	Voluntary cooperation with archive institutes	Art. 55 Presidential Decree 30.9.1963 No. 1409				65 days	DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW
2	Access to administrative documents	Arts. 22/28, Italian Law 7.8.1990, No. 241; Presidential Decree of 12.4.2006, No. 184; Ministerial Decree of 26.10.1994, No. 682.	30 days				DIRECTOR	REGGIO EMILIA RECORDS OFFICE	RECORDS OFFICE DIRECTOR	MEDIUM
3	Selection of State offices documents - simplified procedure	Art. 41, paragraph 5, Legislative Decree of 22.1.2004, No. 42; Art. 7, Presidential Decree of 8.1.2001, No. 37	30 days				DIRECTOR	REGGIO EMILIA RECORDS OFFICE	RECORDS OFFICE DIRECTOR	MEDIUM
4	Authorisation for loaning documents for exhibitions or shows nationally or abroad	Art. 48, paragraphs 1 and 2 Legislative Decree of 22.1.2004, No. 42				90 days	DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW

5	Acceptance of gifts and bequests to archive institutions: standard procedure	Art. 782 Civil Code; Art. 9 (b), No. 3, Presidential Decree of 30.9.1963, No. 1409; Art. 71, Royal Decree 2.10.1911, No. 1163; Art. 8, Law of 2.8.1982, No. 512				90 days	DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW
6	Acceptance of gifts and bequests to archive institutions: moderate value	Art. 783 Civil Code; Art. 71, Royal Decree of 2.10.1911, No. 1163				55 days	DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW
7	Selection of representatives in the supervisory and selection commissions	Art. 3, c. 2, Presidential Decree of 8.1.2001, No. 37; Art. 41, Legislative Decree of 22.1.2004, No. 42; Art. 2, Legislative Decree of 26.3.2008, No. 62		20 days			DIRECTOR	REGGIO EMILIA RECORDS OFFICE	RECORDS OFFICE DIRECTOR	LOW
8	Authorisation for the temporary closure of the State Records to the public	Art.102 Legislative Decree of 22.01.2004 No. 42		10 days			DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND II GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW
9	Exclusion of the State Records from the study rooms	Arts. 91 and 107, Royal Decree of 2.10.1911, No. 1163		30 days			DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND II GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR (IN CASE OF EMERGENCY, THE DIRECTOR OF THE REGGIO EMILIA RECORDS OFFICE)	LOW
10	Right of use of State assets over archive institutions	Arts. 106/107, Legislative Decree of 22.1.2004, No. 42; Art. 8, Ministerial Decree of 24.3.1997, No. 139				90 days	DIRECTOR	REGGIO EMILIA RECORDS OFFICE	REGIONAL DIRECTOR	MEDIUM

11	Authorisation for the instrumental and temporary use as well as the reproduction of cultural artefacts	Art. 107, Legislative Decree of 22.1.2004, No. 42;				90 days	PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW
12	Permission to carry out research for study purposes	Art. 103, c. 2, Legislative Decree of 22.1.2004, No. 42; Art. 91, Royal Decree of 2.10.1911, No. 1163		5 days			PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW
13	Issuance of certified copies of documents kept in the Records Office for non-study purposes	Art. 29, Presidential Decree of 30.9.1963, No. 1409; Arts. 84/90, Royal Decree of 2.10.1911, No. 1163		30 days			PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW
14	Authorisation of paid photocopies	Art. 108 Legislative Decree of 22.1.2004, No. 42; Art. 8, Ministerial Decree of 24.3.1997, No. 139		5 days			PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW
15	Authorisation to publish facsimile copies of documents kept in the Records Office: single documents	Art. 108, Legislative Decree of 22.1.2004, No. 42; Art. 8, Ministerial Decree of 24.3.1997, No. 139; Art. 88 Royal Decree of 2.10.1911 No. 1163		15 days			PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW

16	Authorisation to publish facsimile copies of documents kept in the Records Office: complete fonds	Art. 108, Legislative Decree of 22.1.2004, No. 42; Art. 8, Ministerial Decree of 24.3.1997, No. 139; Art. 88, Royal Decree of 2.10.1911 No. 1163, Art. 49, Presidential Decree of 5.7.1995, No. 417				90 days	DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE AND GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW
17	Authorisation to use one's own means to take photographs, tracings and transparencies of documents kept in the Records Office: reproduction to be carried within the Institute	Art. 108, Legislative Decree of 22.1.2004, No. 42; Art. 8, Ministerial Decree of 24.3.1997, No. 139; Art. 88 Royal Decree of 2.10.1911 No. 1163		5 days			PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW
18	Authorisation to use one's own means, photographs, tracings and transparencies of documents kept in the Records Office: reproduction to be carried out away from the Institute	Art. 108, Legislative Decree of 22.1.2004, No. 42; Art. 8, Ministerial Decree of 24.3.1997, No. 139; Art. 88, Royal Decree of 2.10.11391, No. 1163		30 days			PAOLA MESCHINI - DIRECTOR	REGGIO EMILIA STATE RECORDS OFFICE GENERAL DOCTORATE FOR ARCHIVES SERVICE	GENERAL DIRECTOR	LOW
19	Researches for administrative purposes, requested by public administrations and individuals	Art. 84, Royal Decree of 2.10.1911 No. 1163		30 days			PERSON IN CHARGE OF THE STUDY ROOM	REGGIO EMILIA RECORDS OFFICE STUDY ROOM	RECORDS OFFICE DIRECTOR	LOW



20	Temporary removal for reasons of public service, of documents kept in the Records Office	Art. 83, Royal Decree of 2.10.1911 No. 1163		15 days			DIRECTOR	REGGIO EMILIA RECORDS OFFICE	RECORDS OFFICE DIRECTOR	LOW
21	Opinion of the Ministry of Interior for the authorisation to consult documents of a confidential nature for study purposes	Art. 123, Legislative Decree of 22.1.2004, No. 42; Art. 1, Royal Decree of 30.12.1975, No. 854		30 days			DIRECTOR	REGGIO EMILIA RECORDS OFFICE	RECORDS OFFICE DIRECTOR	MEDIUM
22	Certification for tax deduction purposes of amounts paid towards cultural programmes and for the purchase, maintenance, protection and restoration of archive artefacts	Art. 100, paragraph 2 (f) and (m), Presidential Decree of 22.12.1986 No. 917				90 days	DIRECTOR	REGGIO EMILIA RECORDS OFFICE	STATE RECORDS DIRECTOR UPON CLEARANCE GIVEN BY GENERAL DOCTORATE FOR ARCHIVES	HIGH