

# USING ARCHIVES AND LIBRARIES IN THE FORMER SOVIET UNION

EDITED BY

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THE BRITISH ASSOCIATION FOR  
SLAVONIC AND EAST EUROPEAN STUDIES

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## CONTENTS

Introduction .....	4
Archives and Libraries in Moscow .....	5
Государственный архив Российской Федерации (State archive of the Russian Federation).....	5
Российский государственный архив социально-политической истории (Russian state archive of social & political history).....	8
Российский государственный архив литературы и искусства (Russian state archive of literature and art) .....	11
Российский государственный архив новейшей истории (Russian state archive of contemporary history) .....	13
Центральный архив общественно-политической истории Москвы (Central archive of social-political history of Moscow) .....	16
Архив внешней политики Российской Федерации (Archive of the foreign policy of the Russian Federation) .....	18
Российский государственный архив социально-политической истории м. 1 (Russian state archive of social-political history m. 1).....	20
Центральный государственный архив Московской области (Central state archive of the Moscow oblast') .....	22
Российский государственный архив древних актов (Russian State archive of Ancient acts).....	24
Отдел рукописей государственного исторического музея (Manuscript room of the State Historical Museum) .....	26
Российская государственная библиотека (Ленинка) (Russian state library (Leninka)) ..	28
Научно-исследовательский отдел рукописей Российской государственной библиотеки (Manuscript department of the Lenin Library).....	30
Archives and Libraries in Saint Petersburg .....	32
Российский государственный исторический архив (Russian state historical archive) ...	32
Центральный архив историко-политических документов СПб (Central archive of historico-political documents of Saint Petersburg) .....	34
Отдел рукописей Российской национальной библиотеки (Manuscript division of the Russian national library (Publichka)) .....	36
Отдел рукописей библиотеки академии наук (Manuscript room of the library of the academy of sciences) .....	38

Archives in Saratov.....	39
Государственный архив новейшей истории Саратовской области (State archive of modern history of the Saratov <i>oblast'</i> ).....	39
Archives in Kyiv .....	40
Центральний державний архів громадських об'єднань України (central state archive of public organisations of Ukraine: Former Party archive).....	40
Центральний державний архів вищих органів влади та управління України (Central state archive of the highest organs of government and administration: Former state archive) .....	42
Архівного забезпечення служби безпеки України (Archive department of the security service of Ukraine: Former KGB archive).....	44
Центральний державний архів-музей літератури і мистецтва України (Ukraine's central state archive-museum of literature and the arts).....	47
Understanding the structure of Soviet archives.....	49
The structure of the archive .....	50
Finding aids .....	51
Letter template for requesting entry to archives .....	52
Useful vocabulary in Russian .....	53
Getting into the archive .....	53
Filling in forms.....	53
Getting the documents .....	54
Using the documents .....	55
Useful vocabulary in Ukrainian .....	56
Getting into the archive .....	56
Filling in forms.....	56
Getting the documents .....	57
Using the documents .....	58
Russian visas.....	59

## INTRODUCTION

This document contains information on some of the archives and specialist library collections you may be interested in using in your research. The information is correct as of 2010, and has been compiled by researchers who have recently worked in these institutions. However, bear in mind that procedures and opening hours can change with little notice.

We have included basic information for each institution such as webpage addresses, contact numbers and locations; we have also included more personal “insider” information, such as how to order documents and fill in forms, and where to get lunch.

There follows information on using archives and libraries: useful vocabulary and information about how Russian archives are organised. We have also included a sample letter which you may wish to use when you register, and finally, notes on applying for a visa to study in Russia.

The conference from which this guide arose was funded by the AHRC’s Beyond Text Programme Student-Led Initiatives scheme (award ID: AH/I500081/1). Each year the AHRC provides funding from the Government to support research and postgraduate study in the arts and humanities. Only applications of the highest quality are funded and the range of research supported by this investment of public funds not only provides social and cultural benefits but also contributes to the economic success of the UK. For further information on the AHRC, please go to: [www.ahrc.ac.uk](http://www.ahrc.ac.uk).

The editors also gratefully acknowledge the financial contribution of the British Association for Slavonic and East European Studies towards the conference and the printing of this guide. For more information on BASEES and its activities, see [www.basees.org.uk](http://www.basees.org.uk).

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# ARCHIVES AND LIBRARIES IN MOSCOW

## ГОСУДАРСТВЕННЫЙ АРХИВ РОССИЙСКОЙ ФЕДЕРАЦИИ (STATE ARCHIVE OF THE RUSSIAN FEDERATION)

### LOCATION AND CONTACT DETAILS

**Address:** 119992, Moscow, ul. Bolshaia Pirogovsakaia, 17

**Metro:** Fruzenskaia

**Web:** <http://www.garf.ru/>

**Phone:** (095) 245-81-61

**Archive director:** Sergei Vladimirovich Mironenko

**Chief archivist:** Nina Ivanovna Abdulaeva

### OPENING HOURS

Monday and Wednesday: 1200– 2000

Tuesday and Thursday: 1000– 1800

Friday: 1000– 1600

In reality, you are, with increasing ferocity, asked to leave at least 30 minutes before official closing time, if not earlier. *Sanitarnyi den'* is the first working day of each month.

The archive is usually closed in August.

### USING THE ARCHIVE

#### HOW TO REGISTER

On your first visit, upon entering the building, take the door to the right, just next to the booth where the guard sits. This leads to the propusk desk. You need to hand in your letter and your passport to the miniature woman behind the glass, who will then issue you with a temporary pass. You show this pass and your passport to the guard (having deposited coat and bag in the *garderob*), and he will tear off half of it for no obvious reason. You then walk up the steps immediately in front of you and ascend to the reading room. The GARF desk/window is the nearest to you as you enter. Hand in your temporary pass and your letter and you will then be given one or possibly two questionnaires to fill in. You will also have to duplicate this information on the computer system (progress does NOT mean abandoning the old system!). After completing all this you will be able to collect your *propusk* the next time you visit the archive from the *propusk* desk (remember your passport!). But as you leave the reading room on this first visit, you need to remember to pick up your temporary pass again (which will be stamped, you'll be relieved to hear) to

hand to the guard on the way out. Note that you need to tell the archivists if you intend to bring a laptop with you, as this will require another stamp on your *propusk*. Obviously.

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#### HOW TO ORDER MATERIAL

Collect an order form from the GARF window. Orders from different *fondy* should be written on different order forms. Hand this in to the archivists and they will tell you when the files will be delivered. The average wait is 3 working days. The maximum order is 5 files or 10 microfilm reels per day.

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#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

GARF's reading room is quite modern and comfortable. Many of the *opisi* have been computerised, so your initial searching will be done on the computers in the reading room (you are given a login number when you register). You can keyword search, even! However, many *fondy* are, intentionally or otherwise, not yet digitised and you have to request them individually – most of them are now microfilmed.

Although the reading room is full of power sockets, you are not allowed to plug your laptop in. You can only do this at the front desk for reasons unknown.

GARF is such a vast archive that many collections of documents have their own, separate reading rooms. You'll discover if this is the case for the materials you're interested in as you go along, and Nina Ivanovna will direct you to which part of the corpus you will need to work in. This tends to mean very small reading rooms which you have to arrive at early (they will have their own idiosyncratic opening times) in order to get a desk. They also have their own archivists who can be as variable as you would expect.

GARF's collections are quite open, at least relatively speaking. It seems to be the practice that if a collection or fond is off-limits you probably won't even know it exists: the *opisi* won't be listed or, if they are noted by number, they will always be 'unavailable'. There is a chance that you can gain the support of *zam. direktor* Kozlov in order to access certain materials, and he's worth phoning to find out – he's a very nice man and broadly sympathetic to foreign researchers. (Vladimir Aleksandrovich Kozlov, Tel: 580-88-50)

GARF's toilets are disgusting. Take your own toilet paper, but ideally don't plan on using the toilets while you're in the archive! There are nicer toilets up the staircase one further along from the *stolovaia*, though.

GARF's *stolovaia* is one of the best. Not just tasty food delivered very cheaply, but one of the happiest Russian women you're ever likely to meet serves the food. Be warned – the food doesn't sit around and going after 1pm is a risk if you're hungry. To get to the *stolovaia*, you need to walk into the main internal courtyard (the exit to your left after passing through the guard post, but before you climb the steps to the reading room), and follow the left hand side of the building along until you see the sign for the it.

There is also a *bufet* which is open for longer. You access this by entering the next door along from the *Stolovaia* (it has no sign). Go up one flight of stairs and follow the corridor to your right, and you'll discover people selling DVDs, clothes and other things which no one

could possibly expect to fruitfully sell in an archive. Just after these stalls is the door to the buffet where you can get tea, coffee and not a great deal else. The food provision here is extremely minimal and it's more expensive than the Stolovaia.

The metro station is surrounded by various cafes including the beloved Moo-Moo and now also a Starbucks where the staff are very friendly to offset the steep prices.

#### LOCATION AND CONTACT DETAILS

**Address:** ul. Bolshaia Dmitrovka, 15

**Metro:** Okhotnyi riad/ Tverskaia

Located in a conveniently central location, the nearest metro stations are Okhotnyi Riad or Tverskaia. If coming out of Okhotnyi Riad, turn right as you exit (turning your back to Red Square across the road), and walk up the gradual slope of Bolshaia Dmitrovka. You will pass a theatre and even a Louis Vuitton on your way, and RGASPI will appear on your left. It's a suitably ugly building, but is more recognisable for having massive carvings of the faces of Lenin, Marx and Engels on the façade.

**Web:** [RGASPI@inbox.ru](mailto:RGASPI@inbox.ru)

**Email:** [www.rgaspi.ru](http://www.rgaspi.ru)

**Phone:** (495) 629-97-26

**Fax:** (495) 692-90-17

**Archive director:** Andrei Konstantinovich Sorokin

**Chief archivist:** Irina Nikolaevna Selezneva

#### OPENING HOURS

Monday: 1200 – 2000

Wednesday: 1000 – 1730

Friday: 0930 – 1600

The archive is usually closed in August.

#### USING THE ARCHIVE

##### HOW TO REGISTER

On your first visit, enter the main lobby and walk to the small guard desk to the right of the small flight of steps at the other end of said lobby. Explain who you are, and if necessary show your letter of introduction and your passport. You will then have to use the ancient telephone next to the guard's desk to call up the reading room. The number should be written there, and you are calling reading room No 1. You will then, for reasons unknown, be asked not only your name, what university you're from, but also your *tema*. You will then be asked to hand the receiver to the guard who will wave you through the turnstile up the steps. In front of you will be an exciting bust of Lenin! Turn right and walk into the next room. Then turn left and you will come to a lift on the left wall. This is an excellent and exciting lift, with clunking buttons, wood panelling and a significant potential for death. But

this is the kind of thing that made you want to study Russia, right? Go up to the 5<sup>th</sup> floor, and upon exiting the lift turn right and you'll reach the reading room. You will be given questionnaires to fill out. For reasons known only to themselves, this archive wants the number of your registration in the city, but if you don't have it to hand you can do it next time. A *propusk* should then be issued to you right away; this, in future, in what you show to the guard.

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#### HOW TO ORDER MATERIAL

Ask Misha in the reading room for an order form. Fill it in being careful to write the *dela* numbers in ascending numerical order or Misha will make you do it again. The average wait is 3 days, sometimes files arrive sooner. The maximum order is 10 files, or whatever Misha decides on that day.

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#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The tables near to the archivists are for consulting the *opisi*. To see any of the *opisi* you must ask Misha, who will bring it to you. If you want to read what each *opis'* is, it is advisable to do this online because standing near the cabinets of the *opisi* considering the information sheets makes Misha nervous. The raised platform in the reading room is where you consult hard copies of files, and the lower level is where you can find the microfilm readers. There are no sockets for laptops on the upper level, unfortunately, though there are, of course, in the microfilm room.

The process for collecting your files is quite intricate. Firstly, every time you arrive in the reading room you must take a numbered key (on the archivists' desk) for a locker in the corridor outside. You must sign this key out using the ledger provided, and sign the key back in at the end of the day. The locker is for your bag and coat. After you've made your first order and have files to collect, you must ask the archivists what the number of your *lichnyi kabinet* is and then take the relevantly numbered key from the glass-doored cabinet on the wall next to the archivists' desk. You must then ask them for the '*kubik*' – a plastic red cube to which is attached the key to the storage room. This room is immediately to the left as you exit the reading room, and in there are various numbered cabinets. Find yours, take your files, and then immediately return both the *kubik* and your cabinet key or face the wrath of Misha who will berate you loudly in front of the entire reading room.

You will then have to show the archivists what your files are, and they will write them down in a ledger. You have to sign your name next to each of these to show you're using them. Each time you finish a file you should hand it back to them, whereas files you want to keep for another day should be returned to the *lichnyi kabinet* (this is different to other archives where they only want you to return items once you have used all items in the original order).

Misha is infamous and undeniably strange, but you can easily learn to work with him and he is extremely knowledgeable about the archive and its holdings. When you first arrive he will present you with some *opisi* related to your *tema*, in his opinion. Don't dismiss his suggestions until you've looked through these *opisi* as he can often provide you with some unexpected avenues of enquiry, however bizarre it might seem at first. Misha may

sometimes be dressed in a Star Trek captain's uniform. He can be excitable if you talk about Star Trek, so don't. Misha will also guide you carefully through all the admin processes necessary when you first arrive. But will also continue to do this on every subsequent occasion you come to the reading room. 'Yes Misha, thank you Misha' is about the only thing to say.

The toilets are to the left as you exit the lift. They're actually fine and sometimes even have toilet paper in.

In the entrance lobby of the building there is a ROSPEN bookshop. This is a brilliant little shop full of published document collections, monographs and so forth. It's definitely worth a look, and it's very reasonably priced. Payments are cash only.

#### LOCATION AND CONTACT DETAILS

**Address:** ul. Vyborgskaia, d. 3, korpus 2

**Metro:** Vodnyi stadion

RGALI is deceptive: the main building (which is where you should initially register) is NOT reached from ul. Vyborgskaia, although reading room 2 (the microfilm room) is.

To reach the main reading room, turn left out of the train coming from the city, leave the metro station and turn left. Walk along ul. Admirala Makarova on the side opposite the metro. The entrance to the archive is off this street: turn right just before you reach ul. Vyborgskaia (in early 2010 there were major road works going on here, which obscured the turning, although the building was accessible). The archive is the yellow building on your left.

**Web:** [www.rgali.ru](http://www.rgali.ru)

**Email:** [rgali@list.ru](mailto:rgali@list.ru)

**Phone:** (499) 159 76 85/ (499) 159 73 81

**Archive director:** Tatiana Mikhailovna Gorjaeva

**Chief archivist:** Dmitrii Viktorovich Neustroev

#### OPENING HOURS

##### Reading room 1

Monday-Thursday: 0900-1700

Friday: 0900-1600

##### Reading room 2

Monday & Wednesday: 1200-2000

Tuesday & Thursday: 1000-1700

Friday: 1000-1600

The *sanitarnyi den'* is the first working day of each month.

The archive is usually closed in August.

#### USING THE ARCHIVE

##### HOW TO REGISTER

When you arrive for the first time, show your letter of introduction to the guard at the main entrance. (S)he will call through the duty archivist who will ask you to fill in some forms, take your passport photo and make up your propusk. There is a small charge for making up the *propusk*.

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## HOW TO ORDER MATERIAL

There is an online catalogue at [www.rgali.ru](http://www.rgali.ru) and a number of open-access card catalogues in the basement. *Opisi* are in cupboards in the reading room anteroom, where the duty archivist works. These are available on request and are occasionally freely available when the cupboards are left unlocked.

You should ask for a request form from the duty archivist in the reading room. The form should be returned to the archivist with the documents you want recorded in order of *fond/de/o* number. You might be asked to rewrite a request form because items for consultation in the microfilm reading room need to be requested on a separate form (although they are not always microfilms). It isn't clear from the *opisi* what files should be consulted in what room and so the procedure seems quite random. All documents must be returned before a new request can be put in (i.e., you cannot have rolling orders) so plan your work carefully.

The average wait is 3 working days, but in early 2010 there were some staffing problems and documents took anything up a week to arrive. The maximum order is five files and ten microfilms. All documents have a form inside which should be signed to indicate that you have made use of the document.

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## READING ROOM PRACTICES, HINTS AND TIPS

Laptops are allowed, and all desks have power points and lamps (though not all work). The reading rooms are small, and are often full by midday.

There is no *stolovaia* at RGALI, and the nearest cafes are back towards the metro. There is a table and chairs by the lockers at the entrance. You can ask the guard to let you back through the security gate and eat there if you want to bring food with you.

The chief archivist (Dima) is notorious among researchers for his bad moods, although he is knowledgeable and can be helpful. Many techniques for dealing with him have been tried, though none so far seem to have proven foolproof.

#### LOCATION AND CONTACT DETAILS

**Address:** 103132, Moscow, ul. Il'inka, 12, pod'ezd 8

This entrance is often closed. If it is the case at the time of your visit, don't panic: go to the next entrance (the one to the 'Presidential Administration of the Russian Federation') and you will be able to reach the reading room through a passage between the two building (you will be guided by the archive personnel – see below for entry procedure). The entrances change roughly every week (i.e. one week it's pod'ezd 8, the next one it's pod'ezd 6).

**Metro:** Kitai Gorod/ Ploshchad' Revoliutsii/ Lubyanka (If exiting at Kitai Gorod make sure you take the Il'inka exit, otherwise it's a long walk through Staraia ploshchad')

**Web:** <http://www.rusarchives.ru/federal/rgani/>

**Email:** [rgani@gov.ru](mailto:rgani@gov.ru)

**Phone:** (499) 606-50-30

**Archive director:** Natalya Georgevna Tomilina

This may have changed and double checking is strongly recommended if you want to contact the director. In any case, it is unlikely that whoever he/she is, the director will reply).

**Deputy Director:** Mikhail Yurevich Prozumenshchikov

He is the best person to ask about obtaining a permit or for any other query. He speaks very good English and even replies to emails!

**Chief Archivist:** Larisa Aleksandrovna Firsova

A very nice woman, she will generally be helpful about everything.

#### OPENING HOURS

Tuesday – Thursday: 0930-1700

(If you arrive at 0930 sharp the people in the archive are not likely to be extremely happy about it. At about 1630 they will start throwing you out of the building.)

#### USING THE ARCHIVE

##### HOW TO REGISTER

You need to apply in advance in order to get a pass. Since the procedure can be long, we strongly advice applying well before you actually get to Moscow (one month in advance). You will have to provide a letter from your department with all your data and a rough description of what you would like to research, with as many official-looking stamps and university logos as possible. The letter must be signed by somebody from your department (obviously fake signatures are now unheard of). This should preferably be in Russian,

although writing in English is possible but will probably result in massive delays in getting you authorised. You can send the letter by post (absolutely not recommended), by fax (the classic way) or even scanned copied by email to [rgani@gov.ru](mailto:rgani@gov.ru). Ideally, give the archive a call to make sure you have been authorised before travelling.

Once you reach whichever entrance is open on that particular day, you will have to call the reading room using a telephone situated in the lobby. The number to dial should be 8 495. In case this has changed, there should be a piece of paper somewhere near the telephone that lists all the internal numbers in the building, including the one for RGANI reading room. If this is not the case, try asking the guard at the entrance. When you call somebody from the reading room will answer and you have to tell them your name, and that you are waiting in the lobby. After a few minutes, somebody from the archive will come pick you up. At this point, the guard at the entrance will check your passport, check that your name actually is in the list of people authorized to enter the building, and will let you pass under the metal detector. No laptops, cameras, or any other electronic device (except mobile phones) are allowed. The person from the archive will then lead you to the reading room.

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#### HOW TO ORDER MATERIAL

*Opisi* arrive immediately on request. Order all files on the same *trebovanie*. When stating the name of the file, you need to give a specific description of what you are interested in, otherwise it won't be accepted. For example: "*Spravka* on the creation of new newspapers in Iaroslavl" is fine, but "*Spravki*, letters, reports, and other documentation to the Central Committee of the Communist Party" is not. Look for what you would like in the *opisi*, and then fill the request form in and hand it in to Larisa Aleksandrovna or whoever else is at the desk. You will have to list on a register the files you have seen and sign. The average wait is two working days. You order on Tuesday and get the files on Thursday, order on Thursday (or Wednesday) and get it the next Tuesday. The maximum order is 5 *dela*. Although most of the materials in the archive are on *roliki* (microfilm), some are in hard-copy. However, you must remember that "*roliki i dela nel'zia!*", which means that you can't order both at the same time because it would blow everyone's mind.

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#### READING ROOM PRACTICES, HINTS AND TIPS

Most of the documents are on microfilm. The machines are old and manual, but they work well. No laptops are allowed. Buy a good notebook. No photographs are allowed. Buy a good pen. Taking photos with a mobile phone is probably possible, although there are usually few people in the room and the risk of being spotted is high. The reading room is generally comfortable.

There is a very nice and cheap *stolovaia* in the building (ask the people in the reading room for directions). Just outside the building there is a *Kofe Khausa*, which is poor quality and expensive.

Most of the very interesting collections have been re-classified. Even in the declassified collections some documents are still not accessible. This can be annoying as if one file in the *rolik* (the microfilm roll) is classified, you won't be able to request it, even if you couldn't care less about that particular file and you were interested in seeing something else in that

rolik. However, by being nice towards the archivists or by exploiting the less attentive ones (i.e. ordering your documents when you know that at the desk there is somebody who is not going to pay that much attention to what you order). Moreover, if you are interested in seeing a classified dela, you can try to order another dela on the same rolik that is not classified. If you are lucky, you will receive the rolik and you will be able to see whatever you like on it. Obviously don't write on the register that you have looked at classified files. There is a guide to RGANI on LSE's 'archives made easy' website.

[http://www.lse.ac.uk/collections/archivesMadeEasy/ame\\_russia.htm](http://www.lse.ac.uk/collections/archivesMadeEasy/ame_russia.htm)

The archive is housed in building of the Party Central Committee. In the reading room, there are massive portraits of Marx and Lenin, and an elaborately painted ceiling. It's a great place to work. After you've finished work at the archive, why not top off a great day by doing some work at the Historical Library, which is only a 5-10 minute walk from the archive?

## ЦЕНТРАЛЬНЫЙ АРХИВ ОБЩЕСТВЕННО-ПОЛИТИЧЕСКОЙ ИСТОРИИ МОСКВЫ (CENTRAL ARCHIVE OF SOCIAL-POLITICAL HISTORY OF MOSCOW)

### LOCATION AND CONTACT DETAILS

**Address:** Ul. Medzhdunarodnaia, 10

**Metro:** Ploshchad' Il'icha or Rimskaia

Take the Rimskaia exit just off the Bul'var Entuziastov. The archive is on the right hand side of the road on the far side of the courtyard with the church.

**Web:** <http://mosarchiv.mos.ru/>

**Email:** [mosarh@post.mos.ru](mailto:mosarh@post.mos.ru)

**Phone:** (499) 764-27-73

**Archive Director:** Valentina Viacheslavovna Nikanorova

**Chief archivist:** Lidia Sergeevna Naumova

### OPENING HOURS

Monday and Wednesday: 1000- 1700

Friday 1000 – 1600

NB- the archive usually closes about 1630 every day.

### USING THE ARCHIVE

#### HOW TO REGISTER

Visit the archive and call Lidia Sergeevna on the internal phone when you arrive. She will give you a *propusk* and get you past the *militsioner*, who is often listening to 80s soft rock.

#### HOW TO ORDER MATERIAL

On your first visit, you will receive a computer printout of relevant *fondy* based on your *tema*, or you can use the incomplete and unfinished *spravochnik* "Tsentral'nye arkhivy Moskvy", which is also available online. At this point, you can order *opisi* which, although housed in a cupboard at the back of the reading room, you will not receive for another week. Once you are ready to order material, make sure that, if you want to order from more than one *fond*, you do so on separate sheets for each. If you don't do this, your relationship with Lidia Sergeevna may never really recover. Again, you'll have to wait a week to see your files. And you need to surrender *all* of your *dela* before you can make a new order, which is annoying if you have one or two left at the end of a day. Although ArcheoBiblioBase states the average wait is two working days, it's a week, without fail.

The maximum order is 10 *dela* BUT sometimes you can order more because it's generally understood that you won't receive everything you order. But sometimes if you put more down, Lidia Sergeevna will ask what the hell you think you're doing. Do it anyway.

The reading room is generally unsupervised, except for occasional moments when the head of the reading room has some filing to do. In general, this is quite good news for those people who like to photograph archival documents, but this is something that we could never advocate.

The archive is notable for the unusual level of hostility shown by Lidia Sergeevna to most researchers – Russian or foreign. She hates her job. She has been known to send *dela* back, for not "showing adequate commitment". You won't be surprised if she decides to smoke in the reading room, or if she is in her office playing Tetris, either.

Researchers should bear in mind that they are unlikely to receive all of the files they order due to the city of Moscow's draconian rules on privacy.

No *stolovaia*, but outside Rimskaia station you can buy *blini* or a really dodgy *shaurma*.

## АРХИВ ВНЕШНЕЙ ПОЛИТИКИ РОССИЙСКОЙ ФЕДЕРАЦИИ (ARCHIVE OF THE FOREIGN POLICY OF THE RUSSIAN FEDERATION)

### LOCATION AND CONTACT DETAILS

**Address:** Moscow, Plotnikov Pereulok, 11

**Metro:** Smolenskaia (dark blue line)

**Phone:** (499) 241-04-80

**Fax:** (499) 244-44-11/ (499) 244-27-80

**Archive director:** Nadezhda Pavlovna Mozhukhina (may have changed)

**Chief archivist:** Sergey Vitalevich Pavlov (could have changed)

### OPENING HOURS

Monday-Thursday: 1000-1700

Friday: 1000-1500

The archive is usually closed from late July to early September.

### USING THE ARCHIVE

#### HOW TO REGISTER

The procedure is long and could be difficult. It takes minimum one month to obtain a pass, but could be more. The best way to proceed is to call the archive first and tell them roughly what you would like to research. Do this at the very least one month before travelling to Moscow. Then, you will be asked to fax them a letter from your department with all the details of your research. Try to have all the usual stamps, signatures and logos on it. Once you have sent the fax, keep calling them to ask if they have received your documents and if you have been authorised. You are likely to have to call them a couple of times per week for a relatively long time. At some point you might or might not be asked to provide them with a 'research plan', basically another ideally more detailed description of your research. It is absolutely vital that you don't give up calling them, otherwise the procedure might stop and you will need to repeat everything from the very beginning. The documents can be in English, but Russian is likely to speed up things.

#### HOW TO ORDER MATERIAL

Procedure: There are no opisi in AVP RF. The archive personnel choose what you will see according to the description of your research. Be careful to describe it in as much detail as you can, but obviously don't mention you are interested in topics that are potentially considered to be 'of national security'. You only have to wait for the pass. Once you have been authorised, you will be able to see documents every day.

There is no limit to what you can see in one day, apart from how much you can resist reading boring Soviet diplomatic correspondence.

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#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The reading room is small and can be very hot or very cold depending on the season since it's in a basement. No laptops are allowed. Buy a good notebook. No cameras are allowed. Buy a good pen.

As of early 2010, Sergey couldn't care less if you took pictures inside. Nadezhda instead was less encouraging; as she was worried that somebody could notice the illegal operation through the CCTV camera in the reading room. It's unlikely that the bored *militiia* officer at the entrance ever looks at the security camera, but the risk is not recommended.

There is no stolovaia in the building, but there are plenty of cafes and restaurants on the Arbat, including a nice *Mu-Mu* cafe 50 metres away from the archive.

Apart from the annoying procedure to obtain access, AVP RF works really well as an archive. Basically, once you're in nothing particularly annoying is likely to happen. It is worth studying the guidebook to AVP RF available on the LSE 'archives made easy' website (see above). It's not very up-to-date, but contains very useful tips on how to understand the archive classification without opis. It is very useful to do so especially because a lot of the files they give you are absolutely worthless, and going through them will result in nothing but a huge waste of time. After some time you should be able to understand how the files are classified, and tell the archivists that you only want this particular kind of delas, but not these other ones (e.g. you are interested in correspondence from the local embassy, but not in extracts from the local press).

## РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ АРХИВ СОЦИАЛЬНО-ПОЛИТИЧЕСКОЙ ИСТОРИИ М. 1 (RUSSIAN STATE ARCHIVE OF SOCIAL-POLITICAL HISTORY M. 1)

### LOCATION AND CONTACT DETAILS

Formerly known as Центр хранения документов молодежных организаций (Centre for the preservation of documents of youth organisations), this archive is part of RGASPI, but is not located in the main RGASPI building.

**Address:** Chital'nyi zal No.3, Profsoiuznaia ul. 82

Head south on the orange line to Kaluzhskaia. Exiting the train (outbound) turn to the right, turn right again upon entering the *perekhod*. Note: the external sign still displays ЦХДМО .

**Metro:** Kaluzhskaia

**Phone:** (495) 692-59-51

**Chief archivist:** Galina Mikhailovna Tokareva

### OPENING HOURS

Monday, Tuesday, Thursday: 1000- 1600

When it is not very busy – during the winter months - Galina sometimes closes early.

The archive is usually closed in August.

### USING THE ARCHIVE

#### HOW TO REGISTER

Use the phone to the left as you enter the lobby. There is a list of contacts on the wall (two ambiguous numbers for RGASPI; you need the 2<sup>nd</sup> number for Galina). Galina will ask you to wait in the lobby. She will come to collect you 5-20 minutes later.

Once Galina has given you the tour of floor 2 and you are in the reading-room she asks about your *tema*. This is conducted at her desk, in front of the reading-room and can seem somewhat abrasive. But all the readers have experienced this and Galina will use the information to help you. After this you will complete the normal questionnaire and Galina will explain how to complete an order form. If she provides you with *opisi*, remember to put these on the order form and hand it back before you leave.

No *propusk* is provided. Rather, you are added to the guard's 'RGASPI' list. Remember to take your passport.

#### HOW TO ORDER MATERIAL

The procedure is very simple. Ask Galina for an order form and add the files you wish to see, remembering to add the *opis*' if you use it that day. Average wait: Officially 1-2 days. But if

you show commitment, Galina will often get the material immediately. Maximum order is 10 documents.

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#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

Researchers should be warned: this very small reading-room can get rather noisy. Galina's main phone will ring throughout the day and she will engage researchers in conversation. Occasionally, she will stop work and request that all researchers join her for tea. Indeed, readers are very much at Galina's whim. While this may take some getting used to, it is a very hospitable environment in which to work.

As a former member of the Komsomol Central Committee , Galina is passionate about this archive. It revolves around her authority and care. While this makes her a somewhat daunting character at points, it also provides a more personable atmosphere. Opening times and working practices will often revolve around Galina, but she will always keep you informed and try to accomodate.

There is a *stolovaia* in the building. Ask for directions. This facility is very well hidden on floor 1, but the chocolate treats will reward your efforts.

## ЦЕНТРАЛЬНЫЙ ГОСУДАРСТВЕННЫЙ АРХИВ МОСКОВСКОЙ ОБЛАСТИ (CENTRAL STATE ARCHIVE OF THE MOSCOW OBLAST')

### LOCATION AND CONTACT DETAILS

**Address:** 117452, Moscow, ul. Azovskaia, 17

This archive is hard to find. This metro station is on a connection line (between the green and grey lines). It is best to find the *produkty* on the corner of ul. Azovskaia and ul. Kakhovska, then proceed down this side of ul. Azovskaia until you find dom 17 - a large, brown brick building.

**Metro:** Kakhovskaia

**Web:** [http://gau.mosreg.ru/depends\\_cgamo/](http://gau.mosreg.ru/depends_cgamo/)

**Email:** [archive@obladm.msk.ru](mailto:archive@obladm.msk.ru)

**Phone:** (499) 318-03-37

**Fax:** (499) 610-86-71

**Archive director:** Viktor Nikolaevich Gorshkov

**Chief archivist:** Nadezhda Aleksandrovna Demidova

### OPENING HOURS

Monday, Tuesday, Thursday: 0930–1700

Friday: 0930–1300

### USING THE ARCHIVE

#### HOW TO REGISTER

You are greeted at the door by a guard. Request to work in the archive. You will be directed to the reading-room (3<sup>rd</sup> door on the right). After explaining your *tema*, you will be sent to the director's office (across the hall). Take this back to the reading-room, where you will then complete the normal questionnaire forms and be provided with a *propusk*.

#### HOW TO ORDER MATERIAL

Request an order form from Nadezhda Aleksandrovna. The average wait is two to three days. The maximum order is six files.

#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

This is the most relaxed archive in Moscow, possibly Russia! Photography is permitted, but one should ask before copying documents.

There is no *stolovaia* in the archive, and no cafes nearby. However, there is a fridge in the cloakroom should you want to take lunch.

#### LOCATION AND CONTACT DETAILS

**Address:** 119817, Moscow, ul. Bol'shaia Pirogovskaia, 17

**Metro:** Fruzenskaia

Turn left out of metro, the archive is about ten minutes walk, in the same complex as GARF. When in the complex, follow the *dvor* around to the left. On the right is a yellow building. This is RGADA. Go through the archway and in the doors directly in front of you. The reading room is on the first floor, along the corridor to the left of the stairwell.

**Web:** <http://www.rusarchives.ru/federal/rgada/>

**Email:** [rgada@archives.ru](mailto:rgada@archives.ru) [rgada@mail.ru](mailto:rgada@mail.ru)

**Phone:** (499) 580-87-23

**Fax:** (499) 246-50-91

**Archive Director:** Mikhail Rafailovich Ryzhenkov

**Chief archivist:** The archive is divided into sections, each with its own head archivist. The person you are most likely to need is the head of the reading room, Aleksandr Ivanovich Gamaiunov.

#### OPENING HOURS

Monday and Wednesday: 1200-2000

Tuesday and Thursday: 1000- 1730

Friday: 1000- 1600

The *sanitarnyi den'* is the first working day of the month.

The archive is usually closed for much of January and during August.

#### USING THE ARCHIVE

##### HOW TO REGISTER

You will need a letter from your supervisor, in Russian, addressed to the archive director stating your project title and briefly why you need the archive. You will also need your passport. At the main entrance the door on your right just before the *militsiia* check is the *propusk* office. Give them the letter and your passport. They will give you a one-day (*razovii*) *propusk*. When you get to the RGADA reading room front desk, they will ask you to fill out a form (in Russian). Your permanent pass will then be ready at the *propusk* office the next morning. If you need to take a laptop in, tell them this when you collect it, and they will stamp the back of your *propusk*. *Propuski* are valid until the end of the calendar year in which they were applied for. If you need to renew your *propusk*, you will need another letter.

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## HOW TO ORDER MATERIAL

Forms are available at the reading room desk. You may currently order 3 documents per day. You need to provide your name, topic, the fond, opis and document numbers, and the date and a brief title for the document. Average wait: If ordered on the Monday, documents will be ready on Wednesday morning. The maximum order is 3 files a day. You may keep up to 10 files on hold. You may keep ordering even if you have documents on hold.

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## READING ROOM PRACTICES, GENERAL HINTS AND TIPS

There are plenty of sockets for laptops. Desks also have lamps. Mobile phones should be used only at the bottom of the main stairwell. Documents should be touched as little as possible. Paper should be used to keep a barrier between your fingers and the manuscript.

You may not be able to see all documents. If your order form returns with the note 'vetkhii' on it, it means that the document is too fragile to be used. Sometimes an archivist can take a look at it for you and give you general information about it. But don't expect too much from this procedure. *Opisi* are on open shelves. They often get misshelved. If you cannot find it, there may be a microfilm. If not, you will need to search all the shelves to prove that it is not there, and then they will lend you the archivist's copy for a brief period.

The archive can get very busy, You need to come in early to guarantee a seat, especially if you need to work with microfilm.

There is a *stolovaia* in the main *dvor*. As you exit the entrance building, you will see a grey building on your left, and a yellow building in front of you. Follow the *dvor* round to your left. At the corner of the grey building there is a *stolovaia* sign. The *stolovaia* is in the basement.

## ОТДЕЛ РУКОПИСЕЙ ГОСУДАРСТВЕННОГО ИСТОРИЧЕСКОГО МУЗЕЯ (MANUSCRIPT ROOM OF THE STATE HISTORICAL MUSEUM)

### LOCATION AND CONTACT DETAILS

**Address:** 103012, Moscow, Krasnaia pl. 1/2

**Metro:** Teatral'naia, Ploshchad' revoliutsii, Okhotnyi riad

For the manuscript room (and also the library), enter through the staff entrance. This is entrance no. 1, located directly behind the statue of Zhukov, so on the opposite side of the museum to St Basil's Cathedral.

When you have passed the militia check, go through the doors to the fountain (there is a cloakroom for coats on your left – bags can be left upstairs in the lockers). In the far right corner of this room is a door. Enter using pass card. Take lift to 6<sup>th</sup> floor. Take the door on the left into the collection room. In the next room to your left there is the entrance to the manuscript room locker room. The manuscript room is accessed through this room.

**Web:** <http://www.shm.ru/>

**Email:** [codexdep@mail.ru](mailto:codexdep@mail.ru)

**Phone:** (499) 292-11-70

**Archive Director:** Aleksandr Ivanovich Shkurko

**Chief archivist:** Marina Viktorovna Chistiakova

**Head of reading room:** Elena Ivanovna Serebriakova

### OPENING HOURS

Monday, Wednesday, Thursday: 1100- 1700

The *sanitarnyi den'* is the first Monday of each month

The manuscript room is closed in July and August

### USING THE ARCHIVE

#### HOW TO REGISTER

You should e-mail or call the reading room a couple of days before you intend to visit. They will order you a *propusk*, and you may also pre-order items (see below). When you arrive at the staff entrance, you will see the *propusk* office on your right as you enter the building. Give them your passport, and they will give you a *propusk* and a pass card. You will need to leave your passport as a guarantee against the pass card. (Note the *propusk* office closes for lunch between 1300 and 1345). You can then enter the building by showing both to the militia on the gate by the *propusk* office. When you get to the manuscript room you will need to show a letter from your supervisor addressed to Shkurko. *Propuski* are normally only issued for 3 month periods, so you may need quite a few letters.

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## HOW TO ORDER MATERIAL

You should use one form per document/file. You need the document title, number, fond number, date of production, and size. There is a basic electronic catalogue. Documents should arrive the next day. On your first day (if you have not pre-ordered), scholars who come from outside Moscow can be given items the same day. The maximum order is five.

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## READING ROOM PRACTICES, GENERAL HINTS AND TIPS

Mobile phones may be used in the locker room. All large bags must be placed in the locker room. Laptops may be used, and there are sockets. There are also table lamps and book stands. You may leave your documents on your desk if you go out for lunch, but you must close them and leave them neatly piled on the desk.

Sometimes documents are unavailable due to being on display. When possible, the staff can arrange for such documents to be taken off display for a limited time so that you can view them.

There is no internal *stolovaia* for readers. Okhotnyi riad shopping centre is very close, and several restaurants there do a business lunch, including kofe house and il patio. There is a cheap stolovaia chain restaurant called Pelmeshka nearby. Go on to red square, then turn on to the road leading off it, so that you pass GUM on your right. 2 minutes walk up the road is pelmeshka on the corner of the second street. Currently there is scaffolding up, but it is open anyway.

#### LOCATION AND CONTACT DETAILS

**Address:** ul. Vozdvizhenka d. 3/5

**Metro:** Arbatskaia, Aleksandrovskii sad, Borovitskaia, Biblioteka im. Lenina

**Web:** [www.rsl.ru/](http://www.rsl.ru/)

**Email:** [post@rsl.ru](mailto:post@rsl.ru)

**Head of the library:** Aleksandr Ivanovich Vislyi

#### OPENING HOURS

Monday –Saturday: 0930- 2100

#### USING THE DEPARTMENT

##### HOW TO REGISTER

Entrance is to the right of the main entrance. You just need to fill in a form and have your photo taken: a quite painless procedure. There is a small charge to obtain the card.

##### HOW TO ORDER MATERIAL

To order a book, you need to find it in the catalogue. Trouble is, there are at least six different catalogues. The main three are the pre-1980 catalogue, the post-1980 catalogue, and the journals catalogue, which are on the left hand side of the first floor as you come up the stairs. To order a book or journal, you need title, author, etc., year of publication, but you also need the *tsifr*, which looks something like: Бр<sup>70-55</sup>/570. When you've filled in all your *trebovaniia*, go to the order desk for your reading room, located in the corner of the room, next to the catalogues for checking. Some books are not in any of the card catalogues and need to be ordered online.

Books arrive the same day if ordered in the morning; 0940 the next day if ordered in the afternoon

##### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The *kontrol'nyi listok*. How did we ever get by without it? The *kontrol'nyi listok* is the way the library keeps track of its books. When you enter the library, you get given a *listok* for your reading room. Fill in the details at the top, and then put it in the little box at the issue desk of your reading room and wait. When they've found your books, show your *propusk* at the desk. They'll get your books, and write the number of books you have on the *listok*. Then, when you leave, they count them back in and stamp it.

When you leave, remember to use the verbs *sdat'* and *ostavliat'* for explaining which books you want return and which you want to consult again.

Only one of the reading rooms (2) has power points for laptops. If you intend to use a laptop in the library, you need to say *s noutbukom* to the *dezhurnaia* when you enter the library, so it can be written on your *kontrol'nyi listok*.

There is a quite good *stolovaia* and a *bufet* in the basement.

#### LOCATION AND CONTACT DETAILS

**Address:** ul. Vozdvizhenka d. 3/5

The street address is the same as for the main library, but the department is actually in Pashkov dom (the building, not to be confused with the publishing house, which is also nearby). When facing the Lenin library, turn away from the Kremlin, and walk to the corner of the library and the small side street. Go along this side street until you see a large manor house with white walls and a green roof on your left. (You will see this through the gates). You must show your Lenin library card at the gate. Then go in the main entrance to the building, and immediately turn right, then follow the corridor. You will see the cloakroom. All bags and coats should be left here. To the right of the cloakroom are toilets, then another corridor. Turn right. There will be another militia post, where you must show your library card again, and also your letter from your university. Go to the end of the corridor, then right again. At the end of this corridor is the entrance to the reading room.

**Metro:** Arbatskaia, Aleksandrovskii sad, Borovitskaia, Biblioteka im. Lenina

**Web:** [www.rsl.ru/](http://www.rsl.ru/)

**Email:** [post@rsl.ru](mailto:post@rsl.ru)

**Phone:** (495) 695-57-90

**Head of the manuscripts department:** Viktor Federovich Molchanov

#### OPENING HOURS

Monday –Saturday: 1000- 1800

The *sanitarnyi den'* is the last Monday of the month.

#### USING THE DEPARTMENT

##### HOW TO REGISTER

You need a Lenin library card and a letter from your supervisor addressed to Molchanov. You apply at the reading room desk. It takes a couple of days to process your pass, so on your second visit you will need to ask the militia on the second desk to call the reading room desk, and they will confirm that they have your pass. *Propuski* last for one calendar year.

##### HOW TO ORDER MATERIAL

You should use one form per *opis'* or document. There are examples on display at the desk for how to fill these out. *Opisi* are brought to you immediately, documents after one day. The maximum order is five items.

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## READING ROOM PRACTICES, GENERAL HINTS AND TIPS

You can use your mobile phone in the corridor. There is a *bufet* in the building, but it is not good. The best thing to do is to go out. You can ask to leave temporarily – you will be asked to close up your manuscripts, but you can keep them on your desk. You must return by the end of the day to hand them back in. The nearest place to go for cheap food is the *stolovaia* of the Lenin Library.

## ARCHIVES AND LIBRARIES IN SAINT PETERSBURG

### РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ ИСТОРИЧЕСКИЙ АРХИВ (RUSSIAN STATE HISTORICAL ARCHIVE)

#### LOCATION AND CONTACT DETAILS

**Address:** 195112, St. Petersburg, Zanevskii prosp., 36.

**Metro:** Ladozhskaia

RGIA is within 15 minutes walk of Ladozhskaia metro: head left from the metro across an open area to a crossroads with traffic lights; cross to the opposite side of Zanevskii prospekt and walk back towards the city for 5 minutes. The archive building is on the right. There are trolleybuses direct from Nevskii Prospekt (but they are often very crowded): nos 1 & 22.

**Web:** [www.fgurgia.ru](http://www.fgurgia.ru)

**Email:** [fgurgia@mail.ru](mailto:fgurgia@mail.ru), [fgurgiasic@mail.ru](mailto:fgurgiasic@mail.ru)

**Phone:** (812) 438-55-20

**Fax:** (812) 438-55-94

**Archive director:** Aleksandr Rostislavovich Sokolov

#### OPENING HOURS

Monday – Thursday: 1000 – 1700

Friday 1000—1600

The *sanitarnyi den'* is the last Friday of each month.

#### USING THE ARCHIVE

##### HOW TO REGISTER

The entrance for researchers is at the far end of the archive building. The *propusk* office is on the left of the entrance (but the *garderob* is down the corridor on the right). Passport, a colour passport photo and a *zaiavlenie* are needed to obtain a *propusk* (the archive website <http://www.fgurgia.ru/showObject.do?object=34621372> has an example *zaiavlenie*). It's best to give a broad theme on the *заявление* to avoid problems with documents being refused as 'ne po teme'. The *propusk* must be handed over – at the same office – on each visit to the archive in return for a visitor's pass and a *kontrolnyi listok*. At the end of the day the process is reversed.

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## HOW TO ORDER MATERIAL

*Dela* are ordered in the reading room (but check the list of closed *fondy* carefully). Hand the requests to the desk in the centre of the reading room. There is a limit of 3 orders per day and a researcher can have no more than 6 *dela* at any one time. Documents are ready on the 3<sup>rd</sup> day after ordering.

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## READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The reading room is on the third floor (accessible only by lift): turn left when coming out of the lift. The *opisi* have all been scanned and are all available on PCs in the reading room and in the *naucho-spavochnyi tsestr* on the same floor (on the left down the long corridor from the lift). This also has the enormous original archive card indexes (and very helpful staff who will readily offer advice on the intricacies of the catalogues). The archive's website has a list of *opisi*, but does not have links to the *opisi* themselves. RGIA also holds an exceptional research library, made up of the library of the former State Council and parts of the Holy Synod library.

Sign the book at the entrance to the reading room, pick a seat and then collect documents from the small window by the reading room entrance.

No cameras are allowed anywhere in the building: this is rigidly enforced, with CCTV in the reading room. Readers caught using cameras are banned from the archive for long periods (and pictures of the guilty displayed in the archive).

No paper photocopying, but documents can be scanned. Price is 64 Rub per frame, with a limits of 400 frames per year per reader. Get an order form from the reading room central desk, show the pages to the staff there & get them to check that the *list* numbers are filled in correctly. They will vet the file and authorise it. Pay at the *kassa* in the same room as the *propusk* is issued. The scanning takes about a month and the scans can be emailed or sent on a CD.

Either bring a change of footwear for the archive, or else be prepared to pay 5 rubles a day for flimsy '*bakhili*'.

There is a good *stolovaya* in the archive building, open after 13.00 for researchers. The МакКафе at the metro is good for the morning caffeine ration before walking down to the archive.

#### LOCATION AND CONTACT DETAILS

**Address:** 191015, Saint Petersburg, Tavricheskaia ul. 39

**Metro:** Chernyshevskaja

The nearest metro station is Chernyshevskaja, on the red line, though this is actually not very close. On exiting the metro onto the street, turn right and walk onwards until you reach the final street you can turn right onto before you would end up on the riverfront. Walk along this street (that is, parallel but not on the riverfront) for about 15 minutes and as the Smolnyi begins to hove into view, you will find a hideous building appear on your right, with an open courtyard in front of it featuring a head-and-shoulders bust of a military looking man with a fine moustache. This is the archive. The building, not the moustache.

**Web:** [http://spb.rusarchives.ru/Petersburg\\_TSGAIPD](http://spb.rusarchives.ru/Petersburg_TSGAIPD)

**Email:** arhiv.IPD@mail.ru

**Phone:** (812) 271-39-73

**Archive director:** Vladimir Vladimirovich Taradin

**Chief archivist:** Natalia Viktorovna; there are two Natalia Viktorovnas, in fact, which makes things easier on the name-remembering front.

#### OPENING HOURS

Monday, Wednesday, Thursday: 1000- 1600

Sanitarnyi days are not entirely predictable, but the archivists display a sign on their desk for a few days before one happens – keep your eyes peeled!

The archive is usually closed in August.

#### USING THE ARCHIVE

##### HOW TO REGISTER

Speak to the guard at the desk right next to the entrance. Explain that you want to work in the reading room and they will phone up the archivists. Someone will then come to meet you, take you up to the reading room, read your letter and speak to you about your research. Your propusk will be left for you to collect at the guard's post at some point – it might take a couple of weeks to appear, so up until then you have to ask the guards to phone the reading room each time you want to work there, or (more likely) they will recognise you and just let you through.

##### HOW TO ORDER MATERIAL

Order forms are on the archivists' desk at the front of the reading room. If you order on Monday, probably Thursday. If you order on Thursday, probably Wednesday and so on. You can order about 10 files a day, though the archivists tend to get vexed if these are large files which mean more work for them reading through each file before giving it to you.

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#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

To reach the reading room, you walk across the circular entrance hall and up the stairs opposite the main door. At the top of the steps you turn right and it's the first door on your right, labelled with opening hours etc. The reading room is quite large and there are sockets for laptops, though you often need a good amount of cable to reach them (the archivists will give you an extension cable if you ask nicely).

The atmosphere is quite relaxed in this archive and nothing is overly formal. However, this is combined with a rather lethargic approach to work – no one is in a rush in St Petersburg except you. The reading room is very easy to fall asleep in. Thankfully, this also affects the archivists and quite often whoever is on duty will disappear for long periods of time, leaving the room entirely unobserved. What you might like to do with cameras in this unobserved time is your own business...

The archive is surprisingly restrictive in what you can, or rather can't, see. Unlike its equivalent in Moscow (RGASPI), this archive seems to have tightened up a lot more since the early 1990s, and if you intend to work with the special sector/NKVD materials (fonds 24/5), you will face significant access problems.

This archive building also houses a large collection of photographic and film material, which I did not personally use, but it's worth knowing that this collection is in the same physical building.

NB – This archive is essentially the former Party archive of the Leningrad region.

There is no *stolovaia* in the archive, but on the other side of the road, near to (believe it or not) the water museum, there is one. It isn't very attractively priced, but ask one of the archivists to explain how to get there. Otherwise, take a packed lunch!

## ОТДЕЛ РУКОПИСЕЙ РОССИЙСКОЙ НАЦИОНАЛЬНОЙ БИБЛИОТЕКИ (MANUSCRIPT DIVISION OF THE RUSSIAN NATIONAL LIBRARY (PUBLICHKA))

### LOCATION AND CONTACT DETAILS

**Address:** pl. Ostrovskogo d. 1/3

The manuscript department is in the main *Publichka* building. Having entered the *Publichka*, turn to the right and follow the corridor round until you come to the bottom of a large staircase. There are glass doors by the stair case. Go through these, then the doors on the left lead through the department of prints to the manuscript department.

**Metro:** Gostinyi dvor

**Web:** <http://www.nlr.ru/coll/manuscript/>

**Email:** [manuscripts@nlr.ru](mailto:manuscripts@nlr.ru)

**Phone:** (812) 312-28-63

**Library Director:** Vladimir Nikolaevich Zaitsev

**Head of manuscripts department:** Marina Iur'evna Liubimova

### OPENING HOURS

The opening hours vary according to the time of year. See the website for details: <http://www.nlr.ru/ser/inv/hours.htm#manus>

The *sanitarnyi den'* is the last Tuesday of each month.

### USING THE LIBRARY

#### HOW TO REGISTER

You should register in the reading room. You will need a letter from your supervisor addressed to the head of the library, and your library card.

#### HOW TO ORDER MATERIAL

You should fill in one order form per manuscript. Orders will arrive after 1500 the next day, and the maximum order is five items.

#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

Mobile phones should be on silent. There are lamps, and sockets for laptops.

When you receive your documents you must record them in a book. The book entries are numbered, and you must write this number on the white slip attached to the cover of this document.

There is both a bufet and a stolovaia in the library. In the summer only the bufet is open, so you may want to leave the library to eat. There are many places on Nevskii prospekt.

## ОТДЕЛ РУКОПИСЕЙ БИБЛИОТЕКИ АКАДЕМИИ НАУК (MANUSCRIPT ROOM OF THE LIBRARY OF THE ACADEMY OF SCIENCES)

### LOCATION AND CONTACT DETAILS

**Address:** 199034, Saint Petersburg, Birzhevaia liniia, d. 1

**Metro:** Vasiliostrovskaja

**Web:** <http://www.ban.pu.ru/>

**Email:** [ban@info.rasl.spb.ru](mailto:ban@info.rasl.spb.ru)

**Phone:** (812) 328-3592

**Library Director:** Irina Mikhailovna Beliaeva

**Head archivist:** Vera Grigor'evna Podkovyrova

### OPENING HOURS

Monday and Wednesday: 1200- 1800

Tuesday and Thursday 1000- 1800

### USING THE ARCHIVE

#### HOW TO REGISTER

You will need two letters, addressed to Beliaeva. One will be kept on file at the main propusk office. They will register you for the library. You will then give the other to the manuscript room staff. They will not give you a formal propusk.

#### HOW TO ORDER MATERIAL

You should use one form per document. They are brought immediately and the maximum order is five items.

#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The reading room is very small, with space for around 8 readers at full capacity. There are sockets for laptops. There is one in the library building, by the cloakroom, but you must hand in your documents and exit the library to get there.

## ARCHIVES IN SARATOV

### ГОСУДАРСТВЕННЫЙ АРХИВ НОВЕЙШЕЙ ИСТОРИИ САРАТОВСКОЙ ОБЛАСТИ (STATE ARCHIVE OF MODERN HISTORY OF THE SARATOV OBLAST')

#### LOCATION AND CONTACT DETAILS

**Address:** 410600, Saratov Oblast, Saratov, ul. Sakko i Vantsetti, 57

You can reach the archive by trolleybus no 15; marshrutka no. 79; buses nos. 53, 6, 90, 2 (stop: *Krytyi rynek*) or trolleybus nos. 2, 2A (stop: *ul. Vol'skaia*)

**Web:** <http://saratov.rusarchives.ru/cdniso.html>

**Email:** [ganiso@san.ru](mailto:ganiso@san.ru)

**Phone:** (452) 27-16-77/ (452) 73-57-03/ (452) 26-41-49

**Fax:** (452) 27-16-77

**Archive Director:** Anatolii Alekseevich Gerasimov

**Chief Archivist:** Svetlana Mikhailovna Solomatina

#### OPENING HOURS

Monday, Wednesday, Friday: 0900—1700

#### USING THE ARCHIVE

##### HOW TO REGISTER

Bring an official letter from your university. If you have a local contact at a university in Saratov, it's a good idea to have them call ahead.

##### HOW TO ORDER MATERIAL

You can order up to ten files in the reading room. There is usually a two-day wait, but you can stack orders in a queue.

##### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

No computers are allowed. You should get there early, as the reading room can sometimes fill up. However, if you have a local contact in the archive or in the city, you can negotiate with the archive director to let you carry a computer into another, smaller reading room. There are plenty of places to eat on the main streets by the archive.

## ARCHIVES IN KYIV

### ЦЕНТРАЛЬНИЙ ДЕРЖАВНИЙ АРХІВ ГРОМАДСЬКИХ ОБ'ЄДНАНЬ УКРАЇНИ (CENTRAL STATE ARCHIVE OF PUBLIC ORGANISATIONS OF UKRAINE: FORMER PARTY ARCHIVE)

#### LOCATION AND CONTACT DETAILS

**Address:** 01011, Kyiv, vul. Kutuzova, 8

The archive is quite close to the central area of Kyiv, and the archive is only a short walk from the station. To get to the archive, take a right as you exit the platform, go up the steps and walk up the main road (i.e. McDonalds will be at your back). You will then need to cross the road at the next junction and continue walking along the street on the other side. The archive is reasonably obvious as it flies the Ukrainian flag and has a plaque with its name on outside.

**Metro:** Pechers'ka

**Web:** <http://www.archives.gov.ua/Archives/index.php?ca02>

**Email:** [archiv@cdago.org.ua](mailto:archiv@cdago.org.ua)

**Phone:** (044) 285-55-16

**Fax:** (044) 285-73-51

**Archive Director:** Volodymyr Sergiiovich Lozyts'kyi

#### OPENING HOURS

Monday-Thursday: 0830 – 1630

Friday: 0830 – 1530

*Sanitarnyi dni* are usually the last working day of each month, but signs are displayed by the sign-in book in advance. The archive is open throughout the summer months.

#### USING THE ARCHIVE

##### HOW TO REGISTER

Speak to the guard as you come in the front door, who will probably then usher you through to speak with the archivists. They will want to see your letter of introduction and your passport, and will speak to you about your research topic. You will then have to take your letter upstairs to the director's office – most likely his secretary will take your letter from you and then you're set to work. Your *propusk* will be given to you at some later date, but generally the guards are very relaxed and you can just tell them you're going to work in the reading room and be allowed in straight away.

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## HOW TO ORDER MATERIAL

Fill in an order form available from the archivists' desk. You will end up re-using this form for future orders. Files arrive the next day if you order before 12pm. The maximum order is ten files.

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## READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The reading room is quite spacious, with the desks in a rough semicircle facing the windows, oddly echoing some kind of Soviet plenum session. There are sockets available for laptops on each desk, though you'll be pushed to get any USB-modems working in here. You must sign the book on your way in, and leave your bag on a table by the door. During summer the reading room is not air conditioned, which creates conditions of complete, unbridled horror.

The archivists are quite friendly, but do have a habit of slipping between Russian and Ukrainian without really noticing they're doing it. They also don't quite understand the notion of a person being unable to understand both languages, so it's best to politely remind them when necessary (if this applies to you) that you can't speak Ukrainian!

As elsewhere in Ukraine, all the finding aids are being translated into Ukrainian from Russian. This is, obviously, entirely counterproductive as all Ukrainians can read Russian, but not many people know Ukrainian. Take a dictionary and/or beg the archivists to give you the Russian language originals – maybe they'll take pity on you. The files themselves remain in Russian if that was their original language.

The stolovaia is located across the internal courtyard, directly opposite the windows of the reading room which you will be gazing out of longingly during the day. However, the stolovaia often opens late (technically it opens at 1200), and is then mobbed by other people working in the archive and the Russian embassy next door. You may have to wait a long time to be served (by a woman who pretends not to understand Russian) because the other workers will constantly jump the queue by loudly greeting their friends. It might be worth taking a packed lunch as it could take an hour to queue otherwise.

Another option is a market a couple of minutes further up the road from the archive. Walk out of the archive and turn left, and you will soon see a road leading up to your left with shops and stalls. There is a stall which sells the most amazing khachipuri you are likely to find this side of Georgia; it's highly recommended. There's also a big supermarket there.

#### LOCATION AND CONTACT DETAILS

**Address:** 03110, Kyiv, Vul. Solom'ians'ka, 24

The archive is unhelpfully located quite far from any metro stations and from the centre takes about 30 minutes or longer to reach. First, go to metro station Vokzal'na. Then you will need to catch a marshrutka, so cross the road where various minibuses are parked, and at the side of McDonalds you should look for bus number 198. This runs every 10 minutes or so and only costs 1.50UAH. You should ride the bus until you reach Solom'yan'ska market and get out right next to said marketplace (best to ask a fellow passenger the first time you go). Walk down the road to the left of the market (perpendicular to the road you arrived on), for a couple of minutes. The entrance to the archive corpus is on the right, and is through some large green gates with a small guard post next to them – this currently looks quite ramshackle because much of the corpus is a building site.

**Metro:** Vokzal'na (see notes)

**Web:** <http://www.archives.gov.ua/Archives/index.php?ca01>

**Email:** [tsdavo@archives.gov.ua](mailto:tsdavo@archives.gov.ua)

**Phone:** (044) 275-36-66

**Archive Director:** Nataliya Vasylivna Makovs'ka

#### OPENING HOURS

Monday-Thursday: 0900 – 1800

Friday: 0900 – 1645

The *Sanitarnyi den'* is the last working day of the month.

#### USING THE ARCHIVE

##### HOW TO REGISTER

On your first visit, show your letter and passport to the guards at the gate. You then turn right and follow the path when it turns left round the internal square of the courtyard. Enter the first door you see (which is attached to a jutting-out 'porch' attached to the building), where you will find another guard. Give your letter and passport to the women in the glass booth there, and she will issue you with a temporary *propusk*. You then go through the turnstile and go up the stairs to the second floor. When you get to this floor, take to the door to the right of the stairs and walk down that corridor. Take a left when you can and continue along, checking the doors on the right hand side of the corridor for the one labelled reading room. There you will be able to hand in your letter, possibly be directed to a nearby office for the director to sign your letter and who knows what else, and you should then be issued with a brightly coloured *propusk*.

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## HOW TO ORDER MATERIAL

Order forms are on the archivists' desk. Orders made before 1400 are filled the next day. The maximum order is ten files per day.

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## READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The reading room is not huge, but still has plenty of room. It is air-conditioned during the summer which will make it a very attractive place after the marshrutka ride to get there!

Many of the archivists are very helpful and friendly here, but one of them (the enormous woman) is more stoney-faced and difficult to charm. She will speak only Ukrainian to you unless you grovellingly apologise for only knowing Russian and begging her to take pity on you. She will then pretend that all Ukrainians have long since forgotten the Russian language, contrary to all evidence you will have seen (and her own suddenly remembered ability to speak it to certain colleagues). She has also been known to pretend certain *opisi* do not exist simply because she doesn't want to climb onto a stool to get them down off the top shelf. Persistence, politeness and playing the gormless foreigner are the best methods of dealing with her. That or take an elephant gun and hope it's enough.

As elsewhere in Ukraine, all the finding aids are being translated into Ukrainian from Russian. Take a dictionary and/or beg the archivists to give you the Russian language originals – maybe they'll take pity on you. The files themselves remain in Russian if that was their original language. In TsDAVO the original *putevoditel'* in Russian is still available with the newer versions in the archivists' area next to the reading room proper.

There is no *stolovaia*. However, the Solom'yan'ska market is right next to the archive, where you can buy various food, though most of it unprepared. There is a small café in amongst the stalls which makes good soup and other dishes quite cheaply.

## АРХІВНОГО ЗАБЕЗПЕЧЕННЯ СЛУЖБИ БЕЗПЕКИ УКРАЇНИ (ARCHIVE DEPARTMENT OF THE SECURITY SERVICE OF UKRAINE: FORMER KGB ARCHIVE)

### LOCATION AND CONTACT DETAILS

**Address:** vul. Zolotovorits'ka, 7 (Reading Room)/ vul. Volodymyrs'ka, 33 (Registration)

The place where you register is attached to the official SBU building, which is very central, on Volodymyrs'ka. Exiting at Zoloti Vorota, you walk straight along the main road you will see, passing by the massive 'golden gate' to your left. The SBU building is on this road, on the right-hand side and is suitably impressive and unmissable. The reading room is on a street parallel to this one, which you can get to either by going the same route noted above, then turning left after the SBU building on to vul. Reitars'ka, following it round to the left, or you can walk straight on to this road from the metro station exit by walking straight across the square on which the golden gate is situated rather than down onto the main road. The reading room is through an unmarked pair of wooden doors in a light-coloured building flying the Ukrainian flag. The door is up a couple of steps, and is overhung by the upper floors of the building.

**Metro:** Zoloti vorota/ Teatral'na

**Web:** <http://www.archives.gov.ua/Archives/index.php?ba04>

**Email:** arhivsbu@ssu.gov.ua

**Phone:** (044) 256-97-82

**Fax:** (044) 253-85-41

**Archive Director:** Sergii Anatoliiovich Kokin

**Chief archivist:** Volodymyr Dmytrovych Hovorun

### OPENING HOURS

Monday – Friday: 1000 – 1700

In practice, the reading room may close earlier if there are very few people working there.

The *sanitarnyi den'* is the last working day of the month, but it's best in all things in the SBU archive to ask the archivist.

### USING THE ARCHIVE

#### HOW TO REGISTER

This is not an easy archive to get into. You should email them a month in advance (but expect no response) explaining who you are, your 'tema' and the kind of materials you would like to use. Your usual letter of introduction will not be sufficient here – you need to have a letter of support from a Ukrainian institution. The best place to get this is the National Academy of Sciences, Ukraine (the Institute of History is within this). They are very supportive of research and openness in the archives and are concerned to stop President Viktor Yanukovich rolling back the tides of change under Yushchenko. You should get in

touch with Hennadii Boriak, a director of the Institute of History and arrange a meeting with him (he speaks English and is happy to speak Russian rather than Ukrainian). With this letter and your passport, you can then attempt registration. Go to the building noted above, next to the main SBU building. There are two offices before the turnstile inside, and you should knock on one of these doors (if it's not a lunch break – ask the people behind the glass in the waiting room). Inside you can present your letter to an SBU employee who will talk to you a bit and tell you to wait a few days before phoning them to find out if your application for access has been accepted. If you are successful, then you can proceed to the archive thereafter, but it's best to phone the archivist to announce your intention first. Entering this building, you will immediately find yourself at a turnstile. You will need to have an archivist come to meet you in order to get into the archive, so it's best to phone the reading room in advance and explain who you are and that you want to start work – the number is 044-2569-406. You will have to do this every day because the SBU archive does not issue *propuski* and, even though your name will be added to the guards' list of authorised people, you have to be accompanied into the building by a staff member. However, you *are* allowed to leave to have lunch and then return – just make this intention clear to the guards.

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#### HOW TO ORDER MATERIAL

There are no official order forms, and instead you should write down a list of the files you want to order on a blank sheet of paper, or otherwise do what the archivist tells you he wants. The average wait is one to two days. The maximum order is 10 files per day.

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#### READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The reading room is small and often fills up, though the archivist will reserve a desk for you with your materials on it if you show diligence. It is not possible to see the opisi in this archive. It runs in the old fashioned way of telling the archivists what your interests are and what sort of documents you want to see and they will then bring you material they think is relevant. This can still be very productive, so don't be put off. Volodymyr Dmytrovych is very friendly and quite intellectual as well as more proactively helpful than most archivists elsewhere – make sure to take advantage of this and ask his advice. There is also a card index openly available in the reading room of the case files of rehabilitated persons – you can search through this and order individual case files. You can also request to see the case files of particular people whose names you already know, but in this case you will need to ask the archive in advance by email or by sending a letter so they can make a decision whether to allow you access.

This whole place is an anomaly. The feeling when working here is that while the archivist is very welcoming, there's no guarantee you're going to be allowed back in the next day. Remember that it is a privilege to be allowed to work here and be very polite to everyone in the building to ensure a good reputation. Volodymyr Dmytrovych also takes about a month-and-a-half holiday during July and into August, which you won't hear about until the day before he leaves, and which causes the reading room to close. A definite up-side is that *photography is allowed*. You can photograph everything they give you for free. The *putevoditel'* for this archive is allegedly online, but has disappeared from the website following Yanukovych's rise to power. The pdf of this very broad-brushstroke, undetailed but still important guide is available from the conference organisers.

There is no *stolovaia*. But the location is pretty central, so you can easily find somewhere to eat, though in immediate proximity only the dubious fare of 'Mister Snack' is available.

## ЦЕНТРАЛЬНИЙ ДЕРЖАВНИЙ АРХІВ-МУЗЕЙ ЛІТЕРАТУРИ І МИСТЕЦТВА УКРАЇНИ (UKRAINE'S CENTRAL STATE ARCHIVE-MUSEUM OF LITERATURE AND THE ARTS)

### LOCATION AND CONTACT DETAILS

**Address:** 01025, Kyiv, vul. Volodymyrs'ka, 22a

The archive is located within the grounds of the St Sophia Cathedral in Kyiv and so is impossible to miss. Go to the Cathedral gates and, bypassing the tourists, tell the guard at the turnstile that you are visiting the archive and he will let you through without paying the entrance fee. Nearest metro station to St Sophia's is 'Zoloti vorota', although it is also only a short walk from 'Maidan Nezalezhnosti'.

**Metro:** Zoloti vorota

**Email:** slv1@mail.univ.kiev.ua

**Phone:** (044) 278-44-81

**Fax:** (044) 278-44-81

**Archive Director:** Leonid Viktorovych Skripka

**Chief archivist:** Olena Zinoviivna Rachkovs'ka

### OPENING HOURS

Monday to Thursday: 0900 – 1800

Friday: 0900 – 1645

The last working day of the month is a *sanitarnyi den'*, but expect others!

### USING THE ARCHIVE

#### HOW TO REGISTER

You don't actually get a propusk for this archive. On your initial visit, ask the guard who sits in the entrance hall to the archive to take you to the director's office. Here you will give the director (or probably his assistant) your letter from your university and explain that you want to use the reading room. From there, you will be taken to the reading room to begin your research. Every visit thereafter, you will just give your name to the guard at the door and tell him that you are visiting the reading room, and he will note this in a book.

#### HOW TO ORDER MATERIAL

Fill out a form and hand it to the archivist. The average wait is two working days and the maximum order is ten items.

The archive is fairly quiet. The lighting is poor. Not all the desks have access to a socket, so if you are using a laptop/netbook make sure to choose the right desk. You might have to sacrifice light (i.e. a desk near a window) for electricity. The archivist's assistant tends to sit at the back of the room, making sure everyone is behaving properly (i.e. he is very bored). It is incredibly cold in the reading room, but if you are visiting during the summer, this might not be a bad thing. You can take photographs of the documents, if you agree this beforehand with the archivist. She will probably give you a price of about 40UAH (approx £3.50) for one file, but she is open to negotiation and is quite kindly disposed towards students. If you are going to be working there for a long time, you might just agree a flat rate. There are microfilm readers in the reading room.

The toilets aren't particularly nice – bring your own loo roll and (bizarrely) your own hand soap (seriously, they all take their own to the toilet and no one wants to share).

The downside to working in such a beautiful location is that you have to leave the premises to get something more than a bottle of coke/package of crisps (from the stall near the entrance to the Cathedral grounds). However, if you bring your lunch with you, there is no more tranquil place to sit and have your lunch break than in the beautifully-maintained grounds – that is, if you are visiting during the summer (recommended). If you were unable to sit outside, you'd have to have your lunch standing up in the corridor outside the reading room. Alternatively, you could befriend the guards (they are very friendly), who have a cosy sitting room.

## UNDERSTANDING THE STRUCTURE OF SOVIET ARCHIVES

When you consult books and articles that cite Russian archives, you will see that archival sources are cited in a particular way. Here are some examples:

- RGALI, f. 1573, op. 5, d. 242, l. 3.
- GA RF, f. 9425, op. 1, d. 10, ll.1-3.
- RGASPI, f. 560, op. 1, d. 6, ll. 11, 12.

Although at first glance the citations appear impenetrable, they follow a standard system, which reflects the organizational structure of the archive itself. Archives are catalogued on multiple levels, which is then recorded in the citation.

Taking the first example, the citation contains the following information:

1. Name of the archive in an abbreviated form. Here the document is located in the Российский государственный архив литературы и искусства (Russian State Archive of Literature and Art)
2. The number of the *fond*
3. The number of the *opis'*
4. The number of the *delo*.
5. The page number (*list*).

### **фонд**

The *fond* is the top level of archival organisation. The *fond* most often contains a collection of papers from a particular institution, publication or individual.



### **опись**

The *opis'* is the second level of organisation. Each *fond* will contain a number of *opisi*. The *opis'* is a document containing a list of *dela* and descriptions of them. See: Finding Aids)



### **дело/ единица хранения**

The *dela* is the bottom level of organisation. This refers to the individual file you will order for consultation. The size of *dela* varies enormously depending on how many individual documents (e.g. letters or reports gathered into one file) are included in the file; there may be only two or three pages or several hundred.

## FINDING AIDS

There are a large number of finding aids available to help you locate documents in the archive. Their function and how they work together is not always clear to the beginner. The most important thing to remember is that the finding aids correspond to the different levels of organization of the archive itself.

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### путеводитель

The *putevoditel'* is a published guide to the archive as a whole. It contains a list of the collections and a broad description of the *fondy*. The *putevoditel'* is a useful first port of call when deciding which archives you wish to use.



### реестр

The *reestr* is an unpublished document held in some archives which contains a list of the *opisi* for each *fond*.



### опись

The *opis'* is a document held by the archive containing a list of the individual *dela*. Each *dela* is assigned a number and described. The level of description varies widely and may be an undescriptive as "letters" or significantly more detailed.

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## ONLINE RESOURCES

Increasingly, finding aids for former Soviet archives can be accessed online, and this makes preliminary searching far easier than in the past as much of the preparatory work can now be done before travelling abroad. Two of the most useful website are:

- <http://guides.rusarchives.ru>  
This website contains searchable digitized versions of *putevoditeli* for a huge number of federal and regional archives.
- <http://www.iisg.nl/abb/>  
The ArcheoBiblioBase directory covers a huge number of Russian archives, covering federal, regional, institutional and independent archival holdings. The website contains practical and historical information about each archive as well as many links to further sources of information, including links to Belarusian and Ukrainian websites.

## LETTER TEMPLATE FOR REQUESTING ENTRY TO ARCHIVES

[Should be printed on university headed paper]

Для предъявления по требованию

**[date]**

Уважаемые господа **[name of archive director, if known]**,

Настоящим прошу разрешить **[Your title and full name in Russian and in English (in brackets) here]**, **[your institutional affiliation here]**, работать в фондах Вашего учреждения. **[your name here]** выполняет исследование для докторской диссертации **[or master's thesis, change as appropriate]** по теме **[theme or title of your project here]**. **[your name here]** ведет диссертационное исследование под моим научным руководством.

С уважением,

**[Supervisor's signature and name]**

**[If you can have this stamped by the university, this always looks good]**

## USEFUL VOCABULARY IN RUSSIAN

### GETTING INTO THE ARCHIVE

Читательский билет	Reader's ticket, also known as <b>пропуск</b> .
Пропуск	Pass
Временный пропуск	Temporary pass. You will receive one of these on your first visit to an archive; it will be replaced by a permanent pass.
Читальный зал	Reading room
Режим работы	Opening hours
Санитарный день	Often the first working day of the month, the <b>санитарный день</b> , or cleaning day, is a day on which the archive is routinely closed. Closure on this day will often impact upon the waiting time for documents.
Личное заявление	Letter of introduction. Required by all archives in order to issue a <b>пропуск</b> . This should be written in Russian on your institution's paper, signed by your supervisor and state your research theme, aim of your research (i.e. PhD thesis) and the period during which you will be using the archive.
Анкета	Questionnaire. You may be required to fill this in when registering at the archive.

### FILLING IN FORMS

Должность	Your position in the institution ( <b>учреждения</b> ). The answer for most is <b>аспирант(ка)</b> : PhD student.
Учёная степень	Your qualifications. For most current PhDs this will be <b>бакалавр</b> (undergraduate degree) and/ or <b>магистр</b> (master's degree).
Ученое звание	Academic title such as <b>доцент</b> (lecturer).
Название темы	The theme of your research.
Хронологические рамки	The period you are researching.
Цель работы	Aim of your research. For most people this will be кандидатская диссертация (or канд. дисс.): PhD thesis.

## GETTING THE DOCUMENTS

**Фонд** (often abbreviated ф.) The top level of organisation of the Russian archival. Фонды usually gather documents from a specific institution or person (**личный фонд**).

**Опись (оп.)** The second level of organisation, this denotes a groups of documents within a given **фонд**. In the archive **описи** are inventories which list the individual documents, you will be able to consult these in the archive's reading room.

**Дело (д.)** The lowest level of archival organisation, this is the individual file.

**Название фонда** Title of the **фонд**.

**Единица хранения** (ед. хр.) Another term for **дело**.

**Путеводитель** Guide to the archive. These publications which may be in book form or, increasingly, online, contain **фонд** level descriptions of the archive's contents. To access descriptions of individual documents, it is often necessary to consult the **описи**.

**Справочник** Guide to the archive.

**Реестр** A list of all the **описи** in a **фонд**.

**Картотека** Card catalogue.

**Заказ документов** Documents order.

**Предварительный заказ** Advance order. Many archives allow you to place an order in advance by email or phone. Given that it can take several days to fulfil an order, this is particularly useful for researchers from overseas.

**Требование** Request form for documents.

**Выдача документов** Receipt of documents.

## USING THE DOCUMENTS

Просмотр Reading/ examination. There are often forms on the individual **дела** which require you to record that you have used the document and how you used it. You may write, for example, **просмотр** or **выписка**.

Выписка Copying out (see above).

Ксерокопирование Photocopying (a paid service in most archives).

Сканирование Scanning (a paid service in most archives).

Микрофильм Microfilm

Пленка Roll of film

Микрофиш Microfiche

Читальный аппарат Microfilm/fiche reader

Проектор Microfilm/fiche reader

Ролик Reel

Оставлять/ оставить Leave and reserve for later use.

Сдавать/ сдать Hand back (when you are finished completely).

Отдавать/ отдать As above.

Лист Page

## USEFUL VOCABULARY IN UKRAINIAN

### GETTING INTO THE ARCHIVE

Читацький квиток Reader's ticket, also known as **пропуск**.

Пропуск Pass

Тимчасовий пропуск Temporary pass. You will receive one of these on your first visit to an archive; it will be replaced by a permanent pass.

Читальний зал Reading room

Час роботи Opening hours

Санітарний день Often the first working day of the month, the **санітарний день**, or cleaning day, is a day on which the archive is routinely closed. Closure on this day will often impact upon the waiting time for documents.

Особиста заява Letter of introduction. Required by all archives in order to issue a **пропуск**. This should be written in Russian on your institution's paper, signed by your supervisor and state your research theme, aim of your research (i.e. PhD thesis) and the period during which you will be using the archive.

Анкета Questionnaire. You may be required to fill this in when registering at the archive.

### FILLING IN FORMS

Місце роботи (посада) Your position in the institution. The answer for most is **аспірант (ка)**: PhD student.

Науковий ступінь Your qualifications. For most current PhDs this will be **бакалавр** (undergraduate degree) and/ or **магістр** (master's degree).

Учене звання Academic title such as **доцент** (lecturer).

Тема роботи The theme of your research.

Хронологічні межі The period you are researching.

## GETTING THE DOCUMENTS

**Фонд** (often abbreviated ф.) The top level of organisation of the Russian archival. Фонды usually gather documents from a specific institution or person (**особистий фонд**).

**Опис** (оп.) The second level of organisation, this denotes a groups of documents within a given **фонд**. In the archive **описи** are inventories which list the individual documents, you will be able to consult these in the archive's reading room.

**Справа** (сп.) The lowest level of archival organisation, this is the individual file.

**Назва фонду** Title of the **фонд**.

**Одиниць зберігання** (од. зб.) Another term for **справа**.

**Путівник** Guide to the archive. These publications which may be in book form or, increasingly, online, contain фонд level descriptions of the archive's contents. To access descriptions of individual documents, it is often necessary to consult the **описи**.

**Довідник** Guide to the archive.

**Реєстр** A list of all the **описи** in a **фонд**.

**Картотека** Card catalogue.

**Замовлення документів** Documents order.

**Електронне замовлення** Advance order. Many archives allow you to place an order in advance by email or phone. Given that it can take several days to fulfil an order, this is particularly useful for researchers from overseas.

**Форма замовлення** Request form for documents.

**Отримання документів** Receipt of documents.

**Мета роботи** Aim of your research. For most people this will be кандидатська дисертація (or канд. дисс.): PhD thesis.

## USING THE DOCUMENTS

Перегляд Reading/ examination. There are often forms on the individual **справи** which require you to record that you have used the document and how you used it. You may write, for example, **перегляд** or **копіювання**.

Копіювання Copying out (see above).

Ксерокопіювання Photocopying (a paid service in most archives).

Сканірування Scanning (a paid service in most archives).

Мікрофільм Microfilm

Плівка Roll of film

Мікрофіш Microfiche

Читальний апарат Microfilm/fiche reader

Проектор Microfilm/fiche reader

Ролик Reel

Залишати / залишити / Leave and reserve for later use.

Здавати / здати Hand back (when you are finished completely).

Віддавати / віддати / As above.

Аркуш Page

## RUSSIAN VISAS

The rules governing the application for Russian visas feels like it changes every few seconds. Some general points to be aware of, though:

Do NOT get a multi-entry Business Visa if you intend to study for a sustained period of time. Currently, Business Visas only allow you to stay in Russia for 50% of period the visa lasts for, and no more than 90 consecutive days in the country. This means your year-long visa actually only lets you work in the country for 6 months, and you will not be able to stay for 6 consecutive months, either.

Invitations and visas can be readily obtained from various companies online. Good experiences have been reported with [realrussia.co.uk](http://realrussia.co.uk), and [travel-direct.co.uk](http://travel-direct.co.uk). [Travel Direct has no office in St Petersburg, but even though their staff seem barely aware of its existence, you can register with their partner 'Russian Holiday' for 900 rubles, at 27 Nevskii Prospekt].

If you get your visa through a company which doesn't have an office in the city you're going to work in, then there are some options. You can try emailing/phoning hostels to see if they'll register you despite not being a guest of theirs - for a fee, of course. You can also contact companies like Real Russia and ask them to register you even if you've not been invited by them. These are methods which are likely but not guaranteed to work. Ask colleagues out there already, and always try asking the people who are turning you down in case they know of other ways to get registered.

Do not assume that you can renew your visa at your embassy, or just duck across the border into an EU country and do it there. The possibility of doing this seems to change regularly, so contact your embassy in advance.

Do not get a visa through MGU (Moscow State University) unless you really have to. Their bureaucracy is legendary; they will charge you more than you need to pay; they will keep your visa locked up somewhere which limits your ability to come and go as you please.