

USING ARCHIVES AND LIBRARIES IN THE FORMER SOVIET UNION

v.2.0

EDITED BY

SAMANTHA SHERRY, UNIVERSITY COLLEGE, OXFORD

JONATHAN WATERLOW, ST ANTHONY'S COLLEGE, OXFORD

ANDY WILLIMOTT, SSEES, UCL

[ba | sees]

british association for slavonic
and east european studies



Arts & Humanities
Research Council



BEYOND TEXT

Copyright © Samantha Sherry, Jonathan Waterlow, and Andy Willimott, 2010–2013.

The right of Samantha Sherry, Jonathan Waterlow, and Andy Willimott to be identified as the authors of this work has been asserted in accordance with Copyright, Designs and Patents Act 1988. The editors are happy for sections to be reproduced for students, provided full acknowledgment is given.

TABLE OF CONTENTS

Introduction.....	4
Working in former Soviet archives: A Brief Introduction	6
Archives and libraries in Moscow	9
Архив внешней политики Российской Федерации (Archive of the foreign policy of the Russian Federation)	9
Государственный архив Российской Федерации (State archive of the Russian Federation)	11
Государственный фонд кинофильмов Российской Федерации. (Госфильмофонд) (State Film Archive of the Russian Federation (Gosfil'mofond))	14
Научно-исследовательский отдел рукописей Российской государственной библиотеки (Manuscript department of the Lenin Library).....	18
Отдел рукописей государственного исторического музея (Manuscript room of the State Historical Museum).....	20
Российский государственный архив древних актов (Russian state archive of Ancient acts).....	22
Российский государственный архив литературы и искусства (Russian state archive of literature and art)	24
Российский государственный архив новейшей истории (Russian state archive of contemporary history)	27
Российский государственный архив социально-политической истории (Russian state archive of social & political history).....	30
Российский государственный архив социально-политической истории м. 1 (Russian state archive of social-political history m. 1).....	33
Российская государственная библиотека (Ленинка) (Russian state library (Leninka)).....	35
Российский государственный военно-исторический архив (Russian state archive of military history)	37
Центральный архив общественно-политической истории Москвы (Central archive of social-political history of Moscow)	39
Центральный государственный архив Московской области (Central state archive of the Moscow oblast')	41
Archives and Libraries in St Petersburg	42
Отдел рукописей библиотеки академии наук (Manuscript room of the library of the academy of sciences)	42
Отдел рукописей Российской национальной библиотеки (Manuscript division of the Russian national library (Publichka)).....	43

Российский государственный исторический архив (Russian state historical archive)	45
Центральный архив историко-политических документов СПб (Central archive of historico-political documents of Saint Petersburg)	47
Archives in Tver'	49
Государственный архив Тверской области (State archive of the Tver' <i>oblast'</i>) .	49
Archives in Saratov	51
Государственный архив новейшей истории Саратовской области (State archive of modern history of the Saratov <i>oblast'</i>)	51
Archives in Kyiv.....	52
Архівного забезпечення служби безпеки України (Archive department of the security service of Ukraine: Former KGB archive)	52
Центральний державний архів вищих органів влади та управління України (Central state archive of the highest organs of government and administration: Former state archive)	55
Центральний державний архів громадських об'єднань України (central state archive of public organisations of Ukraine: Former Party archive)	57
Центральний державний архів-музей літератури і мистецтва України (Ukraine's central state archive-museum of literature and the arts)	59
Understanding the structure of Soviet archives.....	61
The structure of the archive	61
Finding aids.....	62
Letter template for requesting entry to archives	64
Useful vocabulary in Russian	65
Getting into the archive.....	65
Filling in forms	65
Getting the documents.....	66
Using the documents.....	66
Useful Vocabulary in Ukrainian	68
Getting into the archive.....	68
Filling in forms	68
Getting the documents.....	69
Using the documents.....	69
Russian Visas	71

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 2013 for many of the institutions listed (other entries were 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 former Soviet 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.

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.

Contributors

Gesine Argent, University of Bristol

Rosie Bainbridge, Trinity College, University of Cambridge

Clare Griffin, University of Cambridge

JJ Gurga, School of Slavonic and East European Studies, UCL

Simon Huxtable, Loughborough University

Alessandro Iandolo, London School of Economics

Kristy Ironside, University of Chicago

Jared McBride, UCLA

Simon Pawley, School of Slavonic and East European Studies, UCL

Samantha Sherry, University College, University of Oxford

Gleb Tsipursky, University of North Carolina at Chapel Hill

Lynne Viola, University of Toronto

Peter Waldron, University of East Anglia

Jonathan Waterlow, St Antony's College, University of Oxford

Andy Willimott, School of Slavonic and East European Studies, UCL

WORKING IN FORMER SOVIET ARCHIVES: A BRIEF INTRODUCTION

Each archive is somewhat, and more often drastically, different from all others. This is why we provide separate detailed information on individual archives in this guide, but there are still many characteristics which they have in common. First and foremost, you should be aware that most Russian archives are closed for the whole of August, and many will close before the end of July and will not necessarily open right at the beginning of September. Calling ahead and checking the relevant archive website is a must to avoid wasting your research time. In Ukraine, archives are more likely to be open in August, but again, it's always best to check in advance.

Rather ironically, the first thing most archives have in common is a complete ignorance of each other and their respective rules. So, even though numerous Russian archives operate under the ultimate authority of Rosarkhiv, they often have very different rules concerning the use of, for example, laptops in the reading rooms. The archivists are usually completely unaware that there is any other set of rules outside of their own archive. This tends to mean that you will have to learn by error, while the archivists of a given archive will enjoy being amazed (and vocal) in response to your apparent ignorance of how things are done. This is part of the adventure and it's best to enjoy it all with a wry smile.

To register to use an archive, you generally need to have an introductory letter from your institution with you. This should be on headed paper, with as many crests as possible. This should be written in Russian and state your name, with what institution you are affiliated, what you are working towards (e.g. a PhD), and the topic of your research (about which more later). This should be signed by your supervisor or head of department. If you can, have the letter stamped with an institutional rubber stamp; this is normal procedure for all official letters, but as a foreigner it usually isn't essential. You should take your passport with you on your first visit, which will be checked alongside your letter. You will then be required to fill in a questionnaire, which will be in Russian or the relevant local language. This will usually ask for the information already covered in your letter, but repetition is the heart of bureaucracy – acclimatise yourself now! If you wish to bring a laptop with you, then you may need to tell the archivists this; it may, inevitably, require an additional stamp on your pass. You will then receive a *propusk* (pass); depending on the archive this may be given to you immediately or on a future visit. Once you have a *propusk* you need to show this on entry each time you visit the archive. It's always advisable to have your passport with you, too, as the guards who work in archives can often change and some are more stringent than others.

When describing the topic of your research (or *tema*), it's very important that you keep your description as broad and generic as possible. This is because some archives (though not many) may refuse you material if the archivists think that, in their opinion, the material you have ordered does not fit your subject. Explaining the fine nuance of your research is unlikely to be pleasant or productive at this point. Furthermore, in post-Soviet academia there remains a strong tendency towards narrative, descriptive history. This can mean that archivists will not understand your

tema very well if you provide them with a title involving unfamiliar concepts or language. In general, archivists will be very helpful to you if you ask for particular kinds of material after your initial registration, but for the purpose of filling in forms, it definitely saves an awful lot of headaches to write a very generic entry under *tema*: e.g. 'The Russian peasantry in the First World War' could cover an enormous number of sins. I mean, research topics.

In the reading room of archives you are not permitted to wear 'outer' clothes. You will be expected to place your coat and bag in a cloakroom, usually located at the entrance to the archive. It can often be troublesome to get to your things without exiting the archive again, so it's best to make sure you take everything you need with you for the day when you first arrive.

Each archive will have different rules regarding the use of power sockets for laptops. Likewise, the use of cameras is likely to be prohibited, but there are often fees, which can be paid to have particular documents copied for you. In smaller, local archives, you may be able to strike a deal with the archivists to allow you to photograph to your heart's content, but, as with all things, this varies from archive to archive. Mobile phones are not allowed in the reading room, but you could be forgiven for thinking otherwise as most Russians have yet to discover the 'silent' function on their phones... or the 'quiet' setting on their voices.

Many archives have a canteen (*stolovaia* – stress on the second 'o') where staff and researchers can buy lunch, tea and coffee. These are usually cheaper than nearby cafes (if there are any), and can offer a great opportunity to speak to your counterparts and to archivists in a more relaxed setting. The food is usually fairly basic but can be very tasty; there are many opinions, but the editors of this guide think that the GARF and Lenin Library *stolovaias* come out on top, aided in no small measure by the wonderful friendliness of the women who run them.

When searching for and ordering material (see sections in this guide on the structure and finding aids in archives), each archive has its own rules regarding the number of files (*dela* pl., *delo* sing.) you may order each day, and whether orders from separate *fondy* require separate order forms. Again, you will most likely learn by trial and error, but asking up-front can save you time rewriting the forms. Note also that some archives require you to hand back your *dela* all at once, some prefer them back as you finish with each one. Similarly, be aware that some archives will not allow you to order more material until you have handed back the *dela* with which you are currently working. Thankfully, most allow you to order every day.

If you are unable to find a particular *opis'* or even a *fond* which you know should exist (or is mysteriously skipped over in numerical sequence: 1, 2, 4, 5, 6 etc), it may be that that *fond* or *opis'* is classified secret and is unavailable to researchers. If you have read references to these 'missing' materials in works published in the 1990s, it may well be that those files were declassified under Yeltsin, but have since been reclassified. It's always worth asking the archivists about such materials; many will candidly explain that these are classified materials; others may be evasive and claim the materials either don't exist or are 'in *remont* (repairs)'. However, it's never possible to be sure whether the latter excuses are true, false or somewhere in between. The authority to give classified or sensitive materials to researchers does

not lie with the individual archivists so don't attempt to argue it out with them. Ask, instead, for the name and phone number of a director who might be able to discuss the material which you believe may exist; you never know, you may have some luck that way... Additionally, there is often an official declassification process which you can set in motion for particular *dela* which you know will be of use to you. You would need to discuss this with the archivists, but even if possible, this usually takes several months at least.

Showing diligence in a given archive by arriving punctually each day and working until the reading room closes will help to make a good impression on the archivists. This is more important than you might think. Once you have established yourself as a serious researcher, archivists may be more willing to help find material for you, to seek out additional files for you of their own volition, or allow you to order more *dela* per day than the official limit. In local archives, some might even let you see technically classified material. There is no way to give a 'guide' to forming these working relationships, but underlying all of them is the importance of showing due diligence in your work. The archivists are paid extremely low wages, but are often very passionate about their work and the materials they curate. Showing due respect for the archive and its materials is essential in forming good working relations with the archivists, many of whom will in time prove to be friendly and extremely helpful beneath their initial, official posture.

As a general note, you should bear in mind that almost without exception all these archives are illogical, bureaucratic, old-fashioned and often maddening as a consequence. However, it is possible to work productively and enjoyably in all of them, and what at first seem to be incredibly frustrating flaws will soon transform themselves into loveable eccentricities. The peculiarity of these institutions (and often of the staff) is what makes researching in former Soviet states a challenge, but is also what makes the experience so rewarding.

ARCHIVES AND LIBRARIES IN MOSCOW

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

Chief archivist: Sergey Vitalevich Pavlov

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.

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. In a recent change, laptops are now allowed.

Sergey Vitalevich is head of the reading room and is more relaxed, helpful and genial than Nadezhda. He is also fairly liberal when it comes to illicit photography. There are CCTV cameras, however, and while it's unlikely that the bored militsiia officer at the entrance ever looks at the security cameras, it's still 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 (http://www.lse.ac.uk/collections/archivesMadeEasy/ame_russia.htm). It's not very up-to-date, but contains very useful tips on how to understand the archive classification without *opisi*. 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).

LOCATION AND CONTACT DETAILS

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

Metro: Fruzenskaia.

Exiting the metro, turn left and follow the road all the way to the end. GARF is the last building on the left.

Web: <http://www.statearchive.ru>

Phone: (495) 580-87-85

Archive director: Sergei Vladimirovich Mironenko

Chief archivist: Nina Ivanovna Abdulaeva

OPENING HOURS

Monday and Wednesday: 1200– 2000

Tuesday and Thursday: 1000– 1700

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. As of 2012, they have been moving some of the workdays on either side of holidays to Saturdays in order to adhere to a new federal law on holidays for state employees. Pay attention to the changing schedules, which are posted by the window where you drop off and pick up orders.

The archive is 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. It is very important that your letter is addressed to the director, Sergei Vladimirovich Mironenko. 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 a paper questionnaire 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'll be given a number to log in to the computer finding aids in the reading room. Write this number down somewhere safe or you will not be able to get into this system. 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.

HOW TO ORDER MATERIAL

Collect an order form (*trebovanie*) 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 but it can go up during busy times. The archivist will usually tell you exactly when to expect your files. The maximum order is 5 files or 10 microfilm reels per day.

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, some *fondy* are, intentionally or otherwise, not yet digitised and you have to request them individually – most of them are now microfilmed.

Excitingly, the computer catalogue is now available ONLINE. Moreover, it is, for no coherent reason, far more extensive than the version accessible in the reading room. Go to the website cited above and follow the link on the left to '*fondy*', and then '*elektronnye opisi*'. This is a bit of a revelation and allows you to prepare for your research trip in advance and save a lot of time. Note, however, that some archivists in the smaller reading rooms for particular collections don't know that this website exists (or, possibly, what the internet is) and will be combatively confused by how you could have known what to order in advance. Explain if you can (or can be bothered).

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, posted on the door) 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'. It can be worth appealing to individual directors of the archive about this, as the reading room staff won't have the authority to grant you access, but a director may be willing to do so. See GARF's website for a list of the directors and their contact details.

GARF's toilets (turn left after the guard's turnstile, then through the door to your right) are disgusting. They opened new ones in January 2012 and in the span of about six months, they went from acceptable to revolting. 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 first staircase 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 it.

There used to be a *bufet*, but this has now closed; fearful of the desperate hordes of readers in need of caffeine, the authorities have even placed an official seal across the door. For tea breaks, you'll need to bring a thermos, or look outside the archive.

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. Starbucks' toilets are also a good strategic option to avoid using GARF's.

The Russian State Archive of the Economy (*Rossiiskii Gosudarstvennyi Arkhiv Ekonomiki*, RGAE), at least temporarily, shares a main reading room with GARF and has some *khranilishchi* in the buildings in the main quad of the GARF building. You can access its finding aids on the same computers using the same login. In September 2012, they announced that they will move the entire collection out to a satellite archive in Podol'sk and, in the meantime, it is not possible to order paper *dela* from them. Microfilm was still available as of autumn 2012. There is no clear indication of when the move will be completed.

ГОСУДАРСТВЕННЫЙ ФОНД КИНОФИЛЬМОВ РОССИЙСКОЙ ФЕДЕРАЦИИ.
(ГОСФИЛЬМОФОНД) (STATE FILM ARCHIVE OF THE RUSSIAN FEDERATION
(GOSFIL'MOFOND))

LOCATION AND CONTACT DETAILS

Address: Moskovskaia oblast', g. Domodedovo, mkr-r. Belye Stolby

See below for travel details.

Web: www.gosfilmofond.ru

To enter the archive e-mail or phone Oleg Mikhailovich Bochkov (*Nachal'nik mezhdunarodnykh svyazei*) using the contact details below. Contact Mr. Bochkov at least two months before your trip.

Email: gff@t50.ru

Phone: (495)276-33-88 or (495)996-05-20

Archive director: Nikolai Mikhailovich Borodachev

OPENING HOURS

Monday-Thursday: 0900-1730

Friday: 0900-the time a phone call is made to inform staff that they may depart. This call may be received as early as 1pm.

TRAVELLING TO GOSFIL'MOFOND FROM MOSCOW CITY CENTRE

First, find out when your desired *elektrichka* train departs by consulting the timetable for travel from Moskva Paveletskaya to Belye stolby: <http://www.tutu.ru/station.php?nnst=85011>. Your journey will start at Paveletskii vokzal, the train station near metro stop Paveletskaya. Find the *Prigorodnaya kassa* where tickets for your journey can be bought from a counter or from the ticket machines. (Hint: go for the latter option. While the machines do not accept student discount cards, queues for counter service will steal up to an hour of your life that can never be reclaimed). Buy a one-way ticket to Belye stolby. Leave the *kassa*, go past the security guards with the Alsations, and head to the appropriate platform; a departures board with all the necessary information should be hanging behind the ticket readers that grant access to the platforms. When boarding the *elektrichka*, choose one of the middle carriages, as the platform at Belye Stolby is shorter than the length of the train. From Paveletskii vokzal you will take a train to either Ozherel'e or Mikhnevo, depending on the time you are travelling; Belye stolby is one of the stops on the way to these destinations. The journey should take about an hour, but can be delayed.

N.B. For those who like to 'play rabbits', it is worth noting that Belye stolby is an open platform station without a ticket scanner (not that we would advocate such an activity).

After arriving at Belye stolby

Exit the station down steps by the main *kassa* building (take care: the steps and the handrail are broken and in winter the construction strongly resembles a ski-run). At the bottom of the steps you will find a group of Lada taxi drivers who will take you to

'sam Gosfil'mofond' for no more than 100 roubles. Confirm the cost of the journey before getting into the car, and make sure you have change.

Alternatively, walking to the archive takes around twenty-five minutes (snow permitting). Once you have come down the steps from the *elektrichka* platform, walk straight across the road using the zebra crossing: you will see a shop and a small kiosk in front of you. Keeping the shop and the kiosk on your left, walk straight ahead and use the next zebra crossing (about ten metres down the road) to cross over to the right hand side of the road (the footpath shortly runs out on the left). Walk down this road for its entire length: on your journey you will see a pylon on your left and a gated area with lots of bricks on your right (Belye stolby's cultural highlights), until you arrive at a small car park on a bend in the road with lots of trees straight ahead. To the left of these trees is a path, the left hand side of which is also lined with a single row of trees. Go up this path (it is slightly uphill), and follow it until the very end: you will pass a *produkty* store, a children's playground, a government building and, finally, a large field with goal posts and outdoor sports equipment. The road has now come to an end. Turn right and a large metal sign overhead will reveal the magic word 'Gosfil'mofond'. Walk to the end of this road and enter the wooden hut, where a lovely lady with glasses and a solid bun will be waiting to meet you.

This walk is, in reality, very straightforward. Do not, however, try to use Google street view to find Gosfil'mofond. At the time of writing the photographs were extremely inaccurate.

Returning to Moscow from Belye stolby

If you decide to return to Belye stolby's *elektrichka* station by taxi, either confirm a return journey with your driver in the morning, or ask one of the ladies who works in the reading room for a local taxi number. Book a taxi at least one hour in advance of your desired departure time. Alternatively, a staff bus takes Gosfil'mofond's employees to Domodedovo station at the end of each day; ask if you can go with them and be dropped off at Belye stolby station. Do not travel all the way to Domodedovo! The centre of Domodedovo is a very long way away from both the airport and the metro stop Domodedovskaia.

At the *elektrichka* station at Belye stolby ask for one ticket to Moskva Paveletskaia. Cross the bridge; trains to Moscow go from either one of these two platforms.

If you want to shave about fifteen minutes of your train journey, save yourself thirty roubles, and demonstrate your bravery, you can travel to Belye stolby from the *elektrichka* station Kolomenskoe, near metro station Varshavskaia (NOT metro station Kolomenskaia as you might expect). This route also avoids the rush hour crush on the circle line.

HOW TO ORDER MATERIAL

Before visiting Gosfil'mofond, e-mail Mr Bochkov a comprehensive list of all the films that you would like to research, including their basic credits (name, release date, director's name, and, ideally, studio). The archive holds a file for each film and, if you send this list in advance, a pile of materials should, in theory, be awaiting you upon

arrival. The content of these files varies greatly, containing anything, everything, and, on occasion, absolutely nothing related to the film in question. Documents that you might expect to find in these files include press reviews, advertising materials, *montazhnye listy*, musical scores, production stills, intertitle lists, librettos, etc. No limit is imposed on the number of files you can consult at any one time, although building yourself a fort to hide behind when research gets tough is frowned upon.

When consulting these files you will be working at a desk in the *Arkhiv otdel khraneniia* with three ladies who take their *chaepitie*, enjoyed promptly at 1000 and 1600 every day, very seriously. It is worth taking something to contribute to this ritual: biscuits, *zefiry*, and dried fruits, ideally presented in a pretty basket, all go down well. Afternoon *chaepitie* often lasts for the rest of the working day, so, if you're feeling foolhardy and wish to work for the final hour, ask to enjoy your tea at your desk. This request will not be tolerated in the morning. Avoid requesting new files within half an hour of *chaepitie*, lunch, or the end of the day; you will be told to relax and ignored.

If you want to view films in Gosfil'mofond, either as well as or instead of paper documents, e-mail Mr Bochkov a detailed list at least a month before your arrival. If you wish to alter your order once you have started work in the archive, allow two days for these changes to be implemented. To watch films you will be taken to one of several small rooms containing a *montazhnyi stol*, where a lady called Ol'ia will show you how the equipment works. Once you have mastered the table, reel changing, and the sometimes surprisingly difficult task of opening the film canisters, you will be left alone to view the material at your own pace. Take care not to snap the film, but, if you do, inform Ol'ia immediately. Water can be taken into the viewing rooms, but do not leave the bottle on or near any of the equipment or film reels. Using the *montazhnyi stol* and a laptop simultaneously is tricky, so we recommend taking notes the old-fashioned way.

READING ROOM PRACTICES, GENERAL HINTS AND TIPS

At the time of writing Belye stolby does not have a place to top-up your phone or Wi-Fi. Gosfil'mofond has recently installed a bankomat, but it is frequently out of order, charges a hefty fee, and often rejects foreign cards for no apparent reason. All payments at Gosfil'mofond are made in roubles, although fees will always be quoted in euros and/or US dollars. Make sure that you are completely prepared financially before travelling.

If you do not want to commute to and from Moscow every day, you can arrange to stay in Gosfil'mofond's very own *pansionat*, where you will receive a twin-room with an en-suite, a fridge, and a kettle. You are charged for the room on a nightly basis, but will only be presented with the bill on the final morning of your stay. Confirm the cost of the room with Mr Bochkov before travelling, as this price fluctuates wildly and payment is cash only. Do not stay in Belye Stolby at weekends when the archive is closed; we weren't joking about the pylon and the pile of bricks.

While Gosfil'mofond does not charge researchers to consult paper-based sources, a day on the viewing table costs, at the time of writing, \$US 100 (to be paid in

roubles). Bear the early Friday closing time in mind when booking a day on the *montazhnyi stol*. Both paper documents and any length of film-reels (from stills to the film in its entirety) can be copied, but this process is incredibly slow and expensive.

The *Arkhiv Otdel khraneniia* can be an incredibly noisy place to work; headphones to drown out conversations about marital issues and dinner plans are essential for most. In winter it is a good idea to bring a change of shoes for indoors. Laptops are welcome and the reading room has a power socket. Occasionally, however, when the archive is trying to economise, you will not be allowed to plug your laptop in. The room closes for lunch between 1300-1400. You are expected to pack up fifteen minutes earlier and return to work fifteen minutes later than these times. The archive has an excellent and very cheap *stolovaia* and *bufet*, with the latter boasting a television set that nearly exclusively plays *Kanikuly v Meksike*.

Hint: when telling Muscovites that you are visiting Belye Stolby, clarify that you are heading to the film archive. In Moscow, this *mikroraion* is known only for its psychiatric facilities and, if not informed otherwise, your non-film-scholar friends will reward your Belye stolby travel plans with either extreme concern or uncontrollable laughter.

НАУЧНО-ИССЛЕДОВАТЕЛЬСКИЙ ОТДЕЛ РУКОПИСЕЙ РОССИЙСКОЙ ГОСУДАРСТВЕННОЙ БИБЛИОТЕКИ (MANUSCRIPT DEPARTMENT OF THE LENIN LIBRARY)

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. Use 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 *militsiia* 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/

Email: 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 *militsiia* 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 5 items.

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.

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 6th 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

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 email 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 *militsiia* 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.

HOW TO ORDER MATERIAL

You should use one form per *dela*. 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 5 *dela*.

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 bookstands. 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 khaus* (not recommended) 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. There is also a *stolovaia* on the top floor of GUM itself.

РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ АРХИВ ДРЕВНИХ АКТОВ (RUSSIAN STATE ARCHIVE OF ANCIENT ACTS)

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 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

At the main entrance the door on your right just before the *militsiia* check is the *propusk* office. Give them your introductory 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.

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.

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.

LOCATION AND CONTACT DETAILS

Reading Room 1 (Читальный зал рукописей)

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

Phone: (499) 159 75 13

Reading room 2 (Читальный зал микрофильмов и фондов государственных учреждений)

Address: ul. Vyborgskaia, d. 3, korpus 1, komn. 8

Phone: (499) 156 69 52

Metro: Vodnyi stadion

RGALI is deceptive: reading room 1 (which is where you should initially register) is NOT reached from ul. Vyborgskaia, although reading room 2 (the microfilm room) is. To reach reading room 1, 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

Email: zakazrgali@list.ru

Archive director: Tatiana Mikhailovna Gorjaeva

Chief archivist: Dmitrii Viktorovich Neustroev

OPENING HOURS

Reading room 1

Monday-Thursday: 0930-1730

Friday: 0930-1630

Reading room 2

Monday & Wednesday: 1200-2000

Tuesday & Thursday: 1000-1730

Friday: 1000-1630

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

You will kindly be requested to leave the archive fifteen minutes before closing time and you will not be allowed to enter either reading rooms within thirty minutes of closing time. Orders for documents are not accepted from mid-July until the beginning of September. Both reading rooms are 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*. Your *propusk* is only considered valid when presented alongside your passport. Occasionally the guard will check that you are in possession of both documents. If you are not, then access to the archive will be denied and henceforth you will be greeted with suspicious frowns whenever you decide to work in RGALI again.

HOW TO ORDER MATERIAL

There is an online catalogue at 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.

Approach the duty archivist in reading room one and ask for a request form; you will be handed three. One form is for microfilms, one is for original documents (*podlinniki*) from personal *fondy*, and one is for *podlinniki* from the *fondy* of cultural bodies and organisations. To find out which orders should be written on which order forms, present the duty archivist with a list of all the documents you need, recorded in order of *fond/delo* (hint: you are less likely to irritate the duty archivist if you have one long list, rather than several shorter ones). He will then mark each item on your list with the letters 'pl' (short for *plenki*, meaning on microfilm) or 'nv' (*ne vypuskaiut*, documents that cannot currently be accessed). Any items left without a mark are *podlinniki*; simply look at the name of a document's *fond* to work out on which order form it belongs. To avoid any pen throwing/stabbing injuries, do not fill the order forms in with a pencil.

Documents ordered from the *fondy* of cultural bodies and organisations will normally be delivered to and consulted in reading room two.

The average wait is three working days for documents on microfilm and four working days for *podlinniki* of any type. During busier periods documents may take anything up to a week to arrive. In theory, documents can be kept for up to a month; in practice, they may be taken away after two weeks. Do not send documents back that you think you might need again, or that you would like to copy. You will have to wait several weeks, if not months, to receive these documents a second time.

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.

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.

Many *fondy* in RGALI are collections of an individual or family's documents and it is necessary to get permission from that individual or their descendents to gain access. Dima enjoys making this process as difficult as possible, needless to say. If this proves necessary, ask him for the contact details of the required person(s); if he denies having them, he is lying. If you are granted permission by the relatives, you must have them itemise every single *delo* which you want to view or Dima will not

grant access. It is possible to go over his head on this by contacting one of the directors, but Dima will probably make your life hell forever if you do so.

Documents may be ordered in advance by e-mail, if you can provide all the required cataloguing information. Do not expect to be told which documents are *podlinniki* and which are on microfilm.

Copies can be made of all documents and images. The cost of this service depends on the age of the document you want to copy; the older the document, the cheaper it is to copy. As a rough pricing guide, one scan of one side of one page onto CD costs fifty roubles. Allow up to two weeks for orders to be processed. No limit is imposed on the number of copies you can order, but you cannot copy a whole *delo* or *fond*. You will be asked to sign a *dogovor* if you request more than one hundred copies at any one time. Hint: if you want to copy a document on microfilm and you know that this document is split over two separate reels, state this fact on the order form to avoid confusion.

Pay for your copied documents by taking a receipt, lovingly signed and stamped by the duty archivist, your passport, and your registration details to any branch of *Sperbank* in the city centre. Present these documents at a counter, where you will be required to pay off your debts in cash. Do not take exact change as the bank incurs a small additional charge for completing the transaction. The bank will return your receipt, sporting an extra stamp, which you then take back to RGALI's duty archivist, along with a blank CD to replace the one that has been used to house your images. The duty archivist will only photograph the receipt once it has been stamped by the bank, so you may keep the original for your own records.

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 bathroom in reading room two leaves much to be desired (unless you're a fan of shredded newspaper). Take your own tissues, soap/hand sanitizer, and a bottle of water.

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

Phone: (499) 606-50-30

Archive director: Natalya Georgevna Tomilina

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! Just write to the rgani@gov.ru address and address your message to him.

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 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. 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 is actually in the list of people authorised 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.

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.

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 Khaus*, 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 *delo*, you can try to order another *delo* 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)

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?

РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ АРХИВ СОЦИАЛЬНО-ПОЛИТИЧЕСКОЙ ИСТОРИИ (RUSSIAN STATE ARCHIVE OF SOCIAL & POLITICAL HISTORY)

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), 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.org

Email: RGASPI@inbox.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

Tuesday and Thursday: 1200 – 1700

Wednesday: 1000 – 1730

Friday: 0930 – 1600

The archive is closed in August, and sometimes a few weeks before and after that month.

USING THE ARCHIVE

HOW TO REGISTER

On your first visit, enter the main lobby and walk to the far end of the room, to the right of the steps, where there is a small table with an ancient telephone on it. You must phone reading room number 1 (the number should be written there). You will then, for reasons unknown, be asked not only your name, what university you're from, but also your *tema*. You then need to attract the guard's attention in the glass box (shouting/waving etc) who will pick up the extension handset and receive instructions to let you through the turnstile. Once through the turnstile you will be faced with an exciting statue of Lenin! Turn right and walk into the next room. Then turn left and through a door and you will come to a lift on the left wall. In days past, this was a thrill-ride of a lift, with clunking buttons and safety instructions addressed to 'Comrades!'. However, there is now a new lift, which is shiny but slow; the lack of speed may perhaps be forgiven, as you're more likely to not to die in this lift than you were in its predecessor. Go up to the 5th floor, and upon exiting the lift turn right and you'll reach the reading room. Sign your name in the large book immediately in front of you, on a low table. 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. You will be directed (with some force) through the rest of the procedure. A *propusk* should then be issued to you right away; this, in future, is what you show to the guard.

HOW TO ORDER MATERIAL

Ask Misha in the reading room for an order form (*trebovanie*). Fill it in being careful to write the *dela* numbers in ascending numerical order or Misha will make you do it again. There is an example *trebovanie* which you can ask to see, just to be on the safe side. The average wait is 3 days; sometimes files arrive sooner. The maximum order is 10 files, or whatever Misha decides on that day (if you're ordering microfilm the limit seems to be practically infinite). If you are ordering *dela* from Stalin's *fond* (f.558), you should be able to see this immediately on one of the computer terminals; on those same terminals, you can access the archive of the Comintern. Needless to add, Misha will show you how to use the system, no matter how many times you may have used it before.

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 them 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. RGASPI's website includes a list of *fondy* and *opisi* which will give you some sense of where to begin. 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 (from a basket 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 konteiner* is and then take the correspondingly 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, wherein 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 konteiner* (this is different to other archives, where they only want you to return things 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, it is rumoured, has sometimes been 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 he 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(!).

There is a *stolovaia*, which you can access either by leaving the main building and walking around the side of it (if you're facing the building, this is the road to the left of it), or by asking for an access card from the archivists. In exchange for your *propusk*, they will give you a plastic card which opens a connecting door between the archive and this *stolovaia*-cum-restaurant. Said door is to the left as you walk through the turnstile by the guard post; follow the corridor round until you see a door with a few steps leading up to it. Use your card, and enter the unexpected opulence of the *stolovaia*. This place is quite expensive for a *stolovaia*, however (expect 300r. or more for lunch). The benefit is that it's rather fancy and shows classic Soviet movies on a big screen.

In the entrance lobby of the building there is a ROSSPEN bookshop. This is a brilliant little shop full of published document collections, monographs and so forth. It's definitely worth a look, and prices for their own range are effectively 50% lower than in ordinary bookshops. Payments are cash only.

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

Web: rgaspi.org

Phone: (495) 718-72-67

Chief archivist: Galina Mikhailovna Tokareva

OPENING HOURS

Monday–Friday: 1000- 1600

Sanitarnyi den' is the last Friday of each month.

NB. When it is not very busy – during the winter months - Galina sometimes closes early. The archive is 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 2nd 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.

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 be accomodating.

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.

There is a ROSSPEN bookshop on the 7th floor of the building which is well worth visiting. Payments are cash only.

РОССИЙСКАЯ ГОСУДАРСТВЕННАЯ БИБЛИОТЕКА (ЛЕНИНКА) (RUSSIAN STATE LIBRARY (LENINKA))

LOCATION AND CONTACT DETAILS

Address: ul. Vozdvizhenka d. 3/5

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

Web: www.rsl.ru

Email: post@rsl.ru

Head of the library: Aleksandr Ivanovich Vislyi

OPENING HOURS

Monday-Friday: 0900-2000

Saturday: 0900-1900

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

USING THE LIBRARY

HOW TO REGISTER

Entrance for registration 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 second 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: Бр⁷⁰⁻⁵⁵/₅₇₀. 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. Room 110, which is off to the right when you first enter the library on the ground floor, contains a room full of computers. You cannot access the Internet from these computers but you can order books online by opening the electronic catalogue and searching. If a book can be ordered this way, the option "zakaz" should pop up to the left and you can login to do so with your card number (minus all the zeroes and the reading room number). If there is no option to order it, you can ask the attendant at the desk to do it for you. Some things can be ordered using the kiosk-style terminals on the second floor. You can search by keyword or author. To order, select that option and place your library card's barcode before the red scanner. It will print off a little ticket that you need to sign at the bottom and take over to the appropriate desk for whatever reading room you are assigned to. Note that just because you can print off one of the newer *trebovaniia*, this does not mean that it can actually be ordered this way. If the attendant tells you that it needs to be ordered in the

electronicheskii zal, head to room 110 and order it on the computer or through the attendant there.

Traditionally, books ordered to reading room 3 will arrive the same day if ordered in the morning; 0940 the next day if ordered in the afternoon. Books order to reading room 1 will usually be ready to collect in 90mins. Your books may be kept for up to three working days.

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.

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 are power points for laptops and WiFi is now available in the reading rooms. However, at time of writing (late 2013), Reading Room 3 – the reading room most foreign PhD students will be allocated – is in *remont*. You may therefore have the privilege of being allocated to Reading Room 1, usually reserved for professors and other self-important types.

You can photocopy sections and even whole books, the price for which varies (roughly between 7 and 20 rubles per page) depending on the age, size and weight (yes, weight) of the book, up on the third floor. If a book is an irregular size or particularly thick, they may insist on charging you up to double. There is a price list posted on the inside of the door. You can ask them to photocopy the pages “*s umen'sheniem*” – in other words, to shrink it to fit two book pages on one A4 sized paper – in order to cut down on costs. Otherwise, the women who work there are extremely quick and do a good job of producing legible copies. Payment is in cash.

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

РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ ВОЕННО-ИСТОРИЧЕСКИЙ АРХИВ (RUSSIAN STATE ARCHIVE OF MILITARY HISTORY)

LOCATION AND CONTACT DETAILS

Address: 2-ia Baumanskaia ul., 3

Metro: Baumanskaia

Exiting the metro, turn left through a pedestrian area onto Ladozhskaia ul., then right onto Volkhovskii per. Follow this road to a large traffic-light controlled junction and cross diagonally. The archive is the large yellow building on the left. (In reality, just follow the crowds of students heading from the metro towards the Russian New University).

Web: <http://www.rusarchives.ru/federal/rgvia>

Phone: (499) 261-20-70; reading room: (499) 267-44-62

Archive Director: Irina Olegovna Garkusha

OPENING HOURS

Monday – Thursday: 0945-1700

Friday: 0945-1545

The *sanitarnyi den'* is the last Friday of each month. The reading room is closed during August.

USING THE ARCHIVE

HOW TO REGISTER

Go through the unmarked door on the right side under the arch to the police desk. Tell the police officer that you want to register with the archive: they will tell you to use the phone on the counter to call the reading room. Explain to the reading room that you want to register and they will tell you to pass the phone to the police officer who will then allow you to proceed. Go out through the door to the left of the counter, turn left and then immediately right onto the main path leading through the archive grounds. Best to stay on the left side of the path as there is a (chained-up) guard dog to the right of the path. Go under the arch at the end of the path, turn left and the archive entrance is on the left.

The garderob is immediately inside; the reading room upstairs.

HOW TO ORDER MATERIAL

Indexes to *opisi* are on a table to the right of the reading room service window. *Opisi* have to be ordered, but those of the most heavily-used *fondy* are available in the reading room. They must be requested from the archivists: one of them will get the *opis'* from the cupboards at the back of the room. Return *opisi* to the archivists – do not try to put them back in the cupboard yourself.

Trebovaniia for *dela* are available to the left of the service window: readers can have a maximum of 5 *dela* at any one time (this includes both *dela* actually on your desk and those in the process of being ordered). As well as limits on the number of *dela* an individual can order, the archive also restricts the total number of *dela* that can

be fetched from the stacks each day. While *dela* will usually be ready on the 3rd day after ordering, handing in an order early in the day may mean they will arrive more quickly. The archivist will tell you exactly which day *dela* will arrive.

RGVIA is housed in the 18th century former Lefortovo palace – the building is beginning to be restored, and some sets of *fondy* are closed as a result (they are listed on the RGVIA website).

READING ROOM PRACTICES, GENERAL HINTS AND TIPS

The RGVIA reading room is small, with only 24 seats for readers. Some days, it fills up quickly and a queue develops: best to get there early. There is a separate microfilm reading room with 8 seats.

The *opis'* cupboard also contains copies of the 4-volume printed *putevoditel'* to RGVIA (Rosspen, 2006). Ask for this in the same way as *opisi*.

There are power sockets for laptops available.

Toilets are at the top of the staircase up to the reading room and are presentable. RGVIA has no *stolovaia*, but readers can leave their *dela* on their desk and go out of the archive for lunch – there are a couple of good cafes directly opposite the archive (*Kaffeteria* does a set lunch for 230 Rub. – and if you tell the staff you are a student or academic, there's a 15% discount).

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 and turn right out of the *perekhod*. The archive is on the right hand side of the road, through a small courtyard with a church in it. Walk left past the church.

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

Email: 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.

As of summer 2011, Lidia Sergeevna has been absent and a different woman is running the reading room. She is nicer, but still fits the description Ice Queen rather nicely.

READING ROOM PRACTICES, GENERAL HINTS AND TIPS

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 *shurma*.

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/

Email: 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 (3rd 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 2-3 days. The maximum order is 6 *dela*.

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.

ARCHIVES AND LIBRARIES IN ST PETERSBURG

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: Vasiliostrovskaiia

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

Email: 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 5 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 a *stolovaia* in the library building, by the cloakroom, but you must hand in your documents and exit the library to get there.

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 an unassuming-looking corridor round until you come to the bottom of a large staircase. There are glass doors by the staircase. Go through them, then the doors on the left lead through the department of prints to the manuscript department. There is a sign on the door, but you still need to go down another corridor to the next door. If you get the impression that this cannot possibly be the right way and you've found the fire exit or an old unused part of the building, you're probably going the right way.

Metro: Gostinyi dvor

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

Email: manuscripts@nlr.ru

Phone: (812) 312-28-63

Library Director: Anton Vladimirovich Likhomanov

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 will first need a library card for the RNB per se. Obtain one by filling in a form, which you find on a table on the left after you enter the library (the *garderob* is on your right). Present this form, your passport and your letter to the ladies in the cubicles near the table. There is no obvious system of queuing, and they may tell you to go to the other cubicle. They enter the information from your form into the computer, take your picture and print your library card. You can then immediately enter the library through the turnstile. Present your card to the guard, swipe in and receive a *kontrol'nyi listok* (which is needed for putting stamps on and which you must hand back to the security guard upon exiting the library – do NOT lose it). If you are taking a laptop in with you, you must first get the requisite stamp. Go upstairs to the first floor, enter the foyer to your right, fill in a form, which you will find on the round table. Be sure only to fill in the *number* of your library card where it asks you to – putting the initial two letters *ИИ* (which mark you out as a foreigner) as well incurs the wrath and/or ridicule of the woman sitting at a desk in the corner, to whom you must now present the form and your *kontrol'nyi listok* in order to receive the stamp. Stamp received, you go back to the ground floor and register in the manuscript department reading room. You will need a letter from your supervisor addressed to the head of the library, your library card, and of course your *kontrol'nyi*

listok which will be stamped again. The archivists keep the *listok* and your card until you leave the manuscript department.

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 5 items.

READING ROOM PRACTICES, GENERAL HINTS AND TIPS

Mobile phones should be on silent. There are lamps, and sockets for laptops. The reading room is generally not particularly quiet. Researchers have conversations, phones are more often than not *not* on silent, and in summer the windows are open to let in the noise from Nevskii prospect traffic and buskers.

The archivists tend to disappear into a back room for long periods. The normal practice is to loiter near the desk and look at the book displays, and eventually someone will come back. They are friendly and helpful, and used to foreign newcomers.

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 buffet is open, so you may want to leave the library to eat. There are many places on Nevskii prospect. The toilets in RNB are fairly dirty and you need to bring your own toilet paper.

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

Email: fgurgia@mail.ru, fgurgiasic@mail.ru <mailto:archive@obladm.msk.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 has an example *zaiavlenie*: <http://www.fgurgia.ru/showObject.do?object=34621372>). It's best to give a broad theme on the *zaiavlenie* 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 *kontrol'nyi listok*. At the end of the day the process is reversed.

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 3rd day after ordering.

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 tsentr* 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 contents of them. 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 RUR per frame, with a limit of 400 frames per year per reader. Get an order form from the reading room central desk, show the pages to the staff there and 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 put on a CD.

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

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

ЦЕНТРАЛЬНЫЙ АРХИВ ИСТОРИКО-ПОЛИТИЧЕСКИХ ДОКУМЕНТОВ СПБ
(CENTRAL ARCHIVE OF HISTORICO-POLITICAL DOCUMENTS OF SAINT
PETERSBURG)

LOCATION AND CONTACT DETAILS

Address: 191015, Saint Petersburg, Tavricheskaia ul. 39

Metro: Chernyshevskaiia

The nearest metro station is Chernyshevskaiia, 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://spbarchives.ru/web/group/cgaipd>

Email: cgaipd@cgaipd.spbarchives.ru

Phone: (812) 271-39-73; Reading Room: (812) 274-10-66

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 closed in August.

USING THE ARCHIVE

HOW TO REGISTER

Speak to the guard at the desk next to the entrance. Explain that you want to work in the reading room and they will phone up to 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, your files arrive (probably) on 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 means more work for them reading through each file before giving it to you.

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 extremely restrictive in what you can, or rather can't, see. This archive is essentially the former Party archive of the Leningrad region, but 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 (*fondy* 24 and 25), you will face significant access problems. By default, if something is *not* marked as 'declassified', then it is probably classified and you won't be able to see it. The archivists may simply deny you access or will cover certain pages with paper and paperclips, making them utterly impenetrable. Much of these restrictions relate to a rolling 75-year classification rule, so if you are researching the 1930s, this should theoretically all be open by 2016.

This archive building also houses a large collection of photographic and film material.

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!

ARCHIVES IN TVER'

ГОСУДАРСТВЕННЫЙ АРХИВ ТВЕРСКОЙ ОБЛАСТИ (STATE ARCHIVE OF THE TVER' OBLAST')

LOCATION AND CONTACT DETAILS

Address: 170005, Tver', ul. Gor'kogo d. 71a

Web: <http://tverarchive.ru>

Email: tverarchive@mail.ru

Phone: (4822) 52-53-56

Fax: (4822) 52-28-07

Archive Director: Elena Nikolaevna Efremova

Chief Archivist: Irina Aleksandrovna Seliankina

OPENING HOURS

Monday – Wednesday: 0900 – 1730

Thursday: 1130 – 2000

USING THE ARCHIVE

HOW TO REGISTER

At the entrance security desk, hand over your passport and your letter to the director. The *garderob* is in a small room to the right, with lockers. You will fill in a form and be given an access pass for the archive. On every visit, you exchange this pass at the security desk for a plastic card that you use to swipe in and out with at the turnstile. Keep this card for the whole day and exchange it back for your pass at the end of the day. The door to the reading room, clearly labelled, is slightly to the left on the corridor that opens out in front of you. Reading room staff will give you an *anketa* to fill out.

HOW TO ORDER MATERIAL

NB: The following information only applies to pre-revolutionary documents!

Due to their fragility and value, old (19th century and before) documents are given out only as scans, to be consulted on the reading room computers. It is highly recommended to email and phone several weeks ahead with details of the *fondy* of interest (which you will find in the online *putevoditel'* on the archive website). Archive staff had scanned some of the *fondy* that interested me and they were immediately available for consultation – no waiting time. This researcher had been unable to consult *opisi* before going to Tver' and thus did not know which specific *dela* were required. Starting scanning at the top of a wishlist of extremely large *fondy*, the archive staff had at some point, reasonably enough, run out of time, and key *dela* were unfortunately not scanned. Reading room staff were friendly and helpful, but remain unswayed by pleadings of how very useful certain *dela* would be and how carefully the originals would be handled, although with more time they might have relented. More recent *dela*, which are given out in original form, may be

quicker, although this author did not use them. The archive website states three days as waiting time.

READING ROOM PRACTICES, GENERAL HINTS AND TIPS

Upon arrival in the reading room you must immediately sign in in the correct book on the left (there are two: students and non-students).

There are only two computers in the reading room. On these computers, users read pre-revolutionary material (staff will log in for you). The computers also hold scans of the *opisi* of the archive, which users consult on the computer and NOT in paper form. The computers are therefore in high demand, so it's best to arrive early if you are reading pre-revolutionary material.

You may use a laptop, but must first write a letter to the vice director asking permission (a formality only, you can hand-write a letter there and then use your laptop immediately). There are some sockets for laptops near the computers, but not many.

The reading room is quite small and gets very hot in summer. There is a door at the side of the reading room leading directly to the corridor, avoiding the anteroom where the archivists work. Use this side door when you go for a break or to the toilet. The toilets, which are clean and have toilet paper and soap, are at the far end of the corridor. There is no canteen. In the *garderob*, the security staff has a kettle and a microwave. They are very friendly and talkative, and will probably let you eat a packed lunch 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

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 10 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

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

LOCATION AND CONTACT DETAILS

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

There are two key buildings connected to working at SBU. The first is main SBU building on Volodymyrs'ka Vul. where you can register. 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 second building is where the archive and reading room is located. This building is located on 7 Zolotorivits'ka Vul, which is parallel to Volodymyrs'ka. You can get to it 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.sbu.gov.ua/> (follow links on the left for info on the archive)

Email: arhivsbu@ssu.gov.ua

Phone: (044) 256-92-96

Fax: (044) 253-13-86

Archive Director: Svitlana Petrivna Liaskovs'ka; Deputy: 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 with 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 3 months in advance (but expect no response) explaining who you are, your *tema* and the kind of materials you would like to use. You should also request to use your laptop in the reading room at this point. Viktor Aleksandrovich Tikhomirov is the person who will receive your email and pass it on to the director and then eventually provide the propusk. If you would like to speak with him directly you can call 044-2569-588. 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 any encroachments on this freedom. 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 if need be). With this letter and your passport, you can then attempt registration. Go to the first 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.

Alternatively, you can also speak Giorgii Smirnov about working in the archives. He is the person who knows most about the archive and its holdings. He also can facilitate your registration process. It's possible on the first visit you'll have to do the above-mentioned process, but on subsequent trips if you send an email and then contact Smirnov directly, you should get access. He can be reached through the following number: 044-2569-406. A woman will answer the phone – just ask for him.

When you are finally invited to work go to the building on Zolotovorit'ska, enter, and 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. There is a phone to the right just inside the doors – dial 9406, explain you are going to reading room and someone will meet you. 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.

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 1-2 days. The maximum order is 10 files per day.

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 at some point. The pdf of this very broad-brushstroke, undetailed but still important guide is available from editors of this guide. For other citation/ordering help, check out any publications internally by the SBU archive, especially anything by the deputy director, Kokin. Other document publications will have SBU documents that can provide with some important leads.

As of 2011, computers are not allowed into the archive, even though photography still seems to be permitted. It may be possible to agree with the archivist to use your computer in the reading room, but you will have to be proactive about arranging this.

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. There is also a small eatery, Bul'ion directly across the street in a basement that has fresh food.

ЦЕНТРАЛЬНИЙ ДЕРЖАВНИЙ АРХІВ ВИЩИХ ОРГАНІВ ВЛАДИ ТА УПРАВЛІННЯ
УКРАЇНИ (CENTRAL STATE ARCHIVE OF THE HIGHEST ORGANS OF
GOVERNMENT AND ADMINISTRATION: FORMER STATE ARCHIVE)

LOCATION AND CONTACT DETAILS

Address: 03110, Kyiv, Vul. Solom'yans'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.

Metro: Vokzal'na (see notes)

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

Email: tsdavo@archives.gov.ua

Phone: (044) 275-36-66

Fax: (044) 275-12-55

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. The archive is open throughout the summer months.

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 woman 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 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*.

HOW TO ORDER MATERIAL

Order forms are on the archivists' desk. Orders made before 1400 arrive the next day. The maximum order is 10 files per day.

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, some or all of 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 foods, though most of it unprepared. There is a small café in amongst the stalls that makes good soup and sells other dishes quite cheaply.

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://cdago.gov.ua/>

Email: archiv@cdago.org.ua

Phone: (044) 285-55-16

Fax: (044) 285-73-51

Archive Director: Oksana Gennadiivna Kozina

OPENING HOURS

Monday-Thursday: 0830 – 1630

Friday: 0830 – 1530

Sanitarnyi day is 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 her secretary will take your letter from you and then you're set to work. You should receive your *propusk* the next day, 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.

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 10 files.

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, some or all of 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 in the line and joining them. 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 that sells the most amazing *khachipuri* you are likely to find outside of Georgia; it's highly recommended. There's also a big supermarket there. Its *khachipuri*, however, are vile. A third option is street vendor fare in and around the Pechers'ka metro stop. There should be at least three or four different options, ranging from blinchiki to doner.

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 2 working days and the maximum order is 10 items.

READING ROOM PRACTICES, GENERAL HINTS AND TIPS

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/packet 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.

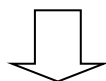
Taking the first example, the citation contains the following information:

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*)

THE STRUCTURE OF THE ARCHIVE

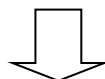
фонд

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 *delo* and descriptions of them. (See: Finding Aids.)



дело/ единица хранения

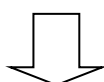
The *delo* is the bottom level of organisation. This refers to the individual file you will order for consultation. The size of *delo* varies enormously depending on how many individual documents (e.g. letters or reports gathered into one file) are included in the file; there may be only two or three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

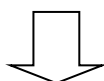
путеводитель

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 *delo* is assigned a number and described. The level of description varies widely and may be an undescriptive as “letters” or significantly more detailed.

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. Some of the most useful websites are:

- <http://www.rusarchives.ru/>
The portal to the official Russian Archives website, filled with information about federal and local archives across Russia, as well as links to websites relating to the holdings of other former-Soviet countries.
- <http://archives.ru/>
The Russian archive authority (Rosarkhiv)'s website. Useful for announcements and for keeping track of changes in government policy relating to archives.
- <http://guides.rusarchives.ru/>
This website contains searchable digitized versions of *putevoditeli* for a huge number of federal and regional archives.
- <http://sovdoc.rusarchives.ru/>

A new initiative, this site aims to provide online access to numerous Soviet-era documents, principally drawn from RGASPI, as well as collecting together links to various other online resources. As of late 2013, very little has actually been uploaded to the site, however.

- <http://spbarchives.ru/>
The website of St Petersburg's archives offers access not only to practical information concerning the archives themselves, but also has lists of the *fondy* and *opisi* of each institution under the "Informatsionnye resursy" tab. The level of detail varies for each archive, however.
- <http://newsletter.icsap.de/>
The International Newsletter of Communist Studies. The website of an annual newsletter that provides much practical research information, as well as reviews, conference announcements, and abstracts of current research projects.
- <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 **[or 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 пропуск .
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 санитарный 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.
Личное заявление	Letter of introduction. Required by all archives in order to issue a пропуск . This should be written in Russian on your institution's paper, be 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 (учреждения). The answer for most is аспирант(ка) : PhD student.
Учёная степень	Your qualifications. For most current PhDs this will be бакалавр (undergraduate degree) and/or магистр (master's degree).
Ученое звание	Academic title such as доцент (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 group 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 An order for documents.

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 feel like they changes every few seconds. Some general points to be aware of, though:

Currently, Business Visas only allow you to stay in Russia for 50% of period for which the visa is valid, and for 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. New visa agreements are in progress for US citizens, however, so if you have a US passport keep an eye on these developments.

Invitations and visas can be readily obtained from various companies online. The most trustworthy we have come across is Real Russia (www.realrussia.co.uk), who will organise visa support documents as well as all the consular processing. They can register you in Moscow, St Petersburg, and some other cities (contact them directly for more information).

If you get your visa through a company that 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 that 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.

It is sometimes possible to arrange for affiliation with a Russian higher education institution, which can then provide you with a long-term visa and even a Russian student card. Try getting in touch with relevant Russian universities well in advance of your research trip and you may well find them happy to act as your sponsor, and of course in the process facilitate further useful academic contacts.

NB. Ukraine does not currently require citizens of the EU, USA or Canada (among others) to have a visa, and you are permitted to stay in the country for up to 90 days.