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| **REGULATIONS OF THE NATIONAL ARCHIVES OF LATVIA**  Riga | | | |
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| *Date is a time-stamp date* |  | No. | LV\_LNA-1.2.5./1 |
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**The Procedures for the Use of Records in the Reading Rooms of the National Archives of Latvia**

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| *Issued in accordance with Paragraph 7 of Section 12 of the Archives Law* |

#### I. General provisions

1. The regulations of the National Archives of Latvia (hereinafter referred to as “NAL”) “Procedures of the Use of Records in the Reading Rooms of the National Archives of Latvia” (hereinafter referred to as “the Procedures”) shall determine the procedures for a person to use the records of the National Archives of Latvia in specially for that purpose designed and equipped premises – the reading rooms of NAL (hereinafter referred to as “reading rooms”).
2. The terms used in the Procedures correspond to the terms defined in Section 1 of the Archives Law and in the regulations issued on the basis of the delegation of the Archives Law.
3. The Procedures shall be binding on persons using the records in the reading rooms. Any person shall be responsible for upholding the Procedures in accordance with the Archives Law.

**II. Services available in reading rooms**

1. A person shall have access to:
   1. the reference system of the archives – descriptions, registration lists, electronical registers and databases, manuals on record groups, guides, indexes, historical references to record groups, thematic and object catalogues of documents, etc.;
   2. the described and controlled records, or access copies;
   3. consultations with the reading room staff on the records and reference system, search, use and availability of information, and archival services;
   4. reference and document collections, encyclopaedic publications, the journal "Latvijas Arhīvi" and other publications being at the disposal of the reading rooms.
2. The following paid services shall be available to a person in the reading rooms:
   1. the use of special archival equipment to study audiovisual and phonodocuments;
   2. ordering and receiving copies of the records.
3. Payment for the services provided against payment in the reading rooms shall be determined in accordance with the NAL price list for paid public services (Cabinet Regulation).

**III. Application for a visit and registration for work in the reading room**

1. To apply for work in a reading room, a person shall contact the relevant reading room via telephone or e-mail and agree on the preferred date and time of visiting the reading room.
2. To register for work in a reading room, a person shall present an identity document to the staff of the reading room and submit an application (Appendix 1) for the use of records in the reading room. If a person registers for work in the reading room on behalf of a private law legal entity (association, limited liability company, etc.), a document confirming the right of representation (statement, letter of authorisation) shall be attached to the application. If a person registers for work on behalf of an institution, a document confirming the assignment given by the institution shall be attached to the application.
3. When starting to work on a new research topic, the person shall submit a new application.
4. A person may also register remotely for work in a reading room using the e-service on the NAL portal or logging in by e-mail.
5. Before filling out and submitting the application for the use of records in the reading room, a person shall also get acquainted with the obligations and rights regarding the processing of personal data (Appendix 2). When submitting an application for the use of records, the person shall indicate the information specified in the second prim part of Section 12 of the Archives Law, including email address and telephone number as the means of communication. The obligations and rights of a person and NAL with regard to the processing and protection of personal data are defined in Appendix 2 "Obligations and rights with regard to the processing of personal data" in accordance with Regulation No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter - the Data Protection Regulation) and other regulatory acts governing the processing of personal data.
6. When visiting the reading room, a person (hereinafter referred to as a user):
   1. shall present an identity document;
   2. shall register the visit in the readers’ attendance register, if available in the reading room.

**IV. Issuance of records and restrictions on use**

1. To request records or their copies for use in a reading room, a person shall fill out a request form for the issuance of storage units (files) (Appendix 3).
2. Records for the use in the reading room can be ordered remotely using the e-service on the NAL portal or via e-mail. If a person requests records via e-mail, they can be received for use in the reading room after the issuance of records in the reading room has been answered in affirmative.
3. The time period in which the storage units shall be issued from a repository for the use in the reading rooms, shall be determined by the order of the director of NAL.
4. No more than 10 storage units (1000 pages) or no more than 20 personal files, passports, cartographic and graphic documents (1000 pages) shall be issued to a person per day.
5. At one time, no more than 30 storage units can be issued to a person and no more than 10 storage units can be in the use on a table.
6. The files shall be issued for the use for a period up to one month. The period may be extended.
7. A person wishing to request records for which access and use restrictions are determined in accordance with Section 13 of the Archives Law (hereinafter – records with accessibility restrictions), shall submit or present the relevant documents certifying the person's right to use the records with accessibility restrictions in accordance to that specified in the third part of Section 13 of the Archives Law.
8. When a decision on accessibility and usage of records requires additional examination, in the case of a positive answer to a person (if records are allowed to be used) the answer shall be given within five working days, either announcing it in person, via the telephone or e-mail indicated in the application for the use of records in the reading room. A written decision on refusal or partial refusal to issue records to a person shall be taken, within one month at the latest, by the director of the relevant unit of the NAL
9. A person can contest the decision of the director of the relevant unit of the NAL on refusal to use records (factual act) to the director of NAL in accordance with the procedure specified in the Administrative Procedure Law. A person can appeal against the decision of the director of NAL on refusal to use archival documents in court in accordance with the procedure specified in the Administrative Procedure Law.
10. Records with accessibility restrictions shall be issued to a person in accordance with the decision of a responsible official of the NAL (in the form of a resolution upon written request).
11. When the records that are be issued contain both generally accessible documents and documents with accessibility restrictions, before issuing the records to a person, the staff of the NAL shall verify whether the requested records do not also contain such documents with accessibility restrictions to which the person has no right of access. If the requested records contain such documents with accessibility restrictions to which the person does not have the right to get acquainted with, the staff of NAL, when preparing the records for issuance, shall cover the restricted information as much as possible, ensuring that it is not visible.

**V. Requesting copies of records in reading rooms**

1. To request the copies of records, a person shall fill out a request form for receiving copies of records (Appendixes 4 to 7).
2. The copies of records shall be issued in compliance with the restrictions for accessibility of records laid out in Section 13 of the Archives Law. If a person does not have the right to receive information with accessibility restrictions, in the copies of records, the part of the record containing restricted information that the person does not have the right to receive shall be anonymised (covering this information before copying the document).
3. When a person requests copies of records on behalf of a legal entity, a power of attorney from the legal entity and the details of invoicing is required to request and receive the copies, and invoice details are to be specified.
4. When a person allows another person to receive copies of records, this shall be indicated in the request for receiving the copies of records.
5. The copies of records are made:
   1. within 5 working days if the total volume of the request does not exceed 100 pages and anonymization of information is required (covering before copying);
   2. if the volume of request exceeds 100 pages and/or the information is necessary to be anonymised, the timing, not exceeding the deadline of 30 days, for making copies of records shall be coordinated with the person;
   3. if the request contains the copies of photographs, video recordings and audio recordings, the timing, not exceeding the deadline of 30 days, for making copies of records shall be coordinated with the person.
6. The invoice for making the copies of records shall be sent to the person's e-mail address. If a person does not have an e-mail address, the invoice shall be issued in person.
7. After paying the invoice, a person shall receive the copies of records in person or electronically: by e-mail or online using NAL provided, private or third-party provided file sharing website. When using a third-party file sharing website rented by NLA, data is stored for 30 calendar days.

**VI. The rights and obligations of a person**

1. A person shall have the right:
   1. to take notes, use personal books and other printed works, documents or electronic publications, as well as portable and tablet computers for taking notes or obtaining information;
   2. to use the help of an interpreter, consultant or other specialist, in coordination with the staff of the reading room, and without disturbing the work of other people in the reading room;
   3. to express his/her suggestions or objections about the work and services of the reading room;
   4. in the archives’ reading room, free of charge, to take the photos (without flash, tripod or other auxiliary devices) of :
      1. the publicly available records (including their derivatives) that have no accessibility restrictions and whose reproduction is not restricted by copyright. A person has the right to use the obtained copies of records in accordance with the legal purpose and justification indicated in the application for use of records in the reading room;
      2. the records having accessibility restrictions, if it meets the purpose and justification of the research as set out in Section 13 of the Archives Law, and indicated in the application for the use of records in the reading room.
2. A person shall be obliged:
   1. to get acquainted with the Procedures and follow them;
   2. to agree on a specific date and time of the visit in accordance with Clause 7 of the Procedures, before visiting the reading room;
   3. to use the information obtained from the records in accordance with the requirements of the current regulatory acts, as well as the purpose and justification of the use of records specified in the application;
   4. when using records, to get acquainted with restricted accessibility information contained in the records only to the extent that it meets with the requirements of Section 13 of the Archives Law and the purpose and justification of the research indicated in the application for the use of records in the reading room. To process and use data of other persons obtained in the records only to the extent appropriate to the purpose of using records indicated in the application and to comply with the requirements for the processing and protection of personal data set out in the Data Protection Regulation, national regulatory acts and the Procedures;
   5. to treat records, the elements of the archival reference system and reference collections with care. Touch records with clean, dry hands, touching their surface as little as possible;
   6. to use gloves provided by the reading room staff when working with the records recognized as unique and particularly valuable, parchments, graphics, drawings, washed (coloured) maps, photographs, documents on magnetic media, microfilms;
   7. to make entries in the accounting sheet of the use of the record;
   8. when making photos of records, to indicate the page numbers of the records having been photographed in the accounting sheet of the use of the record;
   9. every time at the end of work, to hand over to the staff of the reading room all the records, elements of a reference system, reference collections, etc. having been received for the use;
   10. to inform the reading room staff about the changes in the data mentioned in the application and breaks in visiting the reading room if the breaks last more than four weeks;
   11. as far as possible, to provide the Archives with the copy of the publication or audiovisual work produced as a result of use of the records;
   12. to inform immediately the staff of the reading room about damage to archival documents, missing pages, errors in page numbering or other inconsistencies;
   13. when the information or copies of documents are obtained for personal needs, to use the information and copies for personal needs only. In accordance to the protection requirements of the data of natural persons, a person shall be obliged not to disclose the data of natural persons to another person and it is prohibited to transfer, distribute or publish the copies obtained;
   14. when the information or copies of records are obtained for scientific purposes (research, publications and works available to other persons, e.g., works to be submitted to a university), observe and ensure the processing and protection of personal data in accordance with the Data Protection Regulation and national regulatory acts;
   15. when using obtained copies of records, to indicate the reference to the National Archives of Latvia and the record having been used;
   16. to use the reading room computers only for work with the archives reference system and requested records or their copies; not to use other resources on the computers.
3. A person shall be prohibited:
   1. to stay in the reading room in outerwear, dirty clothes, under the influence of alcohol or intoxicating substances;
   2. to bring briefcases (including computer cases), bags (larger than 200 × 290 × 100 mm), parcels, food and beverage into the reading room. Such items shall be placed in the designated storage place. Animals, with the exception of assistance dogs and guide dogs, are not allowed in the reading room;
   3. to talk loudly or talk on a mobile phone in the reading room, disturbing the work of others;
   4. to damage records, including:
      1. to tear out and remove pages of records, mix their order;
      2. to place opened record bindings on top of each other;
      3. to write on a sheet of paper placed on the record;
      4. to mark the records or cause other physical damage;
      5. to tur the pages of records with wet fingers;
      6. to use paperclips, sticky notes, various items as bookmarks;
      7. to photograph records using a flash, tripod or other auxiliary devices ;
   5. to take records or elements of archival reference system out of the reading room, hand them over to another person;
   6. to take photographs of records having accessibility restrictions in accordance with Section 13 of the Archives Law (unless it correspondents to the research topic and justification specified in the request);
   7. to connect his/her own data carriers or other devices to the computer of the reading rooms, to copy electronic documents or digital access copies of records to other data carriers.
4. A person shall be held administratively and criminally liable for an unauthorised action . If a person's offences have caused financial losses to the NAL, the NAL shall have the right to bring a civil claim against the person for damages.
5. When processing personal data contained in the records of the NAL, a person shall become a data controller in accordance with the provisions of the Data Protection Regulation and shall be fully responsible for the processing and protection of personal data contained in the records of the NAL, including the person shall be held administratively responsible in case of offence against personal data processing and protection.
6. A person who fails to comply with the Procedures shall be prohibited to use records in the NAL reading rooms.

**VII. NAL rights**

1. The working hours of the reading rooms shall be determined by the order of the director of the NAL.
2. The heads of functional and territorial structural units of the NAL shall have the right to determine that the relevant reading room of the NLA archives is closed in the following cases:
   1. on the last Thursday of every month;
   2. in connection with a pre-planned event in the reading room;
   3. in emergency cases.
3. In the cases mentioned in Clause 38 of the Procedures, information on the closing of the reading room shall be timely posted next to the reading room and, as much as possible, on the official website of the NAL.
4. The director of the NAL shall have the right to determine that all or part of the NAL reading rooms are in August of the given year, making the decision no later than four months before the closing period and posting notices in the NAL reading rooms and on the NAL website.
5. The director of the NAL has the right to change the working hours of the reading rooms by timely posting information in the NAL reading rooms and on the NAL website
6. The director of the NLA shall have the right to set additional requirements for the use of the NAL reading rooms in accordance with the external legislation in force regulating epidemiological safety requirements for limiting the spread of infectious diseases.
7. Instead of an original record, the NAL shall issue an access copy of a record, if one has been made. The original of the record shall be issued only if the purpose of the use of the record is the study of the original, and physical and technical condition of the record allows it.
8. For a certain time period, the NAL shall have the right to restrict the issuance of records in the reading rooms during the process of their restoration, digitisation, display in exhibitions, preparation for publication.
9. Giving a previous notice to a person, the NAL shall have the right to request the return of records before the specified deadline, if they are necessary for the preparation of an archival certificate or for their issuing to the third parties in the cases specified in the regulatory acts.
10. The NAL shall have the right to inspect equipment that are going to be used for taking photographs of records.
11. the NAL shall have the right to prevent a person from visiting the reading room if he/she has not applied for a visit in accordance with Clause 7 of the Procedures. If the person has not applied for a visit, preference shall be given to a person who has done so.
12. When a person, registering for work in the reading room, has not indicated all the information relevant to the person (except for information about the means of communication which the person does not have) in the application for the use of records, the NAL shall prevent to use records .

#### VIII. Closing provisions

1. In compliance with the requirements of the Data Protection Regulation, national regulatory acts and the requirements set out in the internal regulatory acts of the NAL, video surveillance is carried out in the reading rooms and other premises of the NLA.
2. Upon the entry into force of the Procedures, the following shall cease to have effect:
   1. Internal provisions of NAL No LV\_LNA-1.2.3. /1-2015 of 10.04.2015 "The Procedures for the Use of Documents in the Reading Rooms of the National Archives of Latvia";
   2. Internal provisions of NAL No LV\_LNA-1.2.3. /3-2015 of 08.09.2015 "The Procedures for Issuing Archival Records of Restricted Accessibility for the Use in the Reading Rooms of the National Archives of Latvia".
3. The Procedures shall enter into force on 15 April 2022.
4. Pursuant to the second part of Section 70, second part of Section 76 and the first part  of Section 79 of the Administrative Procedure Law, Clause 12 of the Cabinet of Ministers Regulation No.1234 "Regulations of the National Archives of Latvia" of 2010, Clause 1 of the first part and second part of Section 11 of the Law on Notification, the Procedures may be contested, within one month from its publication in the official journal "Latvijas Vēstnesis", by submitting an application for review to the Ministry of Culture, on K. Valdemāra iela 11 A, Riga, LV-1364, e-mail address [pasts@km.gov.lv](mailto:pasts@km.gov.lv) .

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