



UNIVERSITÀ
DEGLI STUDI
FIRENZE

AREA
**SERVIZI DI GESTIONE
DEL PATRIMONIO MUSEALE
E ARCHIVISTICO**

USER'S GUIDE

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THE STRUCTURE OF THE ARCHIVE

The Archive of the University of Florence, functionally divided into three areas, structurally is organized in: Current and Protocol Archive, Storage Archive and Historical Archive.

The *Current and Protocol Archive* includes the documentation related to business and administrative pending proceedings. The *Storage Archive* includes the documentation related to concluded business and administrative proceedings, not requiring further treatment or for which there is only a sporadic interest. The *Historical Archive* holds documents relating to business and administrative proceedings that were concluded more than 40 years ago (for more information see **PRIVACY AND ACCESSIBILITY RULES** section) and intended for permanent conservation (after appropriate sorting and discarding procedures as authorized by the Regional Directorate for Cultural Heritage and Landscape of Tuscany).

CONTACTS

Current and Protocol Archive

Supervisor : Vincenza Lombardo

Piazza San Marco, 4 - 50121 Florence

ph.: 055 275 7655

e-mail: archivio-proto@adm.unifi.it - certified e-mail: ateneo@pec.unifi.it

Area Servizi di Gestione del Patrimonio Museale e Archivistico

Manager: Giovanni Pratesi.

Storage Archive

via Cittadella, 7 - 50144 Florence

Fax: 055 275 6773

E-mail: archivio-dep-storico@adm.unifi.it

Contact person Storage Archive: Alessandro Fusco

ph.: 055 275 6775

Historical Archive

via Cittadella, 7 - 50144 Florence

Fax: 055 275 6773

E-mail: archivio-dep-storico@adm.unifi.it

Contact person Historical Archive: Fioranna Salvadori

ph .: 055 275 6774

By appointment only.



PRIVACY AND ACCESSIBILITY RULES FOR THE CONSULTATION OF ARCHIVAL DOCUMENTS

The documentation included in the historical archives of government organizations is publicly available for consultation. To access the documents stored in the University of Florence Archive a request form needs to be filled out and submitted.

To access personal documents that are not owned by the user an authorization by their owner or any heirs is required unless the confidentiality timeframe imposed by law has elapsed (for more information see the "**LIMITATIONS TO THE CONSULTATION: CONFIDENTIAL DOCUMENTS**" paragraph).

Access to documents and processing of personal data abide by the rules on accessibility and on confidentiality in the Code of Cultural Heritage (Codice dei Beni Culturali, art. 123 "*Archivi di Stato e archivi storici degli enti pubblici: consultabilità dei documenti riservati*", Legislative Decree 22 January 2004, n. 42) and in accordance with the Code for the protection of personal data (Codice in materia di protezione dei dati personali, art. 11 "*Modalità del trattamento e requisiti dei dati*" in Legislative Decree, 30 June 2003 n. 196).

LIMITATIONS TO THE CONSULTATION: CONFIDENTIAL DOCUMENTS

Pursuant to the Code of Cultural Heritage (art. 122 paragraph 1, "*State archives and historical archives of public bodies: availability of the documents*") all documents relating to State foreign and internal policy and documents containing sensitive data about individuals have, by law, restricted access. The documents falling in the categories below are classified confidential and NOT for public access:

- the latest 50 years for documents containing data on the foreign and internal policy of the State;
- the latest 40 years for documents related to sensitive data about individuals, such as race, political opinions, philosophical and religious ideas, membership in political parties and trade unions;
- the latest 70 years for documents related to sensitive data about individuals, such as health, sexual behaviours and private family relationships.

The *Code for the protection of personal data* (attachment n. 2 of the Code, Legislative Decree n. 196/2003), however, remains the basic standard to regulate access to documents of the Historical Archive of the University.

PHOTO AND FILM REPRODUCTIONS

The new standards adopted by the University of Florence (*Rector Decree n. 647 of 18 June 2015*) illustrate the procedures to make digital copies of documents and photographs. In particular it authorizes reproductions, both from print and digital archives, of library and archival material held in rare and valuable collections of the Libraries and of the Historical Archive of the University of Florence, as well as historic buildings or portion thereof and artistic heritage therein contained. A different request form has to be filled in according to the purpose of reproduction: **FOR NON-COMMERCIAL USE**, or the **FOR COMMERCIAL PURPOSES**.



CONTENTS OF THE ARCHIVES OF THE UNIVERSITY OF FLORENCE

CURRENT AND PROTOCOL ARCHIVE - AVAILABLE FOR CONSULTATION

The Current and Protocol Archive (Piazza San Marco, 4 - Florence), keeps a copy of the directives of the Rector (from 1929 to present) and the General Director, as well as those of other officers (since 1993). The public consultation of this material is possible by contacting the office manager. (See the **CONTACTS** section).

STORAGE AND HISTORICAL ARCHIVE - AVAILABLE FOR CONSULTATION

The Storage and Historical Archive (Via Cittadella 7 - Florence) holds the documents relating to former students of the University of Florence.

Students who have completed their career may request all original documents contained within their files such as baccalaureate/high school diploma, exams transcript and Form E (only for foreign students), by filling out a request form. For information on specific documents students are advised to contact the office. For **TERMS OF VALIDITY** of the requests, see the corresponding paragraph.

SALA DEL SENATO ACCADEMICO - AVAILABLE FOR CONSULTATION

The “Sala del Senato Accademico”, built in 1879 inside the Rector’s building (Piazza San Marco 4), holds all documents relating to the life of the university since its founding in 1859, such as all records of the “Regio Istituto di Studi Superiori” and the “Cancelleria degli Studi dell’Arcispedale di Santa Maria Nuova” (then Surgery and Medical Science Department).

To access these documents, in compliance with the rules for accessibility, applicants should fill out the form for the historical research and contact the Historical Archive to make an appointment.

OTHER ARCHIVES

The careers records and directories of the “Regio Istituto di Studi Superiori di Magistero Femminile” (1899-1935, for directories 1929 to 1961) and the Department of Education’s records and directories (1914-1959) are available in the “Biblioteca Umanistica dell’Università di Firenze”.

To consult these documents contact the coordinator of “Sistema Bibliotecario d’Ateneo, area disciplinare fondi antichi e collezioni speciali”, Giovanna Grifoni.

Email: giovanna.grifoni@unifi.it

The records and the directories of the Faculties not listed above are available at other locations. For information contact:

- School of Agriculture: agraria@unifi.it (student services)
- School of Architecture: archit@unifi.it (student services)
- Sistema Bibliotecario d’Ateneo (SBA, University Library System): cb@sba.unifi.it (university libraries coordination service)

The Schools of Engineering and Psychology don’t hold any records or directories relating to students careers.



TEACHING STAFF CAREER FILES

For information about teaching staff contact the Public Relations Office (URP) at the following

ph .: 055 275 6714/717 | Fax: 055 275 7799 | Email: urp@unifi.it

“EX-CONSERVATORIO DELLE SIGNORE MONTALVE ALLA QUIETE” ARCHIVE

The Archive of the “Signore Montalve alla Quiete” was acquired by the University of Florence at the end of Nineteen-eighties. It consist of 4,500 archival units and 280 parchments. More than one half of the documents are dated back to the late sixteenth century, in particular the education material

This archive is currently managed by the “Soprintendenza per i Beni Archivistici della Toscana”. To consult contact the staff of “Laboratorio Regionale per la Formazione Sanitaria” (FORMAS), in particular Luca Faldi.

e-mail: luca.faldi@beniculturali.it

EDUCATIONAL AND RESEARCH UNITS' ARCHIVES

Some departments, institutions and museums of the University of Florence hold the personal archives of prominent individuals; Access to these archives is via **SBA** or the single units.

SISTEMA ARCHIVISTICO D'ATENEO (SBA - UNIVERSITY LIBRARY SYSTEM)

ARCHIVAL FUNDS AND SPECIAL COLLECTIONS HELD IN THE LIBRARY OF THE UNIVERSITY OF FLORENCE

The University Libraries holds many funds, the consultation of which is granted to students, researchers, teachers and administrative staff, including those belonging to affiliated organisations (CNR or Careggi Hospital), according to the General Principles of the Services Chart of SBA.

To get information on and search the historical funds of the university libraries please visit the **SBA** website

THESES

To search the student theses' database, please visit the SBA, in the “*historic theses*” or “*modern theses*” sections.



TERMS OF VALIDITY OF REQUESTS

The Office, in order to ensure efficient service, has set expiry dates for incomplete requests. In case of incomplete request forms (absence of an identity document or incorrect completion), the user will have a month (after being notified by the office) to complete the request form correctly, before the request expires. Once it has expired, users must resubmit it a new form if still interested in the documents.

In case the office is unable to contact users or in case they do not show up to an appointment or pick up of the requested documents, the file will be left pending for two months (reminder will be sent to the user at the end of the first month) before being filed. Once the deadline has elapsed, users should resubmit a new request form.

FORMS FOR THE WITHDRAWAL OF ORIGINAL DOCUMENTS

To withdraw original documents related to one's university career (high school diploma, university student's personal record booklet, etc) a specific form needs to be downloaded and filled out: **"MODULO DI RICHIESTA RITIRO ORIGINALI"** then sent it, together with a copy of an identification document, by fax or e-mail to the office indicated in the contacts section (if you send your request by email please use the PDF format for the attachment).

- Original documents withdrawal form ([PDF](#))

FORMS FOR CONSULTATION AND HISTORICAL RESEARCH

To consult the historical documentation users should download and fill out the form named **"MODULO DI RICHIESTA ACCESSO E CONSULTAZIONE"**, and send it together with a copy of an identification document by fax or email to the office indicated in the contacts section (if sent by email please use the PDF format for the attachments). Please contact the reference person of the historical archive (see [CONTACTS](#) section), to know access times for the Sala del Senato Accademico in Piazza San Marco, 4.

- Access and consultation request form ([PDF](#))

FORMS FOR PHOTO AND FILM REPRODUCTION

To reproduce the historical documentation the appropriate form, depending on the purpose, should be filled out. Applicants are required to use their own camera. In case of publication the source must be mentioned (Historical or Storage Archive), in the form indicated by the contact person of the Historical Archive.

- Application form "Reproduction for non-commercial use" ([PDF](#))
- Request form "Reproduction for commercial purposes" ([PDF](#))

For further information please refer to the section [CONTACTS](#)

