

ISTITUTO DEGLI INNOCENTI **REGULATIONS TO ACCESS ARCHIVE DOCUMENTS**

Approved by Resolution
of the Board of Directors
no. 16 of 17 April 2023

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**Board of Directors of the Istituto degli Innocenti
in office since 24/01/2022 (Resolution no. 1/2022)**
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General Director
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1. ACCESS TO THE ARCHIVE REFERENCE ROOM

- Access to the Archive Reference Room of the Istituto degli Innocenti is free of charge in accordance with Legislative Decree no. 42 of 22 January 2004, Code of the Cultural and Landscape Heritage, articles 122-127;
- Users must first register with the Innocenti Library using a valid identity document and fill out the application form for admission. Users will be handed out a card that will also give them access to the Library's services.
- Personal data in the application form is only used for statistical purposes in compliance with privacy regulations, as provided for in the relevant legislation (Legislative Decree no. 196 of 30 June 2003, Personal Data Protection Code, as amended by Legislative Decree no. 101 of 10 August 2018, Provisions for the adaptation of national legislation to the provisions of Regulation (EU) 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). The authorisation can be changed at any time by contacting archivistorico@istitutodeglinnocenti.it. Complete information can be found at <https://www.istitutodeglinnocenti.it/it/privacy>;
- Access to the Reference Room is by appointment. Please call +39 (0)55 2037 397/345 or write to archivistorico@istitutodeglinnocenti.it;
- The Reference Room is open according to a regularly defined schedule available at www.istitutodeglinnocenti.it;
- The Reference Room is closed during calendar public and religious holidays; any other closures are communicated through the website.
- Bags, rucksacks or other containers may not be brought into the Reference Room. Special storage lockers are provided at the entrance to the Library for these items.
- Upon entering the Reference Room, users must sign the attendance register indicating the entry time (and the subsequent exit time) as well as the archival records requested;
- Using photographic devices for direct reproduction of documents is allowed.

2. ACCESS TO AND CONSULTATION OF DOCUMENTS

- The documents preserved in the Institute's Historical Archive can be freely consulted, except for those defined as confidential and those containing personal or sensitive data¹ in accordance with the provisions of Legislative Decree no. 42 of 22 January 2004 and Legislative Decree no. 196 of 30 June 2003 and subsequent amendments and additions.
- The following items cannot be consulted:
 - before 40 years from the date of their creation, documents containing sensitive data and data 'relating to measures of a criminal nature expressly laid down by the legislation on the processing of personal data' (article 122(b) of Legislative Decree no. 42 of 22 January 2004, and subsequent amendments and additions);
 - before 70 years from the date of their creation, documents containing sensitive data 'capable of revealing state of health, sex life or confidential family relationships' (article 122(b) of Legislative Decree no. 42 of 22 January 2004, and subsequent amendments and additions);
 - before 100 years from the date of their creation, documents containing information on former residents of the Institute whose mothers, at the time of their birth, have stated that they did not wish to be named, (article 30(1), Presidential Decree no. 396 of 3 November 2000 and article 93(2) and (3), Legislative Decree no. 196 of 30 June 2003, and subsequent amendments and additions).
- in case of requests for access to information by former non-adopted residents, contained in documents from the last 100 years, an in-house search is carried out, the results of which are made known after any identifying information on the mother has been classified;
- in case of requests for access to information by former adopted residents concerning their origins, users must file their requests with the registry of the Juvenile Court in their city of residence;
- In case of access to archival documentation relating to personal data for historical and scientific purposes, users cannot publish them except anonymously and in strict compliance with the Code of ethics and good conduct for processing personal data (article 126, Legislative Decree no. 42 of 22 January 2004, and subsequent amendments and additions; article 20, Legislative Decree no. 196 of 30 June 2003, and subsequent amendments and additions).

¹ Sensitive data shall mean "personal data allowing the disclosure of racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organizations of a religious, philosophical, political or trade-unionist character, as well as personal data disclosing health and sex life" (Section 4 of Legislative Decree no. 196 of 30 June 2003 and subsequent amendments and additions). Judicial data shall mean "personal data disclosing the measures referred to in Section 3 (1), letters a) to o) and r) to u), of Presidential Decree no. 313 of 14 November 2002 concerning the criminal record office, the register of offence-related administrative sanctions and the relevant current charges, or the status of being either defendant or the subject of investigations pursuant to Sections 60 and 61 of the Criminal Procedure Code" (Section 4 of Legislative Decree no. 196 of 30 June 2003 and subsequent amendments and additions).

3. CONSULTATION TOOLS

The archival heritage of the Istituto degli Innocenti consists of two repositories:

- Hospital of the Innocents in Florence (1218-1951);
- Istituto degli Innocenti (1951-).

The online inventory is available at:

https://www.archivio.istitutodeglinnocenti.it/ardes-web_innocenti/cgi-bin/pagina.pl

PROCEDURES FOR DIRECT CONSULTATION OF DOCUMENTS

Requests for archival materials must be made by filling in the pre-printed forms made available to users. Each form is valid for one archival record only.

- No more than three archival records can be consulted each day. Researchers are only allowed to consult one record at a time, except in authorised cases.
- If archival records are reserved by e-mail or telephone, a request form is filled out and users must sign it at the time of consultation.
- Requests submitted before 1pm are processed from the following day.
- Consultation of an archival record may be prohibited if its state of preservation makes it necessary.
- The documents requested by users may be kept aside, upon completion of a request form, for no more than eight days after the last consultation.

In order to protect the archival heritage, users must not:

- leave the Reference Room carrying the documents with them;
- affix marks or numbering on documents;
- make tracings or transparencies;
- alter the order of papers and inserts within the files;
- rest fingers on the documents;
- write with pens in their notebooks.

To this end, users must:

- use book rests;
- use thin cardboard allowing them not to place fingers directly on the papers;
- write with the pencils provided on the desk.

For anything not specified in these Regulations, please refer to the current law (Legislative Decree no. 42 of 22 January 2004 and subsequent amendments and additions).

4. PHOTOREPRODUCTION

- With [Law no. 124 of 4 August 2017](#), article 1, para. 171, published in the Italian Official Journal, General Series no. 189 of 14 August 2017, the new rules on the reproduction of cultural assets (including archival documents) carried out by private individuals with their own means came into force (Circulars no. [33 and 39 of 2017](#) of the General Directorate for Archives):
- Users can reproduce archival documents with their own means and without using flashes and tripods. In any case, direct photoreproduction is free if carried out for non-profit purposes, for the purposes of study, research, free expression of thought or creative expression, promotion of knowledge of the cultural heritage (see article 108(3a) of Legislative Decree no. 42 of 22 January 2004 and subsequent amendments and additions).
- Users must fill in a self-declaration on the number of photographs taken.
- Documents cannot be photocopied with the exception of documents from 1950 onwards as part of the search for origins. In this case, photocopies are made by the Institute staff and cost €0.10 per copy.
- Photographic reproduction of an entire archival record, repository or series must be authorised in advance. A digital copy of the reproduction must be delivered to the Institute.
- Documents whose state of preservation does not allow this may be temporarily excluded from photoreproduction.
- Reproductions for commercial purposes are subject to a fee in accordance with the Regulations for the Reproductions of Cultural Assets of the Istituto degli Innocenti (approved by Resolution no. 11 of the Board of Directors on 27 March 2017). The Regulations can be downloaded at <https://www.istitutodegliinnocenti.it/it/servizi/museo-degli-innocenti>.

5. FORMS

- Request to consult archival documents
- Request to access information on own origins
- Request for information on the origins of one's ancestor - Historical research
- Self-declaration for photographs
- Request for continued access of archival material

REQUEST TO CONSULT ARCHIVAL DOCUMENTS

To the Istituto degli Innocenti - Service Responsible for Consulting the Historical Archive

The undersigned (name) _____ (surname) _____

born in _____ (prov.____) on ___/___/___ residing in _____ (prov.____)

Tax code _____ Identity document _____

issued by _____ on _____

KINDLY REQUESTS

to consult the following documents kept in the Historical Archive of your organisation to carry out research on (subject and chronology) _____ for study purposes , bachelor's degree dissertation , PhD dissertation , other

_____ (please state inventory no.)

_____ (please state inventory no.)

_____ (please state inventory no.)

The undersigned declares:

- to be familiar with current laws on access to data and documents and, in particular, with the rules laid down by the Code of Ethics and good conduct for processing personal data for historical purposes and the Code of Ethics for processing personal data for statistical and scientific purposes (Italian Data Protection Authority, Provision no. 8/P/2001 of 14 March 2001), the Code of the Cultural and Landscape Heritage (Legislative Decree no. 42 of 22 January 2004, and subsequent amendments and additions) and the Personal Data Protection Code (Legislative Decree no. 196 of 30 June 2003 and subsequent amendments and additions);
- that they have not been excluded from the reference and reading rooms of archives and libraries.

Florence, _____

Signature _____

In compliance with European Regulation no. 679/2016 on the protection of personal data and pursuant to Legislative Decree no. 196 of 2003 and subsequent amendments and additions, the data provided shall only be processed for the purposes of this request. The data collected may be disclosed to all parties entitled under current legislation in order to meet legal obligations and requirements.

The data controller of personal data is the Istituto degli Innocenti, a Public Sector Company providing Care Services, with registered office in Florence, Piazza SS. Annunziata no. 12.

Further information and the complete information sheet are available on the website of the Istituto degli Innocenti at <https://www.istitutodegliinnocenti.it/it/privacy>

Florence, _____

Signature _____

OBLIGATIONS FOR RESEARCHERS

- Researchers shall undertake not to disseminate any sensitive data contained in the documents themselves and not to publish them on the Internet, not even as extracts;
- Researchers shall bear criminal and civil liability for offences or damage caused to persons and entities by the undue citation of names and surnames and by the dissemination of information contained in the documents consulted;
- Researchers shall undertake, if using Archive documents, to quote the source and provide the Istituto degli Innocenti with a copy of the publication or the bachelor's degree, PhD or specialisation dissertations;
- Authorisation for consultation does not exempt researchers from establishing and, if necessary, regularising any copyrights due to other parties on the same assets;
- Researchers shall consent to the computer processing of their personal data in this request, which will only be used for the administrative processing of the application for admission to the Reference Room.

FAILURE TO COMPLY WITH THESE OBLIGATIONS WILL RESULT IN EXCLUSION FROM THE REFERENCE ROOM.

Signature _____

To be completed by the Service

Authorisation granted

Authorisation not granted for the following reasons _____

Supervisor - Consultation of Historical Archive

REQUEST TO ACCESS INFORMATION ON OWN ORIGINS

To the Istituto degli Innocenti - Service responsible for consulting the Historical Archive

The undersigned (name) _____ (surname) _____

born in _____ (prov.____) on ___/___/___ residing in _____ (prov.____)

Tax code _____ Identity document _____

issued by _____ on _____

KINDLY REQUESTS

to receive information on their origins kept in the Archive of the Istituto degli Innocenti, the disclosure of which is allowed under current legislation.

Aware of the criminal liability they may incur in the event of false or untrue statements (art. 76, Presidential Decree no. 445 of 28 December 2000), the undersigned

DECLARES

not to have been adopted or subject to *affiliazione*²

that they were recognised by their mother
(specify mother's first name and surname)

to have been recognised by their father
(specify father's first name and surname)

that they were not recognised by their mother

Other

Florence, _____

Signature _____

² *Affiliazione* was an institution repealed by the Adoption Law, Law 184/1983. It aimed at offering assistance to morally or materially abandoned children, as part of public assistance measures, with an instrument suited to the political sensitivity of the time.

In compliance with European Regulation no. 679/2016 on the protection of personal data and pursuant to Legislative Decree no. 196 of 2003 and subsequent amendments and additions, the data provided shall only be processed for the purposes of this request. The data collected may be disclosed to all parties entitled under current legislation in order to meet legal obligations and requirements.

The data controller of personal data is the Istituto degli Innocenti, a Public Sector Company providing Care Services, with registered office in Florence, Piazza SS. Annunziata no. 12.

Further information and the complete information sheet are available on the website of the Istituto degli Innocenti at <https://www.istitutodegliinnocenti.it/it/privacy>

Florence, _____

Signature _____

REQUEST FOR INFORMATION ON THE ORIGINS OF ONE'S ANCESTORS -
HISTORICAL RESEARCH

To the Istituto degli Innocenti - Service responsible for consulting the Historical
Archive

The undersigned (name)_____ (surname) _____
born in _____ (prov.____) on___/___/___ residing in _____ (prov.____)
Tax code _____ Identity document _____
issued by _____ on _____

KINDLY REQUESTS

- to **consult** the personal documents of (name) _____
(surname)_____ _____
(degree of relationship) _____
born on _____
- to receive copies of the personal documents of (name) _____
(surname) _____ _____
(degree of relationship) _____
born on _____

Florence, _____ Signature _____

In compliance with European Regulation no. 679/2016 on the protection of personal data and pursuant to Legislative Decree no. 196 of 2003 and subsequent amendments and additions, the data provided shall only be processed for the purposes of this request. The data collected may be disclosed to all parties entitled under current legislation in order to meet legal obligations and requirements.

The data controller of personal data is the Istituto degli Innocenti, a Public Sector Company providing Care Services, with registered office in Florence, Piazza SS. Annunziata no. 12.

Further information and the complete information sheet are available on the website of the Istituto degli Innocenti at <https://www.istitutodegliinnocenti.it/it/privacy>

Florence, _____ Signature _____

N.B. Please note that the personal documents of former residents become available for consultation one hundred years after their creation (art. 30, Presidential Decree no. 396 of 3 November 2000, and article 93 (2 and 3), Legislative Decree no. 196 of 30 June 2003, and subsequent amendments and additions)

To be completed by the Service

- Authorisation granted
- Authorisation not granted for the following reasons _____

Supervisor - Consultation of Historical Archive

SELF-DECLARATION FOR PHOTOGRAPHS

Art. 47, Presidential Decree no. 445 of 28 December 2000, *Testo unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa* (Consolidated Act of Legislative and Regulatory Provisions on Administrative Documentation)

The undersigned (name) _____ (surname) _____

born in _____ (prov.____) on ___/___/___ residing in _____ (prov.____)

Tax code _____ Identity document _____

issued by _____ on _____

aware of the criminal sanctions set forth in Article 76, Presidential Decree no. 445 of 28 December 2000 for untrue statements, creation or use of false documents

DECLARES

to have reproduced with their own means the following material that they have consulted today in the Reference Room of the Archive of the Istituto degli Innocenti:

• Title of the archival record _____ (shelfmark) _____
from paper ___ to paper ___ ; total number of paper ___

• Title of the archival record _____ (shelfmark) _____
from paper ___ to paper ___ ; total number of paper ___

• Title of the archival record _____ (shelfmark) _____
from paper ___ to paper ___ ; total number of paper ___

The undersigned also declares to be aware of the fact that, pursuant to and for the purposes of Art. 13, Legislative Decree no. 196 of 30 June 2003 and subsequent amendments and additions, the personal data that has been provided is processed, also by computer, exclusively within the scope of the procedure for which this declaration is made.

Florence, _____

Signature _____

REQUEST FOR CONTINUED ACCESS OF ARCHIVAL MATERIAL

The undersigned _____ on (insert date) _____ kindly requests that the following material be left aside for further access:

1. Title _____ shelfmark _____

2. Title _____ shelfmark _____

3. Title _____ shelfmark _____

And confirms access also for the following day _____

And confirms access also for the following day _____

And confirms access also for the following day _____

And confirms access also for the following day _____

And confirms access also for the following day _____

And confirms access also for the following day _____

Signature _____