



# Report

on the Activities of the OSA Archivum  
between January 2005 and December 2005

**Budapest**  
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## **OSA ARCHIVUM**

**[www.archivum.ws](http://www.archivum.ws)**

OSA ARCHIVUM is an institute of historical record, responsible for traces of the past in its care. It collects, processes (indexes and classifies), makes available (not only to its immediate patrons, the researchers, but) to the public, and actively interprets documents. The Archivum understands documents as meaningful physical artifacts, which function both as evidence and information. The archival document is a material proof, which exists in two contexts: it relates to and informs about the outside world, external to the archive, and at the same time it resides in the "documentary world", and thus acquires proper documentary status and meaning in consequence of indexicality, in relation to the classificatory system of the archive. Records are archival documents in the web of meaningful relationships to other records. The priority of the Archivum is to remain a trusted institution, as only a flexible but transparent system of classification of the credible archive establishes the documentary status of the historical record.

OSA Archivum is an archive of the copy. Already the bulk of the core Radio Free Europe/Radio Liberty collection consisted of copies: clippings, biographical information, monitoring transcripts, samizdat carbon copies, etc; the film collection, the positives of the photo collection at OSA are naturally copies; while all electronic documents are, by definition, copies. The Archivum is less concerned with the materiality of the records than with the information provided by the content of the documents. Thus OSA is typically not interested in acquiring original documents, but to make relevant records publicly available. OSA Archivum is committed to open access. In lack of stated specific restriction by the donor, as a rule of thumb, documents at OSA are available without restriction.

In its acquisition policy the Archivum focuses on records of (1) recent history, – primarily, but not exclusively, on records of the post World War II period – and (2) documents related to grave violations of human rights. Besides of these two focal points, OSA is the official repository of the Soros Foundation Network and the Central European University. It is the stated aim of OSA to set up and operate a distributed collaborative archive, whereby born-digital or digitized historical and human-rights records are acquired, preserved, processed, classified, made searchable and available online.

OSA's professional concern is practices of trust: to assure the authenticity of the records (especially that of the digital records), and guarantee the integrity of the documents in the course of the long archival process (uploading, downloading, conversions, migrations, preservation, etc.). By the help of technical tools, professional standards, internal archival policy and everyday practice, the Archivum

aims at preserving and enhancing, so called epistemic trust, especially in the context of the networked environment of the distributed archive.

Public programs – informative and performative, tangible or online virtual exhibitions, educational resources, film shows and film series, workshops seminars, special project – are integral part of the archival work at the Archivum. Public programs provide the opportunity to present the archival material in a new perspective, under a new description. Manipulation of the historical records in the need of the public programs, supplies new organizational principles, facilitates in-depth description, suggests novel classificatory categories. Public programs help preserve the flexibility of the classification system of the collections. Unrestricted specific programs help in turning the archive inside out, by making the holdings accessible even to those lay members of the public, who otherwise would not make use of the long-established conventional services of the archive.

## TENTH ANNIVERSARY OF OSA – THE YEAR OF THE MOVE

In exactly the tenth year of its existence OSA Archivum moved to its new home in the Goldberger building at 32 Arany János utca, Budapest, 5. This move opened a new cycle in OSA's life in every respect.

2005 was spent in the spirit of the move: the holdings were reviewed, prepared and arranged to be transferred, office equipment were listed, inventoried and boxed, the documents of activities of the past ten years were reviewed, evaluated and the path of future development was mapped out.

The move, which took place in the middle of the year, split the year into two halves: the first half was spent in preparation, the second half with settling down, adjusting to the new circumstances and starting a number of new projects, which all point toward the newly defined goals of transparency and unity of archival and public programs.

OSA's core archival activities continued in spite of the turmoil caused by the move: new acquisitions were made, processing continued, researchers were served (except for the time of the actual transfer of the Research Room, which took two months until it was reopened), and all this was done with OSA's new priorities in view: digitizing, on-line accessibility and increased reliance on open source software. OSA's cooperation with the Digital Divide Data foundation to digitize 143 boxes of its holdings, the posting of a photo gallery on its website, the creation of an on-line directory of samizdat archives, the migration to open office software, besides other events and activities, are all evidence of OSA's newly defined goals being implemented.

Several of OSA's projects manifest OSA's effort to eliminate the borders between "the inside" and "the outside". These include projects continued from last year, like courses based on archival materials taught for the CEU student body, the planned "Archives and Museums" course in collaboration with the History Department of the CEU, or new programs, like the initiation of *ISRA*<sup>1</sup> (the *International Samizdat [Research] Association*), or a film series screened in an external location, based on OSA's Ministry of Internal Affairs film collection.

The dividing line between OSA's traditional outreach and core archival activities has become even thinner this year. OSA's first ever public event was a *New Orleans solidarity event* supported by the US Embassy, where films from OSA's collection were screened. The Archivum was the home of the free copyright movement (*Creative Commons Hungary*) launch in Hungary, of *the International Helsinki*

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<sup>1</sup> An informal network of archives, museums, research centers and other institutions and individuals from all around

*Federation for Human Rights anniversary conference and the 2<sup>nd</sup> VERZIO International Human Rights Documentary Film Festival*, which not only considerably enriched OSA's own collection, but, at the same time, gained publicity and popularity for OSA.

## THE MOVE

OSA's new home, "the rare art nouveau artifice is a single-space construction, with a huge aula and a double-glazed, steel structured transom window on the roof. The reinforced concrete supporting walls, the aula, the steel structured transom window and the finely sculpted façade, which despite its relatively small dimensions strikes one as monumental, are all part of the industrial architectural historical heritage and are preserved."<sup>2</sup> Although for financial reasons the building was restored only at the most basic level, and the idea of adding a new floor had to be dropped, the "Goldberger building" is undoubtedly one of Budapest's aesthetically most pleasing and inspiring working environments.

The building houses 9,000 linear meters of shelving, 4 spacious storage rooms, 18 offices, most of which seat two or three persons, a Meeting Room which comfortably seats a seminar of 20, a well-equipped Research Room with 14 seats and more places at computers, microfilm readers and the fixed digital camera. The impressive new exhibition area covers 340 square meters and has enough storage space for OSA's object collection.

The move took place in early September. The offices were packed, moved and unpacked in a record time of five days, while moving the holdings was completed in six weeks.<sup>3</sup>

No official opening ceremony was planned and scheduled, so it was OSA's first public program, the *New Orleans solidarity event* opened by His Excellency the Ambassador of the United States of America on September 30, 2005, which marked the start of a new life in OSA's new home.

This very successful event drew attention to one major failing in the architecture: the acoustics of the building with its tiled floor and double-glazed glass roof were too poor for meetings and conferences, or even for exhibition openings to be held there. Fortunately CEU Rt, the owner of the building offered the dormant balance of its unused credit limit for the reconstruction to OSA to make certain adjustments to the building. As a result, by the end of the year the acoustics of the building had been greatly improved, mostly thanks to Ms Marta Karsai, who designed the acoustics

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<sup>2</sup> OSA Portfolio 2005

<sup>3</sup> The schedule of the move is in Appendix 1

upgrade pro bono. The credit made it possible for OSA to purchase a sophisticated sound system and enough furniture to hold large conferences. OSA also upgraded its exhibition installation stock, and refurbished its Research Room. The credit line was closed on December 15, 2005, meaning that any further repairs, adjustments and improvements (including the furnishing of the reception area, the installation of the lighting system in the Research Room, and further furniture repairs, etc) will have to be covered either out of OSA's own budget or from external funds.

Plans for opening the "Goldberger Bistro" were drawn up at the beginning of the year. The tenders were invited in June but the winner was only chosen after the second round, in September. The contract negotiations between CEU Rt, the owner of the building, and Mr. Wilhelm Droste and his team, who operate the Eckerman coffee of the Goethe Institutue, started in December and are not yet complete. When the Bistro opens, hopefully in the spring of 2006, the building will be fully occupied and utilized to the best of its capacity.

## **KEEPING THE HOLDINGS**

### **1. Acquisitions**

The year 2005 brought OSA smaller but very valuable acquisitions both in the textual and audiovisual area, like donations of personal papers, footage, or accruals to existing collections. One of the most rapidly growing collection is accessions from various Soros organizations, especially from their human rights related projects. OSA's self-definition as a copy archives is reflected in its Parallel Archives Project, under which OSA collects copies from other archival holdings relating to one specific subject or to one complete series of files and makes these document collections accessible for the public at large. In 2005 OSA also managed to complement some of its "artificial", subject based collections by acquiring new records for example on RFE/RL in the files of the Ministry of Interior.

### **2. Processing**

*Archival processing* was continuous in spite of the move with the involvement of CEU students, as in the previous year. Within the framework of the Joint Student Faculty Research Scheme 45 CEU students researched and processed the holdings of OSA under the supervision of OSA staff. Their work resulted in a substantial increase of processed fonds, which can already be accessed on OSA's web site. The work of students made it possible for OSA to get properly prepared for the move and continue archival tasks without a break in the new premises. Student work at OSA



had the additional benefit of several students choosing topics for their Master Thesis based on the documents they had researched and processed in OSA<sup>4</sup>.

### *Digitization*

Digitization of its holdings has long been one of OSA's main goals of its archival professional activities<sup>5</sup>. In 2005 it took the first, decisive step towards this by signing an agreement with the Digital Divide Data (DDD),<sup>6</sup> to digitize one of OSA's major records series, the *Background Reports of RFE/RL (1952-1989)*, one of the sources most frequently requested by scholars and university students who visit the OSA . The collection contains decades (roughly the late 1940s to the mid 1990s) of daily country reports and media summaries from across the former Soviet Union and Eastern Bloc. It is a highly coherent source, providing an almost daily historical record and a comparative perspective on how the same events were reported across the region.

The physical collection consists of 143 archive boxes with approximately 1,200 pages of loose-leaf and staple-bound documents in each box – a total of 174,000 pages. The documents are typewritten or printed in English with occasional words quoted in Russian or another local language. OSA staff had scanned all of these physical documents by the end of June 2005, but it was evident that without further processing, the scanned images themselves could not be accessed easily by researchers, nor could they be searched. At this point OSA signed an agreement with DDD to properly process the scanned documents which, upon return to OSA, will be used to create an on-line digital collection hosted by OSA. The on-line digital archives will contain both image and text files<sup>7</sup>, and will allow for powerful search options and browsing tools. For example, the content can be organized according to thematic schemes, which makes research more efficient and user-friendly, thereby promoting access to the holdings. OSA staff scanned all the images by early summer and by the end of the year about 40 per cent of these had been converted by DDD and met the quality standards set by OSA.<sup>8</sup>

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<sup>4</sup> List of Documents Processed in Appendix 3

<sup>5</sup> Digitization, especially conversion image to text results in deeper processing of the holdings and describes records at item level, similarly to a library description.

<sup>6</sup> DDD, a social enterprise, was established in July 2001 to create jobs and educational opportunities in developing countries by providing outsourced data services to business and public sector customers. Although it was established in the U.S. as a 501(c)3 organization, locally it is organized as a non-governmental organization in Cambodia and a private sector company in Laos. Their business employs disadvantaged individuals, including people with disabilities, landmine and polio victims, orphans, and abused women.

<sup>7</sup> There are five major steps required to create an on-line digital archive:

a) Scanning the hard copies, b) Processing the scanned documents, c) Designing/creating the technology infrastructure, d) Loading images and text files into the technology infrastructure, e) Ongoing maintenance and hosting

<sup>8</sup> Text of the scanned page images is to be reconstructed using OCR or typing-in or a combination thereof, put together as individual reports, and stored in the MS Access database table.

## KEEPING THE RECORDS

In August 2004 OSA received dedicated funds from the Open Society Institute, New York for general annual archiving and records management services provided for the Open Society Institutes and Soros Foundations Network

The day to day operational duties consist of consultations on records-related issues, archiving e-records including web sites, setting up a shared folder structure for program correspondence, sending non-current files to storage, training on filing, assisting staff with clean-ups, retrieving records for OSI programs, destroying non-current files etc. OSA also helps to monitor retention and destruction, to create electronic filing plans and to develop controlled vocabularies, and offers its services with drafting procedures, appraisal of plans for specific programs, closing-down protocols and creating File Plans. In the case of foundations which are closing down, OSA's Records Management team offers on-site consultations in digitizing, inventorying, cleaning up existing file systems and separating current and non-current records and finding solutions for long term storage and preservation.

As OSA is moving rapidly towards collecting mainly digital records, at the same time it is trying to minimize the volume of paper records to be sent to it. For the same reason there is an urgent need to establish an adequate infrastructure for this new strategy. (However, in 2005 OSA had to purchase physical shelving when a sudden need emerged. This was the case of the OSI Russia files, when there was no choice but to accommodate the huge quantity which was sent to OSA.)

OSA bought software to speed up photo scanning, and also purchased servers, better monitors and digital cameras to create a digital-friendly environment not only for researchers, including the Soros organization, but also for OSA staff who work on these projects. The latter investments coincided with one of OSA's most important plans: to launch the Soros digital on-line repository by the spring of 2006<sup>9</sup>.

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- For each report descriptive data (report title, date, authors, etc. -- specified below) are to be added.
  - Scanned page images of each report are to be compiled together into individual PDF files along with descriptive data (report title, keywords, etc. -- specified below)
  - Acceptable accuracy level: *less than three* errors per page within a single report.
  - All the original information will be left intact. Processed documents and information are to be recorded in the MS
  - Access database table according to OSA's specifications

<sup>9</sup> List of Records Transferred to OSA and RM Projects Completed in Appendix 3

## **ACCESS TO THE HOLDINGS**

One way of making the holdings accessible is to attract researchers to do research into the holdings by offering them inspiring research facilities, user-friendly tools to help them get oriented in the holdings and grants, which both enable and inspire them to work with OSA holdings.

OSA is well aware of the need to keep pace with developments in the electronic technology industry and is doing its best to introduce electronic research facilities and options into its daily routine. OSA is also doing its utmost to transfer its finding aids onto the electronic platform of the web.

This is why OSA's Reference Services encourage scanning rather than photocopying, and offer the option of using a fixed digital camera in the Research Room. OSA has made major efforts to complete its electronic finding aid system and published its first electronic Reference Information Paper on the web to make distant research easier. This option is quite heavily used by OSA's grantees before they come to OSA, as it enables them to utilize their research period more efficiently by reducing the time devoted for identifying research material. The OSA Highlights introduced on OSA's web site in 2005 sample OSA's holdings in a palatable fashion for the lay public as well as for the research community.

### **1. Reference Services**

The significant increase in the number of researchers in 2004 was also characteristic of 2005, however in the second half of the year it sharply fell due to the move. After the Research Room reopened in mid-November the Research Room Coordinators initiated a comprehensive publicity drive to introduce the Goldberger building into the everyday routine of the CEU community by distributing leaflets, inviting faculty and students, negotiating with the CEU student services about more effective ways of reaching students.

#### *Research Room*

The Goldberger Research Room is spacious and much bigger than the old one, where it was often difficult and sometimes impossible to find space for all the visitors. As it is now, the new RR can provide 20 seats for comfortable research and an additional 5-6 places for visitors using technical equipment. Although some elements of the furniture are missing and new Research Room procedures adjusted to the new venue and new equipment are not yet in place, OSA has been able to function smoothly in this "experimental" phase.

### *Visits*

Extremely "busy" months were February and June 2005 with more than 240 visits. In general, there was no single month with fewer than 100 visitors except November and December, right after the reopening. The Research Room recorded 40–50 visitors a day in the first half of 2005, which was an extremely high number for such a small place.

### *Requests*

In comparison with 2004, requests for textual records fell slightly but the use of other records (audio, video, microfilm/fiche) increased. Statistics show that although the number of requests fell slightly, the number of documents requested in the first half of 2005 was at the same level as in 2004.

### *Copies*

In total ca. 10 000 pages were copied upon on-site requests, and several more upon the 144 off-site requests. The climax was April (3280 pages) and June (3070 pages). As a result of the new procedures which will significantly limit the usage of xerox machines and allow for more self-service, these figures will decrease and lose their indicative significance.

## **2. Finding aids**

The on-line availability of the holdings increased continuously, and by the end of the year 2,656 linear meters of materials were available for research. This led to a 150 per cent increase in visits. In 2005 the *Judaica*, an electronic thematic guide to OSA's Judaica files, the on-line publication of OSA's first ever electronic Research Information Paper (on *Raoul Wallenberg*) and the web launch of OSA's Archival Research Paper series (*The media in Bulgaria during communism and their transformation into democratic institutions* by Bissera Zankova) were the milestones in OSA's progress towards electronic access to its holdings.

### **3. Grants**

In 2005 OSA seriously reduced its grant giving activities, mainly for financial reasons, but also because the move took up time and energy that would have been needed for supervising and administering grants. All in all, OSA welcomed four research grantees who researched OSA's holdings on site, and offered four research grants in records management issues related to the Open Society Institutes. Outstandingly high was the number of CEU students working and researching in OSA.

During the year 45 students were given grants within the framework of the Joint Student Faculty Research Grant Scheme to come and help OSA with processing the materials, preparing finding aids, and sharing the enormous workload of scanning.

## **WORKING WITH THE HOLDINGS**

Besides improving the accessibility of the holdings by providing more sophisticated tools for research and inviting researchers to use them, OSA strives to make its holdings known and used in the widest professional circles. This is not meant to be a one-way process consisting only of publishing information about the Archives in professional journals or on the web. OSA's goal is to disseminate information in an interactive fashion, so that it can benefit from this by the enrichment of its holdings either by actually extending them or by broadening the variety of approaches to research and acquisition. This is achieved by offering courses based on work with OSA's holdings, by encouraging the creation of thematic guides and also by inviting projects in-house and externally, which are based on OSA's holdings and which aim to make them accessible in the most up-to-date fashion.

### **1. Courses**

The courses offered by OSA staff to students both within CEU and externally are not only based on OSA's holdings but also require the students to work with the holdings and use them for their seminar papers. This means that the students are not only introduced into the work of an archive and offered an insight into its daily routine, but also gain hands-on experience of dealing with archival materials.

In 2005 OSA offered one course directly on introducing archives to students of the CEU Legal Department, taught three history courses for the CEU History Department using OSA materials and one for the Legal Studies Department together with Professor Uitz (Legal Studies Department):

1. "Archives, Evidence and Human Rights" by Professors Iván Székely, András Mink and Sergey Glushakov, for the Legal Studies Department
2. "Objects and Documents (Archives and Museums)" by Prof István Rév for the History Department
3. "Fascism" by Prof István Rév for the History Department
4. "(dis)Enchantment with the Left" by Professor István Rév and Professor András Mink for the History Department
5. "Reel Versions of Transition" by Professor Renata Uitz and Professor Oksana Sarkisova, for the Legal Studies Department

## 2. Projects

In 2005 three projects closely related to OSA's special samizdat collection were initiated. One of them, *The Samizdat Archives and Research Initiative*, was started early in 2005 by Olga Zaslavskaja and Anna Yastrshembska with the goal of creating a bilingual (English and Russian) website, which would serve as a consolidated source of information on samizdat and as a means for communication among interested researchers and institutions. The website contains a catalogue and short descriptions of existing samizdat repositories, the largest of which is OSA.

This project initiated a comprehensive samizdat digitization project, which was framed so as to meet the requirements of the EU eContentplus program, where it was submitted for evaluation in November 2005 under the title of *ORHMS: Open Recent History Metadata Set*: community-wide standard for the creation, distribution and integration of samizdat digital collections and catalogues for Archives, Libraries, Museums and Research Centers.

*ISRA (the International Samizdat [Research] Association)*, an informal network of archives, was formed following the submission of ORHMS on November 25, 2005 by scholars and professionals from several archives, libraries, museums and research centers. The event took place in the OSA Archivum, Budapest. ISRA is an open forum for scholars and professionals, whose ultimate goal is to become a network of specialists, a place for sharing information and a base for collaborative initiatives. The ISRA web site already has an online directory of institutions (<http://www.osa.ceu.hu/samizdat/directory/>) which are actively involved in the preservation of documents or the study of issues related to samizdat. It contains brief information about archives, libraries, museums, research centers and other institutions and individuals who are actively involved in samizdat-related activities. It

also has an [Email Announcement Subscription List](#), which is open to anyone who wishes to receive updates about samizdat-related events by email. Currently it has 165 subscribers. The [Selected bibliography](#) header offers a selection of related books, articles, online publications, and documentaries while the [Web links](#) a selection of related online resources.

### **3. Publications**

Publications on or by OSA are either directly linked to the holdings, or are based on work with the holdings of OSA and other archives, or are articles or entries about the institution itself. In all cases the publications contribute to the organic development of OSA, even if it is only an entry in a comprehensive list of research institutions of recent history, because even classification and neighborhood may have influence OSA's orientation and self image<sup>10</sup>.

### **4. Travels/Conferences/Lectures**

Taking part in, organizing or inviting workshops, conferences or individual lectures are imperative for the professional development of archives. Such events are opportunities for the exchange of ideas, best practices and expertise as well as providing publicity for collections, programs and for the institution itself. In addition, they can also turn into landmark events in the development of the institution, professionally as well as organizationally.

Since OSA has a special mission to fulfill towards the Soros Network Foundations, its staff travels extensively to offer the foundations expert help with records management and archiving issues. These visits are equally beneficial for the foundation and for OSA, and enrich both OSA's physical holdings and its array of professional know-how.

As OSA regularly organizes exhibitions it is sometimes necessary for the staff to conduct research in archives and libraries abroad. The materials collected there become part of OSA's holdings, and the experience gained by being the end-users of collections of institutions similar to OSA plays an important role in OSA's self assessment.

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<sup>10</sup> List of Publications on the Holdings, on OSA and by the OSA Staff in Appendix 5

### *Travels/Conferences*

In 2005 six OSA staff members participated in ten workshops and conferences in eight countries, in most cases on the invitation of the host institutions<sup>11</sup>.

### *Travels/Research*

- Oksana Sarkisova and Miklós Tamási - Moscow, Russia May 15-29, 2005. RGASPI and RGAKFD research for the upcoming exhibition on the Spanish Civil War and International Brigades. (Travel and living expenses covered by OSA. Accommodation for Miklós Tamási covered by the Hungarian Cultural Center, Oksana Sarkisova's arranged by herself.)

### *Lectures at OSA*

- Ethan Zuckerman, Fellow, Berkman Center for Internet and Society, Harvard Law School, Founder, Geekcorps: "Weblogs and Citizen Journalism"
- Patrick Ball, PhD, Director, Human Rights Programs, American Association for the Advancement of Science in the Science and Human Rights Program: "Statistical Imagination & Creativity in the Analysis of Large-Scale Human Rights Atrocities"
- Gerhard Besier, Director, Hannah-Arendt-Institut für Totalitarismus-forschung: "The Concept of Freedom in the Anglo-American World"

### *Workshops/Conferences at OSA*

- November 21–25, "Teaching Recent History: Samizdat as Social and Political Phenomenon and Primary Source" (workshop organized by Olga Zaslavskaja jointly with the Centre for Curriculum Research)
- November 25-26, "Samizdat Archives and Research Initiative" – workshop organized by Olga Zaslavskaja and Sergey Glusakov to continue the discussion that began in May 2004 in Budapest among the leading experts in the field with main emphasis on international cooperation towards preserving and making available samizdat documents, and fostering comparative research in this field.

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<sup>11</sup> The List of Travels to Conferences in Appendix 6



## MEETING THE PUBLIC

In line with its newly re-defined mission "to extend the target groups of its activities beyond the members of the narrow professional scholarly communities to university students and junior scholars in the region, teachers, and the interested public at large",<sup>12</sup> OSA put great efforts into maintaining its outreach activities in spite of the difficulties created by the move. Even though no exhibitions were opened in 2005 mostly because the previous venue of the Galeria was already closed and transformed into CEU seminar rooms on February 15, 2005, OSA's public programs were numerous and very well attended. Between September 30 (two weeks after the move) and the last day of the year OSA had three major public events, hosted four public lectures and hosted and organized the 2<sup>nd</sup> VERZIO International Human Rights Documentary Film Festival.

Being deprived of exhibition space for so long OSA was compelled to shift its focus to the opportunities offered by the web to reach the widest possible audience. In 2005 it made five virtual exhibitions available on-line, among them the *Propaganda, Music and Noise* exhibition, which exists only in virtual format. OSA also enhanced and upgraded its interface.

The European Union Culture 2000 three-year collaborative project also ran undisturbed throughout the year with the involvement of the six participating institutions in five countries. 2005 was mainly the year of educational activities, but all of these were open to the public too, and several of them were linked with public events, like the Polish seminar, which coincided with the opening of the KARTA exhibition in Warsaw. To share its results with the scholarly community and guarantee the transparency of the progress of the project, OSA opened a dedicated page on its web site.

### *Exhibition/Public events*

- September 30: New Orleans in Goldberger – a solidarity event introduced by His Excellency U.S. Ambassador George H. Walker (with film screenings from the holdings of OSA and live music by the Jazzpets)
- October 1 – ongoing, every other Monday in the Ráday Film Club: screening of a selection of OSA's holdings of films of the Studio of the Ministry of Interior lead by Béla Révész

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<sup>12</sup> Portfolio 2005 p. 11

- October 15: Creative Commons Hungary Launch and Party<sup>13</sup>  
<http://creativecommons.hu>
- 20–22 November: Human Rights in The Democracy Movement Twenty Years Ago – Human Rights Today. An international conference organized by the Hungarian Helsinki Committee, the OSA Archivum and The International Helsinki Federation for Human Rights.
- December 5–17 : Last Straw Charity Auction for the Homeless – an annual charity event hosted by OSA

### *Web*

Thanks to the unceasing efforts of OSA's IT unit the visiting rate grew by 150% compared to the previous year: on average 31,600 visitors/month. The number of pages viewed also grew to 177,000/month, (almost twice as many comparing to the 2004). The visitors are mostly from the US, Hungary and the EU. This increase can be attributed to the increase of findings aids on-line, the enhanced exhibition web site and also to the on-line publication of OSA's photo-gallery, one of the on-line success stories of the year.

### *European Union Culture 2000 program – History After the Fall – The Indeterminacy of the Short 20<sup>th</sup> Century project*

In spite of the fact that the project was officially launched at the end of 2004, when the Auschwitz on-line exhibition and Anikó Gazda's on-site synagogue photo exhibition were opened, the project reached full speed only after the belated kick-off meeting of the coordinators in April 2005, when all the administrative and financial details were cleared and the reporting routine agreed on. In 2005 two parallel seminars (the first on the Representation of Jews with the involvement of OSA and the Recent History Institute in Bucharest, the second, in the fall semester, on Fascism and Communism with the involvement of all the participants except for the Civic Academy in Sighet) were conducted successfully. In mid-December the Recent History Institute in Bucharest organized the project's first workshop, also on Fascism and Communism, with the involvement of all the participating institutions. The interim narrative and financial report was sent to the EU DG on December 1, 2005. The implementation and results of the individual actions (by the end of 2005 four of the eleven actions were implemented) can be followed on the OSA web page dedicated to this project (<http://www.osa.ceu.hu/2004/projects/culture2000/index.html>)

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<sup>13</sup> Creative Commons is a nonprofit organization offering a flexible copyright for creative work.

### *The 2<sup>nd</sup> VERZIO International Human Rights Documentary Film Festival*

The festival was held on 1- 4 December at the Toldi Cinema, the Örökmozgó Cinema and the Goldberger Building. This year OSA was only one of the hosts and organizers of the festival beside the Verzio Foundation and the National Film Archives of Hungary. The program was as comprehensive as in the previous year: it offered screenings of 40 films from 18 countries, special screenings for students, teacher-training sessions and workshops. The screenings were as successful as before: in 3 days 2,200 tickets were sold at the Toldi Cinema and 500 tickets at the Örökmozgó Cinema. These figures do not include three day passes and special invitations. The student screenings were attended by more than 1,000 students. In both venues the attendance was much higher than the movie average throughout the year. This repeated success, which has placed VERZIO on the map of international film festivals, has put VERZIO into the very delicate position of having to decide which way to go: to become more professional and international, or to remain a small-scale amateur city event. ([www.verzio.ceu.hu](http://www.verzio.ceu.hu))

## **MANAGING THE ARCHIVES**

### *Staff*

In 2005 the streamlining of OSA's staff continued. To balance the decrease on the employment side OSA focused more on student work performed under OSA staff supervision and looked for outsourcing options, as exemplified by the cooperation with the Digital Divide Data Foundation.

Anna Svenson, OSA's Chief Archivist left OSA in September and was replaced by Gabriella Ivacs, OSA's Supervisory Records Manager. Attila Balázs, OSA's archivist and translator's position was closed, and OSA Human Rights' archivist Niall Walsh's employment was discontinued. His replacement is pending for lack of funding. The post held by OSA and OSI Records Manager Vania Nedialkova was filled on a temporary basis and later transferred to the authority of the Open Society Institute, Budapest, which, from 2006, will deal with the employment under the supervision and guidance of OSA's Records Manager. The number of employees working on an hourly basis fell sharply and by December 2005 OSA had only one employee working on an hourly contract. OSA Human Rights Archivist Csaba Szilágyi spent the year on unpaid leave in New York working for Columbia University. OSA welcomed one newcomer to the staff, Ivan Sörös, who replaced Alexandra Herczig in the administrative assistant position.

In December 2005 OSA had 22 full time employees (two of whom are away: Kati Ludman on maternity leave, Csaba Szilágyi on unpaid leave of absence), 3 part-time

employees and 1 employee working on an hourly basis. The 26 employees come from 6 countries.

### *Equipment*

All major purchases were triggered by the move and covered by CEU and CEU Rt. OSA's own investments focused on its Research Room, where it installed a digital camera fixed on a special editing table, and purchased a second-hand Super8 projector.

OSA's major acquisition consisted of 32 flat "17" monitors, a PowerEdge1800 web server, an SDLT tapedrive for OSA's scanning project and 2 GX280 desktops for web development and digitizing purposes.

In December 2005 OSA migrated to an open source application software environment and installed Open Office software to replace Microsoft Office.

### *Budget*

As in previous years OSA's budget totaled 2 million dollars in euros at the yearly exchange rate determined by the CEU Management. This includes the rent paid for the Goldberger building and for the two external storage areas, to an approximate total of \$870,000 and salaries to an approximate total of 1 million dollars. The remainder did not cover OSA's normal operational costs. OSA had to look for alternative solutions, to continue streamlining its staff, find external sources by grant applications and joint or matching funding for events. It had no choice but to continue relentlessly with its strict austerity measures.

In 2005 OSA received \$187,000 from the Open Society Institute, New York to cover its archival and records management activities related to the Network, and is hoping for the continuation of this support<sup>14</sup>.

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<sup>14</sup> The Report on the Activities Related to OSI in Appendix 7

## Appendix 1

### The Schedule of the Move

*(unedited – to memorialize the beginnings)*

#### I. Moving Offices (expected by September 15, fixed a month ahead)

##### **Thursday** - packing

- every staff member packs their personal stuff, books, etc – everything in their office by 5 pm in the afternoon
- *plastic boxes will be provided for the staff but everyone is encouraged to bring more boxes (cardboard or plastic)- so far ITSU and Ivan offered some*
- every box will be sealed and labeled with the room number in Goldberger
- every piece of furniture will be labeled the same way (including lamps)
- plants will be labeled
- drawers should be emptied, the contents boxed and labeled
- hanging cabinets will be moved with their contents inside, so these don't need to be emptied
- electronic equipment does not need to be boxed, but should be labeled
- trolleys can be used but only on the short run – they will be needed the next Monday to help with moving the holdings
- every piece of furniture will be moved to Goldberger with the exception of the built-in ones every staff member will be provided with the ground plan of their office on which, in agreement with their room mate, they will mark the place of the individual pieces of furniture. The movers will distribute the items according to the marked plans.
- shelves in the new Research Room (about 100 linear meters) will be collected from the current offices of the following colleagues:

**Friday** – only the technical staff (Tibi, Miklos B, Karoly, Szabolcs, Zoli, Botond, Miklos T, Feri) will come to work.

They will dismantle the technical (IT, telephone, audio-visual) equipment, move these safely to Goldberger and keep them in locked rooms then they will disassemble the collapsible furniture and prepare them for the move

**Saturday and Sunday** – the movers' weekend (from 8 am in the morning 10 movers will be working)

The ground plans of the offices, with the markings of the “owners”, will be placed in the respective rooms in advance so that the movers know where to put the individual items.

Max 4 persons will be needed to supervise ,one on each floor at Oktober 12, when the trucks are loaded and one on each floor at Goldberger, when the trucks are unloaded.

(Feri)

**Monday** – first day in the new place

- every staff member starts in Goldberger
- Szabolcs, Karoly, Zoli installs the technical equipment, reassemble the furniture
- staff unloads the plastic boxes because these will be needed the next day elsewhere

**Moving the holdings – the week after the offices have moved**

- Deadline – August 15!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
- Every stray piece of each collection must get back onto the shelves by then (no stray boxes, folders, CDs, videos etc should be hiding in corners, left lying on trolleys etc.)
- boxes on the shelves **MUST** be in order, otherwise the same disorder will be repeated in Goldberger with a slimmer chance of ever being able to find what was lost or replaced or just missing
- labeling with the help of Sergey
- Pavol and Kati D will have the right to walk into offices to collect books and folders lying
- Responsible: Feri, Kata D, Sergey and a designated person from the AV
- Ultimate Responsibilities: Supervisory Archivists

**Pending problems**

- boxes of completely processed materials are easy to move but the case is different with partly or unprocessed materials (Feri will have help from Pavol)

## Appendix 2

### List of Acquisitions

- Fonds 396, 2 card boxes of slide films on political education (1977 – 1980) collected by Laszlo Karvalics
- Fonds 397, Samizdat publications collected by Mr. Krasso.
- Fonds 357, Parallel Archives, Records relating on the RFE/RL from the files of the Ministry of Interior collected by Béla Révész
- Fonds 357, Parallel Archives, Collection of Orders from the Ministry of Interior collected by Bela Revesz
- Fonds 391, 38 Photographs from the first days of the occupation of Czechoslovakia in 1968, bought by OSA Archivum
- Fonds 116, ISF, Accruals
- Fonds 399, Records of Internews Europe Foundation: Eric Johnston's correspondence regarding Media Assistance Program donated by Eric Johnston
- Fonds 312, Collective Fonds, Donation by Anette Laborey's (Director of the OSI Paris) on dissident Vaclav Havel, Horst Bachman, Bernd Hensche, Detlef Schweiger
- Fonds 124, FMP, 8 boxes of accruals
- Fonds 208, OSI NY, one box of Soros Documentary Funds of accruals
- Fonds 13, Soros Foundation Hungary, 482 VHSs of accruals
- Fonds 17, OSI Latvia, 2 CDs with scanned documents
- Fonds 308, Monitoring of Yugo Television, 296 VHS s of accruals
- Fonds 26, OSI Serbia, Board Minutes and legal documents, digital photo archives on CD
- Fonds 208, Network Scholarship Program files on Former Yugoslavia
  
- Book donation of the Radios: appr. 30,000 Russian and partly Ukrainian books from RFE/RL's old Radio Liberty collection, additionally transferred from Prague to Budapest;
- Book donation of the Soros Foundation - Hungary (publications supported by the programs);
- Book donation of OSI Budapest (complete set of Keesing's Record of World Events, publications on Roma, etc.)

- Film library: 200 new documentary titles
- 4 home movies on Super 8 film
- Polish feature films - 48 titles
- Films from the former Yugoslavia – 40 titles



## Appendix 3

### List of Documents Processed

- HU OSA 4 Belorussian Soros foundation <http://www.osa.ceu.hu/db/fa/4.htm>
- HU OSA 13 Soros Founadtion Hungary : <http://www.osa.ceu.hu/db/fa/13.htm>
- HU OSA 116 International Science Foundation:  
<http://www.osa.ceu.hu/db/fa/116.htm>
- HU OSA 124 Forced Migration Projects: <http://www.osa.ceu.hu/db/fa/124.htm>
- HU OSA 203 CEU: <http://www.osa.ceu.hu/db/fa/203.htm>
- HU OSA 349 International Foundation Cultural Initiative Series:  
<http://www.osa.ceu.hu/db/fa/349.htm>
  
- HU OSA 205-4-22, OMRI Bulgarian Biographical Card Index from RFE/RL Research Institute <http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-23, OMRI Tables of Content to the Bulgarain TV and Radio Monitoring from RFE/RL Research Institute <http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-24, OMRI Monitoring of Bulgarian Radio and Television  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-25, OMRI Bulgarain Press Survey  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-26, OMRI Bulgarian Press Summary  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-27, OMRI Bulgarian Subject Clippings  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-28, OMRI Bulgarian Biographical Clippings  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-205, OMRI Belarus Monitoring Archives  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-206, OMRI Russian Monitoring Archives  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-207, OMRI Ukrainian Monitoring Archives  
<http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-208, OMRI Media Daily Highlights from the RFE/RL Research Institute <http://www.osa.ceu.hu/db/fa/205.htm>
- HU OSA 205-4-209, OMRI The Former Soviet Union Media Digest Files from the RFE/RL Research Institute <http://www.osa.ceu.hu/db/fa/205.htm>

- HU OSA 300-5-30, RFE/RL Subject Files of Oksana Antic  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-5-130, RFE/RL Subject Files of Riina Kionka  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-5-150, RFE/RL Subject Files of Elizabeth Teague  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-5-151, RFE/RL Biographical Files of Elizabeth Teague  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-5-152, RFE/RL Biographical Card Files of Elizabeth Teague  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-5-170, RFE/RL Subject Files of Dzintra Bungas  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-5-180, RFE/RL Subject Files of Ann Sheehy  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-80-9, RFE/RL Kraus Biographical Files  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-85-5, RFE/RL Biographical Card Index to the Chronicle of Current Events  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-85-8, RFE/RL Electronic Indexes to Published Samizdat  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-85-14, RFE/RL Materialy Samizdata  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-85-31, RFE/RL Register to Letters  
<http://www.osa.ceu.hu/db/fa/300.htm>
- HU OSA 300-85-48, RFE/RL New York Office Files Relating to Samizdat  
<http://www.osa.ceu.hu/db/fa/300.htm>
  
- A new reference library is being built and catalogued
  
- Balkan Archive – Genocide Archive. A unique video collection of over 3,000 hours of television programs relating to the wars in the Former Yugoslavia, is now open to the public at OSA.
- Film library – all Verzio 1 films (including the ones from the selection pool) – 100 titles
- Bulgarian fiction and documentary films – 30 titles

## **Appendix 4**

### **List of Records Transferred and RM Projects**

#### **Major Records Transfers to OSA**

- OSI Russia – 440 large cardboxes
- Latvia – 2 CDs
- Uzbekistan – 150 large cardboxes
- OSI Serbia – 3 CDs, 3 large cardboxes
- Soros Foundation Hungary – 120 large cardboxes
- OSI NY, Network Scholarship Program – 30 large cardboxes

#### **Projects**

- Reboxing records of OSI Russia, updating inventory
- Large scale digitization project with the Ukrainian Renaissance Foundation
- Digitizing OSI Latvia records
- Digitizing OSI Serbia Photo archives
- Digitizing Soros Foundation photo archives
- Digitizing OSI NY, Network Scholarship files
- Running OSI BP and CEU Records Centers
- Setting up storage control database for OSI BP.
- Knowledge Management project for the Soros Network
- Inventorying OSI Croatia records
- The Soros on-line Dspace repository is to be launched in the spring of 2006, it is in the design phase. This year the OSA Information and RM team conducted thorough research into the analysis of different open source applications which can support web-based archiving of electronic records. The conclusion was that OSA should use Dspace, developed by MIT, which is a relatively adequate software tool for archiving purposes. Another favorable feature was that, unlike Eprints or Fedora, Dspace is suitable for different media.
- OSA is developing a Soros Network wide Digital Preservation Strategy.

## Appendix 5

### Publications

#### *Publications on the holdings*

- *Nuclear Energy and its Applications, a resource guide* – created by a group of CEU students under the guidance of Ms O. Zaslavskaia
- *Raoul Wallenberg, OSA's first electronic Research Information Paper (RIP)*, created by Anna Svenson, Katalin Dobó, Sergey Glushakov and Iván Székely
- *The media in Bulgaria during communism and their transformation into democratic institutions* by Bissera Zankova, SJD candidate compiled OSA's first *Archival Research Paper* on the basis of her research in OSA in 2003.
- Bibliography of Wallenberg for OSA's eRIP (by K. Dobó)
- Bibliography on the Samizdat for the ISRA web page (by O. Zaslavskaia et al)
- Judaica in OSA (by P. Salamon)

#### *Publications on OSA*

- *"Ukrains'kii Samvidav"*. (The official bulletin of the Ukrainian Samizdat Museum-Archives, Smoloskip.)
- *Der Archivar*. February 2005;
- László, Gábor: Információs páncélszekrény az embneri jogok védelmére [An information safe to protect human rights], *Információs Társadalom*, Vol. V, No. 1, pp. 94–102.
- *"Otechestvennye arkhivy"* (2005, No. 5, p. 80-84.) "Desiat' let Arkhivu Otkrytoe obschcestvo".
- *Vademecum a magyarországi jelenkorkutatásról* – entry on OSA (by Stiftung zur Aufarbeitung der SED-Diktatur , Berlin and the 1956 Institute, Hungary)

#### *Publications by OSA staff*

- *The Defendant: the State (Alperes: az Állam)* by András Mink (Hungarian Helsinki Committee, 2005) – the history of the Hungarian Helsinki Committee
- *Retroactive Justice – Prehistory of Post-Communism* by István Rév (Stanford University Press, 2005) – an analysis of how the past - both recent and distant –

haunts posterity, and in what ways the present disfigures the images of times gone by

- *Access to archives. A handbook of guidelines for implementation of Recommendation No. R (2000) 13 on a European policy on access to archives* by Charles Kecskemeti and Iván Székely, Council of Europe Publishing, Strasbourg, 2005. ISBN 92–671–5782–0
- *Szabad adatok, védett adatok. [Open data, protected data.]*, edited by Iván Székely and Máté Dániel Szabó, Department of Information and Knowledge Management, Budapest University of Technology and Economics, Budapest, March 2005. ISBN 963 421 566 1, ISSN 1587–2386
- Átláthatóság és információszabadság Közép- és Kelet-Európában. [Transparency and access to information in Central and Eastern Europe] by Iván Székely, In: Székely, I. – Szabó, M. D. (ed.): *Szabad adatok, védett adatok. [Open data, protected data.]* Department of Information and Knowledge Management, Budapest University of Technology and Economics, Budapest, March 2005.
- A privacy védelme a munkahelyen. [Protection of privacy at the workplace] by Iván Székely and Máté Dániel Szabó, In: Székely, I. – Szabó, M. D. (ed.): *Szabad adatok, védett adatok. [Open data, protected data.]* Department of Information and Knowledge Management, Budapest University of Technology and Economics, Budapest, March 2005.
- Privacy and data protection at the workplace in Hungary. (With Máté Dániel Szabó.) In: S. Nouwt – B. R. de Vries (eds): *Reasonable Expectations of Privacy? Eleven Country Reports on Camera Surveillance and Workplace Privacy.* IT & Law Series, T. M. C. Asser Press, The Hague, 2005. ISBN 10: 90–6704–198–X, ISBN 13: 978–90–6704–198–0, ISSN 1570–2782
- An Appendage to the History of Democratic Transition in Hungary, a Preliminary appraisal of the records of the Soros Foundation, Hungary by Gabriella Ivacs, in *Comma* 2004, 3–4
- OSA-supported translation and printing of the Russian Language publication: *The Records of NGOs, Memory To Be Shared. A Practical Guide in 60 Questions.*

## Appendix 6

### Travels in 2005

- January 20–21, 2005 – Meeting of the ICA Working Group on Archives and Human Rights (HRG) in Paris, France (Anna Svenson – all costs covered by OSA.)
- February 19–25, 2005 – 3rd International Conference of Information Commissioners in Cancun, Mexico (Iván Székely – all costs covered by the Initiative for Policy Dialogue).
- February 20–21, 2005 – Board meeting of Comma, ICA journal in Paris, France (Anna Svenson – travel expenses covered by OSA)
- February 10–20, 2005 – Berlinale International Film Festival, Berlin, Germany. (Oksana Sarkisova – OSA covered only travel expenses and attendance fee.)
- April 1, 2005 – PRIME meeting at Tilburg University, The Netherlands (Iván Székely – all costs covered by the PRIME project)
- April 12–15, 2005 – 15th Annual Conference on Computers, Freedom and Privacy, Seattle, USA (Iván Székely – all costs covered by the organizers)
- April 28 – May 3, – 7th One World International Documentary Film Festival, Prague, Czech Republic (Zsuzsa Zadori – travel expenses covered by OSA.)
- May 31 – June 1, – Samizdat Colloquium, Berlin, Germany (Olga Zaslavskaia, travel and hotel expenses covered by the hosts)
- July 17-22, 2005 – Workshop organized by Cornell University Library on Digital Presentation Management: Implementing Short-term Strategies for Long-term Problems. Ithaca, US. (Branislav Kovacevic – travel and living expenses covered by OSA.)
- August 25 – September 15, 2005 – EIUC Summer School on Cinema and Human Rights organized by The European Inter-University Centre for Human Rights and Democratisation in Venice, Italy. (Oksana Sarkisova – costs: scholarship and tuition fee covered by organizers, travel, registration fee and other costs covered by Oksana.)
- October 5–7, 2005 – DLM Forum Conference, Budapest, Hungary (Gabriella Ivacs, Sergey Glushakov, registration fee covered by OSA)
- October 28–30, 2005 – History and Stories – Workshop on Oral History, Vienna, Austria (Olga Zaslavskaia, travel and hotel expenses covered by the hosts)
- November 26, 2005 – PRIME meeting at Tilburg University, The Netherlands (Iván Székely – all costs covered by the PRIME project)

## **Appendix 7**

### **Report to the Open Society Institute**

#### **Records Management Projects throughout the Soros Foundations Network**

Report by Gabriella Ivacs, Chief Archivist

November 30, 2005

#### **1. OSI Budapest**

Until January 2005, OSA had a full-time Records Coordinator working on OSI Budapest-related RM activities. Such duties would consist of constant consultation on any records-related issues, archiving e-records including web sites, setting up shared folder structures for program correspondence, sending non-current files to the OSI Records Center and even to off-site storage, training on filing, assisting staff with clean-ups, retrieving records for OSI programs, destroying non-current files. The OSI Records Coordinator supervises the OSI Records Clerk who is employed and paid by OSI Office Management. When Vania Nedialkova left in January 2005, we appointed Sarah Seely to become the OSI Records coordinator. Sarah continued her work until June 2005, then returned to the US for family reasons. There was also discontinuity in the Records Clerk position: Zsuzsa Arendas received a scholarship in India, so she also left OSI in August 2005. All these changes strongly affected the implementation of Records Management projects. Both Vania and Sarah participated energetically in the life of OSI Programs: they created a Records Retention Schedule for Adminconsult, and HESP; they worked closely with almost every OSI program: Executive Office, Information program, Media Program, Presidential Grants Program, COLPI, LGI, International Fellowship Program, Network Scholarship, OSI Mental Health Initiative, International Harm Reduction program. Unfortunately, in some cases implementation has been stopped or delayed because of the change in personnel. During the summer of 2005 an OSA staff member responsible for CEU RM issues temporarily took over all OSI related duties, in the meantime we also had to cover the OSI Records Center operations. The provisional situation continues: OSI BP desperately needs a dedicated professional at a senior level. Although we managed to fill the Records Clerk position with joint funding from CEU and OSI BP, this only helps to run basic operations. In this period the greatest accomplishment was to update and to launch the OSI Records Center Database, which is now accessible on the O Drive of OSI Budapest

## 2. OSI NY

**OSA** provides consultation to the OSI NY Records Manager, which varies from drafting procedures (e.g. Records Retention Schedule, E-Records Policy, appraisal plans for specific programs, closing-down protocols), creating File Plans (e.g. Office of President), and providing training either on-line to the OSI NY Records Manager or on-site to the OSI NY Records Coordinator. OSA was also involved in evaluating software for the NY office to resolve e-records issues. Now, we have been asked to assist with establishing a Knowledge Management Strategy for the Network, which was initiated by the KM Project Manager based at OSI NY. There have been several transfers from OSI NY which were mostly national foundation-related records such as ISF or OSI Russia. We managed to progress in processing Forced Migration Project files by involving CEU students; this information is available on the OSA web site, at <http://www.osa.ceu.hu/guide/fonds/sorosnetwork.shtml>. There was one professional visit paid by Branislav Kovacevic, who combined RM-related duties with professional development. OSA is in the process of drafting a Network-wide Digital Preservation Strategy, therefore he visited several US archives/ NGOs, and participated in a course organized by Cornell University on digital archiving.

## 3. Soros Foundation Hungary

In the case of the Hungarian Foundation more than 100 over-sized boxes of records were transferred to OSA custody in 2004. These files cover the period from foundation until 1990/1991. Because of the importance of the files from the 1980s, OSA supported the request by the Foundation to accession all files almost without weeding, and to process them. OSA recently finished processing and reboxing all these records at box level: the list can be viewed at <http://www.osa.ceu.hu/db/fa/13.html>. Along with the historical records, we also received 482 VHS, beta tapes, CDs, and DVDs which mostly contain footage supported by the foundation as the result of grant activities. We have not yet been able to process them, although we have produced a detailed inventory of the tapes. OSA has also received almost 1,000 books, which were part of the Foundation Library. These books were not published by the foundation itself; grantees submitted their copies along with the final report. OSA selected a number of relevant books from the collection for its own reference library, others were donated to the CEU/OSI community, mostly to CEU students.

We initiated a project in January 2005 to set up the digital photo archive of the Hungarian Foundation. We outsourced two functions: scanning, though the OSA professional scanner was used, and entering descriptive data into the OSA developed photo database. The scanning was finished in August 2005; preparing the descriptions is an on-going project.



#### 4. OSI Russia

In the fall of 2004 440 huge boxes of financial and grant records were transferred to OSA. A Russian-speaking part-time staff member is reboxing the files into standard archival boxes, descriptive data is being added to the inventory. Based on this information we will be able to dispose of temporary financial files; grants files need to be segregated according to appraisal requirements. So far 260 boxes have been reboxed; the whole OSI Russia collection is temporarily stored at OSA storage.

Last year with the help of the OSI NY Communication Department we were able to purchase film footage on OSI Russia and George Soros by Russian film maker, Boris Dvorkin.

OSA managed to process all the Cultural Initiative records, shipped to Budapest in 2000; the description is available at <http://www.osa.ceu.hu/guide/fonds/sorosnetwork.shtml>

#### 5. International Science Foundation (ISF)

Following to the recommendations by the OSI NY Legal Counsel and the opinion of the ad hoc Appraisal Committee, OSA RM team destroyed 40 boxes of Emergency Grant program files. We also destroyed 100 boxes of paper records, Long –Term Grant Files, but we created digital copies of the same record group. The scanning project lasted for over 5 months, and high-quality digital images were produced to fulfill archival requirements. The latter types were saved on magnetic tapes. We also created CDs for reference use. At this stage the index data that we have is the list of grantees by country and subject attached to the digital image files, and we do not intend to convert images into text. OSA has other types of ISF holdings, less bulky but more informative records: press coverage, board meeting minutes, executive meeting files, program records. We do not plan to scan these types of records at present, though the full description to the entire collection is already available on the OSA site at <http://www.osa.ceu.hu/db/fa/116.htm>

#### 6. National Foundations

6.1. Thanks to Beka Vuco's assistance, we established good working relations with **West-Balkan foundations**. After the RM seminar in 2004 we initiated several projects varying from inventorying records to creating digital photo archives or sending records to OSA. OSA staff visited most of these foundations, except for the

Kosovo one, to give them feedback on their work. The most reliable partner became the Serbian Foundation, which copied and sent records to OSA; they have also scanned their photos and provided descriptive data for the collection. Unfortunately, Kosovo remained unvisited owing to visa problems, and the representative of the Kosovo foundation was also unable to obtain a visa for Hungary. The purpose of the planned visit would have been training. In 2006 OSA would like to host them again to learn about their experience with the different projects.

The **Croatian case** required special attention: due to the organizational changes we decided to run a complete data audit. We now have a comprehensive list of records including both current and non-current documents. Legal documentation of the foundation has also been modified to address the ownership of files. Since the local legislation does not support transferring records out of the country, we are seeking alternative solutions. We are planning another visit to the Croatian Institute, which inherited the foundation records, in the close future, possibly in December 2005 in order to select historical records for our archive.

6.2. In the case of the closed-down **Slovenian Foundation** we need to sort out the future of records now stored at the National Library, Ljubljana. Some of the permanent files have already been transferred to OSA; we also assumed responsibility for the files which are still in Slovenia. The retention of financial/grant files expires in November 2005, so an OSA professional went to select these files; he also collected those files which were needed on site for the liquidation process. The transfer of these files is expected in early 2006.

6.3. We also succeeded in different ways in both **Latvia and Estonia**. In 2004 OSA staff visited these countries, and started negotiations with the local national archives. In Estonia the National Archives insisted on having prior access to the records according to local legislation, and they maintained their right to run the RM project with their own staff. In Latvia foundation staff was very supportive of digitizing their historical files, so we identified major groups to be scanned. They more or less followed OSA instructions on scanning, and we received the complete set of records. Now, it is our task either to insert these digital images into the existing OSA holdings or to include them in the future on-line repository.

6.4. **Uzbekistan** was an unexpected RM operation. OSA staff worked either on-site or on-line to proceed with the segregation of the files, arrangements for shipping and with the complete inventory of 138 boxes of records. We were mostly concerned about the USAID grant files which fall under US legislation, and since these are matching funds, OSA and OSI need to take special care of them. The records arrived safely at Budapest in late 2004; now we are temporarily storing them at the OSI Records center, and upon request we provide a reference service on them; they are also listed in the OSI BP RM Database. Some parts of the Uzbek archives were

preserved at the British Embassy in Uzbekistan; we do not have precise information about those 6 boxes of records. We occasionally receive additional records from the Kazakh Foundations as accruals to the Uzbek shipment.

6.5. We carried on an intensive correspondence with the **Mongolian Foundation** until a certain point, before all the organizational changes which took place during the fall of 2004. We received detailed information about their electronic filing system, and we also gave them clear instructions on the types of e-files that we would like to have sent to OSA. They also claimed not to have paper documentation, or that all paper documentation had been digitized to create a complete set of e-files. We need to reestablish communication with them, and to find a way of harvesting their electronic data for OSA acquisition.

6.6. OSA professionals visited both foundations, in **Slovakia** and the **Czech Republic**. We provided them with assistance with cleaning up their existing filing scheme; we also copied some executive/legal records for our holdings. Because of the local legislation and the decision of their own boards we had to exclude the possibility of transferring the most important files to OSA and having them scanned by OSA staff. Now, we will need to outsource this function, which will definitely be a more expensive undertaking.

## **7. Equipment, hardware, software**

As OSA is moving quite rapidly towards collecting mainly digital records, at the same time we are trying to minimize the volume of paper records that are sent to us. For the same reason there is an urgent need to establish an adequate infrastructure for this new strategy. In 2004/2005 we only purchased physical shelving when a sudden need emerged. This was the case with the OSI Russia files, when we had no choice but to accommodate the huge quantity which was sent to us.

On the other hand, we bought software to speed up photo scanning, we also purchased servers, better monitors, and digital cameras to create a digital-friendly environment not only for our researchers, including those from the Soros organization, but for OSA staff working on these projects. The latter investments coincided with one of our most important plans: to launch the Soros digital on-line repository by the spring of 2006. We may need further investment into a digital editing toolkit which would allow us to put digital films on-line.

## **8. Advanced digitization at OSA**

In 2005 OSA spent a relatively large amount on OCR services. We started experimenting with converting scanned images into text files which can support content-based research techniques. We selected a digital collection, around 178,000 pages of documents from OSA holdings, to be converted into text files. Having established the workflow for the process the OSA management gave up the idea of running the project entirely in-house, as we simply lacked the necessary capacity. We chose a social enterprise supported by OSI NY, called Digital Divide Data, which arranges OCR projects in developing Asian countries to support and to train unemployed, unskilled workforce. Even though the quality assurance system is still run by OSA staff, we are satisfied with the results, and our future strategy is to rely on similar partners instead of commercial vendors.

## **9. Launching Soros on-line repository**

The greatest challenge for us is to launch the Soros on-line repository in the spring of 2006. This year the OSA Information and RM team conducted thorough research into the analysis of different open source applications which can support web-based archiving of electronic records. The final decision was to use Dspace, developed by MIT, which proved to be the most suitable software tool for archiving purposes. Another favorable feature, in comparison with Eprints or Fedora, was that Dspace is suitable for different media. A month ago we found an open-source software programmer who will customize the application to our needs. OSA is in the process of drafting the functional requirements for the repository; early next year we will start the piloting phase with one selected Soros organization. We thought of involving Croatia, though negotiations are not finalized. In the spring this new OSA function will be advertised through a series of workshops where we train future users, members of the OSI community. We will also dedicate time and energy to visiting those Soros entities which need on-site training.