

Terms and Conditions for Making Archives Available for Consultation

The archives of the French services responsible for recovering the cultural goods that were spoliated between 1940 and 1945, which are held by the Archives Directorate of the French Ministry of Foreign Affairs and International Development, can be freely made available under the conditions set by the French Heritage Code.

These documents require special care in view of their precious character, the fragility of their mediums, and their legal value, in particular the use that can be made of them when claiming spoliated goods.

The 1,062 boxes that make up these archives can be made available under the following conditions:

1- Access to the archives

- Researchers should utilize the hard-copy (paper) inventory available in the inventory room to order boxes using the proprietary software *Mnesys* (Note: Each researcher can order up to a maximum of six boxes a day). There is no need to place the order through the Archives Department or an archivist; the boxes are delivered to the researchers in the reading room.
- Digitized documents may be consulted exclusively in the microfilm room on a dedicated work station. They include the ERR lists (**boxes 90 to 106**), photographs (**boxes 962 to 1044**), and a few files in an especially fragile condition (**boxes 147 and 315/C38**);
- **Boxes 738 to 887**, corresponding to the data files compiled immediately after the Second World War, in particular by the Art Recovery Commission (CRA), the Office for Private Property and Interests (OBIP) and the Land Central Office for Restitution in Baden Baden, cannot be made available to researchers in their present form. Researchers are therefore requested to tell the archivist on duty what search they wish to make in those files or what information they need. Such requests will be processed immediately and results transmitted to researchers as soon as possible. Please Note: these files are to be digitized in the near future. Once digitization is complete, the records will then be freely accessible in digitized form in the microfilm room.

2- Guidelines for Viewing the Records

- Before any box is made available, **all the documents it contains must be stamped**. Boxes for which all documents have been stamped may be made available immediately through a request using the proprietary software *Mnesys*. Conversely, users should allow for up to max. five days between ordering a box and consulting it in the Reading

(research) Room. Researchers should submit an inquiry to the reading room (lecture.archives@diplomatie.gouv.fr) or the archivist on duty to find out whether the contents of the boxes they wish to consult have already been stamped.

- Researchers are asked to indicate in advance and by e-mail the urgency of the request for the documents which they wish to obtain, all the more if they do not live in France or in Paris region.
- Boxes are to be consulted **in the designated viewing area** under the direct supervision of the officer-in-charge of the reading room;
- **Photocopying the documents is prohibited;**
- **Photographing without a flash and a tripod** is allowed;
- Any document may be reproduced at the request of the researcher by the photographing unit of the Archives Directorate (Note: policy information is available from the officer-in-charge of the reading room).
- For more information on consulting policy and procedures, researchers are asked to contact the archivist on duty or reading room staff (lecture.archives@diplomatie.gouv.fr).

For all questions concerning the summary of records, researchers are asked to contact the Archives Department (Mr. Pascal Even, General Heritage Curator and Head of the Archives Department – *Conservateur général du patrimoine, Chef du département des archives* pascal.even@diplomatie.gouv.fr).

We ask researchers to please point out to the Archives Directorate any documents that are damaged or in bad condition so that they can be restored./.