

**395**

**Act**

of 17 May 2002

**On Archives and Registries  
and on the Amendments of Certain Acts**

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The National Council of the Slovak Republic has adopted the following Act:

**Section I: Introductory provisions**

**Article 1: Subject matter**

This Act shall regulate the organisation and competence of state administration authorities in the field of Archives and registries, organisation of Archives, rights and obligations of Archives founders, Archives, possessors of archives, access to archives, as well as the rights and obligations of registry creators.

**Article 2: Definitions**

- (1) Archives, shall mean a specialised workplace that acquires, registers, and processes archives.
- (2) Archives, shall mean records with a permanent documentary value important for knowledge of the history of Slovakia and the Slovak nation. Film records or audio records originating from before 1950 are archives. Library documents<sup>1)</sup> and collection items<sup>2)</sup> are not archives.
- (3) Archive fonds, shall mean a complex of archives originating from a registry created by the same creator or from an activity of a physical person that does not create a registry.
- (4) Archive collection, shall mean a complex of archives formed by collector's activity performed by a legal person or physical person.
- (5) Archival heritage of the Slovak Republic (hereinafter referred to as "archival heritage"), shall mean a complex of archives, archive fonds and archive collections (hereinafter referred to as "archives"), except for foreign archives recorded in the Archival Heritage Register of the Slovak Republic (hereinafter referred to as "archival heritage register").
- (6) Foreign archives, shall mean archives that originated outside Slovak territory and do not relate to the history of the Slovak Republic and the Slovak nation. Foreign archives shall also mean archives recorded in a register kept by a foreign country.
- (7) Acquisition of archives, shall mean a complex of specialised activities executed by Archives, the purpose of which is to complete the archival heritage.

(8) Protection of archives, shall mean a complex of specialised activities intended for their preservation and protection against theft and destruction.

(9) Processing of archives, shall mean a complex of specialised activities, the purpose of which is to allow access to the information that the archives contain.

(10) Conservation copy of archives (hereinafter referred to as "conservation copy"), shall mean a copy of the archives that is usually saved on microfilm in order to preserve the information that the archives contain.

(11) Archival information system, shall mean a complex of information about archives recorded in the archival heritage register, about their storage, content and access to them.

(12) Pre-archival care, shall mean a complex of specialised activities executed by archives, the purpose of which is to transfer the archives into Archives.

(13) Registry administration, shall mean the provision of registration, creation, storage, protection of registry records, access to them and provision for their disposal.

(14) Registry, shall mean a complex of all registry records that are registered by a registry creator.

(15) Registry record, shall mean information registered by a registry creator.

(16) Registry creator, shall mean a legal person or physical person, from the activity of whom a registry is created.

(17) Disposal of a registry record, shall mean a complex of specialised activities, by which a registry record with an expired retention period is disposed of from the registry; a registry record of a permanent documentary value is transferred into Archives and a registry record of a non-permanent documentary value is destroyed.

(18) Retention period, shall mean the number of years, during which a registry creator needs a registry record for his activity.

### **Article 3: Basic provisions**

(1) Archival heritage shall form an integral part of the cultural heritage of the Slovak Republic. The state shall be obliged to provide for the preservation of archival heritage and everyone shall be obliged to provide collaboration<sup>1</sup> to the state with respect to it.

(2) The acquisition of archives, protection of archives, their processing and access to the information contained in archives, shall be subject to public interest.

(3) Everyone who obtains a record, the content of which as well as its origin, time of origination or uniqueness of its execution suggests that it could concern archives, shall be obliged to submit it to any Archives that is competent to decide, pursuant to this Act, about the documentary value of a record.

(4) Archives that are or shall be permanently kept in a Public Archives are imprescriptible. Archives that forms part of an archive fond or archive collection shall also be imprescriptible, regardless of their creator, possessor or the Archives by which they are kept.

(5) Proprietorship to archives, the creator of which is a state-owned enterprise, state budgetary organisation or state contributory organisation, which ceased or was transformed before the adoption of this Act, shall only be transferred to the state.

(6) The state shall have the right of pre-emption to a privately owned archives; the state's right of

pre-emption shall lapse upon the expiry of a six month-period from the day that the possessor's offer is delivered to the Ministry of Interior of the Slovak Republic (hereinafter referred to as "the Ministry") or upon the day that the state refuses the offer prior to the expiry of this period.

(7) Archives cannot be subject to the right of lien<sup>7)</sup>, or burden in any other way. Accordingly, archives can neither be the subject of an execution of a decision<sup>8)</sup>, nor a distress<sup>9)</sup>.

(8) Archives shall only be expropriated or their forced custody decided under the conditions specified by this act and for reasonable compensation.<sup>10)</sup>

## Archives

### Article 4: System of Archives

(1) Public Archives and Private Archives shall form a system of Archives.

(2) Public Archives shall mean;

- a) State Central Archives and State Archives with regional territorial competence;
- b) Archives of state authorities, state budgetary organisations and state contributory organisations;<sup>1)</sup>
- c) Municipal Archives<sup>2)</sup> and the Archives of self-government regions;<sup>3)</sup>
- d) Archives of legal persons stipulated by law;<sup>4)</sup>
- e) Archives of legal persons and Archives of physical persons that represent the public administration authorities.<sup>5)</sup>

(3) The Slovak National Archives and State Central Mining Archives shall represent the State Central Archives. The State Archives with regional territorial competence and the territories of their competence are specified in an annex.

(4) The Archives of legal persons<sup>6)</sup> and the Archives of physical persons shall represent Private Archives.

### Article 5: Establishment and dissolution of Archives

(1) The Ministry shall establish State Central Archives and State Archives with regional territorial competence as institutions without legal personality, intended for the performance of state administration duties in the field of archives and registries.

(2) Archives shall only be established or dissolved upon approval given by the Ministry. Archives shall be established or dissolved by:

- a) state authorities and legal persons established or founded by them,
- b) municipalities that represent a town<sup>9)</sup> or a self-government region;<sup>10)</sup>
- c) other legal persons;
- d) physical persons.

(3) The Ministry shall decide on the dissolution of archives, if their founder:

- a) has ceased without any legal successor;
- b) does not rectify a breach of obligations pursuant to Article 6 par. 2 letters a), b) and d), even after the repeated award of a fine.

## Rights and obligations in the field of Archives

### Article 6: Rights and obligations of the founder of Archives

(1) The founder of Archives shall be entitled:

- a) to ask the Ministry for a financial contribution to cover the costs for the necessary adaptation of archives premises executed with a view to improving the conditions necessary for the protection of archives kept in the Archives and access to them;
- b) to require information, expert advice or instruction from the Ministry.

(2) Founders of Archives shall be obliged:

- a) to ask the Ministry for approval concerning the establishment of Archives;
- b) to ensure that the tasks given to the Archives pursuant to this act were performed by persons registered in a book of persons executing specialised activities in Archives, pursuant to this act;
- c) to immediately report the commencement and termination of an employment or the commencement, termination and expiry of a civil service employment of persons registered in the book pursuant to letter b);
- d) to locate the archives in premises that ensure the protection of the archives and allow access to the archives;
- e) to ask the Ministry for approval concerning the dissolution of Archives, to offer it the archives and to place them in Archives appointed by the Ministry.

(3) The application for approval concerning the establishment of Archives shall contain:

- a) Name and surname, address of permanent residency of a physical person or the name, seat and identification number of a legal person that represents the founder of the Archives;
- b) Records demonstrating that:
  1. persons with at least a completed secondary education or a completed secondary vocational education<sup>1</sup> (hereinafter referred to as "completed secondary education") and always at least one person with a university education specialised in archival studies and complementary historical sciences, will perform the tasks of the Archives;
  2. the Archives will be located in premises ensuring the protection of archives;
  3. the Archives have sufficient premises necessary for access to archives;
  4. the founder of the Archives is able to financially provide the activity of the Archives so that the Archives may perform their tasks pursuant to this act.

(4) The application for approval concerning the dissolution of Archives shall contain;

- a) information pursuant to par. 3 letter a);
- b) reasons why the founder plans to dissolve the Archives;
- c) offer for the repurchase of archives by the state, containing a price proposal.

(5) The obligations of the Archives founder shall also refer to his legal successor.

## **Article 7: Archives obligations**

Archives shall be obliged:

- a) to execute pre-archival care and acquire archives from their creator or possessor;
- b) to record the archives that it acquired, keep the register in compliance with the actual status and to report any changes occurring in the register;
- c) to protect archives;
- d) to process the archives including the elaboration of finding aids;
- e) to issue rules for research,
- f) to allow the execution of professional state supervision;
- g) to allow access to archives, finding aids and the register of archives that it acquired;
- h) to develop a program for the execution of conservation copies and inform the Slovak National Archives about this program;
- i) to provide and send one issue of the conservation copy of the most significant archives to the Slovak National Archives.

## **Article 8: Rights and obligations of the possessor of Archives**

- (1) The possessor of archives shall be entitled:
- a) to use the information, advisory and expert-methodological services provided by the Ministry;
  - b) to ask the Ministry for a financial contribution intended for the protection of archives;
  - c) to ask the Ministry for the provision of the conservation or restoration of archives, whilst the possessor of archives bears the cost incurred for the conservation or restoration;
  - d) to restrict access to archives and determine the scope of restriction and period of its duration;
  - e) to grant a special permission for access to archives;
  - f) to transfer the proprietorship to archives within the territory of the Slovak Republic, provided that the state did not exercise its right for pre-emption; if it concerns foreign archives, it may also transfer the proprietorship outside the territory of the Slovak Republic.

- (2) The possessor of archives shall be obliged:
- a) to submit the archives to Archives pursuant to Article 4 par. 2 letter a) for their recording into the archival heritage register;
  - b) to provide for the protection of the archives, especially their conservation or restoration, if required by their physical state;
  - c) to allow the execution of professional state supervision and to provide for any necessary collaboration;
  - d) to permit the forced custody of archives, for the necessary time;
  - e) to offer the archives to the Ministry in accordance with its right of pre-emption or for contracted custody, provided that he is not capable of providing for their protection, whilst a price proposal shall form an integral part of the offer;
  - f) to inform the Archives recording the archives, of any change of their possessor or holder, change in the place of their location, their loss, theft, repossession, damage or destruction;
  - g) upon the transfer of proprietorship to archives, to inform the new possessor about restrictions on their permanent removal;<sup>1)</sup>
  - h) to ask the Ministry for an export licence intended for the permanent export of foreign archives;
  - i) to ask the Ministry for an export licence intended for the temporary export of archives;
  - j) to provide for, if an exporter, the execution of a conservation copy before the permanent export of archives;
  - k) to cover the cost related with contracted custody and forced custody of archives;
  - l) to submit foreign archives for identification.

## Register of archives

### Article 9

(1) (1) All Archives shall keep a register of archives that were acquired.

(2) The State Central Archives or State Archives with regional territorial competence, shall keep a register of archives belonging to a possessor that did not establish Archives.

(3) State Archives with a regional territorial competence shall keep a register of all archives occurring in their territorial district. The Ministry shall keep a register of archives kept by Archives pursuant to Article 4 par. 2 letter b).

(4) The Ministry shall keep a central register of all archives occurring in the territory of the Slovak Republic (hereinafter referred to as "central register").

(5) The register of archives kept by State Central Archives, State Archives with regional territorial competence, as well as the central register shall, all together, form the archival heritage register.

### Article 10

(1) The register of archives shall consist of register cards of archives that the Archives acquired, accession book, book of deposits and a diminution book. Immediately after its execution, the Archives shall send the register card of archives, to the relevant State Archives with regional territorial competence, for its insertion into the register; Archives pursuant to Article 4 par. 2 letter b) shall send it to the Ministry.

(2) The central register shall consist of:

- a) register cards of archives registered by the State Central Archives and State Archives with regional territorial competence and Archives of the state authorities, state budgetary organisations and state contributory organisations;
- b) records about the disposal of files of archives from the register and register cards to files of archives discarded from the register of the State Central Archives, State Archives with regional territorial competence and Archives of the state authorities, state budgetary organisations and state contributory organisations.

### **Article 11: Archival information system**

(1) The archival information system shall consist of:

- a) the Archival Heritage Register,
- b) finding aids (guide, inventory, catalogue and register).

(2) The State Central Archives, State Archives with regional territorial competence and the Ministry shall manage the archival information system.

## **Access to archives**

### **Article 12: Conditions for access to archives**

(1) Everyone shall be allowed to access the archives located in Archives and the archival information system (hereinafter referred to as "access to archives"), if not otherwise stipulated by this act.

(2) Archives shall enable access to archives by the execution of transcripts, abstracts, certificates, copies, as well as by the study and public exhibition of archives.

(3) Archives shall only submit an original of archives for their study in exceptional cases, whilst it shall always submit a copy of archives, if:

- a) it concerns archives created before 1526;
- b) it contains information with restricted access;
- c) any damage or possibility of damage could occur upon their study.

(4) Access to archives shall be executed upon a written application,<sup>)</sup> apart from access to archives by their public exhibition. In an application for access to archives in the form of transcripts, abstracts, certificates or copies, an applicant shall specify:

- a) name and surname;
- b) birth number;
- c) address of permanent residency or address of temporary residency;
- d) type and number of identification card; the applicant proves his identity by identification card,<sup>)</sup> travel document (passport),<sup>)</sup> military identification card,<sup>)</sup> sailor's book<sup>)</sup> or a document permitting residence in the form of an identification card;<sup>)</sup>
- e) information about the required archives that he is aware of;
- f) purpose of use;
- g) name, surname and address of a physical person or the name, seat and identification number of a legal person, for needs of whom he asks for access to the archives;
- h) declaration stating whether he is the creator of the archives, his legal successor or the possessor of the archives.

(5) A research list, in which the applicant specifies the information pursuant to par. 4, the subject of study and a declaration stating that he will only use the information taken from the archives for the purposes specified in the research list and specifies the name of the Archives, the title of the archive fonds and the title and name of the processor of the finding aid from which he gained the information, shall represent the application for access to the archives in the form of study.

(6) If the Archives allow the applicant to access archives upon his application, it shall not issue any decision.

(7) Archives shall only allow access to archives in the form of public exhibition in exceptional cases, upon a contract and the settlement of the cost incurred in the execution of copies of archives and their transport. The exhibitor shall be obliged to insure the archives.

(8) Archives shall execute a transcript, abstract or certificate of archives and a copy of archives for the settlement of costs. On the execution of a transcript, abstract, certificate or copy, the Archives shall verify its conformity with the original archives. A transcript, abstract, certificate or copy, verified by the Archives, shall substitute the original of the archives.

(9) The Ministry shall deliver a transcript, abstract, certificate of archives, or a copy of archives, for which the applicant pays an administrative fee,<sup>1)</sup> abroad through the Ministry of Foreign Affairs of the Slovak Republic.

### **Article 13: Access restriction**

(1) The right of access shall not refer to access to the accession book, book of deposits and information about the proprietorship of archives and the place of their location stated in the register card of the archives or to personal data stated in a finding aid.

(2) Archives shall restrict access to archives if:

- a) upon their use, the safety of the state, its defence, foreign, political, economic or financial interests could be endangered or if it results from international treaties by which the Slovak Republic is bound, or from obligations resulting from its membership in international organisations;
- b) upon their use, the rights or legally protected interests of living persons could be endangered;<sup>2)</sup>
- c) upon their use, damage or the possibility of damage to them could occur;
- d) it is specified in the conditions under which these were placed in the Archives;
- e) the applicant seriously breached the research rules of the archives.

(3) Archives can restrict access to archives if the archives are not processed.

(4) Archives shall decide<sup>3)</sup> on the restriction of access to archives pursuant to par. 2 and 3 and about its duration. In cases specified in par. 2 letters a) and b), the Archives shall restrict access on the basis of the previous decision of the creator or possessor of archives, which he made when submitting them to the Archives.

(5) Access to personal data in archives shall be possible:

- a) after the expiry of 90 years from the day that the record was created, if not otherwise stipulated by a special act<sup>4)</sup> or international treaty; or
- b) after submission of a written consent with the verified<sup>5)</sup> signature of a physical person, the personal data of whom it concerns or, if this physical person is no longer living, that of his legal representative or a close person.

(6) Access to archives cannot be restricted to:

- a) the creator, legal successor or possessor of archives;
- b) state authorities, municipalities, self-government regions, other legal persons and physical persons in conjunction with their activity pursuant to special regulations;<sup>6)</sup>

c) an applicant, to whom the data contained in archives, refers.

(7) An applicant may lodge an appeal<sup>24)</sup> against a decision on the restriction of access to archives. If the decision on the restriction of access to archives refers to archives placed in Archives kept by:

- a) a legal person established or founded by a state authority, this state authority shall decide in respect of this appeal; if it does not represent an authority of state administration, the Ministry shall decide in respect of the appeal;
- b) other legal persons or physical persons, the Ministry shall decide about the appeal;
- c) a municipality<sup>11)</sup>, a self-government region<sup>12)</sup> a court<sup>1)</sup> shall decide about the legal remedy against the decision.

#### **Article 14: Special permission for access to archives**

(1) A creator of archives, his legal successor or the possessor of archives, shall be allowed to grant a special permission for access to archives, which are not otherwise accessible (hereinafter referred to as "special permission").

(2) If it is not possible to identify the creator of archives, his legal successor or the possessor of archives, the Archives grant the special permission.

(3) The special permission shall be granted to:

- a) archives or
- b) a physical person.

(4) The special permission shall clearly state who grants it, to whom and to which archives it refers. If the special permission is not granted by Archives, it shall contain the verified<sup>26)</sup> signature of the physical person that grants it.

(5) Archives, for access to which special permission was granted, shall become constantly accessible to any applicant.

(6) Upon the granting of a special permission to a physical person, the archives shall not become accessible to another physical person. The person that granted the special permission to a physical person shall be obliged to enable access to any other physical person, to whom it grants it under equal conditions.

(7) The creator of archives, the legal successor, possessor of archives or Archives, may condition the granting of a special permission, by the signature of an applicant's declaration stating that he shall not disclose information gained that could damage public interest or private interest.

#### **Article 15: Rules for research**

(1) The rules for research shall regulate the organisation of the study of archives, the protection of archives during study, the execution of transcripts, abstracts and certificates from the archives, copies of the archives and access to the register of archives and finding aids that the Archives manage.

(2) Archives shall place its rules for research in a publicly accessible place within the Archives premises.

(3) An applicant, to whom Archives enabled access to archives (hereinafter referred to as "researcher") shall be obliged to follow the rules for research.

(4) Any theft, destruction or damage of archives shall be considered to be a gross violation of the rules for research. The Archives are allowed to restrict access to archives for up to ten years to a researcher who grossly violates the rules for research. A researcher that grossly violates the rules for research, shall be obliged to cover the costs incurred in the repair of the damage inflicted or the value of

a stolen or destroyed archives, which shall be determined by an expert.)

(5) If a researcher, upon a gross violation of research rules, committed a criminal offence for which he was lawfully convicted and sentenced to imprisonment, which was conditionally reprieved, the period of the restriction of access to archives shall commence upon the day on which the sentence of imprisonment is completed.

## Registries

### Article 16: Rights and obligations of a registry creator

(1) A creator of a registry shall be entitled:

- a) to ask the Ministry, through the State Central Archives or State Archives with regional territorial competence, for information, expert advice or instruction;
- b) to entrust another person with the administration of the registry.

(2) A creator of a registry shall be obliged:

- a) to elaborate the guidelines for registry administration and records schedule and submit them, through the State Central Archives or State Archives with regional territorial competence, to the Ministry for appraisal and approval;
- b) to provide for the administration of the registry;
- c) to provide for the stability of a registry record; if a registry record is made on paper, the paper has to comply with requirements specified by a technical standard;
- d) to ensure that the registry administration is executed by persons with a completed secondary education<sup>14)</sup> as a minimum;
- e) to locate the registry in premises that guarantee its preservation;
- f) to enable the execution of expert state supervision over the administration of the registry;
- g) to regularly dispose of registry records only upon approval given by the Ministry;
- h) to identify the registry record to which he wishes to restrict access, with the words "restricted access", whilst stating the period of restriction;
- i) to immediately inform the Ministry, through the State Central Archives or State Archives with regional territorial competence, of any change in its name or the location of the registry;
- j) to transfer the archives, after the disposal procedure, to the Archives within a period specified by the Archives, together with a list of the archives submitted and registry finding aids pursuant to guidelines for registry administration;
- k) to immediately give the registry over to a legal successor or, if ceased without any legal successor,
  1. to give registry records with permanent documentary value over to the Ministry, arranged pursuant to its instructions through the State Central Archives or State Archives with regional territorial competence;
  2. to keep registry records without permanent documentary value until the expiry of the retention period and advise the Ministry of the place in which these are kept.

### Article 17: Guidelines for registry administration and records schedule

(1) Upon the guidelines for registry administration, a registry creator shall regulate:

- a) registering, creation, storage, protection and access to the registry records and their disposal;
- b) personnel, areal, material and technical provision of the registry administration;
- c) tasks and scope and description of the activities performed by employees of the registry creator in individual aspects of registry administration.

(2) A registry records schedule forming an integral part of registry guidelines for registry administration shall structure the creator's registry into subject groups.

## Decision-making about the documentary value of records

### **Article 18:** Decision-making about the documentary value of registry records in the disposal procedure

(1) The Ministry shall decide about the documentary value of registry records when disposing of them within the disposal procedure. The disposal of registry records shall consist of the preparation of a disposal procedure and the execution of a disposal procedure.

(2) The registry creator shall only dispose of records from the registry within the disposal procedure.

(3) The registry creator shall dispose of registry records at least once in five years. In a reasonable case, the registry creator is allowed to agree upon a different period.

### **Article 19:** Preparation of the disposal procedure

(1) A registry creator shall propose all registry records with an expired retention period, for disposal. If any of the registry records with an expired retention period are still needed, the extension of the retention period shall be discussed within the disposal procedure. The registry creator must not include registry records with an unexpired retention period into the recommendation for the proposal for disposal of registry records (hereinafter referred to as "disposal proposal").

(2) In the disposal proposal, the registry creator shall include:

- a) a declaration that all the registry records proposed for disposal have an expired retention period;
- b) a declaration stating that the registry records proposed for disposal are no longer necessary for his activity;
- c) a list of the subject groups of registry records proposed for transfer into Archives;
- d) a list of the subject groups of registry records proposed for destruction.

### **Article 20:** Disposal procedure

(1) The disposal procedure shall commence upon the presentation of a disposal proposal. If the disposal proposal complies with all requirements, the Ministry, through the State Central Archives or State Archives with regional territorial competence, shall appraise the documentary value of registry records and make a decision on:

- a) the disposal of registry records after the expiry of their retention period;
- b) the permanent documentary value of registry records and the date of their transfer into Archives;
- c) whether the registry creator is allowed to arrange for the destruction of registry records without permanent documentary value.

(2) The disposal of registry records that contains classified information shall follow a special regulation.)

### **Article 21:** Decision-making about the documentary value of records outside of the disposal procedure

A decision about the documentary value of individual records outside of the disposal procedure shall be executed, if it concerns a record that:

- a) the state should acquire proprietorship of;
- b) was offered for transfer to Archives;
- c) was discovered;

d) is appraised upon a request made by the possessor of the record.

## **Article 22: Acquisition of archives**

(1) Archives shall acquire archives from the registry creator, together with finding aids, pursuant to guidelines for registry administration.

(2) The acquisition of archives shall be executed upon an accession protocol containing:

- a) the name of the accepting Archives;
- b) the name of the submitting party,
- c) the name of the creator of the archives, if not the same as the submitting party;
- d) the time span of the origin of archives;
- e) number of the decision on the disposal of registry records;
- f) number of submitted saved archival units;
- g) a declaration made by the submitting party stating that the archives are identified pursuant to a decision made by the relevant State Archives;
- h) a declaration made by the submitting party about the physical state of the archives;
- i) the place and date of transfer of the archives;
- j) an imprint of an official stamp of the submitting party, Archives and the signatures of their representatives;
- k) a list of submitted archives prepared by the submitting party.

(3) If Archives acquire archives, the documentary value of which was decided outside of the disposal procedure, it shall state the requirements pursuant to par. 2 letters a) to d) and letters i) to k) in the accession protocol, as well as any potential restriction of access to the archives.

(4) The registry creator shall cover the cost related with the transfer of archives into the Archives, after the completion of the disposal procedure.

(5) In an exceptional case, Archives are allowed, after the completion of the disposal procedure, to agree with the registry creator the temporary storage of archives at the creator.

(6) Archives are allowed to refuse the acquisition of archives, if these are not arranged pursuant to the records schedule of the registry creator; at the same time, it specifies a period for the arrangement of archives.

## **Article 23: Registry administration by another person**

(1) A registry creator is allowed to entrust another person with the administration of registry records that are no longer necessary for him and the retention period of which is not yet expired.

(2) Only a person with a completed secondary education<sup>14)</sup> and a minimum of three years practice in the field, is allowed to execute the administration of registry of another registry creator.

(3) The obligations appointed to the registry creator shall remain even though another person administers his registry. The liability of the registry administrator pursuant to a special regulation<sup>1)</sup> is thereby not affected.

## **State administration in the field of Archives and registries**

### **Article 24: Ministry**

(1) The Ministry shall represent the central state administration authority in the field of Archives and registries. The Ministry shall:

- a) manage the execution of state administration in the field of Archives and registries;
- b) elaborate the strategy for the development of Archives, acquisition, processing and protection of archives and registry administration;
- c) permit the establishment and dissolution of Archives and dissolve Archives in cases as stipulated by this act;
- d) keep the register of Archives and a list of persons performing specialised activities in Archives, pursuant to this act;
- e) decide about the disposal of registry records of Archives pursuant to Article 4 par. 2 letters a) and b) and execute professional state supervision over them;
- f) keep an archival information system;
- g) issue export licence for the permanent export of foreign archives and the temporary export of archives;
- h) decide on the imposing of fines, the forced custody of archives, as well as on their dispossession;
- i) provide reasonable compensation for the restriction of proprietorship to archives;
- j) fulfil the obligations of the Slovak Republic resulting to it from membership in international organisations in the field of Archives and negotiate and execute international agreements concerning Archives;
- k) coordinate the activities of central state authorities in the administration of their registries and issue a model guidelines for registry administration for them;
- l) manage and control the administration of the registries of regional offices and district offices;
- m) provide for the activity of the Scientific Archives Council.

(2) The Ministry is able to provide a financial contribution to a founder of Archives, which is needed to cover any necessary adjustments of Archives premises. This contribution shall be provided on the basis of a contract, in which the founder shall commit himself to return the financial contribution, if the Ministry shall discover that it was used for a different purpose.

(3) Through the Slovak National Archives, State Central Mining Archives and State Archives with regional territorial competence, the Ministry shall:

- a) keep a register of
  - 1. registry creators,
  - 2. archival heritage,
- b) execute professional state supervision over
  - 1. registry administration,
  - 2. Archives,
  - 3. archives stored at a possessor that did not establish Archives.
- c) approve the guidelines for registry administration and records schedule of a registry creator, as well as the research rules of Archives,
- d) decide about
  - 1. the disposal of registry records,
  - 2. restriction of access to the archives that it acquired,
- e) acquire archives originating from an activity performed by state authorities and legal persons established or founded by them, municipalities and self-government regions, as well as from legal persons established or founded by these and other legal persons and significant physical persons that did not establish Archives,
- f) enable access to the archives kept by it and manage the archival information system,
- g) impose administrative fees pursuant to a special regulation.<sup>22)</sup>

## **Article 25: Export**

(1) Archives shall not be permanently exported; this does not refer to foreign archives.

(2) The temporary export of archives and the permanent export of foreign archives, shall only be allowed upon a written export licence<sup>1)</sup> issued by the Ministry, intended for the export of archives (hereinafter referred to as "export licence"). Archives may only be temporarily exported for a maximum of 12 months.

(3) The Ministry shall usually permit the temporary export of archives for exhibition, conservational, restoration or study purposes. Apart from the general requirements set by a decision<sup>24)</sup>, the export licence shall contain identification data concerning the archives, such as name of the Archives, name and surname or name of the possessor or creator of the archives, title of the file of archives, time span of the origination of the file of archives, place of storage, quantity, deadline by which the archives shall be returned and other potential conditions. The export licence shall be valid for 12 months from the date of its issue.

(4) A party temporarily exporting archives is obliged to apply for an export licence from the Ministry a minimum of three months before export. The application shall contain:

- a) the name and surname, address of residency and permanent address or the title, seat and identification number of the exporting party;
- b) identification data of the party to which they are exported;
- c) identification data of the archives pursuant to par. 3;
- d) the purpose of the temporary export;
- e) a verified copy of a record stating the proprietorship of the archives; if the exporting party is not the possessor of the archives, also written consent given by the possessor of the archives, including his verified<sup>26)</sup> signature;
- f) the value of the archives determined by an expert;<sup>29)</sup>
- g) confirmation about the execution of a conservation copy;
- h) place of export;
- i) duration of export.

(5) A list of exported archives, as well as the insurance policy, shall be enclosed with the application. The exporting party shall cover the cost related to the export.

(6) The export licence pursuant to par. 2 and the application pursuant to par. 4 shall be made and filed using a special form.

(7) A legal person or physical person providing for transport through a courier shall be exclusively entitled to transport the archives to the place of destination.

(8) The exporting party shall be obliged to present the export licence to the customs authorities, together with a list of the exported archives. The list shall be made on the headed paper of the Ministry. Each page of the list shall contain the signature of the person that issued the export licence, as well as an imprint of the official seal of the Ministry.

(9) The exporting party is obliged, within 30 days after returning the archives to the territory of the Slovak Republic, to submit them to the Ministry for inspection; if no damage or other change to the archives is found, the Ministry shall return them to the exporting party. If any damage, loss or theft of the archives occurred during the temporary export, the exporting party is obliged to immediately inform the Ministry about this fact.

(10) If the Ministry shall find that any damage of or change to the archives occurred during the temporary export, it shall suggest a means of reasonable correction. In this case, the exporting party shall cover the cost incurred in the conservation and restoration of the archives.

(11) If the temporary export is not carried out, the person granted the export licence is obliged to immediately return it to the Ministry.

(12) The presentation of the export licence for temporary export of archives shall not substitute the obligations pursuant to a special regulation.)

(13) The permanent export of foreign archives shall follow par. 2, 3, par. 4 letters a) to c), e) and f) and par. 5, 6, 7 and 8.

## **Article 26: Import**

Foreign archives that are more than 50 years old, which are recorded in the register of a foreign state, shall be imported to the territory of the Slovak Republic only upon an export licence issued by a relevant authority of the foreign state. Any import of foreign archives, stolen in the state of their origin or in a third state, or unlawfully removed from the state of their origin or a third state, as well as their acquisition into proprietorship, is prohibited.)

## **Article 27: Return proceedings for archives**

(1) The Ministry shall carry out proceedings intended for the return of archives that were removed from the territory of the Slovak Republic without its export licence, or that were not returned within a specified period, or if any other conditions of temporary export were breached (hereinafter referred to as "return proceedings").

(2) The Ministry shall advertise the loss or theft of archives immediately after it learns about it.) The Ministry shall commence return proceedings at the latest within one year from the day on which it learned about the location of the archives and the identity of their possessor or holder, however, at the latest up to 75 years from their export, if an international treaty that the Slovak Republic concluded does not provide any longer period.

(3) Return proceedings cannot be executed if, at the time of their commencement, the removal of the archives or foreign archives is no longer considered to be a removal without an export licence.

(4) With the request for the return of archives removed from the territory of the Slovak Republic that it sends to another state, the Ministry shall enclose information about the commencement of return proceedings. The request for the return of archives made by the Ministry, as well as the request of a relevant authority of a foreign state concerning the return of archives recorded in its register, shall contain the identification of the place where the archives are located or where they should be located, as well as all of the information that could make the search for them easier. The Ministry shall also inform the relevant authorities of other states about the receipt of a request made by a foreign state.

(5) If the archives to which the return proceedings refer are not returned from a foreign state, the Ministry is able to file a motion to a court of this state concerning the commencement of civil or criminal proceedings.

(6) The Ministry shall co-operate with the authorities of other states that carry out the search for archives, or request the return of archives removed without their export licence, or not returned within the period specified for their temporary export, or in the case of a breach of any other conditions set for the temporary export (hereinafter referred to as "requesting state"). Upon a request made by the requesting state, the Ministry shall:

- a) search for foreign archives and identify their possessor or holder;
- b) report whether and where the sought foreign archives were found and whether there are any reasonable grounds for believing that they were removed from a territory of the requesting state without an export licence of its competent authority;
- c) enable its competent authority, within two months from the report pursuant to letter b), to execute the identification of the foreign archives sought;
- d) perform, in co-operation with it, the measures necessary for the preservation of the physical state of the foreign archives found;
- e) take interim measures in order to prevent any action that could evade the purpose of return proceedings;
- f) provide for contact between the possessor or holder of foreign archives and the requesting state.

(7) A possessor from the state from which the archives were returned to the territory of the Slovak

Republic, is entitled to reasonable compensation, provided that he took due care of them.

(8) The Ministry shall cover the expenditures related to the return proceedings; if concerning the return of foreign archives recorded in the register of another state, the requesting state shall cover the expenditures incurred. This also refers to expenditures incurred in measures pursuant to par. 6 letter d). This shall not affect their right for compensation from a person or persons that removed the archives or participated in their removal from the territory of the Slovak Republic, without an export licence issued by the Ministry.

## **Article 28: Professional state supervision**

(1) The Ministry shall execute professional state supervision.

(2) The control of the performance of the obligations stipulated by this act shall be the subject of professional state supervision.

(3) The Ministry shall execute professional state supervision in state authorities a minimum of once in five years; in legitimate cases, it is allowed to agree an even longer period. Professional state supervision at other legal persons and physical persons is executed on dates agreed with them by the Ministry.

(4) A civil servant executing professional state supervision is entitled:

- a) to enter the Archives premises and premises in which archives are stored and the premises of registries;
- b) to require the necessary records, data, information and explanations referring to the observance of the obligations stipulated by this act; he is not allowed to make abstracts from or transcripts or copies of archives and registry records;
- c) to require demonstration of the identity of persons performing activities pursuant to this act in Archives and at the registry administration.

(5) A civil servant executing professional state supervision is obliged:

- a) to present himself in advance with an identity card authorizing him for the execution of professional state supervision; the Ministry issues the identity cards;
- b) to provide information, expert advice or instruction, as requested;
- c) to keep confidential all matters that he learns during the execution of professional state supervision;
- d) to make a written report after the completion of a control and submit or deliver it to the founder of Archives, possessor of archives, or creator of a registry and the registry administrator of another creator.

(6) The control report shall contain:

- a) identification of an authority of professional state supervision and the party controlled;
- b) name and surname of the person executing the control;
- c) place and date of the control;
- d) subject of control;
- e) faults found;
- f) measures placed for the rectification of faults found, including a period for their execution;
- g) signature of the person who completed the control.

## **Article 29: Forced custody**

(1) The Ministry shall decide about the forced custody of archives, if the possessor of archives, or a founder of Archives, did not execute a measure imposed on him upon the execution of professional state supervision within a specified period and the physical state of the archives requires it.

(2) In its decision, the Ministry shall specify the duration period of the forced custody of archives, which shall take a maximum of five years.

(3) The Ministry shall cancel its decision on the forced custody of archives if, before the expiry of the period specified for forced custody, the possessor of archives or the founder of Archives show that the reasons for the custody are eliminated, or the conservation or restoration of archives was completed.

(4) The possessor of archives, or a founder of Archives, shall cover the cost incurred in the conservation or restoration of archives during their forced custody.

(5) The possessor of archives, or the founder of Archives, is entitled to reasonable compensation<sup>7)</sup> for the restriction of proprietorship which occurs upon forced custody. The compensation shall be provided in an amount determined by an expert<sup>29)</sup> and shall form an integral part of the statement of decision on the forced custody of archives.

### **Article 30: Dispossession**

(1) If the Ministry places a measure intended for the protection of archives on the possessor of archives, or on the founder of Archives, after the termination of forced custody, which he did not fulfil, the Ministry is entitled to dispossess these archives.

(2) Archives shall only be dispossessed into state proprietorship and for reasonable compensation,<sup>7)</sup> in an amount determined by an expert.<sup>29)</sup> The transfer of proprietorship and level of compensation shall form an integral part of the statement of the decision on dispossession.

(3) The dilatory effect of legal remedy against a decision on dispossession may be excluded if any damage to archives or possibility of their damage could occur.

### **Article 31: Administrative offences**

(1) The Ministry is entitled to impose a fine of up to:

- a) SKK 1,000,000 on a person who;
  1. destroys or damages archives;
  2. steals archives;
  3. permanently removes archives without an export licence issued by the Ministry;
  4. destroys registry records or the registry without any disposal procedure taking place;
- b) SKK 500,000 on a person who;
  1. does not enable the execution of professional state supervision;
  2. does not take a measure intended for the protection of archives imposed on him by the Ministry;
  3. does not surrender archives into forced custody;
  4. does not surrender archives that were dispossessed from him;
  5. does not submit foreign archives for identification;
- c) SKK 100,000 to a person who;
  1. temporarily removes archives without an export licence issued by the Ministry;
  2. imports foreign archives to the territory of the Slovak Republic, without an export licence from the state of export, or imports foreign archives stolen in another state;
  3. does not submit archives for their restoration or conservation;
  4. does not elaborate the guidelines for registry administration and records schedule or does not submit it for examination and approval;
  5. does not provide for registry administration;
  6. does not provide for the stability of a registry record;
  7. places registry records in premises that do not comply with the conditions for their protection;
  8. does not submit the registry to a legal successor;
  9. does not execute a measure intended for the correction of faults in registry administration imposed on him by the Ministry;

- d) SKK 50,000 on a person who;
1. does not submit for appraisal of its documentary value a record that he obtained, the content, origin, time of creation or uniqueness of execution of which would justify the assumption that it could concern archives;
  2. does not ask the Ministry for approval for establishing Archives or for the dissolution of Archives;
  3. does not offer archives to the Ministry in compliance with its right of pre-emption;
  4. does not report a change in possessor or holder of archives, change in their place of storage, loss, theft, repossession, damage or destruction of archives;
  5. breaches the rules for research;
  6. does not report, as the founder of Archives, the commencement or termination of employment of a person performing specialised activities in the Archives;
  7. does not report, as the creator of a registry, a change in its name or change in the place of location of the registry;
  8. does not return an export licence that he did not use.

(2) A fine shall be imposed within one year from the day upon which the Ministry learned who performed such action pursuant to par. 1, however, at the latest within three years from the day on which the action justifying the imposing of a fine occurred. When imposing a fine, the severity, means, duration and consequence of the unlawful act is taken into account.

(3) In a decision on the imposing of a fine for the non-performance of measures imposed during the execution of professional state supervision, the Ministry shall, at the same time, specify a period intended for the rectification of faults. In addition, the Ministry shall impose another fine in an amount equal to double the upper limit of the fine stipulated by this act, on a person who does not perform the correction of faults for which a fine was originally imposed on him, within the specified period.

(4) If a person on whom a fine was imposed again breaches, within one year from the day upon which the decision to impose a fine becomes effective, the obligation for which the fine was imposed on him, another fine shall be imposed on him in an amount equal to double the upper limit of the fine stipulated by this act.

(5) A fine is payable within 30 days from the day upon which the decision becomes effective, if a longer period is not specified in the decision.

(6) The revenue from fines shall represent income to the state budget, with specific designation for the protection of archives.

## Common, transitional and final provisions

### **Article 32:** Relation to other legal enactments

(1) Apart from Article 8 par. 1 letters d) and e), Article 18 to 21, Article 24 par. 1 letters c) and e) and par. 3 letters c) and d) point 1 and Article 27, the general regulation on administrative procedures<sup>24)</sup> shall refer to the procedures pursuant to this act.

(2) The provisions of this act shall not be applied, if an international treaty, ratified or proclaimed by means stipulated by the law, or a legal regulation prevailing before the law,<sup>1)</sup> does not stipulate otherwise.

(3) The provisions concerning the obligations of central state authorities and projects pursuant to a special regulation<sup>2)</sup> shall not refer to the archival information system.

### **Article 33:** Authorisation provision

The Ministry shall issue a generally binding legal regulation in which are stipulated details concerning:

- a) the appraisal of records, disposal of registry and acquisition of archives into Archives;
- b) the protection of registry records and archives;
- c) the Archival Heritage Register of the Slovak Republic and access to archives.

### **Article 34: Transitional provisions**

(1) Archives registered in the territory of the Slovak Republic before the this act comes into effect, shall be archives pursuant to this act, if not otherwise stipulated.

(2) Archives established pursuant to present regulations shall be Archives pursuant to this act. The State Regional Archives pursuant to present regulations, as well as the Archives of the Capital of the Slovak Republic Bratislava, shall be State Archives with regional territorial competence pursuant to this act. The State District Archives pursuant to present regulations, apart from the Archives of the Capital of the Slovak Republic, Bratislava, shall be Branches of the State Archives with regional territorial competence pursuant to this act.

(3) The State Archives with regional territorial competence with their seat in Košice, shall take over the archives located in a jointly managed Archives of the Town of Košice, apart from archives originating from activity performed by the authorities of town of Košice, authorities of its town districts and legal persons established and founded by them. The Ministry and the town of Košice shall regulate the necessary details in a written agreement.

(4) The rights and obligations resulting from the state employment of employees executing civil service in district offices in State District Archives and of the labour-legal relations of employees executing public service in district offices in State District Archives shall pass to the Ministry<sup>1)</sup>, with effect from 1 January 2003. The rights and obligations resulting from proprietary-legal relations and other legal relations related to State District Archives, shall also pass to the Ministry with effectiveness from 1 January 2003. All details shall be regulated in written agreements concluded between the Ministry and district offices.

(5) The state proprietorship on movable and immovable assets, which are used for the execution of state administration in the field of the Archives that it has by 1 January 2003, or which it shall acquire after 1 January 2003, cannot be transferred to another legal person or physical person.

(6) The administration of property in state proprietorship, stated in par. 5, may only be transferred to a state authority that executes state administration in the field of Archives.

(7) The administrator, pursuant to par. 6, shall provide for the execution of the administration of state property pursuant to par. 5.

(8) All proceedings concerning the imposition of fines, commenced before 1 January 2003, shall follow the present regulations.

(9) The Ministry shall also proceed pursuant to this act in the case of a request made by another state, for the return of foreign archives removed from its territory without an export licence issued by a relevant authority, before 1 January 2003.

### **Article 35: Abrogation provisions**

The following legislation shall be abrogated:

1. Act of the Slovak National Council No. 149/1975 Coll. on Archives, as amended by Act of the Slovak

- National Council No. 571/1991 Coll., Act of the National Council of the Slovak Republic No. 222/1996 Coll. of Laws and Act No. 312/2001 Coll. of Laws;
2. Decree of the Ministry of Interior of the Slovak Socialist Republic No.168/1975 Coll., regulating details on the procedure for the acquisition of archives by the state;
  3. Decree of the Ministry of Interior of the Slovak Socialist Republic No.62/1976 Coll., regulating certain details for the establishment, dissolution and organisation of Corporate Archives;
  4. Decree of the Ministry of Interior of the Slovak Socialist Republic No. 63/1976 Coll., determining the criteria for the appraisal of documents as archives and regulating certain details of the procedure for the disposal (destruction) of documents;
  5. Decree of the Ministry of Interior of the Slovak Socialist Republic No.122/1976 Coll., regulating details on the conditions and means of use of archives;
  6. Regulation of the Ministry of Interior of the Slovak Socialist Republic No. LP – 205/1976, regulating certain details on the establishment, dissolution, organisation and activity of Archives of organisations of special significance (registered in section 19/1976 Coll.),
  7. Regulation of the Ministry of Interior of the Slovak Socialist Republic No. LP – 222/1976 on the means of protection and categorization of archives (registered in section 25/1976 Coll.),
  8. Regulation of the Ministry of Interior of the Slovak Socialist Republic No. LP – 269/1976 on the means of registering archives and on the composition of the Integrated Archival Fonds of the Slovak Socialist Republic (registered in section 29/1976 Coll.).

## Section II.

Act No. 111/1990 Coll. on state enterprise, as amended by Act No. 92/1991 Coll., Act of the National Council of the Slovak Republic No. 14/1993 Coll. of Laws, Act of the National Council of the Slovak Republic No.174/1993 Coll. of Laws, Act of the National Council of the Slovak Republic No. 172/1994 Coll. of Laws, Act of the National Council of the Slovak Republic No. 304/1995 Coll. of Laws, Act of the National Council of the Slovak Republic No. 317/1996 Coll. of Laws, Act No. 166/1998 Coll. of Laws, Act No. 241/1999 Coll. of Laws and Act No. 472/2001 Coll. of Laws, shall be amended as follows:

Article 15 c is amended with letter h) that reads as follows:

"h) To report this fact to the Ministry of Interior of the Slovak Republic, through the State Central Archives or State Archives with regional territorial competence<sup>9c)</sup>, within one month from the day that the liquidation of the enterprise is recorded in the commercial register; elaborate and submit a disposal proposal of registry records, transfer the archives to the Ministry, provide for the storage of registry records without permanent documentary value until the expiry of the retention period and report to it the place of their storage."

The footnote to reference 9c reads as follows:

"9c) Act No. 395/2002 Coll. of Laws on Archives and Registries and on the Amendments of Certain Acts."

## Section III

Act No. 328/1991 Coll. on bankruptcy and settlement, as amended by Act of the National Council of the SR No. 91/1993 Coll. of Laws, Act of the National Council of the SR No. 122/1993 Coll. of Laws, Act of the National Council of the SR No.159/1994 Coll. of Laws, Act of the National Council of the SR No. 374/1994 Coll. of Laws, Act of the National Council of the SR No. 190/1995 Coll. of Laws, Act of the National Council of the SR No. 58/1996 Coll. of Laws, Act of the National Council of the SR No.118/1996 Coll. of Laws, Act of the National Council of the SR No.292/1996 Coll. of Laws, Act No. 12/1998 Coll. of Laws, Finding of the Constitutional Court of the Slovak Republic No. 197/1999 Coll. of Laws, Act No. 281/1999 Coll. of Laws, Act No. 238/2000 Coll. of Laws, Act No. 397/2001 Coll. of Laws and Act No. 566/2001 Coll. of Laws, shall be amended as follows:

Article 66k is inserted after Article 66j and reads as follows:

"Article 66 k

After the decision of a court on the termination of an enterprise operation, an administrator shall be obliged:

- a) to report this fact to the Ministry of Interior of the Slovak Republic, through a relevant State Central Archives or State Archives with regional territorial competence, within one month from the day that the court decision becomes effective;<sup>9)</sup>
- b) before the erasure from the commercial register, to elaborate the disposal proposal of registry records and submit it to the relevant State Archives;
- c) to hand over the registry records proposed for transfer to Archives and archives to the relevant State Archives;
- d) to provide for the disposal and storage of registry records without permanent documentary value until the expiry of the retention period and advise the relevant State Archives of the place of their storage".

The footnote to reference 9 reads:

"9) Act No. 395/2002 Coll. of Laws on Archives and Registries and on the Amendments of Certain Acts".

## Section IV

### Article 36: Entry into force

This act shall enter into force on 1 January 2003, except for Section I Article 25 par. 6, which shall enter into force on the day upon which the Agreement on the Accession of the Slovak Republic into the European Union shall enter into force.

**Rudolf Schuster**, signed by his own hand

**Jozef Migaš**, signed by his own hand

**Mikuláš Dzurinda**, signed by his own hand

## Annex to Act No. 395/2002 (Coll.)

### Names, seats and territorial districts of State Archives with regional territorial competence and their Branches

**NAME/SEAT<sup>1)</sup>**

**TERRITORIAL DISTRICT  
REGION**

I. State Archives in Banská Bystrica  
Branch:

1. Banská Bystrica

Banská Bystrica, Brezno

2. Banská Štiavnica
3. Kremnica
4. Lučenec
5. Rimavská Sobota
6. Veľký Krtíš
7. Zvolen

Banská Štiavnica  
Žarnovica, Žiar nad Hronom  
Lučenec, Poltár  
Rimavská Sobota  
Veľký Krtíš  
Zvolen, Detva, Krupina

## II. State Archives in Bratislava

Bratislava I, Bratislava II, Bratislava III,  
Bratislava IV, Bratislava V

Branch:

1. Modra
2. Skalica
3. Šaľa
4. Trenčín
5. Trnava

Malacky, Pezinok, Senec  
Myjava, Skalica, Senica  
Dunajská Streda, Galanta, Šaľa  
Nové Mesto nad Váhom, Trenčín  
Hlohovec, Piešťany, Trnava

## III. State Archives in Bytča

Branch:

1. Čadca
2. Dolný Kubín
3. Liptovský Mikuláš
4. Martin
5. Považská Bystrica
6. Žilina

Čadca, Kysucké Nové Mesto  
Dolný Kubín, Námestovo, Tvrdošín  
Liptovský Mikuláš, Ružomberok  
Martin, Turčianske Teplice  
Ilava, Považská Bystrica, Púchov  
Bytča, Žilina

## IV. State Archives in Košice

Branch:

1. Košice
2. Michalovce
3. Rožňava
4. Trebišov

Košice I, Košice II, Košice III,  
Košice IV, Košice and outskirts  
Michalovce, Sobrance  
Revúca, Rožňava  
Trebišov

## V. State Archives in Levoča

Branch:

1. Levoča
2. Poprad
3. Spišská Nová Ves
4. Stará Ľubovňa

Levoča  
Kežmarok, Poprad  
Gelnica, Spišská Nová Ves  
Stará Ľubovňa

## VI. State Archives in Nitra

Seat: Ivanka pri Nitre

Branch:

1. Nitra
2. Bojnice
3. Komárno
4. Levice
5. Nové Zámky
6. Topoľčany

Nitra, Zlaté Moravce  
Prievidza  
Komárno  
Levice  
Nové Zámky  
Bánovce nad Bebravou, Partizánske, Topoľčany

## VII. State Archives in Prešov

Branch:

1. Prešov
2. Bardejov
3. Humenné
4. Svidník
5. Vranov nad Topľou

Prešov, Sabinov  
Bardejov  
Humenné, Medzilaborce, Snina  
Svidník, Stropkov  
Vranov nad Topľou

VIII. Archives of  
Capital of the SR Bratislava

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Bratislava I, Bratislava II, Bratislava III,  
Bratislava IV, Bratislava V

- 1) The seat is specified only in the case that it is not identical with the town stated in the name of the State Archives.

- For further information following notes are added by the Ministry of the Interior of the Slovak Republic:

1. For the purpose of the present translation:

a) the word "archives" has the following meanings:

aa) when it is written with a lower case "a"; the totality of the documents regardless of the date, form or medium, created or received by any physical person or legal person during the course of their activity and transmitted to the Archives for permanent preservation.

bb) when it is written with an upper case "A"; the institution charged with preservation of archives.

2. Act No.395/2002 (Coll.) on Archives and Registries and on the Amendments of Certain Acts is published in the Collection of Laws, section 158, issued on 24 July 2002.