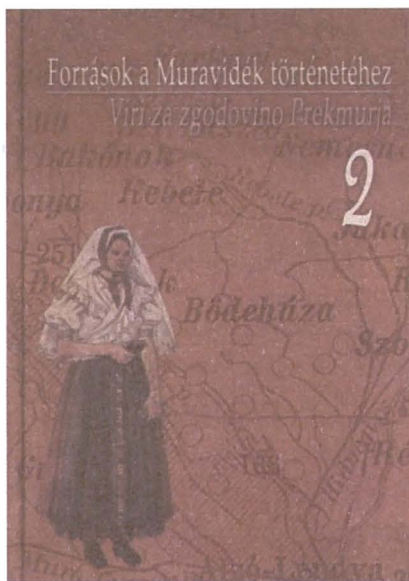


Sources to the History of Prekmurje 1



Sources to the History of Prekmurje 2

*Ibolya Foki**

Entroncamento and its Archive

Located right in the central of Portugal, 120 km from Lisbon, Entroncamento enjoys a good geographic location, together with good road and rail accesses and its development was accomplished in a few years. Its name derives from the intersection of two main railway lines.

In the late nineteenth century, most of the inhabitants of this small town were mostly rail workers, coming from all over the country in search of a better life. The railway was booming.

Entroncamento quickly grew from a small village, dependent of two neighbouring civil parishes, to an independent civil parish of Entroncamento on August 25, 1926 (Diário do Governo nº 187, 1ª série). The Law no. 12192 created a village called Entroncamento, headquartered in the same location. Not long after, with the Law no. 22010, it is elevated to Village and on November 24, 1945, Law no. 35184 is published, establishing Entroncamento as a County.

This rapid evolution was due mainly to the population – the railway workers, who brought their families – and local rulers. The most prominent figure was José Duarte Coelho – first President of the Civil Parish and the second Mayor – who always fought for the development of this county. Currently, the city of Entroncamento is known as the “Railway City”.

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Initially, the City Hall building concentrated all of its administrative services, and sheltered in its basement the headquarters of the Fire Department and Boy Scouts. It was in the attic of City Hall building that the formation of the archive of city council began.

Since its foundation, the Hall suffered several renovations, due to the growth of public services, which resulted in the need to construct new buildings in their vicinity - Public Works, Social and Cultural Services, a Library and Urban Services, currently in separate buildings are examples of this growth.

Until a separate building for the Municipal Archives was constructed, the choice of a temporary space, more appropriate to the size of the collection, fell upon a large warehouse in the Daily Market. The building, destined mainly for the big trade, was inaugurated in 1983 and was built on the one hand because of the increasing population and secondly because the old market in Entroncamento would be transformed into the Cultural Centre of the city.

Although the city of Entroncamento is fairly recent, the archival collection of owned documents is no less important. Documenting the rapid growth of the city, the establishment and closure of major industries - some of them have unfortunately disappeared - and perpetuating the memory of all the residents who made the city of Entroncamento what it is today. Testimonies of this history can be found in documents that are today the major documental background of the City of Entroncamento, duly held in the Municipal Archive of this city.

As a newly established service, the Municipal Archive is being restructured and organized. In 2007 the preparation of the Archives Classification Plan began, which is the starting point for the consolidation of the importance of the archive service. With the intervention of heads of section and some employees, it was possible to constitute a new and workable plan of classification. For its preparation it was necessary to know the history of the municipality, namely the role of municipal services and the roles they play. The Law no. 412/2001 of 17th of April, although aimed the establishment of retention periods of several documents produced by local authorities, was an indispensable tool in the preparation of this Classification Plan.

However, the document series described in this law do not entirely correspond to the reality of the city of Entroncamento. Thus, for the documentary series that do not exist in the law, it was necessary to fill new Data Collection Sheets to determine their retention periods in administrative and final destination, which allowed us to also control excessive documentation in storage.

The archive service focuses therefore mainly on the organization of the collection of the municipality as regard the storage, the proper handling of old and worn documents to new folders, as well as the allocation of new quotas and a map of the Municipal Archives. This work is in fact a fundamental priority, before we can initiate the transfer to modern digital media and proceed to the task of archival description.

A study is being done to assess the establishment of a Regulation of Municipal Archives with a set of procedures to ensure proper functioning of each section. Being a growing service, it has become crucial to study all the changes, over the years and all of the recent legislation on Archives in Portugal. In this sense, Entroncamento's City Council has invested in the training for their employees, particularly in its participation in seminars and conferences of the Portuguese Association of Librarians, Archivists and Documentalists, in the area of archives, in order to keep track of archival development.

Despite the fact that Archive is not located in the City Hall building, when the need arises to see a particular file or a simple document, it is scanned and sent to the pertinent service in digital form for response. This process is very important because it introduces us to the municipal council services document scanning and deployment of Document Management Systems.

The organization of the Municipal Archives, at the moment, is not yet finished. Among other things, we must create conditions so as not to lose track of internal requests for documentation. In the end, a specific form was created for the requisition of documentation to the Archives. The employee or service that requests the document will then have a period of 15-30 days to return the documents to the Archive. All these new forms were based on the rules and procedures proposed by the Directorate General of Archives.

In Portugal, unfortunately, there are many municipalities where the service is nonexistent or executed by administrative staff without any specific training in archival science. The need for better organization and access to documents of local government makes, however, the establishment of the Office of the Municipal Archive fundamental not only for the smooth running of council services but also as a basis for more informed policy decisions.

Completion of Data Collection Sheet was also vital to support the decision of the retention periods and final destination of the documentation reviewed by allowing the documents in excess to be removed, thereby promoting the smooth operation of archival storage. This is in the benefit of the Archive and of the local authority, which can count on a well structured and organized Archive Service. “The assessment document has a key role in the documentation life cycle, insofar as it defines which documents will be preserved for administrative or research and in which moments can they be eliminated or kept permanently, according to the value and potential use for the administration that created them and for society.”

When an entity does not have a selection table in the Law, the archivist is faced with a scenario of overwhelming documentation production that has not been the target of evaluation. In this case, DGRQ – Archives General Direction may direct the person responsible for the Archive to make an assessment report.

*Daniela Alexandra Tavares Carmona**

Lone Arrangers Roundtable of the Society of American Archivists

The archival profession is most certainly a varied one. There are so many different kinds of archival repositories – from ones housed in universities and colleges, to organizations large and small, to corporations and nonprofits. One characteristic that many of these repositories share – even if many of their other characteristics differ – is that many are managed by archivists who can be considered “lone arrangers”. Lone arrangers are archivists who are themselves the only archivist working in their repository – or with minimal staff to assist.

* Câmara Municipal do Entroncamento, Portugal. Translated in English by Gabriela Alexandre.