

Overview of Business Archives in Spain

José Andrés González Pedraza

Keywords: *business archives; Spain; legislation; associations*

Introduction

The “Business Archives” term is very recent in Spain. The Archives like sets of documents always have existed in the companies to bring together the minutes books and the most important financial and juridical documents but the Archives as centers of management and arrangement of records, attended by professionals archivists, only exist from the 80s.

In Spain, exist evidences and documents of different commercial and financial initiatives from the Middle Ages. For example, accounting documents of the livestock's great association that was the Mesta (1273-1836) remain in the Archivo Histórico Nacional (Madrid). The Archivo Histórico Provincial de Valladolid preserves documents of the great family empire of the Castilian banker Simón Ruiz, with delegations in the whole Europe from the 16th century. Other industrial initiatives were very abundant in the 18th century, with the creation of the Royal Factories as manufacturing centers and the commercial companies in America. The Archivo General de Indias (Sevilla) has many records series relating to Tobaccos's Royal Factory from the 17th century. These are precedents of the companies as today we conceive them, a profit making organisation that combines technical, financial and human means in a sector of activity.

The modern company is a daughter of the Industrial Revolution who crosses Europe in the 19th century. In Spain, the legislation is on the side of the creation of numerous companies always dependent on the foreign English, French or Belgian capitals. By way of illustration, the Trade Code (1825), the Societies for Shares' Law (1848); the Banks laws (1849, 1851 and 1856); the General Law of Railroads (1855); the Credit Societies' Law (1856); the Societies for Shares' Law (1869), the laws relating to mining industry (1825, 1849, 1859 and 1868). Most of these companies, founded in the 19th century and beginning of the 20th century, are unknown to us, because the records have disappeared, disinterest or destruction victims. In the 19th century is produced in Spain, as E. García de Enterría affirmed “a frightening depredation of our patrimony”.

The First Congress on Economic and Privates Companies' Archives celebrated in the Banco de España under Teresa Tortella's direction in June 1982, coinciding with the opening of the Bank Historical Archive to the research and the Second Congress celebrated in 1986, they both are the first serious attempts of realizing a diagnosis about the Business Archives in Spain. Most the participants

were historians who emphasized the historical importance of the records in bank, commercial and industrial sectors. They concluded the state of dispersion in which they found the documents and the absence of findings aids and professional archivists.

From the 80s, numerous Business Archives have been created in Spain. Almost all of them, to recover the memory of the companies, not for the records management. Recently, in 2008, inside the VIII Congress of the Archivists' National Association (ANABAD) they met in Madrid 16 business archivists, who emphasized the concept of the Archive as historical heritage custody's places and, simultaneously, as centers of application of new technologies. Precisely, in this Congress was presented the first Group of Work on Business Archives of the Autonomous Government of Madrid.

This one is the great change produced in 25 years. The reasons are different:

1. Today the companies are opened to the society and have discovered the profitability of the cultural initiatives, included the creation of Archives.
2. The economic history has discovered the company as one of her objects and the researchers have demanded arranged Archives. It is not possible to do business history without business archives.
3. To recover our memory is one of the characteristics of the postmodern world and it exists a increasing sensibility in the society towards it.

Increasingly, business archivists take part in congresses to announce the programs of description and diffusion of their Archives and the bibliography and the web pages in Internet are growing. However, there are also problems and serious faults. A national policy does not exist, not regionally, on Business Archives and the care of the companies towards their documents is very unequal: there are companies that have important Archives and there are companies with a total abandon of their records.

Today in Spain, the Archives are in the center of the public debate about the historical memory and the right of access to the information. Professionals archivists are employing a Spanish Norm as adjustment of the ISAD (G) norm, and they are debating about the normalization, the identification and valuation of records series and the new electronic files that wait for us. They are also new worries and challenges for the business archivists.

Legislation Affecting Business Records

National

In Spain there is not a national law for Business Archives. Neither a norm that forces to the private firms to create and support Archives for the arrangement and diffusion of the records. The Spanish National Heritage Law (16/1985) and the Royal Decree 111/86 that develops it they are the in force legislation. The wide concept of historical heritage includes the Archives and their records and the article

49 includes in the Spanish Heritage the documents with a age more than 100 years, brought together by private entities but without expresse mention to the companies.

The business archivists must know also an extensive national regulation on different aspects that they can be given in the business management and that they concern the creation and conservation of the records. For example, the trade legislation, the labour and health services laws, the environmental legislation, the legislation on safety, the legislation on medical services, the legislation on machinery, the tax laws. In addition, every public or private sectors (mining industry, banking, transport, chemistry) they includes their own procedures on their records.

The legal fundamental procedure that concern all the business entities are dispersed in diverse texts as the Trade Code of 1885, the Royal Decree 1564/1989 of December 22, 1989 which approves the Summarized Text of the Public Limited Companies, the Law 2/1995 of March 23, 1995 of Limited Companies, and other procedure as the Civil Code of 1889 and the Royal Decree 1784/96 of July 19, 1996 that approves the Regulation of the Trade Registry.

From their codification in the Trade Code of 1885, the companies acts has supported the same types of firms as for their legal nature, among which we emphasize two, which are the majority that exists in the Spanish panoram:

1. Public Limited Companies (Corporation, Joint –stock companies). The Summarized text of the Law that regulates these societies is of December 22, 1989. In this law there are established the characteristics and functioning of the General Shareholders Meeting and Board of Directors and the transformations of a company (merger, split, dissolution, liquidation etc.)

2. Limited liability Companies (LTD). The Law of March 23, 1995 regulates the LTD and their functioning, in the same way as the Law of Joint-stock companies.

The records that must be created and preserved in a firm are enumerated in the Trade Code (Royal Decree of August 22, 1885). The article 26, the need to take a Corporate Minute Book for all the collegiates governments bodies of the firm, with expression of the information relative to the summons and to the constitution of the organ, a summary of the debated matters, the adopted agreements and the results of the votings. This obligatory information turns out to be more extended in the Trade Registry Norm (Royal Decree 1784/1996 of July 19) in his article 97, where it specifies all the circumstances that the content of the minute must include. The article 34 establishes the obligation of the businessman to realize the set of financial statements (Balance Sheet, Income Statement and Funds Statement). The articles 33 to 43 of the Code of Trade of 1885 prescribe the obliged creation and conservation of the following accounting books: General Ledger, Current Ledger, Balance and Inventory.

From the Trade Code of 1885 new procedures have formed in Spain a legislative corpus in countable matter that has influenced the records series in the companies. The General Ledger today is not obligatory. In 2007 has been approved the last General Chart of Accounts that substitutes the previous ones of 1973 and 1990. The General Chart Accounting explains through categories all the countable concepts that are given in a company.

The business archivists must know that the tax Spanish legislation always paid attention to the invoice as an accountig document that the businessman must preserve to safeguard his rights, for checkings and fiscal inspections. Actually, the process towards the electronic invoice is unstoppable. In Spain the concept has been introduced through the European Union's norms. The Royal Decree 1496/2003 of November 28, 2003 regulates the obligations of invoicing and establishes an obligatory conservation term of four years. Also it recognizes the possibility of sending the invoices in paper or in electronic support, that is, a tax document generated by computer means and in electronic format that replaces to the invoice in paper preserving the same legal value. According to the General Tax Law of 2003 the obligations end four years for the Treasury and for the individuals and business. Several Ministerial Decrees of the year 2007 have developed the procedures to implement an electronic invoicing and the conservation terms, in agreement with a few standards defined by the Treasury. The electronic invoice will be obligatory for the contracting with the civil service from beginning of the year 2009.

There are procedures about labor and security social records that concern the Business Archives. In Spain, the National Health Service started-up in 1963 (Law 193/63 of December 28, 1963 of Bases of the National Health Service), developed by the Decree 907/1966 of April 21, 1966 and with successive texts in 1974 and 1994 (this is at present the valid norm). The Workers Statute Act of 1980 regulates the labour activities and the norm that develops it was approved in 1995, regulating the characteristics and content of the labour contracts and the collective agreements, among other documents, as well as the classes of workers representation bodies inside the company.

The insurances that pay the companies to the civil service have monthly periodical and from 1981 are in force the models TC1 (the global amounts of the full services) and TC2 (the list of all the workers). At present, the system RED of the National Health Service allows the exchange of information and documents in electronic format through Internet among the National Health Service and the firms. From 2004, all the discharges and sick leaves have to be submitted in electronic form obligatorily, preserving the companies the hard copy for four years.

Another general law that concerns the firms with medical services is the Law 41/2002 of November 14, 2002 on information and medical records that establishes, also for the private centers, the obligation to preserve the clinical records in good conditions for guarantee their maintenance and safety.

Regional

Seventeen Autonomous Governments of Spanish State have assumed responsibilities in Archives and regional heritage. Business Archives, it is understood, that are included in the general paragraph dedicated to the Private Archives most of laws published. The Archive's owners have to preserve them but the acts do not offer more explanations about their arrangement and description. Every Autonomous Government has designed his own Archives System in which the private archives can join by an agreement. So, they can use the system economic and material resources but also they have to follow the technical procedures as all the

System's Archives. The last Act published is the Extremadura Archives Law in 2007. In every Autonomous Governments the age the documents must have to be considered a regional heritage is different.

National Policies for Business Archives

Spain does not have a specific national policy for Business Archives. The Subdirectorate General of State Archives is responsible for all operations involving the custody, preservation and dissemination of the documentary heritage of Spain-buildings, projects, technical support- It provides direction, supervision and advice to the State Archives, as well as coordination and cooperation with Autonomous Governments, professional training and international archival cooperation. It does not evolve any specific policy destined for Business Archives. Anyway, they can benefit from the three public projects. <http://www.mcu.es/archivos/index.html>.

First, from 1999, economic aids aimed at non-profit making entities private Archives to develop projects as finding aids printed edition or hardware or software purchase. A Foundation is a non-profit organisation and there are several Business Archives inside the Foundation as The Hullera Vasco-Leonesa Archive, The Minas de Almadén Archive or The Riotinto Archive, for example.

Secondly, the Electronic Guide to Spanish and Latin American Archive, where public and private Archives can include the information about their documents, addresses and services that put at disposal of researchers.

Thirdly, the Spanish Archives Digital Portal (PARES Project) is, from 2006, one of most important european Archives projects. It contains descriptions normalized of the records groups in different levels of arrangement and their images. The information is accessible across the net for any interested citizen. In the future a constant growth is planned, admitting also descriptions and images of private Archives records, which will have to sign an agreement before.

The Historical Spanish Patrimony Institute (Instituto del Patrimonio Histórico Español IPHE) dependent on the Department of Culture (Ministerio de Cultura) develops from 2000 a Industrial Heritage Project in order to preserve, mainly, buildings and industrial remains. The program involves the safe-keeping of Business Archives too, but so far there have been no projects in this field.

Autonomous governments have not showed, generally, any interest for the cooperation, assistance and arrangement their Business Archives (except for a specific case) and do not promote specific policies. The exception is Cataluña, where the National Archive has developed, from beginnings, a activate policy for recover endangered Business Archives. This policy has produced positive results to restore the business heritage in graphic, textile or metallurgical sectors. Nowadays, it preserves records about one hundred firms from the 18th century.

Relationships between Archives and Records Management

Traditionally, the Spanish archivists have been in charge of the documents in the moment that they go out of the offices. The records management is not common practice. The big Business Archives have been created to know and spread business historical heritage and not to promote a records management system. Is not possible, of course, when the companies are disappeared and the companies still carrying do not have Archives that develop a records management policy, from the offices up to the Archive. These functions are usually separated and the archivist does not take part in the moment of records creation. It is still lacking a definition of primary and secondary values for series Business Archives. There exist Archives (Hullera Vasco-Leonesa, Banco de España, Minas de Almadén) wich take part in the business management sharing common databases and receiving records series transfered from the offices.

Business Archives

Spanish Business Archives have two characteristics according to the economical sectors:

1. The importance of the banks Archives, coinciding with what it happens in other European's countries where most banks Archives have been arranged.
2. The importance of the mining companies Archives. The European mining industry has been a crucial sector to the European history and in the Spanish economic advance too, for the formation of capitals, infrastructures and markets.

Public Archives

Spain does not have the Business Public Archives assembled in a public Archive. They are distributed by different public Archives in the whole country.

There are comprised in this paragraph the Archives supported by the own public companies and the public or private Archives maintained and preserved in public Archives between other records groups.

Spain had a very important public industrial division from 1940 to 1981 approximately, dependent on the Instituto Nacional de Industria (INI). Most of the companies (Ensidesa, Endesa, Repsol, Iberia, Seat, Hunosa) have been privatized. Other regional and local Archives, especially the Cataluña National Archive, have gathered business records that existed in its geographical area.

1. Public Companies with their own Archives:

1.1. Archivo del Banco de España (Bank of Spain Archive, Madrid): opened to the researchers from 1982. It contains more than 40 kilometres of records related to the Spanish bank activities from 1782. It is the main Spanish Bank Archives and one of the most important in the whole country. It is a charter member of the

Association for the Bank European History and has edited pioneering monographs for the study of the Business Archives in Spain. The Archive is a bank's service inside the organization chart. Lately, has finished the digital images's archive of 83 Banco de San Carlos's Books Minutes (1782-1829) and the bill's collection <http://www.bde.es/servicio/historic/histori.htm>

1.2. Archivo del Instituto Nacional de Industria-SEPI (INI-SEPI's Archive, Madrid): it has the public state Spanish division records, from the INI' s institution in 1941. The Archive is essential for the knowledge of the state public companies. <http://archivo.sepi.es>

1.3. Archivos de Autoridades Portuarias (Port Authorities' Archives, Tarragona, Huelva and Santander, for example): the Port Authorities work as companies for the Spanish ports management.

1.4. Archivo del Canal de Isabel II (Elisabeth Channel' s Archive, Madrid): The Channel is a public company dedicated to the management and supply of the water in Madrid from 1851.

1.5. Archivo de Mercamadrid (Mercamadrid's Archive, Madrid): it is a corporation dependent on the Madrid City Hall that assembles the principal Madrid's companies food from 1982 .Mercamadrid is the biggest Spain's wholesale food market.

1.6. Archivo de Hunosa (Hulleras del Norte S.A.) (Hunosa's Archive, Asturias): Hunosa is a coal mining industry that was founded in 1967 to integrate inside the public state coal mining to the private coal mining companies in Asturias. The Archive was created in 1996 by the own company and holds substancials business records from XIXth century.

2. Public or private Business Archives inside public Archives

2.1. Archivo Histórico de Sabadell (Barcelona): local and regional Archive with more than fifty records groups, especially related to the textile sector. <http://www.sabadell.cat/websajsab/arxiu/>

2.2. Archivo Histórico Ferroviario (Historical Railway Archive, Madrid): included inside the Spanish Railroads' Foundation, which belongs to the public state sector. It contains records series of 8 private railway's from the XIXth and has started a very important spreading in Internet (Digital Portal of Railway's Archive (Docutren) and the printed edition of the "Cuadernos del Archivo Histórico Ferroviario" (Notebooks of the Historical Railway Archive). <http://www.ffe.es/documentacion/archivo.htm>

2.3. Archivo Nacional de Cataluña (Cataluña National Archive, Barcelona): its firms reflects all aspects of the industry in Cataluña with more than 100 companies (La España Industrial S.A., La Maquinista Terrestre y Marítima S.A., la Compañía General de Tabacos de Filipinas S.A. for example).

2.4. Archivo Histórico Provincial de Valladolid: provincial Archive, has arranged the set of documents of Simón Ruiz's Company from the 16th century. Its 56,000 letters form a exceptional archive in Europe.

2.5. Archivo de la Fundación Arquitectura (Architecture Foundation's Archive, Madrid): it contains the Metrovacesa's Archive, first Spanish estate firm, founded in 1989.

2.6. Archivo Histórico del Ejército del Aire (Air Force's Historical Archive, Madrid): it has the records of Construcciones Aeronáuticas S.A. (CASA) an aerospace company, created in 1923.

2.7. Archivo General de la Administración (General Central Government Archive, Madrid): this is one of most important Spanish's Archives. It includes the records of several corporations (Compañía Española de Petróleos S.A. (CEPSA), Empresa Nacional de Petróleos (ENPETROL), Banco de Crédito Local y Empresa Nacional Calvo Sotelo (ENCASO).

2.8. Archivo Municipal de Gijón (Asturias): The Archive is located the Gijón City Hall and promote a local industrial heritage recovery program from 1989. Astilleros del Cantábrico S.A (shipyard industry) is one of the records groups retrieved.

2.9. Ministerio de Economía: Ruiz Mateos S.A. (Rumasa's Archive, Madrid).

Corporate Archives

The historical heritage recovery has been the main reason why a particular corporation have chosen to keep an Archive. That usually happens preparing for a significant anniversary or a exhibition. Since that day, the firm perceive the internal uses for the Archive. Spanish's Private Business Archives are a wide range of centers, as for the resources which they have and their size. The Archives are managed on different ways. Some companies have created the Archive as a business unit and other firms have included it in a Foundation wich collects all the business' cultural activities, or in a Documentation Center, together with the corporate library. The disinterest on the part of the businessmen about the Archive's importance in a company is a serious problem. It is still necessary to persuade them about the value of their Archives as a global view in the company policy, instead of a view of the Archive as a private initiative for recover wonderful documents.

1. Archivo de Hullera Vasco-Leonesa (Hullera Vasco-Leonesa's Archive, León): Hullera Vasco-Leonesa was founded in 1893 for coal mining in León and in 1989 has created the Archive wich preserves the records heritage of more than 20 different firms. The Archive is included in a Foundation together a very significant corporate library (more than 8.000 books) and newspaper library. The Archive is contributing to the business management from the day by day touch with the offices, for solving their problems and queries. It contain very important records groups relating to the Spanish's coal mining from 1844. In 2001 the Hullera Vasco-Leonesa's Foundation has edited the Archive's Guide, the first extensive guide (220 pages) of a Spanish Business Archive, with the collaboration of the Subdirección General de Archivos del Ministerio de Cultura (Subdirector General of Archives of the Department of Culture). The Archive has finished in 2007 the digital images's

archive of two records series from the XIXth century: personal files and concessions mining altogether 20,000 images in jpg format. The Archive takes part in different Archive's national meetings and has written different texts on Business Archives. <http://www.fhvl.es>.

2. Archivo de Iberdrola (Iberdrola's Archive, Cáceres): Iberdrola has created the Archive in 1997 to arrange, preserve and spread the records of more than 250 companies of the electrical Spanish sector in the XIXth and XXth century. The Archive has recovered records in different places of the company in the whole Spain and has concentrated in Alcántara (Caceres) and Ricobayo (Zamora), the most important Spanish's Archives for the study of the electrical sector.

3. Archivo Histórico Minero de la Fundacion Riotinto (Riotinto's Foundation Historical Mining Archive, Huelva): Rio Tinto Company was founded in London in 1873 and in 1912 produced in Huelva (Spain) 44% of world's pyrites. The Archive began to organize in 1990 and actually attracts national and international researchers. The tourism and entrance to the old mine are the main sources of income in the area.

4. Archivo Histórico de Minas de Almadén (Almaden's Mining Historical Archives, Ciudad Real): it opened in 2004 with more than 2 kilometres of documents related to the most important world's mining mercury. The Archive is dependent on Almaden's Mining Foundation.

5. Archivo del Banco Bilbao-Vizcaya-Argenteria (Bank of Bilbao-Vizcaya-Argenteria's Archive, Bilbao): This bank was the first Spanish firm that began the arrangement of their historical documents in 1977. The Historical Archive includes all the records of banks and industries that come together in the current BBVA. It has developed very important serial publications as records inventories and Notebooks' Archive.

6. Archivo de Caja España (León): Caja España was created in 1990 as result of the 5 regional banks's merger. It brings together the records of the set of banks that gave place to Caja España as a memory of the Castilla y León bank's history from the 19th century.

7. Archivo de la Confederación Hidrográfica del Duero (Dueros's Hydrographic Confederation Archive, Valladolid): Duero is one of biggest Spain's river. The Confederation is an autonomous corporation with business characteristics. It is necessary to emphasize the Castilla Channel's records, the major work of the Spanish engineering in the 18th century.

8. Archivo de Gas Natural (Town Gas' Archive, Barcelona): The Archive was created in 1987 with Group Town Gas' records, in addition to the previous business, over 20 records groups from middle of the 19th century.

Business Archives Associations

In Spain there is not a national Business Archivists' Association. There is a Economical and Business' Working Group within Madrid Government Archivists'

Association, that was presented in 2008 within the framework of the Archivists' National Association Congress.

In many Spain's regions there have appeared associations for the industrial patrimony's defense. Incuna, an Industrial Archaeology, Cultural and Natural Heritage Association (Asturias) has a working group named "Archives and industrial Heritage". Incuna has promoted the foundation in 2004 of TICCIIH's Spanish's Section (The International Committee for the Conservation of the Industrial Heritage) to defend the remains of industrial memory (included the Archives) as a cultural heritage and collective memory. TICCIIH is an international society dedicated to the study of industrial archaeology and the protection, promotion and interpretation of industrial heritage. The technical Archives' defense is an emerging field in many countries and is at the centre of the attention of industrial archaeologists. Its importance lies with the rapid obsolescens of techniques and machineries and the necessity to create an efficient 'memory' store. Incuna has edited in 2000 a "Asturias industrial Archives Heritage's Basic Study".

Training for Business Archivists

In Spain there is not an educational center or an institution that offers a specific training to be an archivist, not a business archivist. This training is shared with knowledges libraries and documentation centers' management. The basic principles of Archives' arrangement are included in Documentation Bachelor's Degree in 12 Spanish universities, designed to train specialists in the management of all kinds of information. In this degree, University Carlos III of Madrid offers a not compulsory subject called "Business Archives" for three months.

Also it exist not free courses for postgraduates as the "Máster in Archivística" of the University Carlos III, from 1999, orientated to the high-level specialists' training in the different fields of the archives' management. The studies are aimed at bachelors in any subject.

All spanish archivists must apply the general knowledges on archives' management to the Archives where they work. The business archives need specific treatment for their particular problems. The more advanced knowledges must be obtained by practical training courses offered by archivists' professional association or the business itself.

Business Archives Guides

Printed

In Spain there is not a complete index of spanish Business Archives but there exist some finding aids' examples that have been edited in recent years and make known the work carried on a Business Archive. These publications are the fruits of a hard labor during several years.

The Archivo del Banco Bilbao-Vizcaya-Argentaria (Bank of Bilbao Archive, Bilbao) has condensed, from 1993, numerous volumes about the economic and managerial firms' history which are in the Archive, and also it has published inventories of several records groups: "Inventario de fondos documentales" (1993), "Compañía del Ferrocarril de La Robla" (1994), "Compañía Jose McLennan de Minas" (1994), "Armamento de Aviación S.A." (1995), "Nivelcampo S.A." (1995) and "Catálogo de la correspondencia comercial de Víctor Chávarri (1890-1893)" (1997).

The Banco de España (Madrid) edited in 2001 "Una Guía de Fuentes sobre inversiones extranjeras en España (1780-1914) = A Guide to Sources of Information on Foreign Investment in Spain (1780-1914) written by Teresa Tortella, Archive's Director, who completed a meticulous work of Archives' compilation. The Guide includes 15 Spanish Business Archives, 4 of them are mining companies, 3 are wine companies and 2 banks.

In 2001 were published many significant contributions. The Hullera Vasco-Leonesa Foundation (León) published "Guía del Archivo de Hullera Vasco-Leonesa" a Guide written by José Andrés González as responsible of this Archive. It is a volume of 221 pages that offers to the researchers the Archive's history and the characteristics of the main records series. The edition has counted with the aid of the Spain Governments' Culture Department.

The Spanish Railroads' Foundation (Madrid) edited the "Guide of the Historical Railway Archive", a small book of 37 pages that is the basic instrument to publish the Archive to the researchers. It includes the classification table and the general information services.

The Riotinto Foundation edited in 2008 "Guía del Archivo Histórico Minero de Riotinto".

And, finally, the Archivo Histórico de Sabadell (Barcelona) edited in 2001 the volume "Inventario del fondo de la Compañía ABB Generation S.A 1896-1996", the result of a labor during years in the organization of a great electrical and electromechanical company's records, today property of the Group Alstom.

- Archivo Histórico Banco Bilbao Vizcaya, *Inventarios de fondos documentales: Compañía José Mac Lennan de Minas y otras sociedades mineras*, Bilbao, 1994
- Archivo Histórico Banco Bilbao Vizcaya, *Catálogo de la correspondencia comercial de Víctor Chávarri y Salazar 1890-1893*, Bilbao, 1997
- Teresa Tortella, *Una Guía de Fuentes sobre Inversiones Extranjeras en España 1780-1914*, Madrid, 2000
- Fundación de los Ferrocarriles Españoles. *Guía del Archivo Histórico Ferroviario*, Madrid, 2001
- Joan Comasòlivas et al., *Inventari del fons de l'Empresa ABB Generación S. A. 1896-1996*, Barcelona, 2001
- José Andrés González Pedraza, *Guía del Archivo de Sociedad Anónima Hullera Vasco-Leonesa*, León, 2001

Digital

Only a few Business Archives have created their website. At present, the websites provides information to the general services, the Archive's history, the classification table, the Archive's activities, the address and location, the access conditions, but not provides access to catalogue. Even so, these sites contain the essential information to contact the Archives. There is not a virtual repository that offers a single point of access to archives geographically dispersed or in the same trade sector.

The web page of the Historical Railway's Archive of the Spanish Railroads' Foundation (Madrid) is the most complete since it provides the access to the railway companies records' catalogue. The records can be searched by any access point. It provides free access to the proceedings of the Railroads History's Congresses too. Also it offers a summary of legislation and historical statistics on Spanish railroads. All these means have been completed by the archives' images of numerous documents as shares, bills, Christmas and leaflets. The web page is shared with the Library and is also available in English language. <http://www.ffe.es/documentacion/archivo.htm>

The Hullera Vasco-Leonesa Archive (León) also has developed its web page shared with the Hullera Vasco Leonesa's Documentation Center. It offers information about the images records series' projects, the table of classification, the research's areas and free access in format pdf to a numerous bibliography on theory and practice Business Archives. <http://www.fhvl.es/CENTRO/Centro.htm>

The Sepi's Documentation Center (Madrid) is essential for the Spanish public companies' study. It provides a very good information about the records' creators and includes a Archive's description according to the ISIAH norm draft. The web page is also available in english language. <http://archivo.sepi.es>

The Bank of Spain Archive's web page introduces to the Archives as a public service of the Banh and includes a Archive's history, the address and the access conditions. <http://www.bde.es/servicio/historic/histori.htm>

The Town Gas Archive introduces its information inside the Town Gas History's Center with a brief summary of the Archive's services. <http://www.gasnatural.com/>

Business Archives Bibliography

The literature on the subject of Spanish Business Archives has grown in recent years considerably. Neither a specific journal nor any handbook exist at the present and the bibliography must be located in the journals' contributions or in chapters' books.

At the beginning, the Business Archives were known at the same time that were published the first studies on the Spanish business and their history. It was usual the interest of the records for the historical research and not as a very important tools for the business management. As I have said in the Introduction, thanks to the

Teresa Tortella's contributions, the Spanish business Archives began to be known in the eighties.

At the end of 90's, the bibliography has been extended as for the number and as for the subjects to cover, mainly thanks to the incorporation of professional archivists in the firms and to the introduction of this matter in the Universities.

In 1999 Eduardo Núñez, Town Hall's Gijón archivist, includes in his handbook "Organización y gestión de Archivos" a chapter devoted to the Business Archives organisation from the point of view of the management and the planning of a Business Archive's system. Several teachers' contribution (Jose Ramon Cruz Mundet, Manuela Moro Cabero) have insisted on this side of Business Archives as a profitable strategic resource for the business management. So, the ISO 15489 about records management and the procedures on services quality's management have been applied to the business Archives.

In 2002-2003 the "TST Historical Review" summarized four articles to analyze the Spanish Business Archives's circumstances (Andalucía, Manuel Simón Rodríguez, 2002; Cataluña, Albert Taulé, 2002; Castilla y León, Castilla La Mancha y Extremadura, Jose Andrés Gonzalez, 2003; Asturias Cantabria y Galicia, Eduardo Núñez, 2003).

Also in 2003 the volume "Historia empresarial: pasado, presente y retos de futuro" included an Teresa Tortella's article, placing to the Spanish's Business Archives in the European context. The incorporation in this volume of the opinion of a professional archivists to the same level that the historians' opinions it is the evidence of the change produced.

In 2005 and 2008 two national meetings they have stimulated the interest for these Archives. In 2005 the Congress VIII of the Spanish Association of Economic History (Santiago de Compostela) brought together to 10 business archivists that have introduced their works and the importance of the Archives for the economic history. In 2008, inside the Congress VIII of the Archivists' National Association (Madrid) and assembled by the Group of Work in Business Archives, 16 business archivists of different firms have discussed about the business Archives between the heritage and the high technology.

In this year 2009 José Andrés González Pedraza, archivist in Hullera Vasco-Leonesa Archive (León), a company founded in 1893, has been published the first handbook in Spain devoted to business archives, their history, how to organise them, their possibilities for the research and the business marketing, the access and their situation in Spain and Europe.

In recent years a new subject that concerns to the Business Archives has been added: their importance as industrial heritage, inside the interest that nowadays exists in the whole Europe for the recovery of the technological, social and architectural past of the industrial areas.

- Teresa Tortella, "Gli archivi d'impresa in Spagna", *Archivi e Imprese*, 3, 1991, p. 61-69
- M. Moneda Corrochano, *El Archivo de Empresa: un concepto integrado*, in A. Ruiz Rodríguez, *Manual de Archivística*, Madrid, 1995

- Manuela Moro Cabero, “El Archivo de Empresa: un recurso a considerar desde la perspectiva TQM (Total Quality Management)”, *Revista General de Información y Documentación*, 7 (1997), 2, p. 257-275 [http://www.valentim.pro.br/Textos/Arquivos/Moro_Cabero_El_Archivo_de_Empresa.pdf]
- Diego Navarro Bonilla, “Los archivos de empresa: aproximación a la normativa jurídica reguladora de la producción documental en las empresas españolas”, *Boletín de la Anabad*, 48 (1998), p. 49-77
- N. Noverges & M. Sigalat, *Guía para el tratamiento de la documentación de empresa: los órganos de representación de los trabajadores*, in *Actas de las V Jornadas Españolas de Documentación*, Valencia, 1998 [http://fesabid98.florida-uni.es/Comunicaciones/mj_sigalat.htm]
- Asociación de Arqueología Industrial (Incuna), *Estudio básico sobre el patrimonio documental asturiano: los archivos históricos, industriales y mercantiles*, Gijón, 2000
- José Ramón Cruz Mundet, “Archivo y empresa: más allá de la historia”, *Revista TST (Transportes, Servicios y Telecomunicaciones)*, 1, 2000, p. 187-206 [<http://www.tstrevista.com/descargas/dossier8.pdf>]
- José Andrés González Pedraza, “Los archivos de empresa: una aproximación”, *Archivamos (Revista de la Asociación de Archiveros de Castilla y León)*, 36-37, 2000, p. 40-42 [<http://www.fhvl.es>]
- José Andrés González Pedraza, *Modelos actuales de los archivos de empresa: el Archivo de Sociedad Anónima Hullera Vasco-Leonesa*, in *I Congreso Internacional de Historia de la Empresa Ibérica* (Fundación Rei Afonso Henriques, Zamora, 18-20 octubre de 2000), p. 42 [<http://www.fhvl.es>]
- Manuel Simó Rodríguez, “Presencia pública de los archivos empresariales en Cataluña”, *Revista TST (Transportes, Servicios y Telecomunicaciones)*, 3, 2002, p. 147-161
- Albert Taulé, “Presencia pública de los archivos empresariales en Cataluña”, *Revista TST (Transportes, Servicios y Telecomunicaciones)*, 3, 2002, p. 163-175
- José Andrés González Pedraza, “Los Archivos de Empresas en España: Castilla y León, Castilla La Mancha y Extremadura”, *Revista TST (Transportes, Servicios y Telecomunicaciones)*, 5, 2003, p. 151-170 [<http://www.fhvl.es>]
- Eduardo Núñez Fernández, “Los Archivos de Empresas en Asturias, Cantabria y Galicia”, *Revista TST (Transportes, Servicios y Telecomunicaciones)*, 6, 2003, p. 122-166
- Teresa Tortella, *Los archivos empresariales. Su organización, conservación y uso*, in *Historia empresarial: pasado, presente y retos de futuro* (dir. Carmen Erro), Madrid, 2003
- Teresa Tortella, *Business Archives in Spain: an overview*, in *Business Archives: in international comparison (Report to the ICA Congress 2004)*, p. 37-38 [<http://www.ica.org/sites/default/files/SBL25082004.pdf>]
- Fernando Gutiérrez Hidalgo, “El Archivo de la Fábrica de Tabacos de Sevilla”, *De Computis (Revista Española de Historia de la Contabilidad) (Spanish Journal of Accounting History)*, 2, 2005, p. 238-243
- *Los Archivos de Empresas: Fuentes para la Historia Económica*. Actas del VIII Congreso de la Asociación Española de Historia Económica (Santiago de

Compostela, 13- 16 de septiembre de 2005) [<http://www.usc.es/es/congresos/histec05/b21.jsp>]

José Víctor Arroyo Martín, *Archivo Histórico BBVA. Memoria histórica de 150 años de banca y economía en España.*

Federico De la Ballina, *Proyecto para la creación del Archivo Histórico de Duro Felguera*

Pedro A. Fábregas & Anna Bragulat, *Archivo Histórico de Gas Natural: un camino iniciado en 1840*

Juan Carlos García Adán & Yolanda Diego Martín, *El archivo histórico de Iberdrola y la industria eléctrica en España. Fondos para la investigación histórica.*

José Andrés González Pedraza, *Investigar en Archivos de Empresas: El Archivo de la Sociedad Anónima Hullera Vasco-Leonesa*

Elena Laruelo Rueda, *Los fondos históricos del INI: fuentes para el estudio de la empresa pública industrial*

Raquel Letón Ruiz & Miguel Muñoz Rubio, *Los fondos documentales del ferrocarril español: El caso del Archivo Histórico Ferroviario (AHF)*

Juan Manuel Pérez López, *Archivo Histórico Minero de la Fundación Riotinto: necesidad de organización de archivos de empresas para el estudio de la historia económica*

Teresa Tortella, *El archivo del Banco de España. Nuevas líneas de investigación*

Cristina Villar Diez, *El Archivo Histórico de las Minas de Almadén: un proyecto de recuperación del patrimonio documental*

- Actas del VIII Congreso de Anabad “Memoria y Tecnología” (Madrid, 13-15 de febrero de 2008)

Manuel Carnicero Arribas (Archivo de Rumasa), *Memoria del Grupo de Trabajo de Archivos Económicos y de Empresa de la Comunidad de Madrid*

Eduardo Núñez Fernández (Archivo Municipal de Gijón), *El papel de los archivos locales en la recuperación de la Historia Industrial, Mercantil y Social*

Pedro A. Fábregas Vidal (Archivo de Gas Natural), *Archivos de Empresa: Un nuevo Paradigma*

Coia Escoda Murria (Archivo Histórico del Puerto de Tarragona), *Los archivos portuarios: la memoria escrita de los Puertos*

Ana María Mojarro (Archivo del Puerto de Huelva), *Los archivos portuarios: un análisis de sus objetivos comunes*

África Ricol Pérez (Archivo Histórico de Ingeniería Aeroespacial), *Los fondos documentales históricos de las empresas aeronáuticas*

Pedro Navarro Moreno & Gaspar Martínez Lorente (Archivo de Correos S.A.), *Los fondos documentales sobre el correo y el telégrafo: su dispersión y la formación de un Archivo Histórico*

Raquel Letón Ruiz (Archivo Histórico Ferroviario), *La memoria histórica del ferrocarril a través de sus fotografías*

Elena Laruelo Rueda (Archivo de SEPI), *El Archivo del Instituto Nacional de Industria (SEPI) (INI): Un caso práctico de recuperación de la memoria industrial Española*

José Andrés González Pedraza (Archivo de Hullera Vasco-Leonesa), *Los Archivos de empresas mineras en España*

Leticia Castro Leal (Archivo de REPSOL YPF), *La Memoria Histórica en el sector de los Hidrocarburos: Archivo Histórico REPSOL YPF*

Juan Carlos García Adán (Archivo de Iberdrola), *El Archivo Histórico de Iberdrola: custodio y transmisor de la memoria empresarial*

Pilar Rivas Quinzavos (Archivo de la Fundación COAM), *Fuentes del patrimonio Arquitectónico y de las Obras públicas en los archivos de empresa del sector de la construcción*

M^a del Carmen Rodríguez López & Ángela Díez Díez, *Cuadro de Clasificación de una empresa del sector de la construcción: el caso de un grupo empresarial de León*

José Víctor Arroyo Martín (Archivo BBVA), *Patrimonio Histórico Documental BBVA: Gestión de activos intangibles en la empresa privada y su puesta en valor*

Joan Comasólivas i Font (Archivo Histórico de Sabadell), *Fondos y fuentes para el estudio del sector textil en Catalunya*

Manuel Durán Blázquez (Archivo de Espasa Calpe), *Espasa-Calpe y su archivo: una historia de la edición en España*

Eugenio López de Quintana (Archivo de Antena 3 TV), *Elementos diferenciadores de los archivos de televisión en el tránsito hacia la digitalización*

- José Andrés González Pedraza, *Los Archivos de Empresas: qué son y cómo se tratan*, Gijón, 2009, 144 p.