

Foreign Ministry archives services of the European Union MEMBER STATES

LITHUANIA

1. Full title of Ministry of Foreign Affairs and of Archives

Ministry of the Foreign Affairs of the Republic of Lithuania;
Archives of the Ministry of the Foreign Affairs of the Republic of Lithuania

2. Contact details

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3. Summary of historical background of the archives service

The Archives of the Ministry of the Foreign Affairs of the Republic of Lithuania was established after the Lithuanian independence was reestablished on 11 March, 1990.

After independence was reestablished, the modern system of state archives was formed. At present, the system of state archives in Lithuania is organized in a centralized way. The state archives service is comprised of the Lithuanian Archives Department under the Government of the Republic of Lithuania, three State Archives, two Specialized Archives, and ten Regional Archives.

The Archives of the Ministry of the Foreign Affairs are part of the Lithuanian Modern State Archives. Modern State Archives exercises control over records management in major state institutions (the Parliament, Office of the President of Republic of Lithuania, Chancellery of Government, ministries and departments etc.) It also accumulates and preserves documents of state institutions, popular organizations and individuals, dating from 1990, and provides institutions with advice on the organization of records management, administration and preservation of documents.

4. Physical access

Reading Room opening hours are: Monday-Thursday 8:30 am-5:30 pm, Friday 8:30 am-4:15 pm.

5. Practical facilities

The Reading room provides access to personal computer, inventory lists, indexes, descriptions, and reference books. On user's request, photocopies can be made

6. Reproduction of records

The State Archives provides advices for institutions and organizations regarding the organization of records management, and preservation of records; they also handle enquiries from institutions and individuals.

On user's request, photocopies and microfilm copies of records can be made.

7. Access regulations

Access to the following records shall be restricted:

- records containing information which is a state or official secret;

- personal files - for 50 years after closing the file;

- records containing medical information about a person - 25 years after the person's death;

Access to records containing information which is considered a state or official secret shall be regulated by relevant laws and other statutory acts.

Records of state institutions without restraint (except a few, access to which is restricted by law) are available for reference.

8. Concise description of the principal record groups and collections

Archives' holdings comprise approximately 60 linear meters of records.

Principal record classes include:

- International treaties concluded by the Republic of Lithuania;

- Records of the MFA (political, consular and economic correspondence, plans, reports, financial documents, personal cases and etc.)

9. Finding aids and computerisation

Archives files are classified by subject and chronological order.

A new computerized archives programme is to be installed in 2005.
