
Statute of the National Archives Agency

In force from 5 September 2007 to present

Regulation of the State Secretary for Education, Culture and Science, dated 7 May 2006, no. WJZ/2006/4662 (8175), containing rules regarding the National Archives Agency (Statute of the National Archives Agency)

The State Secretary for Education, Culture and Science,

In view of Section 25 (2) sub b of the Public Records Act 1995 (*Archiefwet 1995*) and section 10 (1) of the Government Accounts Act 2001 (*Comptabiliteitswet 2001*);

Decrees:

Article 1

In this regulation the following terms are defined:

- a. Minister: The Minister of Education, Culture and Science of the Netherlands, (OCW)
- a. Ministry: The Ministry of Education, Culture and Science,
- c. the National Archives (*Nationaal Archief*): the State Archives Department (*Rijksarchiefdienst*), as referred to in Section 25 (1) of the Public Records Act 1995.

Article 2

The National Archives is a departmental agency as referred to in Section 10 (1) of the Public Records Act 2001.

Article 2a

The National Archives Agency has a Chief State Archivist and a director.

Article 3

The National Archives organize their business activities as they see fit, with due observance of this regulation, notwithstanding the Organizational and Mandating Decree 2005 of the Ministry of Education, Culture and Science and notwithstanding the powers of the Secretary General to adopt regulations that apply to the entire Ministry.

Article 4

1. The National Archives are responsible for the following:

- a. performing the duties established under or pursuant to the Public Records Act 1995, and
- b. providing support to the Minister in his/her administrative and legislative duties.

2. The duties as referred to in the first paragraph (b) comprise the following:

- a. advising the Minister on archival policy and legislation regarding archives,
- b. conducting research and developing methods and techniques in the field of archives,
- c. acting as a knowledge centre in the area of digitization, conservation and management of records as the documented manifestations of cultural heritage,
- d. exercising, on behalf of the Minister, his/her powers based on joint regulations regarding the regional historical centres, with the exception of appointing members of the board and amending governmental grants to the regional historical centres,
- e. managing the budget for government grants to the regional historical centres,
- f. issuing advice on amending government grants to the regional historical centres, and
- g. providing information to the public about the Public Records Act 1995, the Minister's records policy and the National Archives' collection.

Article 5

The National Archives may engage in market activities, insofar as these activities are inextricably bound to the performance of the duties as referred to in Article 4. It concerns the following activities:

- a. leasing filing space to third parties, using the remaining capacity,
- b. developing publications regarding the archives,
- c. advising on conservation and digitization of archives, or
- d. other market activities, insofar as these have been granted the approval of the Minister.

Article 6

1. Once every four years, the National Archives draw up a policy plan that outlines the goals, the ensuing results and the target groups to be reached. The policy plan is adopted by the Minister.
2. Each year before 1 December, the director of the National Archives submits to the Director-General for Culture and Media an annual plan which includes a budget for the following year.
3. The type and scope of the proposed activities are described in the annual plan. This includes the interests and results the National Archives aim for with their activities, the manner in which the activities will be conducted and for which target group they are intended.
4. The budget provides information on the income and expenditure of the activities to be performed separately and the products to be delivered that year. The budget includes explanatory notes for each budget item.

Article 7

1. Each year before 1 April, the director of the National Archives submits to the Director-General for Culture and Media financial statements and an annual report which provide information on the performance delivered, including a comparison with the annual plan.
2. The financial statements and the annual report are drawn up in accordance with Ministry of Finance regulations, as much as possible in keeping with Book 2, Title 9 of the Dutch Civil Code.

Article 8

The Financial and Economic Affairs Department ensures that the set-up of the National Archives' accounting procedures, the measures for internal control and their record in a handbook of accounting procedures comply with the requirements which the Financial and Economic Affairs Department normally sets.

Article 9

The Audit Service investigates whether the financial statements are in accordance with the applicable accounting regulations. Furthermore, the financial information contained in the financial statements is looked into to ascertain whether it is presented in a lawful and proper manner.

Article 10

The Personnel and Organization Department provides the following services to the National Archives:

- a. importing and exporting data from the Interdepartmental personnel administration, paying the related costs and providing information in that regard if required,
- b. passing on important interdepartmental information in the area of personnel and organization,
- c. representing the Minister in court and before the Central Appeals Tribunal regarding personnel matters of the National Archives by a Personnel and Organization officer authorized by the Minister for that purpose, and
- d. processing applications from the National Archives for resources intended for specific personnel policy.

Article 11

Contacts with the media regarding matters relating to archives, including the distribution of press releases, are maintained by the director of the National Archives, subject to the proviso that contacts with the media on matters of political, administrative or financial interest which could lead to public commotion or to

parliamentary questions, take place after consultation with the Information Department.

Article 12

1. Publications in the Government Gazette required under or pursuant to the Public Records Act 1995 are made by the National Archives.
2. The costs incurred by the National Archives for the publications as referred to in paragraph 1 are charged to the Ministry.

Article 13

The Statute of the State Archives Department Agency (Government Gazette 1996, 34) is rescinded.

Article 14

This Decree enters into force from the second day after the date of the Government Gazette in which it is published.

Article 15

This Decree shall be cited as: Statute of the National Archives Agency

This Decree shall be published in the Government Gazette.

The State Secretary for Education, Culture and Science,
Ms M.C. van der Laan

<p>Disclaimer: this English version is a translation of the original in Dutch for information purposes only. In case of a discrepancy, the Dutch original will prevail.</p>
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