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Creation and Accessibility of Personal Funds in Archives: Kazakh and Foreign Experience

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Abstract: *This article reviews and analyzes the collection experience and methodology for the formation of personal funds and access to them in the archives of Kazakhstan, Poland and Russia. The purpose of the study is to study the experience of Kazakhstan, Russia and Poland in the collection, formation of archival personal funds and access to them. The article was written using extensive literature - unpublished archival documents, regulatory legal acts and methodological documents. The research methodology is based on an integrated approach using historical-descriptive, content analysis, and comparative methods. Results: Personal documents, along with official documents, replenishing and enriching state archival funds are the source base for research. The complex of personal documents created as a result of human life and activity forms an archival personal fund in the future. Being an important part of any archive, personal funds are varied and multifaceted in their content and significance. Personal funds contain unique and valuable documents varying in composition and content about the life and activities of government and political figures, heroes, workers, poets, representatives of culture and art, artists, art historians and scientists. In studying the experience of Kazakhstan, Russia and Poland, this paper reveals their differences in terms used in the archival sphere. Moreover, common features and peculiarities in the methodology for creating personal funds have been identified, and their composition has been determined. We have considered the issues of access to archival personal funds in three countries and identified their features.*

Key words: Kazakhstan, Russia, Poland, Kalmyks, Archive, Personal Fund, Acquisition Source, Archival Documents, Access to Personal Funds

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Introduction

For archives, the solution of scientific and methodological support for the formation of personal funds and their acquisition remains a priority task, which will give impetus to archives to improve their work in this direction. It is also important for understanding all the everyday history through a set of official and personal documents. Besides personal data about specific human destinies and genealogical connections, personal documents contain original information about the state of local government, personnel policy, historical events, the lives and activities of ordinary people.¹ Therefore, the experience of Kazakh and foreign archives in the formation of personal funds, acquisition and their use is relevant both from the theoretical and practical sides. Individual fund documents in archives are diverse and multifaceted in terms of structure, composition, content and significance. This caused some difficulties not only in their collection, replenishment, regulation, systematization, registration, permanent storage, but also in the course of research on them. For this study, it was preferable to first of all clarify the meaning of the terms “documents of personal origin”, “archival personal fund” and “personal archive”, depending on the regulation in legal and methodological documents. Thus, in the study the archival practice of the three states (Kazakhstan, Russia and Poland) considered, the peculiarities of the archival terminology related to private funds were determined.

In the first article of the Law *On the National Archive Fund and Archives* in Kazakhstan, the concept of “private archive” is defined as

non-state legal entity or its structural subdivision that collects, acquires, assembles, regulates, stores, records and uses archival documents, or archival documents of an individual that have arisen as a result of its activities, collection and acquisition.²

The Law *On Archives in the Russian Federation*, which regulates the field of archives in Russia, does not provide for a special concept of personal or private documents. The term “owner of archival documents” is defined as

a state body, local government body or legal entity or individual who owns and uses archival documents and exercises the authority to dispose of them within the limits established by law or agreement.³

Only Article 5 of the law specifies the composition of archival fund documents. It states that:

¹ Yskak, 2009: 71.

² On National Archival Fund and Archives, 1998.

³ Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

The Archival Fund of the Russian Federation includes archival documents located on the territory of the Russian Federation, regardless of their source of origin, time and method of creation, type of media, forms of ownership and place of storage, including legal acts, management documentation, documents containing the results of scientific research, experimental design and technological work, urban planning documentation, film, photo, video and sound documents, electronic and telemetric documents, manuscripts, drawings, diaries, correspondence, memoirs, copies of archival documents as originals, as well as archival documents government organizations located in foreign countries.⁴

These types of documents are also found in private funds.

Initially, in Poland, personal documents were not officially considered as a special term in normative documents and in the works of archivist researchers. In the dictionary published in 1974 by Wanda Maciejewska, two new terms “personal archive” and “archival heritage” are defined.

Personal archive is a group of documents created as a result of activities of the institution or individuals, family members, regardless of the place of storage”; and “archival heritage is a collection of documents collected on the basis of certain interest of individuals, a term used for a special group of documents.⁵

In practice, along with the mentioned terms, the existing terms “personal fund”, “personal documents”, “family fund”, “dynasty funds” are not considered officially. However, the definition of “private fund” has a common meaning in archival practice, which has been established for many years. In this study the terms approved by the standard of the Republic of Kazakhstan are used “document of personal origin – a document created by a person outside the scope of his official activities or performance of public duties” and “archival fund of personal origin: archival fund consisting of archival documents formed in the life and activities of an individual or family”.⁶

We note that this meaning is preserved in the dictionary developed by the Association of American Archivists. “Personal papers (also personal records, private papers) – documents created, acquired, or received by an individual in the course of his or her”.⁷

In an analysis of historiographical studies, we have closely analyzed the works of Russian scholars,⁸ Kazakh scholars,⁹ Polish scholars.¹⁰ Issues of history and

⁴ Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

⁵ Maciejewska, 1974: 20.

⁶ Gosudarstvennyi standart Respubliki Kazakhstan, 2001.

⁷ Pearce-Moses, 2005: 292.

⁸ Gerasimova, 1991; Reshetova, 2012; Burova, 2018, 2021; Bakshaev, 2020; Lovtsova, 2021; Shashkova, 2021; Orlova, 2023.

replenishment of personal funds were studied and determined using regulatory and legal documents, archival documents as data. At the same time, statistical data on personal funds of archives of Kazakhstan, Russia and Poland were used.

The purpose of the study is to analyze the experience of Kazakhstan, Russia, and Poland on the issues of accumulation, creation methodology and use of personal funds. The analysis of the issues of formation of private funds in the archives of these countries is dedicated to an important, topical issue in Kazakhstani archival studies and is an attempt to study it for the first time.

Research results obtained by comparative analysis based on comprehensiveness and comprehensive principles:

- 1) an overview of the experience of collecting personal funds in Kazakhstan and foreign archives was made.
- 2) the methodology of creating personal funds in Kazakhstan and foreign archives was analyzed.
- 3) the issue of access to archival personal funds was comprehensively studied.

Collection of personal funds

In Kazakhstan, the state archives started collecting letters of the Kazakh soldiers from the years of the Second World War, which were combined into collections of personal funds. In accordance with the *Regulations on the State Archive Fund of the USSR* adopted in 1958, the archives began a systematic process of replenishment with individual family documents. This creates an objective premise that it is necessary to preserve for posterity the existing documentary heritage of the state and national culture figures.¹¹ On this occasion, in 1963, the department of literature and art was established in the Central State Archive of the Kazakh SSR, which ensured the preservation of personal documents of writers, artists and artists.¹² The first years of the department's activity caused some difficulties due to the lack of experience in this direction, the lack of special methods for collecting personal documents, taking them into state storage, their scientific and technical processing, and the lack of trained and experienced specialists. At the beginning, the employees of the department had to meet with writers, composers, and artists, and carry out explanatory work, because among the artists there were widespread thoughts that "the documents transferred to the archive will disappear without any trace" or "I will not have access to my own

⁹ Abilova, 1986, 2007; Gribanova, 2018; Suleimenova, 2020; Mukhatova, Yskak & Maxymkanova, 2019; Tulebaev & Maxymkanova, 2022; Maxymkanova, 2023.

¹⁰ Pieber, 1965; Konstankiewicz, 2017; Dudala, 2019; Magier, 2022.

¹¹ Abilova, 1986: 9.

¹² CSA RK, F. 1145. Op. 2. D. 45. L. 23.

material”.¹³ Nevertheless, the Central State Archive of Kazakhstan, as a result of replenishment of private funds with documents of cultural and artistic figures, today keeps the funds of about 360 prominent people, which make up about 110,000 storage units (cases).

In 1975, the preparation of the list of names of famous people in the country was started according to the task of the Kazakh General Archives Administration *Compilation of the list of sources of supplementing the state archives with personal documents*.¹⁴ In particular, state and political figures; Deputies of the Supreme Soviet of the Kazakh SSR; Heroes of the Soviet Union and Socialist workers; laureates of the Lenin Prize and state prizes; revolutionaries and active fighters; those who served in collectivization of agriculture during the first five-year period; local historians and collectors; Those who voluntarily worked in the all-Union construction; Information about famous people in the fields of science, literature, art, and sports was presented in the form of a table. As a result, in 1980, the names of 1823 famous persons were included in the seven-part list. In developing the list, emphasis was placed on the contribution of famous people to the development of culture, science, and economy in the republic, the political and artistic significance of their documents, and the fame of a prominent person.¹⁵ The list of owners of personal funds has increased with the introduction of changes and proposals to the list of sources of replenishment of archives with personal funds by the Kazakh General Archive Department and consolidation in the Central State Archive. There are about 800 personal funds in all central archives of Kazakhstan, a quarter of it is made up of funds of literature and art, culture figures, and the remaining part is made up of funds of political and public figures, scientists and participants in World War II.

Democratic changes in the 1980s contributed to a new look at historical data through the perspectives of individuals. With the acquisition of independence, a process arises towards the individualization of society and, in connection with this, interest in personality and individuality increases.¹⁶ Many historical events and facts began to provide an opportunity to search for new information through the memoirs and letters of prominent people. This importance of personal narratives becomes especially evident in the case of archival materials created by victims of mass repression and forced migration. For instance, the personal documents of Polish deportees to Kazakhstan – letters, memoirs, and family records – form an invaluable source for reconstructing the history of ethnic cleansing, forced labor, and cultural assimilation under the Soviet regime.¹⁷ At this point, the Central State Scientific and

¹³ Abilova, 1986: 8.

¹⁴ CSA RK, F. 544. Op. 1. D. 2958. L. 1.

¹⁵ CSA RK, F. 544. Op. 1. D. 2958. L. 1-3.

¹⁶ Abilova, 2007: 29.

¹⁷ Zhumatay *et al.*, 2024.

Technical Documentation Archive of Kazakhstan began to be replenished with documents of prominent people in the fields of science, technology, and medicine.

The first Law *On the National Archive Fund and Archives*, adopted in Kazakhstan on December 22, 1998, legalized archival work as a separate field in the state service system.¹⁸ That is, the National Archive Foundation and the written historical and cultural heritage approved the legal basis for the formation of scientific use and clarified the main directions of the state regulation of the archive business.

At the same time, it was clearly stated in the law that one of the sources of replenishment of the National Archive fund is personal family documents. Within the framework of this law, the funds of the state archives began to be intensively replenished with the funds of prominent individuals. In particular, the Archive of the President of the Republic of Kazakhstan is regularly supplemented with documents of the state, public and political figures. Currently, there are about 90 prominent state and public figures' funds. Accordingly, according to the incomplete data of 2019, 44 out of 257 funds in the National Archives of the Republic of Kazakhstan are personal funds or 17.1 percent,¹⁹ 352 funds in the Central State Archive of the Republic of Kazakhstan;²⁰ 38 out of 185 funds in the Central State Scientific and Technical Documentation Archive of Kazakhstan are private funds, i.e. 20.5 percent.²¹

In 1998-1999, the private fund department of the Archive of the President of the Republic of Kazakhstan carried out the work of dividing fund creators into categories or groups according to the meaning and significance of the documents. Sources of replenishment were determined from the archived nomenclature of the Central Committee of the Communist Party of Kazakhstan, encyclopedias, personal files. As a result, a list of possible sources to supplement the archive with individual documents was compiled. The mentioned list includes public, state and political figures of Kazakhstan from the beginning of the 20th century to the present.

Among them are the names of the party, Komsomol employees, leaders of the highest state administration bodies and representatives of other Soviet nomenclature, leaders of the Kazakh diaspora in foreign countries, figures of alternative political parties and social movements before the Soviet period, the “Alash” party, as well as the names of figures in the history of Kazakhstan in the modern period.²² Archives of Kazakhstan receive personal fund documents as a gift or at the request of the fund owner, and a contract is drawn up between the archive and the fund owner. Archives of Kazakhstan do not buy documents of prominent people.

¹⁸ On National Archival Fund and Archives, 1998.

¹⁹ Istoriya Arkhiva, 2020.

²⁰ Mukhatova, Yskak & Maxymkanova, 2019: 65.

²¹ Istoriya Arkhiva, 2014.

²² Tulebaev & Maxymkanova, 2022: 23.

In accordance with the 723 resolution of the Council of People's Commissars of the USSR dated March 29, 1941, data related to literature and art in literary museums, central and regional archives, museums and libraries were consolidated into one archive in order to collect literary data from all archives in the country. For this purpose, the first Central State Archive of Literature and Art (Moscow) was created this year. Today, this archive is distinguished by the preservation of collections of individuals, collected by collectors, as well as personal collections of literary and artistic figures. In 2020, 2,861 personal funds, which made up 1,754,379 storage units, were collected in the archive.²³ A quarter of it is made up of funds of literary and artistic figures, and the remaining part includes funds of people in the field of economy and production, participants of World War II.

As for the composition of documents of personal funds of literary and artistic figures, creative documents make up 35 percent, biographical and official documents about 47 percent, and documents of various nature about 18 percent. The funds of specialists in the field of economy, advanced workers, and industrial innovators contain 100 percent official and biographical documents.²⁴

The experience of forming personal funds in the archives of Poland is close to the experience of Kazakhstan and Russia. The consequences of the restructured political system of Poland during the post-Soviet period did not subject the work of archives to significant changes. Poland has a centralized system of state archives. Since 1987, the state archives have been subordinated to the Ministry of Education, since 1999 to the present period, to the Ministry of Culture and National Heritage Protection. In Poland, personal funds are classified as non-governmental due to the fact that they contain documents that appeared in the personal possession of prominent people.

In the 1930s, the archives began collecting personal documents, which was directly related to the interest of researchers in the documents of prominent people. At the same time, due to the political changes in Poland, public and political figures were among the first to submit their documents to the archives. That is why today the documents of public and political figures make up the majority of personal archival funds.²⁵

The work of supplementing the archives with personal funds, which began in this way, continued systematically in the 1940s and 1950s. When there was a need to create a unified system of personal documents, Z. Kolankowski, the director of the Manuscript Archive in Warsaw, first created a scientific basis for the systematization of personal documents in 1958. He studied the works of archivist scholars of foreign countries and followed the principles of planning and unification of individual documents.

²³ Shashkova, 2021: 7.

²⁴ Burova, 2018: 413.

²⁵ Dudala, 2019: 15.

The organization scheme of the documents was as follows:

- 1) Scientific works
- 2) Documents related to public, political, and other fields
- 3) Biographical documents
- 4) Letters
- 5) Documents about the owner of the fund
- 6) Family documents
- 7) Documents of other individuals.²⁶

In the 1960-1970, the system proposed by Kolankowski was improved, on the basis of which the issues of paying attention to the basis of the formation and composition of individual documents were raised. The main attention was paid to the division of the types of personal documents supplementing the archive into official and unofficial, as well as to the question of whether the document of a prominent person appeared against the person's will or with his participation. Paying attention to the structure, content, and basis of the individual documents made it possible to create a rich collection of high-quality and valuable documents. As a result, the demand for personal funds from researchers has increased, and a category of personal funds with high historical, cultural and scientific value of information has appeared.²⁷

The main principles followed until now under the Basic Law *On the Composition of the National Archives and Archives* adopted on July 14, 1983, which regulates the activities of Polish archives:

- Protection of the rights of all archives included in the National Archive Fund.
- Division of all archives included in the National Archive Fund according to state and non-state criteria.
- Control and inspection of organizations that are sources of replenishment by state archives.
- Providing access to documents of archive funds, except for restrictions specified by law.
- Privacy guarantees of the owners of documents belonging to the non-state part of the archive fund.²⁸

This law was supplemented in 2004 with new norms in the field of the procedure for the return of cultural values, including archives, illegally exported from the territory of the European Union member states.

It is worth noting that the strategy of the State Archives of Poland for 2010-2020 defines the main activities of the archives, and one of the main functions is to ensure

²⁶ Kolankowski, 1958; see also Pieber, 1965: 59.

²⁷ Kolankowski, 1958.

²⁸ Dz.U. 1983 nr 38 poz. 173; see also Bakshaev, 2020: 82.

the preservation of documentary records related to the development and history of the state, accessibility, as well as the issues of providing information needs of society.²⁹

It is worth emphasizing that in Poland, in the post-communist period, the importance of personal documents for the democratization of the way archivists and historians look at the past was noticed. The discussion on this topic swept through Polish science.³⁰ Given that state archives were not able to collect a sufficient representation of this type of documentation, the Polish state got involved in the promotion of social archives. Institutions created and run by social organizations, local government institutions, private individuals, corporations and trade unions. Since the beginning of the 21st century, the state archival administration has been involved in the promotion of this type of institution.³¹ This resulted in the establishment of the public cultural institution Centre of Community Archives in 2020. It is financed from the state budget and its task is to coordinate and support the creation and functioning of social archives. Currently, there are over 800 such archives registered in Poland.

As we have seen, Kazakhstan and Russia have in common that the majority of personal archival funds are the funds of literary and artistic figures. This means that at the initial stage of collecting personal funds, priority was given to the collection and preservation of memories related to World War II, especially documents of the epistolary genre.

Methodology of creation of personal funds

Formation of personal funds and work with them is based on methodological guidelines.

In the Soviet period, with the participation of the Central State Archive of Literature and Art of Russia and other scientific institutions, a number of methodological recommendations were prepared, which were widely used not only in state archives, but also in the General Archive Department of the USSR for personal documents. Among them, there are methodological proposals entitled *Methodological instructions for working with funds*,³² and *Methodological recommendations for scientific and technical processing of documentary materials from funds of personal origin*.³³ The mentioned methodological recommendations were guided by the Central State Archive of Kazakhstan in the creation of funds of literary and artistic figures. In 1990, *Methodological recommendations for working with documents of personal origin*

²⁹ Bakshaev, 2020: 83.

³⁰ Magier, 2022: 35-63.

³¹ Konstankiewicz, 2017: 33-61.

³² *Metodicheskie ukazaniya*, 1967.

³³ *Metodicheskie rekomendacii*, 1971.

(*literature and art*) was published.³⁴ This methodological proposal included the issues of determining the features, value, categorization, identification of the most valuable documents, formation of cases, state accounting and storage, scientific and reference equipment and use of individual documents of literature and art. Due to the historical continuity with Russia in the field of archives, the formation of personal funds in the central archives of Kazakhstan has been carried out on the basis of the mentioned methodological guide. Accordingly, there is a need to prepare a unified methodological proposal based on the types and features of the documents of various specialists, taking into account the accumulation of personal funds due to the activity profile of the archives. Therefore, the preparation of new methodological guidelines and proposals is becoming one of the main issues in the archives of Kazakhstan.³⁵

For archivists, the work of supplementing the archive with personal family documents begins with their search and establishing contacts with prominent people. There are various methods of such work. They are recommendations of close people, relatives, friends, colleagues, acquaintances of prominent people, negotiations, encyclopedias, newspaper-magazine search and mass media search, etc. It is not easy for archivists to carry out these tasks. This is because prominent people tend not to trust the archive, or the importance of leaving it as a historical legacy for future generations has not been fully formed. A list of replenishment sources will be compiled through these types of work. The names of persons related to the profile of the archive service are included in the list of replenishment sources. On the basis of this list, replenishment works are estimated and carried out in a planned manner. The following criteria are used in determining the sources of replenishment: importance of the owner of the fund (formal features are workplace, position, titles, awards) and importance of the event or historical period.³⁶

The Government of the Republic of Kazakhstan Resolution No. 215 dated August 9, 2023 *About approval of Rules of documentation, management of documentation and uses of electronic document management systems in the state and non-state organizations* was approved. The first chapter of this principle is dedicated to the list of sources of replenishment. It is said that individuals are included in the list of replenishment sources based on the following requirements:

- 1) contribution of an individual to the development of science, culture and other spheres of activity.
- 2) the role of an individual as a participant and witness of significant events in society and the state.
- 3) kinship, friendship, creative connections, workplace, position of an individual.

³⁴ *Metodicheskie rekomendatsii*, 1990: 255.

³⁵ Maxymkanova, 2023: 63.

³⁶ Suleimenova, 2020: 354.

- 4) typicality of archival documents for the era.
- 5) composition and content of personal archive documents of an individual.³⁷

Today, on this basis, a list of replenishment sources is being developed.

A unified system of the list of sources of replenishments has not been formed in the archives of Kazakhstan. The names of prominent persons in the list of sources of additions are repeated among archives at the central, city, and regional levels. This means that there is a competition among archives to be the first to get the documents of prominent people.

In the case of the Russian Federation, the formation of personal funds is carried out on the basis of the 1990 methodological guide *Methodological recommendations for working with documents of personal origin*.³⁸ This manual is still used by the federal archives (the State Archive of the Russian Federation (GARF), the Russian State Archive of Scientific and Technical Documentation (RGNTD), the Russian State Archive of Contemporary History (RGANI) and the archives of the republics within the federation in their work. This methodical guide was created for the figures of literature and art. Methodological instructions fully cover the problems of receiving documents of literary and artistic figures, determining their value, dividing them into categories, forming storage units, scientific description, and creating scientific and reference equipment.

In 2021, the All-Russian Scientific and Research Institute for Records and Archives Management (VNIIDAD), taking into account the experience of republican and municipal archives, developed the first methodological guide *Methodological recommendations for the acquisition, description, recording and use of documents of personal origin in state and municipal archives* within the framework of a new project. The peculiarity of the methodological guide is that it corresponds to modern types of documents and suggests systematization of individual documents by genre. Aspects of working with electronic personal documents are considered for the first time.

A list of sources of replenishment of archives was created based on a field of activity:

- photographers and prominent people engaged in professional photography of architectural and natural objects, social-political, cultural events.
- military personnel.
- famous athletes and coaches.
- architects, restorers.
- heads of enterprises important for a specific field or region.
- persons who were repressed and acquitted.
- heirs (descendants) of famous persons.

³⁷ Prikaz Ministra kul'tury i sporta Respubliki Kazakhstan ot 9 avgusta 2023 goda № 215.

³⁸ *Metodicheskie rekomendatsii*, 1990.

- persons with other relatives and friendships with famous persons.
- specialized family representatives.
- ordinary citizens and representatives of a certain social group or nationality, profession.³⁹

Another feature of the Russian practice is the development of individual methodological guidelines by the Republics of Buryat and Tuva, which are part of it, based on the law *On Archives in the Russian Federation*. On the one hand, it differs in that it is adapted to new types of modern documents and displays a list of documents that are not accepted for permanent storage. On the other hand, the list of owners of personal funds shows the owners of modern new professions. Therefore, through the changes brought by the new specialists in the contents of private fund documents in the archive, fund creation works are implemented on a large scale and a group of new researchers interested in archives is formed.

The federal law *On Archives of the Russian Federation* clearly states that documents stored in archives, museums, and libraries are state property.⁴⁰ In coordination of the work in this direction, the methodological recommendation *Identification of sources of acquisition of state archives with documents of personal origin* refers to the criteria for identifying well-known persons who are sources of replenishment.⁴¹ However, the common position of archives, museums and libraries, which is popular in foreign practice, is to deviate from the Kazakh and Russian experience, and currently archives, museums, libraries do not jointly carry out work on supplementing individual documents.

In practice, the activities of archives, museums, and libraries in supplementing personal documents cause several problems. That is, competition, commodity-money relations take place between these institutions. About this issue E.M. Burova says in her article:

Today, owners or possessors are in no hurry to transfer documents free of charge; the “cash approach” prevails. The relationship between archives, museums, libraries on the one hand and collectors on the other can be considered as a separate problem. There are cases when collectors offer a higher price than a state repository could offer, and thereby “intercept” personal archives.⁴²

Therefore, the paid service of collectors limits the submission of documents of prominent persons to the archive. In addition, state and municipal archives are not supplemented with documents of well-known persons in accordance with the sources

³⁹ Avdeikina *et al.*, 2021: 8.

⁴⁰ Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

⁴¹ Gerasimova, 1991: 9.

⁴² Burova, 2018: 407.

of replenishment and the profile of the archive service. In this regard, Burova says the following about this issue, which is currently on the agenda:

Subjectivism, when funds are accepted for storage by agreement, but not core for a particular archive. Such cases were in the Russian State Archive of Scientific and Technical Documentation (RGNTD), the State Archive of the Russian Federation (GARF) and other repositories. It is no secret that there has always been competition for the possession of one or another personal archive, primarily between archives and manuscript departments of museums and libraries. In this process, the predominant factor has always been the concept of private ownership of documents of personal origin. With which repository the owner can agree on the transfer of documents, they will be stored there, but it is still important that professionals act within the framework of their profile (the profile of an archive, museum, library).⁴³

Another exception that occurred in the Russian Federation is the identification of valuable documents in accordance with the *State List of Valuable Documents* regulation, including archives, museums, and libraries.⁴⁴ Most of the documents included in this list are valuable documents from personal funds. However, in this type of work, libraries and museums do not participate in finding and identifying valuable documents. In our country, there is no such special regulation or law that defines the most valuable documents. Russian archives have a different way of identifying documents of great value or high value. That is, the owner of the fund defines as valuable only the documents specified at his discretion and restricts the use of those documents for a certain period of time. These determinations are written in the contract between the archive and the fund owner.

Fund owners are divided according to the following criteria:

- period of activity (before the revolution, after the revolution), (soviet period, post-soviet period),
- type of service,
- social origin or status,
- participation in certain events,
- belonging to foreign countries (rare).⁴⁵

These criteria apply to the most popular fund owners.

In general, it was natural for Kazakhstan and the Russian Federation to be guided by common methodological guidelines, being in the space of a common archive policy during the Soviet period for many years. That is why it is natural that the majority of personal funds in both countries are funds of literary and artistic figures.

⁴³ Burova, 2018: 412.

⁴⁴ Prikaz Rosarkhiva ot 09.10.2001 N 75.

⁴⁵ Burova, 2021: 264.

As for the Polish experience, the latest model of the methodological manual on the formation of personal funds was created in 1990 at the Polish Academy of Sciences with the contribution by Kolankowski and H. Dymnicka-Wołoszyńska.⁴⁶ Historians, archivists, representatives of domestic and foreign organizations participated in the development of this methodological framework. Also, recommendations and additions to the first methodological basis of 1958 were taken into account in this scientific basis. The peculiarity of the new methodological framework is that scientific-technical, cartographic and photographic documents are included, and the types of documents that have not been encountered in many years of experience are differentiated.

Methodological basis compiled in 1990 consists of 37 pages and appendices. Types of personal documents are divided into 8 groups. Until now, the formation of private funds in archives is carried out on this scientific basis.⁴⁷

The system of personal documents is as follows:

1. Documents of the fund owner

- a) studies, articles and reports,
- b) familial publications,
- c) lectures (texts, scripts),
- d) opinions about works to be published; technical projects, patents issued for projects,
- e) journalistic works (interviews, reports and articles for the media),
- g) memorial words, memories etc.,
- h) literary works,
- i) seminar materials (notes, card files, bibliographies, excerpts from literature).

2. Documents related to the activity of the fund owner

- a) documents related to scientific and organizational activities,
- b) in schools, higher educational institutions, courses, and other documents,
- c) scientific works and their opinions of people not related to teaching activities,
- d) related to methodological activity and opinions about it,
- e) documents related to professional activities,
- g) documents related to editorial activities for the purpose of publication,
- h) documents related to social and political activities,
- i) documents related to other services.

3. Biographical documents

- a) autobiography,
- b) school notebooks and study notes,
- c) diaries and memory albums,
- d) household and property materials,

⁴⁶ Kolankowski & Dymnicka-Wołoszyńska, 1990.

⁴⁷ Kolankowski & Dymnicka-Wołoszyńska, 1990.

- e) diplomas of honor, certificates, congratulations,
- g) materials related to health,
- f) death certificate, short obituaries, condolences.

4. Letters

- a) outgoing documents,
- b) incoming documents.

5. Documents about the fund owner

- a) resume and memories.
- b) bibliography of works compiled by third parties.
- c) opinions, reviews.

6. Family (dynasty) materials.

7. Documents related to other persons.

8. Appendices.⁴⁸

Special additional explanations are provided for the grouping of documents.

It is worth noting that in the documents related to the scientific and organizational activities of the fund owner, there is a contract on cooperation with special scientific institutions, plans of attended congresses and scientific conferences, and related opinions. Lesson programs, student lists, exam tickets, seminar notes, documents related to teaching activities, master's, doctoral and post-doctoral educational programs are accepted for permanent state storage. Documents are organized and grouped based on chronological, geographical, thematic principles.

A list of documents not accepted for permanent state storage is also provided. They are receipts, warranty vouchers, contribution receipts, items handed over in kind, gravures, duplicate typewritten documents, warranty coupons, contribution receipts, items handed over in kind, typed duplicate documents, cartographic documents without scientific, political, social connections of the fund owner, documents and microfilms, photo-phono-documents.⁴⁹

The problem of access to archival personal funds

The last issue we consider is the issue of access to personal funds. Archives of Kazakhstan receive personal fund documents as a gift or at the request of the fund owner, and a contract is drawn up between the archive and the fund owner. Archives of Kazakhstan do not buy documents of prominent people. However, archives are used at different levels. For example, researchers visiting the archive need to get a special

⁴⁸ Kolankowski & Dymnicka-Wołoszyńska, 1990: 5.

⁴⁹ Umowa darowizny, 2020.

permission from the owner or heir of the fund in order to familiarize themselves with the documents in the personal fund and work. In the second case, the contract between the archive and the owner of the fund stipulates the rights of the fund owner or his heir to limit the opening and closing of the personal fund or certain documents.

The limit can be set for a certain time period. Researchers who come to the study hall can familiarize themselves with open personal funds. However, with the passage of time, the restrictions placed on certain documents, the reopening of the closed funds, remain unfinished.⁵⁰ This is because the consent of the heir of the fund is required to extend or remove the limitation. Due to the fact that such work takes a long time, it limits the availability and scientific circulation of individual documents. At the same time, this point of attention also requires regulatory regulation. For example, some private funds in the National Archives of the Republic of Kazakhstan are closed, that is, inaccessible to researchers. The reasons for such a situation are unknown.⁵¹ Such problems should be solved.

In Russia, the procedure for using personal family documents is specified in the special *Laws on Archive Affairs*. In Article 11 of the Law, a contract is drawn up between the owner of the fund and the archive when prominent persons submit their documents to the archive. In the contract, the documents submitted by the owner of the fund, the chronological framework of the documents, the restrictions imposed by the owner of the fund on certain documents and information about the successor are written. Spouse, child or relatives can be the heir. After the death of the owner of the fund, all rights related to the personal fund will be transferred to the heir. That is, if the heirs are transferred from one person to another for certain reasons, the institution (archive, library, museum) to which they belong must be notified within thirty days. In addition, the newly transferred heir is assigned all the rights and obligations specified in the contract.⁵² Subsection 4 of Article 11 deals with procurement services. That is, the organizers of the purchase of privately owned documents are obliged to inform the authorized bodies of the executive power related to the archive business in writing about the place, time, and additional conditions for the sale of documents no later than thirty days.⁵³

And the documents containing the copyright of creative or research works found in the personal fund are regulated by the law *Civil Code* of the Russian Federation.⁵⁴ Fund owners must have special license terms for their copyrighted works. That is, the use, copying, publication of copyrighted documents are specified in Articles 1273, 1274,

⁵⁰ Tulebaev & Maxymkanova, 2021: 50.

⁵¹ Mukhatova, Yskak & Maxymkanova, 2019: 52.

⁵² Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

⁵³ Lovtsova, 2021: 332.

⁵⁴ Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

1277, 1278, 1345, 1363 of the *Civil Code*.⁵⁵ On the basis of this law, the archive ensures the use and publication of copyrighted documents. If the owner of the fund does not have license terms for his creative or research works, a contract is concluded between the fund owner and the archive. In the contract, it is written about the limitation of documents and a certain period of time.

Another feature to be noted is that archives, museums, and libraries are designated to the archive fund of the Russian Federation in accordance with the *State List of Valuable Documents* regulation to identify valuable documents and enter them into the state list.⁵⁶ Most of the documents included in this list are valuable documents from personal funds. However, in this type of work, libraries and museums do not participate in finding and identifying valuable documents. In our country, there are no such special regulations and laws that determine the most valuable documents. The archives of the Russian Federation have a different way of identifying documents of great value or high value. That is, the owner of the fund defines as valuable only the documents specified at his discretion and restricts the use of those documents for a certain period of time. These determinations are written into the contract.

Poland follows a common archive policy with other EU countries. A special European Commission has been created to work with special cultural heritage, including in the field of archives, to maintain issues of creation, preservation, accessibility, transparency. For the purposes of the internal policy of the Commission, priority is given to the strategy of forming an efficient management system of archives. At the same time, after thirty years, the archives are openly presented to the public.⁵⁷

Therefore, after the documents of the fund owner submitted to the archive are scientifically and technically processed, researchers can get acquainted with them without any restrictions. After the fund owner's documents are handed over to the archive, they become the archive's possession. This is discussed in the contract between the archive and the fund owner. The fund owner has the right to make some copyrighted documents unavailable for 30 years. Only after 30 years have passed, the restrictions will be removed from these documents and they will be available. Copying, photographing and other uses of documents are available to users.

Moreover, the European Union member countries have the term depository personal funds. Depository person funds are documents of well-known persons who organized public movements and associations for the development of the European Union, international organizations and further development of European integration.⁵⁸ The number of depository personal funds in the state archives is not very large. There

⁵⁵ Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

⁵⁶ Federal'nyy zakon «Ob arkhivnom dele v Rossiyskoy Federatsii» ot 22.10.2004 N 125-FZ st 1.

⁵⁷ Reshetova, 2012: 145.

⁵⁸ Reshetova, 2012: 146.

are no exceptions in the scientific and technical processing, formation, and preservation of personal funds in this category.

In Poland, another peculiarity related to personal funds is that the majority of archives are dynastic (family) funds. If one member of the family included in the list of sources of replenishment submits his documents to the archive, all members of the family continue to replenish the personal fund in that archive. That is, a member of the family is included in the list of sources of replenishment of only one archive. There is no competition between archives to replenish individual funds, or problems of the fund owner transferring his documents to another archive at his own discretion (due to moving to another city) within a certain period of time.

Analyzing the domestic and foreign experience in the collection, creation and access to private funds, there is a reason for the achievement of great potential of the archives of modern Kazakhstan. "...without the subjective view of contemporaries on their time and the events in it, it is impossible to recreate the objective reality of the past"⁵⁹ and personal documents are an important component of replenishing the source base on the history of everyday life. We see one of the directions for compiling the archives of Kazakhstan as carrying out field work among the population and collecting personal documents of the peoples inhabiting the territory of the republic. Today, most of the population, in particular representatives of deported peoples, show an active interest in studying the history of the everyday life of their people. And such an example can be the activities of the Kalmyk Scientific Center of the Russian Academy of Sciences, which carries out arteriographic work in the archives of Kazakhstan. Employees of this research center are actively working to search and identify documents on the history of the deportation and life of Kalmyks in a special settlement on the territory of Kazakhstan in the archives.⁶⁰

This turning point in the life of the Kalmyk people left a deep mark on the history not only of the people themselves, but also in the history of Kazakhstan, as well as in the formation of a huge layer of valuable documents concentrated in special archives. All this provides an opportunity to learn new pages of history, and most importantly, a new impetus for the work of archives to form new personal funds and collections of Kalmyks. For this purpose, there is every reason to believe that people's personal archival documents (letters, photographs, memories, and others) are being collected. The Archive of the President of the Republic of Kazakhstan is initiating the compilation of new lists of sources of acquisition of personal documents and the creation of a database of Kalmyks deported in Kazakhstan. For example, in the spring of 1944, 648 Kalmyk families with 2,268 people, together with Karachais, Chechen-Ingush, Balkars and from the Crimea, were resettled from the former Kalmyk

⁵⁹ Gribanova, 2018: 67.

⁶⁰ Orlova, 2023: 1140.

Autonomous Soviet Socialist Republic to Kazakhstan for permanent residence in the Kzyl-Orda region.⁶¹ According to archival documents based on incomplete information, in the Kokchetav region in 1951, 7 special Kalmyk settlers were resettled and employed,⁶² in the South Kazakhstan region in 1952, 21 Kalmyks.⁶³ The memories of even this small part of the contingent of the Kalmyk people would contribute to the reconstruction of the real history of the twentieth century.

Under Soviet rule, political education played a huge role in the ideological and political education of the people, which was carried out through various mechanisms for the harmonious development of the individual and the creation of genuine cultural wealth.⁶⁴

The strengthening of the communist education of the people gave rise to uniformity in the formation of personality. From the perspective of archivists, we consider information about personalities found among the identified secret documents to be one of the most valuable and interesting items. For example, following the traces of only one secret document – the conclusion of the Party Commission under the Central Committee of the Communist Party of Kazakhstan on the appeal of May 28, 1957, it would be possible to restore a picture of the life and activities of the Kalmyk Bembinov Andrei Badmaevich. Born in 1907 A.B. Bembinov had been a member of the CPSU since 1938, party card No. 1899253, and had incomplete secondary education. Having started his career as a teacher in 1926, in December 1943, as a special resettlement, he arrived from the Kalmyk Autonomous Soviet Socialist Republic to the Bagradsky district of the Khakass Autonomous Region and from 1946 to 1950 he worked at stud farm No. 42. At the same time, during these years he combined the work of an accountant, storekeeper and agricultural worker. Since November 1956, he worked at the Semipalatinsk shoe factory as a stoker and construction worker. Fragmentary information contains information about service in 1942-1943 in the Soviet Army and in 1943-1944 due to illness and relocation, he was unable to work. Nevertheless, he participated in World War II and was awarded two medals.⁶⁵ The trace of one document can lead to a layer of other valuable personal documents about personalities, families, clans and contribute to the formation of new personal funds and collections, thereby transforming the traditional approach to the work of archives to replenish them.

⁶¹ AP RK. F. 708. Op. 10. D. 1855a. L. 1.

⁶² AP RK. F. 708. Op. 86. D. 16.2. L. 155.

⁶³ AP RK. F. 708. Op. 16.2. D. 54. L. 250.

⁶⁴ AP RK. F. 708. Op. 86. D. 146. L. 117, 119.

⁶⁵ AP RK. F. 708. Op. 30. D. 232. L. 23-25.

Conclusions

Kazakhstan's archives have several common aspects and differences in the formation of personal funds in comparison with foreign archives. Despite the fact that Kazakhstan has created a centralized and unified system of formation of personal funds, there are still unresolved issues. The main problem is to develop a list of new sources of replenishment of archives with individual documents. Research work, in particular field research should be conducted for the systematic work to keep up the collection of personal documents that provide valuable data relating to the history of the twentieth century. Important memories that represent every everyday life of an individual and family are important, and it is essential to form personal collections on archives. At the same time, based on confidential archive documents, it is especially recommended to create a database of deported peoples, including the database of folders. It is also important to find a solution to the problem of access to the scientific basis of personal funds in the period of modern digital technologies.⁶⁶ Moreover, the interests of the company, various associations and new researchers would also be growing in the archives of the new professionals. The experience of our foreign partners shows that the regulatory framework of the creation of a personal fund in the archives in the country should be fully defined. Only then would private fund documents widely appeal to scientific circulation by strengthening the legal framework of users and the rights of the fund's owner. As part of this study, exploring the issues of the collection of personal funds, the methodological basis, and accessibility will allow us to examine the use of personal funds in the archival hyperspace of CIS, and the regulation of its legal basis. The common will promptly study the acute issue in the future, especially such as the use of its legal framework.

⁶⁶ See also Yskak & Zhumatay, 2022.

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