**All current work can be viewed here: https://geohistory.today/category/archives/**

**All subsequent work should follow this rubric:**

**Intro**

* Should give some sense of what fonds are held there – and maybe some background on the history.
  + Eg The Russian State Archive of Social and Political History (Российский государственный архив социально-политической истории) was created in March 1999 by combining the Russian Center for Storage and Study of Documents of Recent History (RTsKhIDNI, before 1991 – the Central Party Archive) and The Center for Storage of Documents of Youth Organizations (TSHDMO, until 1992 – the Central Archive of the Komsomol). Current fonds continue to focus on the former Communist Party of the USSR, its various institutions, publications, bureaus, congresses, and leaders. Other fonds look at social movements abroad.

**Overall Experience**

* Generally speaking, how easy is it to gain access and work in the archives.
  + Eg RGASPI has several reading rooms, each with an individual archivist in charge who vary in their personality types and helpfulness. Overall, however, the archive is generally accessible and professional.

**Prep Beforehand**

* Where does one find the putovoditl? Online? Library or bookstore? Only at the Archive? Not publically available? One or more of the above?
  + Eg RGASPI ‘s putivoditel is available at many libraries and on sale rather affordably at the RGASPI bookstore. It is recommend you locate and browse it beforehand. RGASPI has an on-line database listing its many fonds.
* Can you order material or request a propusk in advance? Include sample letter to send
  + Eg To order materials from RGASPI in advance, a scholar should send an email a week prior to his/her arrival, and attach an official letter from institution to the email. The email should be as follows: …

Здравствуйте, уважаемые специалисты Российского государственного архива социально-политической истории.

К Вам обращается (NAME, POSITION).

Я провожу исследование (NAME OF RESEARCH, PURPOSE).

В рамках этой работы я планирую приехать в Москву и заниматься исследованием документов в РГАСПИ (DATE) этого года.

Прилагаю официальное письмо от моего института.

Обращаюсь с просьбой предоставить к моему приезду (ARRIVAL DATE) и приходу в РГАСПИ мне следующие документы:

Р5673 1: Name of file. Date of file

С уважением,

(NAME)

**Getting a Propusk**

* What documents are needed? Where does one apply?
  + Eg Documents needed: Passport (w/registration). A letter from your university. A zayavleniye most be filled out in reading room one (on the fifth floor).
* How much time does it take to process and issue?
  + Eg Time: 30 minutes.
* If an intro letter from an Institution is needed, include a letter template
  + Eg Letter template (should be on official letterhead):

(DATE)

Российского государственного архива социально-политической истории  
Сорокину Андрею Константиновичу

Уважаемая Андрей Константинович,

Прошу Вашего разрешения на ознакомление с материалами архива (RESEARCHER’S NAME, TITLE, POSITION), в рамках темы (ее/его) исследования (RESEARCH NAME, PURPOSE (DISSERTATION, BOOK, ETC)).

С уважением,

(TITLE, NAME, POSITION OF INSTITUTION OFFICIAL)

**Working the Archive**

* Include the following information:

Working days between requesting delo and receipt: ?????

Maximum delo that can be requested at one time: ?????

Price for making photocopies: ??? rubles per page.   
Wait time for copies once ordered: ????

* Problems: (Include any particular problems a researcher may run into)
  + Eg A large portion of the material is in microfilm. Unexpected closings or changes to the schedule are not posted on the site. If an archivist is trying to force a few opisi and dela on you, insisting that you need to take a look at them, humor that archivist for a while. They tend to take offense if you don’t at least look at what they are giving you.
* Other: any other pluses or minuses or working with the archive
  + Eg RGASPI has its own cafeteria, with a retro Euro atmosphere and continuious Soviet films on a big-screen TV.
* **Logistics**

Include the following information:

Address: ??? *Use this format: Bolhshaya Dmitrovka 15 (Chekhovskaya/Pushkinskaya/Tverskaya metro station)*

Phone number: ???

Website: ????

Other useful contacts?

Working hours: - with information on sanitarny den, if applicable.