

Business archives in Italy: an overview

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1. Definition

At present, we don't have a concise definition of the term *business archives*. The traditional definitions of *archive* are always useful: i.e. a collection of documents, especially regarding an institution –whether recorded on paper, electronic/digital media, photographs, film etc. An archive may be created by (or acquired from) a single individual or a legal party i.e. families, companies, government bodies or public corporations during their active life. Archives develop spontaneously as a sort of *documentary sedimentation* of an entity's practical, administrative and juridical activity. All documents in an archives are connected to one another by an original, necessary and defining link. (Lodolini, Carucci).

Over the last few years, following the most recent studies of several authors (Carucci, Paletta, Bonfiglio-Dosio), the concept of business archives has broadened, to describe a growing number of them with the term “economic archives”. Customarily, the term “business archives” refers to only the documents produced by private entities defined as “business”. In contrast, the expression “economic archives” includes those subjects who are *both public and private* and operate, not only to produce something, but to *support, direct and supervise* those productive activities as well.

In most cases, companies private law and so they are subject to the juridical and managerial problems typical of a private archive.

Therefore, the expression *business archives* has a wider sphere of application and includes both farming and commercial businesses. This implies the production of a rather differentiated number of sources. At the beginning, Italian historians and researchers focussed on industrial archives, especially those of the biggest industries, because of their significant influence on the national economy, and consequently, on economic policy decision-making. For this reason a great number of essays on particular industries, families or charismatic entrepreneurs were published. Following this period, attention shifted to bank archives, given their historical tradition of scrupulous management of their documents. More recently, researchers have also begun to show interest in smaller industries, industrial districts, economical and financial public corporations, as well as state-owned enterprises.

2. Legislation

According to accepted archiving norms/standards, the *juridical status* of the entity that produces documentation has an important role, since the processing of an archive differs according to its public or private status.

Italian legislation on business archives is conventionally divided into two categories of regulation: the first concerns the general norms for archives and their application to business archives. The second category regards specific norms for business and the conservation of commercial documents.

For general norms regarding archives, the principal Italian legislative text is the law (*d.l. or decreto legge*) n° 42 of January 22, 2004, also called the Natural and Cultural Heritage Code. This code both substitutes and updates two previous legislative texts: the Consolidation Act of statutory provisions on natural and cultural heritage (d.l. n. 490 of October 29, 1999); and the Norms regarding the organization and personnel of the national archives (D.P.R. or *Decreto del Presidente della Repubblica* n. 1409 of September 30, September 1963).

For the second category, that of *safeguarding*, the most important Italian laws are: article 10, paragraph 2 b) which is about the identification of “cultural goods” to be protected; and paragraph 3 b) regarding archives and single documents (of private entities) of *historical* interest which follows a declaration of *cultural* interest (article 13). This latter declaration carries a double implication; on one hand, it creates obligations for the private owner or holder of the document(s); on the other hand, the document or collection itself becomes an object of cultural heritage.

In terms of *supervision*, Italy’s main legislative norms relating to the protection and conservation of archives are found in article 20 (prohibition to dismember an archive) and article 21, which lists those archival processes subject to authorisation from the Ministry of Cultural Heritage. Such processes include the relocation of integral collections of documents, the relocation of archives, the discarding of documents from public and private archives that have been declared of cultural interest, and finally, the carrying-out of cultural heritage projects that have been formally evaluated and approved.

In terms of *conservation*, article 29 of Italian law extends and clarifies the notion of preservative restoration, introducing the principle that this activity must be entrusted only to professional restorers.

For the *valorization* and *utilization* of archives, article 122 outlines the regulations concerning the consultation of documents conserved in the national archives and in the historical archives of public corporations. In every public archive, all documents may be consulted except those reserved for special reasons (article 123 and 125). For access to private archives for research purposes, article 127 emphasizes the owners’ obligation to allow consultation of their archives according to guidelines agreed between private subjects and the archival superintendent. For these archives as well, there are some restrictions related to reserved documents (articles 125 and 122, paragraph 3). The more general subject of privacy is also applied to non-declared private archives (article 127, paragraph 3), and formally approves the extension of these regulations to all archives not yet structured (single files or documents). Finally, the consultation of documents containing personal data for historical research is subject to the provisions of the ethics and good behaviour code (issued on February the 28, 2001 by the privacy

authority) provided for the law on personal data processing (decree law 30 July 1999, n. 281. Statutory provisions on personal data processing for historical, statistical and scientific research).

Before examining the second aspect, which discusses the norms governing business documents, it is useful to understand and define the producer (or entrepreneur), the enterprise and the different typologies of companies that are considered in the Italian legal system. Business archives also require an institutional and normative approach, starting from juridical status of the entity that generates documentation, and then , a definition of its area of activity.

The current legislation (article 2082 of the Civil Code issued in 1942) – previously business was regulated by the Commercial Code of the Italian Kingdom issued in 1882 – defines ‘entrepreneur’ (in Italian *imprenditore*) as a person who “operates a business intended for the production or exchange of goods and services”. ‘Small entrepreneurs’ (*piccoli imprenditori*) are “those who cultivate the land, craftsmen, small traders and people who operate a business organized around the work of an individual or the individual’s family” (art. 2083). The term ‘company’ (*azienda*) is defined as “a commercial or industrial enterprise whose activity is intended for the providing of goods and services”, referring prevalently to tangible property such as plants, machinery, goods, etc. (article 2555). The term ‘business’ (*impresa*) indicates an activity organised to produce and exchange goods and services (funds, people, organisation). Depending on its size, a business can be run by a single person or by more people together (partnership or company) in which “two or more people contribute goods and services for a common management of an economic activity in order to share profits (article 2247). Businesses can be divided in two principal categories: either a farming business that is “aimed at the cultivation of a plot of land, at forestry, livestock farming and all other related activities” (article 2135), or a commercial business that operates an industrial activity aimed at the production of goods and services; an intermediary activity in the circulation of goods, an activity of transportation by land, sea or air; a banking or an insurance business and other related activities (article 2195). This difference is important because only medium and large commercial enterprises (as opposed to small ones) are required to register in the Central Register of Businesses; must maintain a book-keeping records (article 2214); and can declare bankruptcy (article 2221). Generally speaking—notwithstanding significant differences between commerce (industry) and services—a small business has a maximum of ten employees, a medium business has a maximum of a hundred employees and a large business has more than a hundred employees. Since 1993 the registration of businesses has been delegated to the chamber of commerce.

The second group of norms regards the conservation of business documents. The production, admission and use of documents is regulated both by legal obligations (which generate most book-keeping entries) and by organizational and managerial needs (which lead to the creation of official company documents). For legal obligations, the main provisions are found in the Civil Code, the value-added tax (l. 633/1972) and the fiscal law (l. 600/1973). Other important legislation pertains to relations between employer and employee, trade agreements, labour relations, accidents, fire insurance and the protection of working environments.

To illustrate the various kinds of documentation created according to managerial and organisational needs, beginning from the top of a typical industrial organigram, we find the documentation of the chairman's office, the management, the chief executive, the secretary's office, an all other components of the structure and the executive organisations. After that, there

are the documents on the management of patrimonial assets and financial activities, the management of technical equipment, the organisation and management of manufacturing equipment, the administration and management of staff, examination activities, advertising, marketing and public relations, credits, relations with branches and other centers of production (plants) of the company; planning, research and documentation (studies) activities, organisation, systems and services, foreign activities. Summing up, business documentation can be divided into three major groups: corporate written agreements, accounting and administrative records and, finally, technical and planning documentation.

The Civil Code establishes that the entrepreneur must document the company's development, keeping special documents and book entries (journals, inventories, ledgers, correspondence, contracts, invoices) which must be conserved for ten years. This deadline may be extended until the definition of the assessments concerning the corresponding tax period in accordance with d.p.r. 600/1973 on direct taxes and d.p.r. 633/1972 on VAT.

In analysing the principal regulations of the Civil Code, the records typologies, are found in the fifth chapter dealing with work: articles 2214-2220 on account book entries. The entrepreneur must keep a journal and a register of the inventories. In particular, according to the nature and the size of the business there is the obligation of keeping other book entries (ledger, cash book, stock book) and the originals of the letters, telegrams and invoices received and a copy of the letters, telegrams and invoices sent for every business transaction.

Article 2215 prescribes the numbering and the official stamping of the journal and of the stock ledger; article 2216 is about the obligation of authentication of the journal that must "indicates day by day the operations related to the management of the business"; article 2217 describes the drafting of the inventory. Finally, article 2220 prescribes conservation of the book entries for ten-years since their last registration. The originals of the letters, telegrams and invoices received, and the copies of the letters, telegrams and invoices sent must also be conserved for ten years.

In addition to the account books and the book entries, the Civil Code obliges joint-stock companies to keep some other corporate records (article 2421) including the shareholders' register, bond register, minute book, board of directors' book, board of statutory auditors' book and executive committee's book.

Unlike account books and the book entries, corporate books are generally conserved for the entire lifespan of the company. Following the company's liquidation, these records are conserved for ten years in the chancery of the court (articles 2457, 2497, 2516). Corporate books pertain to the organisation and the management of the company and for this reason they are not comparable to account books or book entries (journal, stock book and others) in terms of probative power. What is the basic difference between the two types of documentation? Accounting book entries are valid evidence, either for or against an entrepreneur, to reconstruct all the relations intercurring during the management of the company. They are also considered proof that the entrepreneur has operated the business in compliance with the law. In contrast, corporate books only provide documentation about the process of the company's creation and its deliberative body's decisions, and therefore are generally used to provide historical background of a company's activities. Corporate books are the most frequently preserved sources for important historical research.

Furthermore, Italian legislation on relations between employer and employee and protection of workers implies relevant documentary burdens for the companies. These include records linked

to the keeping and the preservation of the register book and the wages book (articles 20-26 d.p.r. 1124/1965 and article 42 law 145/1969), the employment card and the record of accidents. Safety monitoring implies the obligation of reports, periodical trials and testing of machinery, and preventive medical examinations in order to carry out particular manufacturing processes. Other documentary burdens are connected to the fulfilment of contributory obligations, such as annual nominal and wage reports, the payment of contributions, etc.

Fiscal regulations also create some documentary burden for the companies. D.P.R n. 600 of 29th September 1973, on income tax assessment makes mandatory some book entries (depreciable goods register, auxiliary inventory records), records and documents created for VAT (registers, receipt books, files, hard copies, invoices, bills of entry, packing lists), and requires their conservation until the fixing of the assessment relative to a given tax period.

Lastly, it is important to mention the enforceability of ISO standards of 2001 regarding documentary management in business. I refer to ISO law 15489-1. Information and documentation. Records management. Part 1: General and to the ISO law 15489-1. Information and documentation. Records management. Part 2: Guidelines. After a long period of oblivion for these laws, there are now signs of positive changes. Both Part 1 (General) and Part 2 (Guidelines) seek to define and standardise policies, responsibilities, terms and regulations that the companies' world should use for the "record management". The question of regulation and implementation of a filing system inside whatever activity is also included in these regulations, touching all the basic topics such as work-flow, recording, classification, conservation, audit, staff training etc. The sphere of application is relative to the management of current business archives.

3. Institutions

Archives

Public

Private

The general field of Italian business archives certainly may be described as dynamic, constantly changing, but also full of contradictions. The need to pool efforts in the scientific community of archives and business archivists, to share experience and knowledge has emerged, especially during occasions like congresses and seminars. However, initiatives are still somewhat fragmentary, and the lack of a national census, of a project for the protection and the safeguard of business records is noticeable.

Especially in recent years, profound changes have been taken place in both the public and private business sectors in Italy. Indeed, there has been a constant transfer of expertise and decisional power from the central government to new forms of autonomy of local government units (especially at the regional level, but also at the provincial and municipal levels). At the same time, however, in the private sector, especially banking, a rapid succession of mergers and amalgamations are changing this sector profoundly. Also the role of the Public Archival Administration been heavily impacted by the progressive shrinking of available resources which has led to a constant reduction of technical and scientific staff. Various types of archival

freelance work generally operate in a very weak market, apart from sporadic cases, and therefore, cannot represent a valid alternative.

Over the last few years, new entities have appeared, giving rise to the experimentation of new organizational and managerial solutions. One of the most important examples is the setting up of *foundations*¹ (*fondazioni*) which draw together numerous cultural activities including the management and valorization of historical archives. In many cases, foundations are run jointly by the provenance institution and the local government. In these cases, the archives are accessible to the community and territory of a business. This solution has proven to be most efficient in providing the necessary continuity to upkeep the archives, as well as protect them from the changing fortunes that may occur during a company's lifespan.

*Outsourcing*² of archival services is also growing as a solution in the management of paper archives; but also in historical archives, where a large part of the usual work of arrangement and filing are entrusted to specialized centers, cooperatives and single professional archivists. Outsourcing is utilized in even the oldest archives – and not only in the private sector – especially because of reduced budgets, in which the traditional figure of the business archivist, the 'keeper' of a company's memory, is disappearing, and therefore the archives themselves risk becoming museum relics rather than living documents³.

Moreover, another positive experiment is the attempt to create, on the German model, *territorial economic archives*, or '*collecting*' archives⁴. This experiment, referred to as an effective solution against the dispersion of documents, has taken its first steps, following the cooperation agreements between the Centro per la cultura d'impresa in Milan, the Region of Lombardy, the Polytechnic in Milan, and the Ministry of Cultural Heritage. The dynamism of the modern business scenario implies frequent changes of headquarters, company name, size and corporate ownership. In particular, during periods of crisis and the shrinking of economic resources, there

¹ For what concerns bank archives the most famous are the foundations that manage the historical archives of Banco di Napoli and the Istituto San Paolo of Turin. For what concerns companies, the Fondazione Ansaldo in Genoa, the Fondazione Dalmine and the Fondazione Piaggio in Pontedera.

² See ASSOCIAZIONE NAZIONALE ARCHIVISTICA ITALIANA – SEZIONE LAZIO, *L'outsourcing nei servizi archivistici*, *Atti della giornata di studio di Roma del 26 marzo 1999* by F. Del Giudice, Rome, Tip. L'Economica, 2000; ASSOCIAZIONE NAZIONALE ARCHIVISTICA ITALIANA – MINISTERO PER I BENI E LE ATTIVITÀ CULTURALI. DIREZIONE GENERALE DEGLI ARCHIVI, *I servizi archivistici e l'outsourcing: linee guida per operare una scelta* with the participation of the following societies: H Study – Italiana Archivi, Recall – Records Center, document shown in Rome the 16th May, 2001. To examine the materials of the work group ANAI see <http://archivi.beniculturali.it/forum/argomenti/64.html>. In 2003 has born in Rome AIDOC (Italian Business Association for the Management of Documents) in order to join together all the companies working in the documents managements field both with paper archives and informatics archives (<http://www.aidoc.net>).

³ To quote a part of a recent article by Marina Giannetto, there can't be a company identity without a memory to nourish it and there can't be a business memory without an archive in which it can be consolidated and established. Moreover, "it is a common opinion that the major risk for an archive isn't [...] to be untidy, but to be a tidy archive with a passive character bound to receive, store and preserve the documents that set it up, accentuating in this way those purely receptive and conservative characteristics that archives had in the past", i.e. a traditional concept of archives. We can consider active an institution that [...] selects and adopt a policy of completion of owned materials, without becoming a collector of indiscriminate deposit, because of the paper inflation of the public field or because of a heterogeneous supply of private archives not always coherent with the identity of the Institution", M. GIANNETTO, *Per una riflessione sulla "questione degli archivi"*, in «Le Carte e la Storia», 2004, 1, pages 201-206.

⁴http://www.culturadimpresa.org/attivita/arch_terr.htm

is inevitably some dispersion of documents and of all that concerns a business' historical heritage, often considered to be of little or no immediate utility.

As a result of frequent mergers and incorporations, another tendency is emerging; that is, a gradual transition towards institutions, founded in order to preserve the documents of a single company, which are acquiring the shape of (*historical*) *group archives*. This significant change will result in a new way of perceiving the function of an archive. The oldest institutions, where both sensitivity towards historical matters and adequate professional skills are available, are experimenting with new organization and management solutions. The acquisition of documents from defunct or incorporated bodies often means a transfer of records from their original provenance to a new and different office. While this action may go against the principle of unbroken custody (generally held to be a basic rule for records authenticity), it reduces the risk of dispersion of at least the most important series, if not the whole archives. Nevertheless, transferring documents may complicate part of the safeguarding role of Archival Superintendence and it has already raised some perplexities inside the users' community.

The *Premio Impresa e Cultura* (*Business and Culture Prize*)⁵ acknowledges the evolution in the relations between Italian business and culture, and reached its ninth awards presentation in 2005. In recent years, cultural investments have passed from the traditional sphere of patronage and sponsoring to a larger vision of true cultural partnership. Companies are showing that also culture is a flexible value. Nowadays companies are key players in the conception, financing and actualisation of cultural projects. Museums and business archives are a classic example of this, and the increasing allocation of resources to cultural investments for the care and valorisation of both historical-documentary and visual heritage is indeed encouraging.

The presence of business archives and business cultural centers on the net is constantly growing too and can be monitored on the pages of UNESCO website on archives dedicated to the world of work and business⁶.

The website of the Centro della cultura d'impresa in Milan (http://www.culturadimpresa.org/archivi_impresa/archivi_impresa.htm) is very useful to consult a constantly updated list of all business archives in Italy.

Associations, councils etc.

- 1) The Associazione Nazionale Archivistica Italiana (Italian National Archival Association) founded in 1949 with offices in Rome (<http://www.anai.org/homepage.asp>). ANAI, covering all of Italy, operates in all the main fields of archival work, promoting the creation of thematic working groups, the organisation of congresses and seminars, as well as a wide presence in the field of education and training.
- 2) The Centro per la cultura d'impresa (Centre for business culture) set up as an Association in 1991 with offices in Milan (<http://www.culturadimpresa.org/>). The Centre promotes the safeguarding and the valorisation of its associates' documentary heritage, the development of business culture through the valorisation of historical and contemporary documents produced by companies and other economic entities, the creation of territorial economic

⁵ Business and Culture Award. <http://www.impresacultura.it/>

⁶ [http://www.unesco.org/webworld/portal_archives/pages/Archives/Social life/Business and Labour/Europe/Italy/index.shtml](http://www.unesco.org/webworld/portal_archives/pages/Archives/Social%20life/Business%20and%20Labour/Europe/Italy/index.shtml).

archives and business museums, workers' training and the publication of the results of its activity.

- 3) The Associazione Italiana Musei ed Archivi d'Impresa (Italian Museum and Business Archives Association), founded in 2001, with offices in Milan (<http://www.museimpresa.com>). Museimpresa promotes the models of museum and archives as expressions of business cultural policy with the purpose of study, valorisation, education and training. It also aims to promote interaction between companies and their relative territories and administrative organisations.
- 4) Associazione Italiana per il Patrimonio Archeologico Industriale (Italian Association for Industrial Archaeological Heritage) founded in 1997 with offices in Terni (<http://www.patrimonioindustriale.it/PatInd/portale.nsf?opendatabase>). AIPAI aims to create a permanent clearing house in order to value, certify and advertise existing institutions and projects oriented to the care and valorisation of Italian industrial archaeological heritage, promote scientific and operational collaboration between public and private bodies for the cataloguing, care and valorisation of industrial heritage, for the safeguard of archives, machinery and other records of industrial civilisation and work. It researches architectural manufactures, environment, landscape and infrastructures, documentary and archival sources, machinery and facilities, technical knowledge and all the aspects of the technical, social and economic history linked to industrial heritage.

4. Guides

On paper

Especially during the 80s, one of the main activities for the protection of business archival heritage was the preliminary census of documentary heritage. This important activity, preparatory to more accurate forms of safeguard and valorisation, was assigned to Archival Superintendencies because they are the local organ of the Department of Cultural Heritage and Activities, which have to control private archives in every region. The first important results of this activity were in Tuscany, Lazio, Veneto and, more recently, in Milan with the publication of the following *Guides*: CONSIGLIO NAZIONALE DELLE RICERCHE – SOPRINTENDENZA ARCHIVISTICA PER LA TOSCANA, *Archivi di imprese industriali in Toscana*, Florence, published by All'Insegna del Giglio, 1982; MINISTERO PER I BENI CULTURALI ED AMBIENTALI – SOPRINTENDENZA ARCHIVISTICA PER IL LAZIO, *Guida degli archivi economici a Roma e del Lazio*, by M. GUERCIO, Rome, 1987; GIUNTA REGIONALE DEL VENETO – SOPRINTENDENZA ARCHIVISTICA PER IL VENETO, *Archivi delle Aziende municipalizzate*, by G. BONFIGLIO-DOSIO, Venice, 1987; REGIONE LOMBARDIA, *Gli archivi d'impresa nell'area milanese. Censimento descrittivo*, by D. BIGAZZI, Milan, published by Bibliografica, 1990. For what concerns Rome it is useful to mention the publication of a volume edited by MINISTERO PER I BENI CULTURALI E AMBIENTALI – UFFICIO CENTRALE PER I BENI ARCHIVISTICI, *Gli archivi economici a Roma. Fonti e ricerche*, Rome, 1997.

More recently the Chamber of Commerce in Milan promoted the realisation of a census of all the business archives in the Milan area which is being carried out by the Centro per la cultura

d'impresa, whose first results have been published in Giuseppe Paletta's article *L'attività del Centro per la cultura d'impresa*, in «Rassegna degli Archivi di Stato», LX (2000), 2, pages 455-473 and on the website (<http://www.culturadimpresa.org/attivita/01.htm>)

At the beginning of the 90s, it is important to remember the activity of ANAI Sicily aimed at the editing of a Guide on credit union historical archives in Sicily, together with a similar initiative by the Fondazione Cassa di Risparmio in Puglia and Puglia Archival Superintendence to census credit union archives in Puglia. A correspondent project is currently being planned for business archives in Sardinia.

In recent years, the field of business archives has received many significant contributions in the form of guides on archival foundations and the prestigious buildings which house the archives of the most important Italian banks: *L'Archivio Storico del Credito Italiano*, Milan, Libri Scheiwiller, 1989, BANCA D'ITALIA, *Guida all'Archivio Storico*, with an introduction by G. BONELLI, C. PAVONE and G. TALAMO, Rome, 1993, COMPAGNIA DI SAN PAOLO, *La Vigna di Madama Reale e l'Archivio Storico San Paolo*, Turin, 1995, IMI, *Guida all'Archivio Storico dell'Istituto Mobiliare Italiano S.p.A.*, Rome, 1998, *L'Archivio Storico della Banca di Roma*, Rome, Marchesi Grafiche Editoriali, Rome, 2000, BANCA NAZIONALE DEL LAVORO, *Le carte della memoria. L'Archivio Storico della BNL*, Rome, 2002, 2nd volume, *L'Archivio Storico di Banca Intesa. Per una storia al plurale*, by F. PINO, Milan, Banca Intesa, 2004.

Other examples of sectoral Guides are : Ministero per i beni culturali e ambientali, Ufficio centrale per i beni archivistici – Unione Italiana delle Camere di Commercio, Industria, Artigianato e Agricoltura, *Guida agli Archivi storici della Camere di commercio italiane*, by E. Bidischini and L. Musci, Rome, 1996. More recently, a guide acknowledging the importance of the insurance industry has been published by R. Baglioni, *Guida alle fonti storiche delle assicurazioni in Italia*, presentation by A. Desiata, introduction by L. Segreto, Venice, Marsilio, 2003. *Turismo industriale in Italia. Arte , scienza, industria: musei e archivi d'impresa*, introduction by A. Calabrò, Milan, Touring Club Italiano, 2003, is the first guide published to promote Italian industrial heritage.

Publications from previous years include: Ansaldo. Archivio Storico, Genoa, IRI/Finmeccanica, 1985, Archivi d'impresa e archivistica industriale. *L'Archivio storico dell'Azienda Consorziale Trasporti di Reggio Emilia*, by L. BORGHI and by G. FABBRICI, Bologna, Analisi, 1986, the publications of the "Progetto Archivio Storico Fiat", CONFINDUSTRIA, *Guida all'Archivio Storico della Confindustria*, by O. BAZZICHI and R. VOMMARO, Rome, SIPI, 1990, DALMINE, Archivio Storico, Milano, Dalmine SpA – ILVA Gruppo IRI, Milan, 1991.

Some of the most prestigious organisations are publishing series of invoices? and periodical publications which collect the main studies on documents (Banca d'Italia, Banca Intesa, Banca Nazionale del Lavoro, Compagnia di San Paolo, Fondazione Banco di Napoli, Fondazione Ansaldo, Fondazione Piaggio, Fondazione Dalmine).

The following volumes, which include the proceedings of numerous important congresses are extremely useful reviews of the most relevant experiences currently in the field and their development: MINISTERO PER I BENI CULTURALI E AMBIENTALI – UFFICIO CENTRALE PER I BENI ARCHIVISTICI, *Gli archivi degli istituti e delle aziende di credito e le fonti d'archivio per la storia delle banche. Tutela, gestione, valorizzazione, Atti del Convegno, Rome, 14-17 December 1989*, Rome, 1995; ASSOCIAZIONE NAZIONALE ARCHIVISTICA ITALIANA – SEZIONE FRIULI VENEZIA GIULIA, *Le carte preziose. Gli archivi delle banche nella realtà nazionale e locale: le fonti, la ricerca, la gestione e le nuove tecnologie*, by G. TATÒ, Trieste, 1999; ASSOCIAZIONE NAZIONALE

ARCHIVISTICA ITALIANA – SEZIONE FRIULI VENEZIA GIULIA, *Le carte sicure. Gli archivi delle Assicurazioni nella realtà nazionale e locale: le fonti, la ricerca, la gestione e le nuove tecnologie*, by G. TATÒ, Trieste, 2001; DIREZIONE GENERALE PER GLI ARCHIVI – SOPRINTENDENZA ARCHIVISTICA PER LA CAMPANIA – ASSOCIAZIONE NAZIONALE ARCHIVISTICA ITALIANA, *L'archivio e le banche: ricerca, tutela, gestione*, by M. SESSA, *Atti delle giornate di studio, Naples, 11-12 May 2000*, Archivio Storico del Banco di Napoli – Istituto Banco di Napoli, Naples, Luciano Editore, 2001; ASSOCIAZIONE NAZIONALE ARCHIVISTICA ITALIANA – SEZIONE FRIULI VENEZIA GIULIA, *Le carte operose. Gli archivi d'impresa nella realtà nazionale e locale: le fonti, la ricerca, la gestione e le nuove tecnologie*, Trieste, 2004.

To conclude, I would like to mention the creation of a national work group within the ANAI (GIAI, Gruppo Italiano Archivi d'Impresa, Italian group business archives). The objectives of this group include a re-launch of the census and safeguarding of documentary sources. This group seeks to restart a movement with the purpose of identifying, assessing and protecting an increasing number of archives; and allowing a broader range of sources accessible to researchers and the general public. (http://www.anai.org/attivita/N_gruppi/gdl_impresa.htm).

Electronic

A list/index of Italian business archives and economic entities can be consulted on the Centro per la cultura d'impresa website (http://www.culturadimpresa.org/archivi_impresa/archivi_impresa.htm).

These pages, even if they do not contain any information on the contents of every archive, has an important informative function and contains all necessary information to contact the various organizations.

Particularly relevant is the safeguarding activity that addresses the archives of publishing firms and the field of the book publishing houses still operating. The census has been promoted by Fondazione Mondadori in Milan starting from 1996 (<http://www.fondazionemondadori.it/>). Later the experience of this census induced the Central Office for archival goods (http://archivi.beniculturali.it/divisione_III/archivieditoriali.html) to promote the extension of the census to other Italian regions, appealing to the know-how acquired by the Fondazione. Nowadays census are active in Emilia-Romagna, Tuscany, Lazio and Campania. The enlargement of the census created for the Fondazione a series of events that brought on one side to the establishment in March 2001 of a Commission in charge of compiling an index and identifying a methodology to find information which was brought to life in the form of detailed informative index cards. More recently the census has been enlarged to Veneto, Trentino Alto Adige, Friuli Venezia Giulia and Liguria.

5. Journals and literature

Among the traditional periodicals, several deserve particular mention: «Archivi e Imprese», published from 1990 to 1999, «Imprese e storia» from 2000 to 2004, still published in spite of three changes of editor. The magazine, especially the first series of «Archivi e Imprese», promoted by the foundation ASSI (Associazione di studi e storia sull'impresa, Association for the studies and history on business) in Milan and directed by Duccio Bigazzi, represented an

important cultural and operational reference point for the emerging professional community of business archives and archivists in our country and included the participation of some of the most important Italian companies, also as financiers.

In October 2004 the on-line magazine «Culture e impresa» was founded, promoted by the Fondazione Ansaldo in Genova and the Centro per la cultura d'impresa in Milan, under the patronage of the International Council on Archives – Section of Business and Labour Archives (<http://www.cultureimpresa.it/index.html>). The magazine, both in Italian and English, is a first attempt to draw together the cultural, social and historical aspects of the business world.

The following is a list of all the fundamental bibliographical references on business archives in Italy, starting from the first attempt in 1972 by «Rassegna degli Archivi di Stato» to the recent phenomenon which regards the safeguarding of industrial heritage and business museums.

1. *Tavola rotonda sugli archivi delle imprese industriali*, in «Rassegna degli Archivi di Stato», XXXIII (1973), 1, pages 9-76.
2. *Gli archivi d'impresa*, by P. CARUCCI, in «Rassegna degli Archivi di Stato», XLIV, (1984), 2-3, pages 412-849.
3. *L'archivio nell'organizzazione d'impresa. Atti del convegno, Venezia-Mestre 29-30 October 1992*, by G. BONFIGLIO DOSIO, Venice, 1993.
4. P. CARUCCI, M. MESSINA, *Manuale di archivistica per l'impresa*, Rome, Carocci, 1998.
5. ASSOCIAZIONE AMICI DELLA SCUOLA NORMALE SUPERIORE, *L'archivio nella realtà delle imprese*, by F. DEL GIUDICE, Pisa, Silgraf, 1999.
6. AMARI MONICA, *I musei delle aziende. La cultura della tecnica tra arte e storia*, Milan, Franco Angeli, 2001.
7. *Giai – Gruppo italiano archivi d'impresa. "Manuali di archivistica d'impresa a confronto"*, Milano, 27 November 2001, in «Imprese e storia», 2002, 1, pages 145-184.
8. NEGRI MASSIMO, *Manuale di museologia per i musei aziendali. Con un testo inedito di Kenneth Hudson. Contributi di Monica Amari e Cristina Menegazzi*, Rubettino Editore, Soveria Mannelli, 2003.
9. ASSOCIAZIONE NAZIONALE ARCHIVISTICA ITALIANA – SEZIONE FRIULI VENEZIA GIULIA, *Le carte operose. Gli archivi d'impresa nella realtà nazionale e locale: le fonti, la ricerca, la gestione e le nuove tecnologie*, Trieste, 2004.
10. BONFIGLIO-DOSIO GIORGETTA, *Archivi d'impresa. Studi e proposte*, Padova, Cleup, 2003.