



Study Visit on judicial archives

organised in co-operation with

Corte d'Appello e Procura Generale, Bologna

Ministero della Giustizia, Roma

Venue :

Bologna/Roma,

10 - 12 December 2014

Beneficiary :

Tunisia

JHA IND/STUD 55667

Aim of the meeting :

The aim of the meetings is to share best practices and experiences in the field of managing judicial archives. A special focus will be on the digitalization of the documents and on the access by third parties.

Day 1 : Wednesday 10 December 2014

10,00 - 10,30 - Court of Appeal, offices of the President

Opening and welcome speeches from the President of the Court of Appeal, Mr Giuliano Lucentini, the Prosecutor General, Mr Marcello Branca and Mrs Marilena Cerati and Mrs Vilma Zini.

10,45 – 13.00 - General Prosecutor office, Mrs Vilma Zini

Management of the documents: from the creation of the administrative document to the deposit in the historic archives. Case studies and examples on how to manage a judicial archive.

Lunch break

15,30 - 17.30 - Presidency of the Court of Appeal, Mrs. Marilena Cerati

Overview on the functioning of the archive in the Court of Appeal, how to get to a paperless workflow.

Digitalization of the criminal files in the Court of Appeal.

Case studies in the management of a judicial archive.

Day 2 : Thursday 11 December 2014

9,30 – 11,30 - Presidency of the Court of Appeal – Mrs. Ingrid Germani, State Archive, Bologna and Mrs. Marilena Cerati

Case studies and practical examples on the management and control checking role of the State Archive through the Commission on surveillance of the Archives.

Differences in between the Deposit and Historical archives, procedures on how to delete some of the acts archived.

An overview of the Conservation and deleting plan of the Court of Appeal.

11,45 - 13,00 - Presidency of the Court of Appeal – Mrs. Giovanna De Rugeriis, Director, and Mrs. Vilma Zini

Safety of the data and premises where the archive is located.

Data protection procedures, both for the digital and paper archives.

Overview on the workflow chart concerning document management.

13,15 - 14,00 - Visit to the Archive of the Court of Appeal and Prosecutor General offices.

15:00 – 18:00 – Transfer from Bologna to Rome

Day 3 : Friday 12 December 2014

**9:30 – 13:30 Visit to the Central Notary Archives,
Mrs Cinzia Giaccaja, Ministry of Justice**

Overview on the functioning of the Central Notary Archive: its main function and its procedures to get to a paperless workflow.

Digitalization of the files in the Notary Archives.

Case studies and practical examples on the management of the archive.

This meeting is being organised by the
***Technical Assistance Information Exchange Instrument
of the European Commission***

http://ec.europa.eu/enlargement/taix/index_en.htm/



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