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FORMATON AND PRESERVATION OF THE DOCUMENTARY
RESOURCE OF SU “ST. KLIMENT OHRIDSKI”

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I. GENERAL CHARACTERISTICS

Sofia University "St. Kl. Ohridski" is the oldest higher education institution in Bulgaria. Having opened its doors in 1888, over 250,000 students have passed through its auditoriums and successfully graduated, some of whom have held and are holding key positions in various spheres of the political, social and cultural life of our country. Over the years, a number of scientists who have contributed to the development of the various branches of science in Bulgaria, as well as those with prominent civic positions, have appeared as lecturers at the university, which has always earned them the respect of Bulgarian society.

The topic of the formation and preservation of the documentary resources of Sofia University in particular, and the topic of university archives in general, has attracted our interest for more than two decades. By coincidence, it turned out that starting my career after finishing my university studies, I had to deal with the challenge of building the archive of Sofia University, since until then there was no such administrative unit in the university structure. Without much support from the university management, but with the guidance of prof. Andriana Neikova, we gradually started to enter into the essence of the work and step by step to build this unknown structure not only for Sofia University but also for the country. In my communication with both the lecturers of the Faculty of History and the staff of the State Archives - Sofia, I constantly heard about the fact that many of the valuable documents of the University had been lost because they had not been taken care of in the past years. The place I came across and the attitude towards our work in the early years rather made me think that this was indeed the case, which in turn motivated us to find solutions for the preservation of the University's documents for the future.

A few years later, I accidentally found the official file of the first archivist appointed at the University in 1905. Driven by pure professional curiosity, in the following years I continued purposefully in carrying out examinations of documents to search for those that would complete the bigger picture in terms of the preservation of the University's documentary resources. In the course of the years, such documents were gathered that would enable us to reconstruct, at least in part, the University's activities in preserving its archival wealth. The detailed study of the structure of the University and its documentary composition in different periods, as well as the systematization of the most important University documents stored in the funds of the State Archives - Sofia, in the University Archives and elsewhere, have outlined for us a different picture. Due to the nature of our work and the consultations we provide to our readers, it is of particular importance for us to trace what part has reached us and where the documentary

heritage of the University is stored, since the funds formed in the State Archive - Sofia are not the only places where we can find university documents.

The laying of the foundations and the construction of the University Archives with the collection and processing of the documents of all structural units, and with the active work on the acquisition of documents of personal origin of prominent university professors, put our work in a different light before the university management. The benefits of systematizing and immediately making documents available for reference, of the possibilities under the law to dispose of large collections of obsolete documents, were seen. Our colleagues from across the university administration also played a big part here, sharing with their respective managements what a convenience this is, and how conscientiously the Archive staff do their job. For these reasons, the university management also began to pay more serious attention to our suggestions for the development and functioning of the Archive, and began to devote the appropriate resources to this. Opportunities to develop the work of the Archive in more and different directions prompted us to study how the archives of leading universities in Europe and the USA are structured, what their status is and what activities they carry out in order to borrow best practices from them. What we saw from our initial research in 2012¹ highlighted a significant difference, particularly in terms of the status of university archives in these countries and in Bulgaria. The Bulgarian archival legislation does not provide for the existence of autonomous archives and the few university archives in the state higher education institutions perform the functions of institutional archives, which mostly serve the administration. On the websites of the universities that we set out to review, we found pages of the archives themselves, where their history was presented going back decades and centuries, presenting their collections and the activities they carry out to help researchers, to support education and to present the archive to the public. From many of them we have drawn ideas over the years to be able to enrich our collections and carry out various activities, and with this work we aim to present a model for organizing university archives in Bulgaria that can fully serve not only the administration, but also the entire academic community.

1. State of research on the topic

¹*Koleva, Ilonka* **University historical archives – models and practices.** In 60 years of Bulgarian university archival studies and 10 years of specialisation in archival and documentary studies at the Sofia University "St. Kl. Ohridski". University readings on archival studies vol.II. Sofia, 2013, p. 28-42

The topic of the formation and preservation of the documentary resource of Sofia University is completely unexplored. There is a rich academic tradition of reconstructing the history of Sofia University, thanks to the work of university professors, most often in connection with the celebration of anniversaries of the founding of the University, studies of individual faculties or specialties². But, quite understandably, there are no specific studies of the clerical tradition, the filing system and the preservation of the archives of the University for the period until the establishment of specialized archival legislation and the State Archive Fund. The stages of development of documentation and archival work at the University after the establishment of the centralized archival system up to the present day have not been studied either. The question of the preservation of the documents of the oldest university in the country and their acquisition by the state archives is addressed in a single article dealing with the possibilities for longer preservation of documents at the institutional level, and recommendations are made for the establishment of an institutional archive³. Here, of course, we should also mention our own research and publications, which mark the origin of the idea and the initial steps towards the present study⁴. There is a vast, entirely unexplored field.

²**Georgov, Ivan, M. Mihailov** *Almanach of Sofia University*. Short history of the university Кратка история на университета with biographical and bibliographical information about the professors and assistants, since the founding of the Higher School 1888 – 1928 Sofia, 1928; **Arnaudov, Mihail** *History of Sofia University St. Kliment Ohridski during its first half century 1888-1938*. Sofia, 1939; **Arnaudov, Mihail, M. Mihailov** *Almanach of Sofia University St. Kliment Ohridski*. Biographical and bibliographical information about the professors 1888 – 1939. София, 1940; **Mihailov, Manov** Anniversary celebrations May 1939. On the occasion of the 50th anniversary of the University 1888-1938. Sofia, 1940; **Panayotov, Philip and collective** *Almanach of Sofia University «Kliment Ohridski» 1939 – 1988*. I, II and III vol. Sofia, 1988; **Dimitrova, Nadezhda and collective** *Memories of Sofia University vol. I*. Sofia, 1988; **Donkov, Rumen, M. Radeva, A. Kochankova and others**. История на СУ „Кл. Охридски“ History of SU “Kl. Ohridski” Sofia, 1988; **Donkov, Rumen, L. Ognynov, M. Radeva, A. Kochankova, T. Popnedelev** The University, Sofia, 1999; **Gradinarova, Alla, N. Deleva, A. Lipovska**, К 60-летию специальности русская филология. Преподавание и исследование русского языка Софийском университете 1946-2006. Sofia, 2006; **Ilchev, Ivan, V. Kolev, E. Kalinova, I. Baeva, Ts. Todorova** University of Sofia St. Kliment Ohridski. The first 120 years, Sofia, 2008; **Kolev, Valeri** Documents about the beginning of higher historical education in Bulgaria – Archival review, book 3-4/2008; **Veselinov, Dimitar** Yearbook of the Faculty of Classical and New Philologies vol. 1 1888-1965. Sofia, 2008; **Veselinov, Dimitar** Yearbook of the Faculty of Classical and New Philologies vol. 2 1965-1988. Sofia, 2011; **Penchev, Boiko, A. Licheva, D. Karapetkova, D. Ilieva** 125 years SU „St. Kl. Ohridski“. Knowledge makes power. S. 2013; **Ilchev, Ivan, V. Kolev, I. Baeva, E. Kalinova** Sofia University „St. Kl. Ohridski“. The First 130 years. Sofia, 2018; **Kolev, Valeri, V. Stanev, E. Kalinova, I. Baeva** Historical almanac of Sofia University (1888-2018), Sofia, 2018; **Koleva, Ilonka** Almanac of Management Positions at Sofia University „St. Kl. Ohridski“, Sofia, 2018

³ **Neikova, Andriana, M. Piskova, P. Peikov** Prolonged record keeping at the institution level - opportunities and trends *Archival review, book 1/1986, p. 14-27*

⁴**Koleva, Ilonka** The Archive of Sofia University – traditions and responsibilities In Bulgarian university archival studies as educational model– history and future. University readings on archival studies vol I. Sofia, 2009, p. 128-152; **Koleva, Ilonka** University historical archives – models and practices In 60 years Bulgarian university archival studies and specialty. „Archival studies and documentary studies“ in SU „St. Kl. Ohridski“. University readings on archival studies vol. II, Sofia, 2013, p. 28-42 ; **Koleva, Ilonka** University historical archives as sources of the study of the history of philology *Foreign language education, book 5/2013, p. 666-677* ; **Koleva, Ilonka** The archive of Sofia university “St. Kl. Ohridski” in the networked information society . In

2. Relevance and contributions

This dissertation explores the entirely unexplored history of the formation and contemporary characteristics of documentary resources that are the institutional memory of the University and a source of authentic archival information. At the same time, a vision for the development of the University Archives is developed.

In a broader perspective, the lack of comprehensive studies on the formation of the archival resources of specific institutions with a long history, which have gone through different systems of management and preservation of their documents, respectively through the radical archival reform in the early 1950s and the changes in archival legislation in the first decade of the 21st century, should be highlighted. In fact, no such study exists.

The topic is also relevant due to the high degree of unification in the system of higher education in Bulgaria, conditioned by the legislation in this area. The similarity in the management and administrative structure of universities determines the possibility that some of the results of this study may be useful and find application in the practice of other universities in Bulgaria. In particular, to recommend models for the organization of the work with documents in the system of higher education in Bulgaria and why not models for archival and document management in universities and higher education institutions.

It should be pointed out that the topic of university archives in Bulgaria has yet to gain importance, and research on this issue is more than scarce⁵. In recent years, several university archives have been established in various public and private universities, and their status under Bulgarian archival legislation is different. State universities are funders of state archives and institutional archives are established in them. All valuable documents created and received from their activities after 20 years of on-site preservation should be transferred to the respective archival institution for preservation, in accordance with the SAFA⁶. The universities, according to Article 33, paragraph 2 of the SAFA, may receive documents of legal and natural persons, subject to the written consent of their owners. Private universities are not funders of the State

Philosophy of Archival Knowledge and Achievements of Bulgarian University Archivistics. University readings on archival studies vol. III, part I. Sofia, 2014, p. 90-95

⁵ **Trifonova, Al.** Университетские архивы в Болгарии *Биографии университетских архивов*, Издательский дом Высшей школы экономики, Москва 2017; **Trifonova, Al.** Promotional activities of the University Archives of New Bulgarian University *Archival review*, book 2/2016. p. 144-146.

⁶ State Archival Fund Act, **State Gazette** is. 57 from 13.07.2007

archives, which allows them to keep their administrative records on site, which over time form their historical archive.

Last but not least, university archives preserve specific information related to public interests and individual rights, and at the same time are an institutional memory of academic tradition and academic dignity - characteristics that have always transcended state and political boundaries. It is no coincidence that the International Council on Archives has for several decades had a special Section on Archives of Universities and Research Institutions /ICA - SUV/ and the Society of American Archivists a Section on College and University Archives. The study of this international expertise in relation to the dissertation topic is important both for enriching our perspective on the formation of the archive of Sofia University and, in a broader perspective, corresponds with contemporary social processes in Bulgaria, with the functioning of Bulgarian society in its global and contemporary geopolitical space.

3. Sources

The dissertation is mostly based on the archival funds of Sofia University⁷, as well as on the documents stored in the University Archives. For the first time in scientific circulation are included official documents and methodological manuals, in the compilation of which we have a leading role and through which the organization of work in the Archives of Sofia University is carried out. For the first time, data from the official websites of a number of foreign universities, as well as data on the activities of the Section for University Archives and Research Institutes of the International Council on Archives and the Section for College and University Archives of the Society of American Archivists are included in scientific circulation. Through the International Council on Archives website, it has been possible to access a number of specialized publications in its electronic archive. We also gleaned interesting information from a special issue of the International Council on Archives' print organ, the journal "Comma", whose 2018 issues are devoted to university archives.

⁷ SA – Sofia fund 994 K and SA – Sofia fund 1790

Regulatory documents were also used for the study ⁸, as well as scientific literature on archival and documentary issues ⁹.

I have taken the liberty of making some assumptions or basing myself on recollections where there is not enough written information. My long career, all of it in the University Archives since its establishment in 1998, may make me biased, but I have tried to be objective in the assessments and conclusions I draw.

4. Aims and objectives of the study

The objectives of the dissertation are as follows:

- To outline the contemporary specificity of university archives, as well as characteristic aspects of their activities. The growing relevance of the topic of university archives and the leading role of the Sofia University Archives make it necessary to present a broader view by analyzing available data on a number of university archives in Europe, as well as on the activities of the Section on University Archives and Research Institutions of the International Council on Archives of the International Council on Archives and the Section on College and University Archives of the Society of American Archivists.

- To present the organization of record keeping, the handling of documents, including the preservation of documents in the absence of specialized archival legislation, in the period prior to the establishment of the State Archive Fund and the State Archives.

- To outline the specifics of the formation and preservation of the archival collection of Sofia University in the period after the archival reform in the early 1950s and the establishment of a centralized archival system.

- To systematize by type the most valuable documents of the University of Sofia and to examine to what extent they have been preserved in the absence of an archival service in the period from the establishment of the University to the establishment of the University Archives.

⁸ State Archival Fund Act p. SG is. 54 from 12.07.1974

National Archival Fund Act, p. SG is. 57 from 13.07.2007

Ordinance № 1 for the classification, scientific and technical processing, storage and use of documents in institutions, organizations and enterprises. Brochure. Sofia, 1982

Ordinance on the procedure for the organization, processing, examination, preservation and use of documents in the institutional archives of state and municipal institutions – State Gazette is. 8/27.01.2012

Laws and Regulations of Sofia University for the period 1889-2021

⁹ **Kuzmanova, Mariya** History of Archives and Organization of Archival Work in Bulgaria, Sofia, 1966; **Neikova, Andriana** Archives and Society, Sofi-R, 2007; **Kochankova, Anna** Bulgarian institutions and documentary heritage. Research and analysis, Faber, 2018; **Petkova, Stefka** Introduction to archival studies. V. Tarnovo, 2011

- To present the concept and the scope of activities of the University Archives, established in 1998, as well as their realization as reflected in the composition of the documents in the archive.

- To present a concept for the contemporary activity of the University Archives, including the possibility of applying some of its elements in the organization of work with documents and archives in other Bulgarian universities.

- To present a vision for the future development of the University Archives.

5. Chronological framework of the study

In view of the research objectives and expected results, the chronological scope of the study covers the period from the establishment of the Higher Pedagogical Course in 1888 to the present. It is conventionally divided into three main periods to which chapters two, three and four are devoted.

The first period covers the time from 1888 to 1951. In 1951 the changes in the structure of Sofia University were finally completed, and it lost half of its faculties, which gave the start to new higher education institutions in the country. This was also the time when the new way of leadership and education, imposed on the Soviet model, was established. In 1951, the centralized archival system in the country was established, which imposed new requirements in terms of the organization of work with documents and, above all, the principles of their preservation.

The second period, discussed in chapter three, covers the time after 1951 until the establishment of an archive at Sofia University in 1998.

The activities and functions of the University Archives are discussed in the fourth chapter, covering the period of the Archives' existence from 1998 to the present.

6. Methodology of the study

The research is based on an authentic methodology, based on well-defined periods in the development of the archival system in the country, marked by social changes and archival reforms.

The establishment of the information base of the study includes:

- Review of literary sources on the history of Sofia University, archival research, memoirs.

- A study of the academic records introduced at the University over the years, as it is a pioneer in the country in terms of keeping and preserving this type of documentation.

- Review laws, rules, regulations, instructions, etc., that address issues related to the creation, maintenance, deposition and retention of records.

- Review of the official printed publications of Sofia University, as well as the documents published in the Official Title of the Sofia University Yearbook.

- Review of the minutes of the meetings of the Academic Council, as well as other archival documents in the Sofia University funds - orders, correspondence, files of staff and faculty members.

- Review and systematization of all valuable documents from the period 1888-2000 held in the University's collections and elsewhere, in order to identify missing documents and the periods concerned;

- Review and analysis of case nomenclatures implemented at the University in the period 1970-1990;

- Review of the websites of universities, the International Council on Archives, and the Society of American Archivists.

II. STRUCTURE AND CONTENTS OF THE DISSERTATION

Structurally the dissertation is divided into an introduction, four chapters, a conclusion, an appendix and a bibliography.

1. Introduction

The introduction presents the state of the research on the formation and preservation of the documentary resource of SU "St. Kl. Ohridski" and the relevance of the topic. The aims and objectives of the research are stated and its contributions are discussed. The sources on which the dissertation is based and the methodology on which the research rests are presented.

2. The first chapter, "**University Archives - Models and Practices**", presents data on the archives of major university centres in Europe and the USA, including the archives of

universities with centuries of tradition from the former "socialist camp". Important guidelines in the work of the Section on University and Research Institute Archives of the International Council on Archives /ICA-SUV/ are presented, as well as a contemporary standard for organizing university archives recommended by the Section on College and University Archives of the Society of American Archivists. Our chosen approach is driven by our desire (and the inevitable prospect) of breaking out of the isolation typical of earlier periods; of connecting with the horizons facing the activities of contemporary university archives in Europe and the United States.

Chapter One includes three paragraphs.

In the first paragraph, we traced the *origins, history and status of university archives*, focusing on university archives and archival legislation in the former Eastern Bloc countries. The information we present is drawn from their websites. From the outset of this research, it is striking that almost all university archives trace on their website the entire history of the organization of the preservation of university records back decades and some centuries. It was also of particular interest to us to investigate what status they are given within the archival system of their respective countries. The university archives from the United States and Western Europe discussed in our research and in our article¹⁰ on university historical archives have autonomous status and preserve their valuable records locally. Some of them have acquired it by right, others were for a certain period of time fund-builders of the respective state archives, but eventually they have received the status of autonomous archives, as the centuries-old tradition in Central and Western Europe dictates. Within their universities they exist either under the central administration or as independent centres, and university archives in the USA have traditionally been a single complex together with libraries and museums. The rich collections of administrative records, some of them several centuries old; the papers and research of distinguished scholars who have changed our view of the world, are a source of pride for each of these university archives, which have the opportunity to preserve them and make them available for use by their academic community, thus supporting both administrative activities and research.

The focus of our research is the study of university archives and archival legislation in the former Eastern Bloc countries. An interesting pattern has emerged regarding the existence

¹⁰ **Koleva, Ilonka** University historical archives – models and practices. In 60 years Bulgarian university archival studies and 10 years specialty „Archival studies and documental studies“ in SU „St. Kl. Ohridski“. University readings on archival studies vol. II. Sofia, 2013, p. 28-42

of autonomous university archives - there are none in Russia, Bulgaria, and the Western Balkan countries. The other countries of the former Eastern bloc found a legislative solution after the changes in 1989 to organize "independent", "specialized" or "autonomous" archives, of which the most popular are the archives of universities. The law on archives of the Czech Republic is examined in more detail, since there the legislator has endeavoured to set clear criteria both for the institutionalisation of archives of this kind and for the withdrawal of their licence if they do not comply with the legal requirements.

The *mission, goals, objectives and activities of university archives* are also the subject of the second paragraph. The work of university archives is specific in that they compile a specific set of administrative, academic and financial documents, but at the same time, by accepting documents from the personal backgrounds of faculty members, documents from research and scholarly programmes, etc., they become a vast source of information from all areas of life and scholarship. The preservation, enrichment, expertise, technical processing and promotion of archival heritage is the task of all archivists, regardless of their field of work. The specificity of university archives lies rather in the fact that, located in a scientific institution, they invariably support teaching and are of particular importance in carrying out scientific research¹¹.

In paragraph three we have traced how the *role of university archivists* has changed since the introduction of new technologies in all spheres of life, and hence in archives as well, as they have transformed themselves from custodians of documents into active participants in all archival processes. The archivist must have a good knowledge of the history, structure, regulations and administrative framework of his institution in order to be able to competently carry out both the collection and destruction and the expert examination of the value of its documents. University archivists, together with researchers, also play an increasing role in researching the history of their institutions. The university archivist also has an important role in advising researchers and providing documents for their research. As the person most familiar with the contents of the archive's collections, he or she must guide, suggest additional and often essential information that has slipped by the researcher's grasp or that the researcher could not have accessed through search systems.¹² **Due to the specific nature of their workplace, university archivists have another important role - to educate students. University**

¹¹ <https://www2.archivists.org/node/14801> last accessed on 20.07.2022

¹² **Gorder, Erika** On the journey of reconciliation: the university archivist as guide, guardian and muse, , *publ. journal Comma book 1-2/2018 z., p. 47-56*

archivists also act as authors, editors, curators, researchers, translators, etc., in an effort to present their archives not only to the academic community, but also to society at large.

The digitisation of traditional media, the implementation of electronic systems and the digitisation of documents pose challenges for the administration as a whole and here archive staff need to acquire new competences and skills to be able to be useful in solving these problems. Recording technology and devices have brought university archivists into a new role - chroniclers of university events and journalists who conduct interviews with members of the academic community. The role of the university archivist is not only to preserve, but also to reveal and make accessible to a wider range of people the archival wealth of his or her university, increasingly presenting it with its face and making it recognizable to the university community and becoming a desirable consultant and research partner.

It was also important for us to follow up on the *Nature, activities and functions of the Section on University Archives and Research Institutions of the International Council on Archives*¹³, as well as *the last few annual conferences of university archivists*. We have also taken the liberty of presenting interesting cases shared at these forums by our colleagues, who have the opportunity to communicate and seek common solutions to a number of issues of relevance to all university archives - their better presentation before the academic community and other researchers, the expertise of administrative documents and documents of personal origin, the preservation of research databases, digitization, transfer and storage of electronic documents, etc.

In the fifth paragraph of chapter one, we also presented *examples of standardization of work in university archives* developed by the Section on College and University Archives of the Society of American Archivists¹⁴. Recognizing the important and specific role of university archives, American archivists have developed a standard by which to organize them so that they can fully perform all the functions inherent in this type of archives, meeting the needs of management, administration, faculty, researchers, students, and citizens.

The conclusions that we can draw at the end of this chapter are that with their on-site presence on the university campus, with the outreach activities they develop in the real and in the virtual space, university archives are of great benefit to the administration as well as to scholars and students. Their specific functions as institutional /administrative/, historical and scientific archives simultaneously give them a place alongside other archival institutions in their

¹³ <https://www.ica.org/en/section-on-university-and-research-institution-archives-suv>, last accessed on 17.01.2024

¹⁴ <https://www2.archivists.org/groups/college-and-university-archives-section> last accessed on 17.01.2024

countries - national, city, regional, state, etc. It is recognized that having archives in the place where they are most needed makes them much more accessible and usable.

3. The second chapter, **Structure of the University Office and Preservation of the Documentary Heritage of Sofia University until the Establishment of a Centralized Archival Network in the Country**, traces the structure and functions of the University Office. Chronologically presented are the regulations and activities of the University for preservation, use and destruction of documents until the establishment of a centralized archival network in the country. In the period until the establishment of the centralized archival system in Bulgaria, the formation and preservation of the archival collection of Sofia University followed the peculiarities of institutional preservation. It is distinguished by pragmatism and attention to the main documents of high probative value: the minutes of meetings of the governing bodies and the academic records. Alongside this, the few attempts to acquire documents of personal origin are presented.

The first paragraph explores the idea of *the formation of the university office and the functions of the Secretary and Archivist*, as these were the persons whose responsibilities included 'keeping the old archives in order'. The university regulations and instructions that govern the activities of university staff are examined. In parallel, we examined other instructions on record-keeping in public institutions¹⁵, to check whether there were differences in the University's work and of what nature. From direct and indirect evidence, we have also taken the liberty of reconstructing the biographies of employees in the university office, as we owe the preservation of much of the University's records to their tireless work. Tracing their work biographies, the continuity of their occupation of the several offices in the University Office stands out in the foreground, which largely influenced their competence and was one of the main reasons for their striving to preserve the University's documentary heritage.

The structure of the University Office, the duties of the employees and the handling of the University documents are regulated in the University General Regulations, updated at various times. Students were also served in the University Office, and good practices in organizing this part of the work were probably drawn from the experience of foreign universities.

The second paragraph deals with *the University's regulations and activities for the preservation, use and destruction of documents*. The 1941 Regulations on the Rights and Duties

¹⁵ Published in „The Archive of Bulgarian archives“ *Anchova, Kalinka, M. Piskova, M. Todorakova*, Blagoevgrad, 2003

of the Clerks in the Administrative Office of the Rector's Office, which list the duties of the archivist and his assistant, and the types of records kept at the University, are presented in detail. The regulation was drafted as a consequence of the General University Regulations of 1940, before the drafting of which the Secretary of the University Manol Mihailov was sent on a mission to Hungary, Germany, Switzerland and Italy to study the administrative structure and management of universities in these countries. The regulations do not differ substantially from the previous university regulations drawn up since 1904, which leads us to believe that good practices were borrowed from European universities in the organization of the University and its office. Driven by one of our objectives - to trace whether some of the University's documents have indeed been destroyed - we have taken the liberty of turning our attention to this specific administrative, academic and student documentation and tracing what of it has survived and what has been lost over time. This paragraph also discusses the commitments of university professors in relation to the repeated campaigns to purge institutional archives. Through direct and indirect evidence, we have established when such a campaign took place at the University and what documents were destroyed then. We have systematized the main University documents and traced where they are stored, thus proving that their shortages are insignificant.

As the last paragraph of chapter two, *Attempts to acquire and preserve documents and funds of personal origin* are presented. These are few in number, but they do attest to the responsibility of some faculty members in the Department of History and Philology to preserve the archives of their predecessors for future research. In these archives, in addition to their personal scientific works, were preserved a number of valuable manuscripts and information collected by them in the reconstruction of Bulgarian history, the study of the language, etc. The role of the Sofia City Archives and the Archives Department of the National Library in preserving the valuable documentary heritage of some of the most prominent Bulgarian scholars of the period is also briefly presented.

Our conclusions from our study of this period of the University's history are that care was taken to ensure that its records were properly kept, filed and preserved. These matters are regulated in all general University regulations and their implementation has been monitored. With regard to the destruction of documents in the period 1888-1951, we find evidence of this only in 1942, when, following the formation of a committee of officials in the University Office, the correspondence of the University up to 1936 was destroyed. The most striking feature of this period is the absence of the minutes of the meetings of the Faculty Council of the Faculty of History and Philology. The reason for the absence of the minutes of the oldest faculty for the entire period of its existence still remains unclear. We cannot presume to put forward a theory

that Council meetings were held but minutes were not kept, as we have no arguments with which to defend it. Nevertheless, the fact that not a single sheet of such minutes has been preserved leads us to that very thought.

4. The third chapter "**SU "St. Kliment Ohridski" - a source for replenishment of SAF**" covers the beginning of the 1950s until the establishment of the Sofia University Archives in 1998. The beginning of the 1950s was a clear dividing line in the issues at hand. Sofia University lost half of its faculties, which gave rise to new higher education institutions in the country. New principles of management and administration were introduced in higher education, following the Soviet model, which significantly affected the decision-making system as well as academic life in general.. In 1951, the centralized archival system in the country was established, which imposed new requirements on the organization of work with documents and the principles of archival preservation. This chapter presents the work with documents and archives at Sofia University in the absence of an institutional archive, and analyses its relations with the archival administration. It traces how the structure of the University and its documentary composition changed, the stages of the collection of its documents by the then Sofia City and District State Archives, and the sporadic activities of the university authorities in implementing the normative and methodological provisions concerning the preservation of documents until their transfer to the state archives. Some examples of the activities of the state archives in the preparation and implementation of the methodology for work in the prearchival and archival field in the institutions and enterprises in the country, as well as the collection of documents from them are also given. In the framework of the presentation we have taken the liberty to present, substantiated with documents and supported by our own experience, some of the problems of the Bulgarian archival system in terms of the collection of documents from institutions. We believe that, on the one hand, as fundraisers, and on the other hand, as active users of archival information, we have the right to draw attention to these things, and also to give our advice in this regard, which is based on the experience of our joint work.

In the first paragraph of this chapter, *"Establishing a centralized archival system in the country and making Sofia University a fundraiser for the SGODA"*, the discussions held in the Academic Council in 1958, when the University received the first letter from the state archives requesting that documents up to 1944 be handed over for state preservation, are presented in detail. We have taken the liberty of passing on the views of all members of the academic community who have taken a view on the matter - Prof. Todor Borov, prof. G. Tsanev, prof.

Al. Burmov, Acad. Vl. Georgiev and prof. G. Veselinov, as some of them were of the opinion that the documents should go to the state archives, but the other part suggested that they should be kept at the University. But, anyway, after the debate in the Academic Council, no steps are being taken in either direction. The checks being carried out by the University archives authorities are also presented here, as they provide an insight, albeit not a complete one, into the way in which the University's documentary resources were preserved during this period. We have also traced how these processes were taking place elsewhere in the country, based on data drawn from articles in the Archival Review. The main conclusion that we draw is that the state archives officials fail to find an approach to implement the good methodological rules that have been drawn up and this becomes a reason for conflicts and misunderstandings not only in the University but also in many other institutions. In the University during this period, the issue of not only the preservation of its valuable documents, but also the organization of activities in the prearchival field that contribute to this, has often been underestimated. It is our humble opinion that here not only the management, which does not monitor the implementation of the regulations it has laid down, but also the individual university officials play a major negative role. In many cases, it is their lack of interest and unwillingness to take on additional work that leads to such a low level of document handling and subsequent use and storage.

The conflict between the university authorities and the SGODA that took place in the 1970s is discussed in the following paragraph *"Proposals and prescriptions for the formation of an institutional archive"*. Here we have taken the liberty of presenting in full the report of Assoc. Prof. Maria Mateeva, who was the first to make a proposal to the university management for the formation of an independent university archive. There is no winning side in this conflict. On the one hand, the university management argues its unwillingness to hand over the documents for permanent storage, on the grounds that they are still used in the daily work of the administration and their collection in the state archive would make it difficult to work with them. On the other hand, it makes no effort to follow the methodological prescriptions drawn up by the State Archives with a view to organising the preservation of documents. For its part, the representatives of the SGODA do not take into account the capacity of such a large administration to examine and prepare the documents for submission to the State Archives, and set too tight deadlines for this work. Despite the insistence of the university authorities that at least the minutes of meetings of the Academic Council should be left in place for the administration to work with, none of the representatives of the SGODA has made them aware of this possibility, which is even provided for in the 1974 SAF Act. A closer analysis of the

documents collected during this period shows that even the ten-year time limit for institutional preservation was not met. In the end, these conflicts only led to two incomplete collections of the University being formed in the SGODA, one for the capitalist and one for the socialist era.

In the paragraph *"Formation of the documentary collections of the SU "St. Kl. Ohridski" in SGODA. Drafts for instructions and nomenclatures of cases"* we have presented the subsequent actions of the university management and the state archives for the collection of the documents of the University and for the regulation of its work in the prearchival and archival field. We have examined in detail the receipts of documents in the collections of the SGODA and the historical references to them, and we have taken the liberty to refute, in a reasoned manner, the allegations that a number of documents were missing in the completion as recorded in the historical references to the inventories. The 1980s and 1990s were the time when the University began to meet the requirements of the State Archives with respect to the handling and preservation of records. The Unified State Filing System is being introduced, draft instructions and attempts are being made to introduce a nomenclature of cases. While the USFS was in place and in use by 2005, we cannot confirm this at all with regard to the rules and instructions on document management and the institutional archives. The attempts to implement a file nomenclature have not been particularly successful either, but on the other hand the nomenclatures have also been drawn up incompetently, many of the time limits for storing documents have been inflated, some of the sections do not present the documents themselves, but track activities and set unreasonably high time limits on the basis of them.

In conclusion of this chapter, we can summarise that the disputes that arise between the two institutions unnecessarily complicate the possibilities of introducing order in terms of the handling of documents, their storage at the University and their subsequent collection by the State Archives. If there were more understanding and a willingness on both sides to really resolve the issues, this might happen. After all, with patience and sometimes with threats of sanctions, the SGODA has managed to collect the main part of the documents of Sofia University, and in our opinion this is the most appropriate solution at this time, given the inability of the university authorities to organize an archive on site. The chance was missed in 1976, when no attention was paid to the proposal of Assoc. Prof. Maria Mateeva, who probably also had a solution to the question of the status of such an archive, relying on the example of university archives in other Eastern Bloc countries.

5. The contemporary activities and functions of the University Archives since its establishment in 1998 until the present are presented in the last, fourth chapter **"University**

Archives of SU "St. Kl. Ohridski". The establishment of the University Archives sets new beginnings for the organisation of archival work, which beginnings are the subject of a detailed analysis. The approaches to its organization as well as the formation of the historical archive of Sofia University are presented. A Concept for Development is also presented, focusing on the perspectives of the University Archives' work, aimed at a broader and more comprehensive documentation of the history and presence of Sofia University in the contemporary educational, scientific and cultural space.

The archive, according to the requirements of the then current Act on the State Archive Fund¹⁶, was structured as an institutional archive, and one of its activities was to periodically prepare and transfer the documents of Sofia University for state preservation. The lack of traditions regarding the functioning of this type of archives in the country and the impossibility to be methodologically consulted by experts of the state archive, whose fund-former is the University, was compensated by the help of the lecturers of the specialty "Archivistics" and in particular of Prof. Andriana Neykova. It was her vision to create a real university archive - with functions to receive, process and store not only administrative but also personal documents of lecturers, with possibilities for popularization and scientific research activities to be developed in it, with the idea to serve as a base for training students in archival studies, which was enshrined in the adoption of the regulations of the University Archives in 2005.

In the first paragraph, we have traced *the legal framework and regulations in the country regarding university archives*. We have presented the requirements in the two laws, the State Archive Fund Act of 1974 and the National Archives Fund Act of 2007, which govern the status of archives in the country. The National Archives Fund Act of 2007¹⁷ does not take into account the changes that have taken place in the country since 1989 in terms of university autonomy and universities continue to be regarded as 'institutions' that are obliged to hand over their records for permanent preservation now 20 years old to the state archives system. Although in 2007 the reality was already different and university archives appeared in some private universities, this fact was not taken into account when the new law was drafted. Although Article 33(2) permits the existence of archives and archival collections of cultural and other public institutions, state and municipal museums and libraries, community and religious

¹⁶ ASAF, pr. **State Gazette** is. 54/12.07.1974, revoked with State Gazette is. 57/13.07.2007

¹⁷ Pr. State Gazette is. 57/13.07.2007

institutions, and permits the existence of private archives, the legislature has not provided for the existence of university archives. Thus, at present, the archives established at a few state universities remain disadvantaged, while the archives of private universities have the opportunity to develop as true university archives similar to those in the rest of the world. We have also briefly reviewed the requirements in the two regulations by which we have been guided as far as possible in organizing the work in the archives - Regulation No. 1 of 1982 on the classification, scientific and technical processing, preservation and use of documents in institutions, organizations and enterprises and the Regulation of 2009 on the procedure for the organization, processing, examination, preservation and use of documents in the institutional archives of state and municipal institutions.

In the second paragraph of this chapter, *"Status, Organization and Activities of the University Archives"*, we have presented how its status is changing within the university administration. Only seven years after the creation of an archive service within the Secretariat and Registry Department, the Academic Council decided to transform it into a true university archive with all the functions inherent to archives of this kind worldwide. The Regulation of the University Archives is presented in detail, which provides for this transformation, in accordance, of course, with the regulations in force in the country. That is, the University Archives performs all the activities that university archives with autonomous status perform, but periodically transfers its documents to the SA - Sofia, thus depriving the university administration, the academic community and students of easy access to essential documents. At the end of the paragraph we have presented the functions and tasks performed by the employees of the University Archives according to their job descriptions.

In the third paragraph of the fourth chapter *"Institutional Archive"* we have presented the specifics of the organization of the University's filing system and the problems that arise for the University Archive from this. We have also briefly presented our suggestions for solving these problems. We have not taken the liberty of describing the work with electronic documents and the ways of transferring and storing them in the University Archives, as this activity is relatively new for the University and is not yet regulated in its entirety.

Here we also present the specifics of the organization of work in the University Archives in terms of the collection and storage of administrative documents. In organizing the Archives

we have complied with the requirements of the Regulations issued in 1982¹⁸ and 2009¹⁹, but due to the structure of the institution we have also introduced new elements for better registration and accountability. Each independent entity within the University is a separate fundraiser of the University Archives. This allows, firstly, good records to be kept and the completeness of the relevant funds to be tracked and, secondly, for documents to be quickly and easily located when needed for reference by the administration or researchers.

We have also presented in detail the nomenclature of the files with their retention periods, emphasizing the specific university documentation. When setting up new university archives, colleagues most often seek help precisely to prepare a nomenclature of cases. Perhaps the time has come for university archivists to work together to develop a standard nomenclature and submit it to the State Archives Agency for approval. In this way, on the one hand, archivists in newly established university archives will find it easier to find out which documents they must necessarily cover, and on the other hand, the time limits for storing this type of documents will be synchronised.

The appraisal of the value of documents in the University Archives and their preparation for destruction is another important element of the work of university archivists on which we have shared our experience. At the University of Sofia, the examination is carried out only by the staff of the University Archives, as we believe we can spend more time on it and carefully select documents according to the principle of historicity. In this way, the administration is not burdened with additional and unrelated activities, and the expert committee has the opportunity to share its opinion after the expert examination and the preparation of the act of destruction. The destruction of documents takes place under strict accountability, so that it is possible to trace when and why a document was destroyed. In the University Archives, each accession from a particular unit is recorded in a sequential inventory in the relevant funds, regardless of the retention period of the documents held in that fund. Thus, documents with a retention period from 'permanent' to up to one year may be found in a single inventory. When a document with an expired retention period is destroyed, the date of the act of destruction shall be noted in the 'remark' column of the inventory opposite the document concerned. If the document is subject to examination, a note shall also be made in the 'remark' column as to whether documents of historical value have been set aside.

¹⁸ Regulation № 1 for the classification, scientific and technical processing, storage and use of documents in institutions, organizations and enterprises. Brochure. Sofia, 1982

¹⁹ Regulation on the procedure for the organization, processing, examination, preservation and use of documents in the institutional archives of state and municipal institutions pr. State Gazette is. 8/27.01.2012

In this paragraph we have described how the *digitization* of the documentary resource stored in the University Archives was organized and is currently in progress. We have presented a summary of the main legislative documents that preceded and prepared the organization of the digital archive of Sofia University. In line with the criteria for carrying out digitization activities, a Strategy for the Establishment of a Digital Archive of the University Archives and Instructions for Digital Acquisition of Documents have been developed. The University Archives also prepared Document and Archive Resource Indicators and criteria for selecting documents to be digitized. We have shared our experience in selecting documents for digitization and the information system that was created to preserve the digital resource and to assist the University administration.

At the end we have presented the last *document collection by the SA - Sofia*, which took place in 2012, and here we have argued that the collection of the documents of the Rectorate and the faculties, which reflect their main activities, hinders the work of the administration and deprives the University of the opportunity to preserve its valuable documents on site, thus being useful not only for the administration, but also for researchers. In this collection, the documents of several faculties, created precisely in the period 1985-1991 and reflecting the initiatives, activities and decisions of their creation, were accepted.

In the fourth paragraph, "*Historical Archive*", we have shared our experiences regarding the *organization of the University's historical archive*. Here we have presented the sources for completing the historical collection, namely, the University itself, within which specific academic and administrative records are created and kept on site; the University professors, who provide the Archives with various documents they have collected over the years; and the heirs of prominent scholars, who donate their records for preservation and use in the University Archives.

Here we have also presented the collection of *personal funds of university lecturers*, which is stored in the University Archives and the Archives' policies for the selection and collection of documents of members of the academic community. We have given specific examples of our work, and we have also tried to reflect on what the personal collections will look like in the future, as electronic technology enters the everyday lives of academics.

We have also shared the *publicity activities of the University Archives*, as they are of particular importance for the presentation of the archive both among the academic community and the wider public. Presenting the archive to a larger audience allows it to be recognizable in

society, thus fulfilling one of its main functions - to benefit scholars, researchers, students and citizens with the collections it holds. It is precisely this function that presents it as a true university archive, which does not limit its activities to serving the administration. We have also shared here our experience in recent years of the joint activities and projects we carry out with some faculties or individual professors. These activities have proved to be very successful both in replenishing the archival collections and in presenting the University Archives to a larger part of the university community, for whom it is becoming an increasingly recognizable and sought-after partner.

In the last paragraph "*Concept for the development of the University Archive*" we took the liberty to present our vision of what more needs to be done to make the Archive function even better and be of greater benefit to the institution in which it is built.

The main issue that needs to be resolved in order for the Archive to function and develop as a true university archive is the resolution of its *status* within the archival system of our country. We have presented our arguments for this, and we propose possible solutions that would allow not only Sofia University, but also other higher education institutions to establish full-fledged university archives. As a good example, we have presented the Czech Republic, whose Archives Act has introduced a number of criteria for accreditation of university archives.

We have also presented the *resource needs* for the archive, as well as our concept for other activities to give the archive even *greater visibility*. Working in support of teaching is one of the important tasks undertaken by university archives staff around the world. The University Archives also hosts internships for students in Archival and Documentary Studies, but here we have presented our vision of how we can be of greater help to students in this specialty as well as in other specialties at the University. Finally, we have also touched on the topic of the formation of a research archive within the University Archives, due to the accreditation in 2021 of Sofia University "St. Kl. Ohridski" as a research university.

In this chapter we have tried to present the structure and functioning of the University Archives, the normative documents we have prepared and the procedures we apply for the collection, scientific and technical processing, examination and destruction of documents. We presented our work in terms of enriching and supplementing the collections of historical documents and documents of personal origin, in presenting the archive to the academic community and in our joint work with its members. Finally, we also presented some of our

dreams and plans for what more we need to do to keep our archive up to par with the university archives we examined for the purpose of this study, and had the opportunity to visit in 2024.

We took the liberty to do this because the University Archives of Sofia University is the first of its kind in the country. Over the years, we have been repeatedly approached by colleagues from newly established university archives to learn about the principles of the specific activities we carry out so that they can apply them to their own. We have tried to be as helpful as possible, given that the structure of this type of archives is not regulated in legislative terms. The fact that since its establishment until today we have received guidance and expert help from the professors in the specialty of Archival and Documentary Studies gives us confidence that although there is no regulation for this type of archives in the country, the principle of the construction and functioning of the University Archives of Sofia University can serve as a good example in this respect, as it is consulted by specialists in this field.

III. CONCLUSION

Universities, usually since their foundation, implement measures to protect their most important documents. Understanding their importance as a management tool and a source of information, they were first given a cabinet, then a room or space in the library, and eventually the resources to organize an archival service. In recent decades, university archives have been transformed into modern repositories of information that serve not only the administrative process but also work actively in support of researchers and teaching. University archives preserve specific information related to public interests and individual rights while also being an institutional memory of academic tradition and academic dignity. The mission and tasks of university archives define their place among the specialized archives in Europe and the USA. They hold rich collections not only of administrative and academic documentation, but also of scientific databases, research results, documents of personal origin of scientists or university alumni, etc. Activities to spread and promote the University's archival heritage and to make it more easily accessible; to provide research assistance and support not only to the academic community but also to scholars outside it; and to support the teaching and training of students make the University archives centres of memory for the University and give them a special place in the University structure. University archives are sought-after and recognizable partners by the academic community in the preparation of scholarly works and research, in the celebration of anniversaries and other celebrations, in the preparation of documentary publications, exhibitions, etc.

Gradually, with the introduction of new technologies, the work of university archivists is changing. From passive custodians of documents, they are becoming active participants in all archival processes. Their active work in searching for and collecting documents of personal origin; the help they give to researchers; the scientific and research work they themselves carry out; the opportunities provided by technology to record, digitize, transform and, above all, to present and exhibit the documentary wealth of universities make their work much more specific, and therefore much more interesting, than that of archivists in administrative, corporate or other types of archives.

Sofia University has also over the years formed a collection of administrative and educational documentation, which has its historical value. Initially small in volume - comprising mostly the minutes of the collective management bodies, university regulations, rectors' reports, rectors' speeches and students' registers, it grew over the years to reach, during socialism, a large scale comprising countless planning and reporting documents with curiously uniform content, student files of party functionaries, etc. As the volume of university documents grew, the need for premises to store them invariably arose, as did the organisation of procedures for handling them.

In the period from the establishment of the Higher School, until the major changes that the University underwent in the late 1940s, the activities in the University Office for the handling of documents and their subsequent storage were regulated in the general University regulations and observed by its employees. The deans were delegated the duties of preserving the minutes of faculty councils and the faculty ledgers. In the 1930s and 1940s special attention also began to be paid to the specific documents that form the historical memory of the University. More copies of the minutes of Academic and Faculty Councils, examinations, etc. are being made in order to preserve them for future generations, and the documents of the grand 50th anniversary celebrations have been published in a special edition. Here we would also like to pay special attention to the few staff members in the University Office who conscientiously carry out their assigned activities, thus helping to preserve important University documents.

The changes that took place in the country after the Second World War were inevitably reflected in Sofia University. The University lost its autonomy, and with the establishment in 1951 of a centralized archival system in the country, valuable university documents became state property. The gradual opening of new faculties, the large number of lecturers and students in the University led to the inevitable multifold increase in the document turnover. The totalitarian state's principles of planning and accountability of every activity did not bypass the

university, where a large volume of planning and reporting documentation began to be produced. There are no regulations on the handling and storage of documents at the university anymore and the recruitment of more and more administrative staff has not led to an improvement in their work. On the contrary, there is some chaos and a lack of rules. Enforcement of the normative and methodological requirements drawn up by the state archives regarding the handling and subsequent storage of documents in the prearchival field became difficult, but in the early 1980s these processes were regulated to some extent in the introduction of the USFS in the University's registry and with the first attempts to draw up a nomenclature of files.

After the establishment of the system of state archives and the inclusion of the valuable documents of Sofia University in the State Archive Fund, the University was designated as the fund-former of the Sofia City and District State Archives. By 1998, four campaigns were undertaken by the State Archives to collect valuable university documents. Due to the inability, or perhaps unwillingness, to process and describe the documents according to the criteria set, in these campaigns the University's documents were processed by external parties recommended by the SGODA. The documents accepted for preservation are filed in two collections at SGODA, 994K and 1790, according to the era in which they were created. This, however, does not fully correspond to the historical development of Sofia University. The documents described in Fund 994 K were collected not only by the University, but also by the Higher Agricultural Institute and the Medical Academy, which functioned as faculties within the University until 1948 and 1951, respectively. However, only the records of these faculties up to 1944 are recorded in Fund 994 K. The remaining documents, up to 1948 or 1951, when they were separated from the University, are not found in the University funds, but are filed in the funds of the newly established named institutes. Although incomplete, as some other documents are missing, the Sofia University funds in the State Archives - Sofia preserve the most important documents of the University and its structural parts from its establishment until the mid-1990s. Important documents for this period of more than 100 years are also preserved in the University Archives, the University Library, the University Museum, in funds of other institutions and in funds of personal origin.

The establishment of an archive at the University of Sofia in 1998 made it possible to regulate the processes for the ongoing storage, use, and destruction of non-valuable documents in all structural units. The normative and methodical documents regulating these activities have been drawn up in accordance not only with the requirements of the NAF Law, but also with the

specific features and needs of such a large institution. The documents of the structural units of the University are periodically transferred for storage to the University Archives, where their scientific and technical processing is also carried out. Documents at the University Archives are made available for consultation by the administration, students and members of the public. Disposal of documents which have fallen into disuse is also carried out there, thus ensuring that these processes are carried out correctly.

Established as an institutional archive, according to the requirements of the Bulgarian archival legislation, over the years and with the activity of its staff, the archive at Sofia University gradually became a true university archive, performing all the activities inherent to this type of archives in Europe and the USA. In the past more than 20 years my colleagues and I have made great efforts to create a historical collection of documents, to complete, process and make available for use by researchers and readers more than 50 funds and collections of personal documents of rectors and university professors. All these documents are made available to our readers in a well-built reading room equipped with the necessary equipment. The activities we carry out to ensure the visibility of the University Archives make us recognizable among the academic community and a much sought-after partner in organizing various events and in preparing research. The appreciation for our work that we receive from colleagues and readers motivates us to continue working towards building a true university archive that can fully serve the administration, researchers, students and citizens.

IV. MAIN CONTRIBUTIONS OF THE DISSERTATION THESIS

1. For the first time the university archives, and in particular the archives of Sofia University, are the object of research. The work outlines the contemporary specificity of the university archives and highlights characteristic aspects of their activity. The emergence, history and activities of university archives in Europe and the USA are examined, as well as the activities of two active organizations of university archivists - the Section on University and Research Institution Archives of the International Council on Archives (ICA - SUV) and the Section on College and University Archives of the Society of American Archivists. ICA - SUV annual conferences are presented where university archivists from around the world exchange experiences and ideas. The work of American university archivists is also represented through the standard for organizing college and university archives developed by them.

2. By presenting the university archives in the Central and Eastern European countries and the status given to them after the changes in the political system in 1989, we give examples of legislative solutions that can be applied in Bulgaria as well.

3. The paper presents the organization of the record-keeping, the work with documents and their preservation at the Sofia University "St. Kl. Ohridski" in the period before the establishment of the state archives system.

4. The specifics of the formation and preservation of the archival collection of Sofia University after the organization of a centralized archival network in the country in 1951 are outlined.

5. The most valuable documents of Sofia University for the period 1888-2000 are systematized and it is traced what part of them have been preserved.

6. The structure and activities of the unique University Archives of Sofia University are presented. The normative and methodical manuals prepared in the University Archives and tailored to the activity of universities and their diverse structure are provided and can be used by other archives of higher education institutions.

7. The activities for the collection, scientific and technical processing, evaluation and destruction of administrative documents at Sofia University are described, and they are also applicable to other higher education institutions.

8. We have presented the activities of the University Archives and the programs we are working on to replenish and enrich its historical collections and collections through the search and acquisition of documents of personal origin and the best practices for collaborative work with scholars - specialists in their processing.

8. We have presented the activities carried out at the University Archives to promote it to the public, to assist researchers in carrying out their research and academic staff in preparing exhibitions, celebrations, etc.

9. For the first time, the topic of the place of university archives in Bulgaria is addressed.

V. LIST OF PUBLICATIONS ON THE DISSERTATION TOPIC

Koleva, Ilonka **Sofia University Archive – traditions and responsibilities.** In the Bulgarian university archival studies as a educational model – history and future. University readings on archival studies vol. I. Sofia, 2009, p. 128-152 ISBN 978-954-400-124-7

Koleva, Ilonka **University historical archives – models and practices.** In 60 years Bulgarian university archival studies and 10 years specialty “Archival and documentary studies” in SU “St. Kl. Ohridski”. University readings on archival studies vol. II. Sofia, 2013, p. 28-42 ISBN

Koleva, Ilonka **University historical archives as sources for the Study of the History of Philology.** In journal Foreign language education, b. 5/2013, p. 666-777

Koleva, Ilonka **The archive of the Sofia University “St. Kl. Ohridski” in the networked information society.** In Philosophy of the archival knowledge and achievements of Bulgarian university archival studies. University readings on archival studies vol. III, part I. Sofia, 2014, p. 90-95 ISBN 978-954-400-124-7

Koleva, Ilonka, Andriana Neikova **Едно неизвестно писмо до акад. Иван Дуйчев. An unknown letter to acad. Iwan Duichev.** In Special History Disciplines in University Archival Education, Archival Practice, and History Research. University readings on archival studies vol. VII. Sofia, 2019, p. 297-300 ISBN 978-954-8767-73

Koleva, Ilonka **The diary of Ilcho Dimitrov.** In Archives and history: interactions, perspectives. Collection of reports from a national seminar. Sofia, 2019, p. 59-61, ISBN 978-954-580-385-7

Koleva, Ilonka **Reflections of a University Archivist on the Anniversaries** In the Collection “Lingvodidactical records” Sofia, 2022, p. 294-306 ISBN - 978-954-07-5609-7

Koleva, Ilonka **The archive of prof. Georgi Zlatarski - source for the origin of geology and paleontology in Bulgaria.** In Geologica Balcanica is. 51/12.2022. Print ISSN 0324-0894 Online ISSN 2535-1060

Koleva, Ilonka **The cooperation between the University Archives and the CELC in processing the archival heritage of Prof. Emil Boev.** In the Collection „70 years specialty Turkology in Sofia University“. Sofia, 2023, p. 318-325, ISBN 978-954-07-5627-1

Koleva, Ilonka **The documentary heritage of acad. Panteley Zarev - a source for the era of socialism.** In journal. „The Literature“ b. 30/2023, p. 191-306, ISSN 1313-1451

Koleva, Ilonka **The role of university archivists** In the Collection Archives and History: facing the future. Collection of reports from national seminar. Sofia 2024, p. 44-50, ISBN 978-954-580-399-4

Koleva, Ilonka **The nomenclature of cases in universities** In journal Archival review– under print

Koleva, Ilonka **Opportunities for university archives to implement internship programmes and support teaching** – in collection from scientific conference „The curriculum and teaching methods in Archival and Documentary Studies“ – under print