



**Ajuntament  
de Barcelona**

# The Barcelona Municipal Archives Service Charter

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The **Barcelona Municipal Archives** Service Charter is aimed at citizens, entities, professionals, companies and organisations who are interested in discovering the key areas regarding our objectives and commitments and about the activities we carry out in the provision of services to citizens.

The Service Charter helps citizens to learn about the services offered and performed by the **Barcelona Municipal Archives**, whilst bringing the public administration closer to the citizens:

- ✓ It facilitates the exercise of user rights and obligations.
- ✓ Through the Charter, citizens can find out which services can be requested and what is required of them.
- ✓ It gives citizens a voice in the organisation. One of the key points in the Charter is that it establishes the channels through which citizens can communicate and participate, and enables complaints and suggestions to be gathered and addressed.
- ✓ The Charter brings transparency to management processes and reveals the level of commitment to quality in the provision of services and how this is achieved.

## MISSION

The Barcelona Municipal Archives' mission is *to ensure the management and availability of documents belonging to the Barcelona City Council, as well as providing access to them to safeguard the rights of individuals, promote research and provide support to the Municipal Administration. All of these actions actively contribute to citizens' memory, knowledge, understanding and the governance of the city.*

## CONTACT DETAILS

<b>Address</b>	C/ d'Avinyó, 7, 1a planta (Direcció del Sistema Municipal d'Arxius [Department of the Municipal Archives System]), 08002 Barcelona  See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 402 76 06
<b>Email address/Website</b>	<a href="mailto:arxcap@bcn.cat">arxcap@bcn.cat</a>  <a href="http://barcelona.cat/arxiumunicipal">barcelona.cat/arxiumunicipal</a>  <a href="https://www.facebook.com/bcnarxiumunicipal">www.facebook.com/bcnarxiumunicipal</a>
<b>Public services</b>	Public services are available directly in the archive centres. These are the centres where the Barcelona Municipal Archives services are provided.
<b>Additional information</b>	The Barcelona Municipal Archives are made up of the following archive centres:  <b><u>Historical Archives of the City of Barcelona (AHCB)</u></b>  1. The AHCB receives, manages, stores and disseminates the documentation generated or received by the Municipal

	<p>Administration from the creation of the Barcelona municipal system up until the first third of the 19th century, and any documentary fonds of interest to the city's history.</p> <ol style="list-style-type: none"> <li>2. It also receives, manages, stores and disseminates sound, bibliographical, cartographic, newspaper and iconographic collections of interest for Barcelona's research and history.</li> <li>3. The AHCBC guarantees appropriate handling, organisation and storage of its sources and collections and promotes their consultation and dissemination.</li> </ol> <p><b><u>Barcelona Contemporary Municipal Archives (AMCB)</u></b></p> <ol style="list-style-type: none"> <li>1. The AMCB receives, manages, stores and disseminates documentation created or received by the Municipal Administration from the first third of the 19th century onwards. It receives the documents from functionally central and peripheral government bodies once the storage period at the central archives has passed, and any other institutional document fonds from the same period that is considered of interest for the contemporary history of the city of Barcelona.</li> <li>2. The AMCB guarantees the handling, organisation and safekeeping of documents at the intermediate archiving stage, when they still need to be appraised and selected. It also guarantees the handling, organisation and safekeeping of documents during the historical archiving stage, when permanent conservation has been decided upon due to historical heritage for the city.</li> </ol> <p><b><u>Photographic Archives of Barcelona (AFB)</u></b></p> <ol style="list-style-type: none"> <li>1. The AFB receives, manages, stores and disseminates the Municipal Administration's photographic sources, and photographic sources and collections from other origins that are of interest for the city's history.</li> <li>2. The AFB acts as a reference centre for the Municipal Administration in relation to the requisite handling of images.</li> <li>3. The AFB handles and organises its fonds and collections and promotes their consultation and dissemination.</li> </ol> <p><b><u>District municipal archives (AMD)</u></b></p> <ol style="list-style-type: none"> <li>1. The district municipal archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts, historical sources from the old municipalities in the Barcelona Plain and any sources considered of interest for the territory's history.</li> <li>2. The district municipal archives assume the functions of the central and historical archives for district bodies. In exceptional circumstances, when the nature of the documents, such as their type or their state of conservation dictates, they will be moved to the Municipal Archives System centre deemed most appropriate.</li> </ol>
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	<p>3. The district municipal archives promote and coordinate application of the document management system to district administration.</p> <p>4. The district municipal archives implement a document management system in the administration of their functional scope.</p> <p><b><u>The central archives (AC)</u></b></p> <p>1. The central archives receive, manage, store and make accessible semi-active documents deriving from the offices they serve.</p> <p>2. The Municipal Administration's central sectors or areas, independent bodies, companies and other municipal members with their own legal personality will have access to a central archive where semi-active documents deriving from their offices will be sent, in accordance with the terms established in the Conservation Schedule. Unless expressly instructed otherwise, documents will remain in the central archive for fifteen years after they were generated or received by the relevant administrative unit.</p> <p>3. The central archives will implement a document management system in the administration of their functional scope.</p>
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## QUALITY COMMITMENT

### **Consulting the archives:**

- ✓ On-site consultations shall be accommodated in the consultation room, within 20 minutes of the request being completed, in 95% of cases.
- ✓ Citizens shall receive a response to their remote or deferred consultation requests within a maximum period of 20 business days from the moment in which the request is received, in 98% of cases.
- ✓ The Barcelona City Council's online systems shall be available 98% of the time to consult the online catalogue.

### **Requesting copies:**

- ✓ Paper copies of documents shall be provided on the same day as requested when the request is for fewer than 10 copies, and within a maximum period of 3 business days when the request is for more than 10 copies or documents that are already in a digital format or urban plans, in 95% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.
- ✓ Digital copies of documents that are already in digital format shall be provided within a maximum period of 3 business days, and digital copies of original documents that will need to be made digital before they can be provided shall be available within 15 business days, in 95% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.

### **Tours, educational activities, conferences, courses, exhibitions, etc.**

- ✓ The receipt of visit requests shall be acknowledged within a maximum period of 5 business days from the moment in which these requests are received, and we shall respond to these requests within 15 business days from the moment in which they are received, in 95% of cases.

**Temporary document loans for exhibitions:**

- ✓ We shall acknowledge receipt of requests for original documents to be temporarily loaned for use in an exhibition within a maximum period of 5 business days from the moment in which the request is received.
- ✓ Requests shall be responded to within 15 business days from the moment in which the request is received.
- ✓ Requests that come from within the Barcelona municipality and/or are for fewer than 20 documents shall be dealt with within a maximum period of 3 months, and a maximum of 4 months when the request comes from outside of Barcelona and/or are for more than 20 documents.
- ✓ 95% of all cases shall be dealt with within these time frames.

**Indicators and general objectives:**

- ✓ Number of on-site and remote consultation requests: 58,486 (2015)
- ✓ Number of on-site users: 21,025 (2015)
- ✓ Number of documents consulted: 257,492 (2015)
- ✓ Number of remote users: 30,688 (2015)
- ✓ Number of visits to the AMB online catalogue: 21,218 (from May to December 2015)
- ✓ Number of visitors to the AMB online catalogue: 11,892 (from May to December 2015)
- ✓ Number of pages visited in the AMB online catalogue: 354,685 (from May to December 2015)
- ✓ Number of documents reproduced in paper format: 96,099 (2015)
- ✓ Number of documents reproduced in digital format: 50,153 (2015)
- ✓ Number of guided tours carried out: 109 (2015)
- ✓ Number of attendees to the guided tours: 5,591 (2015)
- ✓ Number of workshops and educational activities: 57 (2015)
- ✓ Number of attendees to the workshops and educational activities: 1,703 (2015)
- ✓ Number of original documents loaned out for exhibitions: 412 (2015)
- ✓ Number of courses, conventions and conferences carried out: 10 (2015)
- ✓ Number of on-site exhibitions held: 14 (2015)
- ✓ Number of visitors to the exhibitions: 63,729 (2015)
- ✓ Number of attendees to the courses, conventions and conferences: 403 (2015)

**Established corrective measures for non-compliance:**

When a user considers that a service provision centre has failed to meet any of the commitments made, they may address a written complaint to the Department of the Municipal Archives System, the authority responsible for the Charter, specifying the commitment that they consider has been breached, as well as the facts or circumstances surrounding this non-compliance.

The user will receive a written response outlining the causes of the non-compliance and measures that will be adopted to resolve said shortcoming.

**APPLICABLE GENERAL REGULATIONS****Basic regulations**

- ✓ [Spanish Law 20/2015, of 29 July, a modification to Law 10/2001, of 13 July, on archives and documents](#)

- ✓ [Spanish Law 19/2014, of 29 December, on transparency, access to public information and good governance.](#)
- ✓ [Spanish Law 19/2013, of 9 December, on transparency, access to public information and good governance](#)
- ✓ [Spanish Law 11/2007, of 22 June, on public internet access to public services](#)

### Municipal regulations

- ✓ [Municipal Archives System Regulations Text approved by the Barcelona Municipal Council Plenary on 29 October 2010](#)
- ✓ [Regulations for Accessing Municipal Documents Text approved by the Barcelona Municipal Council Plenary on 25 July 2014](#)
- ✓ [Order of the document management policy of the Barcelona City Council \(Mayor's Office, 3 November 2015\)](#)
- ✓ [Order relating to the right to access public information and good governance \(Government Commission, 19 November 2015\)](#)

## COMMUNICATION CHANNELS FOR PARTICIPATION, COMPLAINTS, CLAIMS AND SUGGESTIONS

<b>Citizen participation and collaboration</b>	<p>In order to contribute to improving the Archive services, proposals may be put forward and submitted directly to the Archives via the following participation channels made available to citizens by the Barcelona City Council:</p> <ul style="list-style-type: none"> <li>✓ <u>Online</u>: Barcelona Municipal Archives website: <a href="http://ajuntament.barcelona.cat/arxiuunicipal/ca">http://ajuntament.barcelona.cat/arxiuunicipal/ca</a></li> <li>✓ <u>By telephone</u>: 010 Citizens information number</li> <li>✓ <u>In person</u>: at the <a href="#">Citizen Help and Information Offices</a>.</li> </ul>
<b>Complaints, claims and suggestions</b>	<p>Complaints, claims and suggestions can be put forward via the following participation channels made available to citizens by the Barcelona City Council:</p> <ul style="list-style-type: none"> <li>✓ <u>Online</u>: Barcelona Municipal Archives website: <a href="http://ajuntament.barcelona.cat/arxiuunicipal/ca">http://ajuntament.barcelona.cat/arxiuunicipal/ca</a></li> <li>✓ <u>By telephone</u>: 010 Citizens information number</li> <li>✓ <u>In person</u>: at the <a href="#">Citizen Help and Information Offices</a>.</li> </ul>
<b>Response times</b>	<p>As quickly as possible, within a maximum period of 20 business days from the moment in which the request is received.</p>

## SERVICES

### Consultations and document reproductions at the Barcelona Municipal Archives

- ✓ **Consulting documents:** Guidance and specialist support is available to users during their consultation of the document fonds and in their search for information: on-site and remote requests (by email, post and phone) and online for document, catalogue and electronic resource consultations.

- ✓ **Obtaining copies of documents:** Paper and digital copies of documents may be provided, according to the approved procedures and applicable tariffs.

#### **Guidance, training and dissemination activities of the Barcelona Municipal Archives**

- ✓ **Organised guided tours and workshops for groups:** Guided tours and educational workshops are carried out with the aim of raising awareness about the documentary fonds, and the functions and services provided by the archive centres.
- ✓ **Temporary document loans for exhibitions:** The archive centres may temporarily loan documents to institutions and entities for their use in exhibitions for the purposes of publicising the documents and in accordance with the established procedures and protocols.
- ✓ **Training and dissemination activities:** Various types of activities are carried out to raise awareness about the documentary heritage and the history of Barcelona: exhibitions, conventions, courses, conferences, publications, etc.
  - ✓ Consultations and document reproduction at the Barcelona Municipal Archives.
  - ✓ Training and dissemination activities of the Barcelona Municipal Archives.

## CONSULTATIONS AND DOCUMENT REPRODUCTIONS AT THE BARCELONA MUNICIPAL ARCHIVES

**Description** This service permits citizens to consult and obtain copies of the document fonds belonging to the Municipal Administration which have been generated or received since the creation of the Barcelona municipal system in the middle of the 13th century, up until the present day, and any private or institutional documentation of interest to Barcelona's history.

Photographic, audio, bibliographic, cartographic and iconographic collections may also be consulted.

**Benefits** The Barcelona Municipal Archives enable the consultation of information held in the public and private records that form part of the documentary heritage of the Barcelona City Council, as well as information resources, pursuant to the legislation in force, for the following reasons, among others:

- ✓ To defend the rights and interests of citizens.
- ✓ To facilitate procedures with other administrations.
- ✓ To promote research and investigation.
- ✓ To promote culture and education.

It also guarantees the online consultation of documents and availability of documents for download kept at the archive centres.

**Guarantee** The Barcelona Municipal Archives ensure compliance with the legal requirements in terms of document management, archival processing, preservation, confidentiality and dissemination of the records.

**Governing regulations of the service**

**Municipal regulations:**

- ✓ [Public charges of the Barcelona City Council BOPB \(Official Bulletin of the Province of Barcelona\), 14 December 2015](#)
- ✓ [Annex 5. Usage rights of documentation of a non-administrative](#)



[nature of the Municipal Archive](#)

- ✓ Tax ordinances of the Barcelona City Council:
  - [Fees for general services 3.1 BOPB, 31 December 2015](#)
  - [Fees and prices for cultural services 2017](#)

**Internal Regulations on consulting and reproducing documents**

- ✓ [Internal Regulations for the consultation and reproduction of the Historical Archives of the City of Barcelona documents](#)
  - ✓ [Internal regulations for the consultation and reproduction of the Barcelona Contemporary Municipal Archives documents](#)
  - ✓ [Internal Regulations for the consultation and reproduction of the district municipal archives documents](#)
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**User rights and responsibilities**

**Users have the right to:**

- ✓ Free and open access to the consultation rooms under the established conditions and at the times specified by each of the centres, having first booked an appointment, when necessary.
- ✓ Receive the basic information necessary for using the services on offer.
- ✓ Consult and reproduce archive documents, in accordance with current legislation.
- ✓ Enjoy the necessary conditions of safety, hygiene and comfort for consulting the documents.
- ✓ Use the resources that the archive centres put at their disposal.
- ✓ Put forward complaints and suggestions in relation to the services and functioning of the archive centre, and receive a response within the established time frame.

**Users are committed to:**

- ✓ Taking care with and respecting the documents, maintaining their integrity and internal order.
  - ✓ Respecting the procedures established by the archive centres in providing services to users.
  - ✓ Making correct use of facilities, equipment and documents in accordance with the internal regulations of the archive centres.
  - ✓ Treating staff in the archive centres respectfully.
  - ✓ Complying with regulations in terms of data protection and intellectual property.
  - ✓ Correctly citing and referencing documents in accordance with instructions provided by archive centre staff.
  - ✓ Reporting any incident detected, as quickly as possible.
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**Service management procedures**

**Free access to consult documents, with a prior appointment:**

1. Requests for appointments to consult documents shall be made in writing by the requester through the indicated channels using their DNI (National ID) or other identity document, and the requester will need to provide an address and/or phone number for contact purposes.
  2. The archive centre will conduct the search, locate the required documentation and notify the requester of the day and time that they may consult the documents. If the archive centre has an electronic booking system available, the requester can select the day and time of the appointment and will receive immediate confirmation.
  3. If the information provided is insufficient for the requested documentation to be located, the requester will be asked to provide more information, if possible.
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4. If the documentation is located in another archive centre, the request will be referred to that centre and the requester will be notified.
5. In order to access the building in which the archive centre is located, the requester will need to identify themselves and sign the entry register.
6. In the consultation room, the requester will be required to fill out the consultation form, where they will name the document to be consulted and their personal details.
7. The archive centre will carry out the search, locate the required documentation and assist in the consultation process.

**Free access to consult documents, when a prior appointment is not required:**

1. Within the opening hours specified for consultations, a requester may go directly to the archive centre.
2. The requester will identify themselves and sign the entry register upon accessing the archive centre building.
3. In the consultation room, the requester will be required to fill out the consultation form, where they will name the document to be consulted and their personal details.
4. If the information provided is insufficient for the requested documentation to be located, the requester will be asked to provide more information, if possible.
5. If the documentation is located in another archive centre, the request will be referred to that centre and the requester will be informed of the process to follow.
6. The archive centre will carry out the search, locate the required documentation and assist in the consultation process.

**Consulting restricted documents**

1. In this process, the requester shall submit a written request through the City Council's General Register, either online or in person, or may do so directly at the archive centre.
2. The City Council or archive centre will confirm receipt of the request by email, detailing the case number and relevant time frame required to resolve the case (the response time should be no longer than one month).
3. If the information provided is insufficient for the requested documentation to be located, the requester will be asked to provide more information, if possible.
4. If the information requested for consultation may affect the rights or interests of third-parties, the City Council will notify them and they will have a period of 10 days to submit their observations. Requesters will also be notified of the existence of any third parties affected.
5. If access is denied, either in whole or in part, the requester will be notified of the decision giving reasons for the rejection, and resources that can be presented will be specified. In the event of access being denied to only some of the documents, the consultation will be made available within one month for those documents for which consultation has been approved.
6. If access is approved, the City Council will notify the requesting party, and the consultation will take place within one month.

**Obtaining copies of documents**

1. During the document consultation process, the requester can

- decide which documents to request copies of.
2. The request can be made using the document reproduction request form, indicating precisely which documents, pages, registers, etc. they would like to copy.
  3. Where appropriate, the archive centre will advise the requester of any documents that cannot be reproduced, either in whole or in part, for legal or conservation reasons.
  4. The requester may be able to make copies using their own means, with pre-approval from the consultation room staff and provided that the conditions indicated in article 21 of the Regulations for access and reproduction of documents are met.
  5. When requesting copies, the individual must accept the price quoted by the archive centre and pay the full amount before the centre will proceed with the order.
  6. The archive centre will notify the requester of the date that the copies will be available.
  7. The archive centre will inform the requester about the availability date of reproduced documents in the event that more time is needed to make copies than originally stated.
1. The order will expire once three months have elapsed from the date of the request.

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**Additional information**

Both on-site and remote consultations include personalised and specialised advice and guidance provided by technical staff at the centres in regard to the document fonds, bibliographies and press clippings held and the services that they offer.

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**Service management objectives**

- ✓ On-site consultations shall be accommodated in the consultation room, within 20 minutes of the request being completed, in 95% of cases.
- ✓ Citizens shall receive a response to their remote or deferred consultation requests within 20 business days from the moment in which the request is received, in 98% of cases.
- ✓ The Barcelona City Council's online systems shall be available 98% of the time to consult the online catalogue.
- ✓ Paper copies of documents shall be provided on the same day as requested when the request is for fewer than 10 copies, and within a maximum period of 3 business days when the request is for more than 10 copies or documents that are already in a digital format or urban plans, in 95% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.
- ✓ Digital copies of documents that are already in digital format are provided within a maximum period of 3 business days, and digital copies of original documents that will need to be made digital before they can be provided are available within 15 business days, in 90% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.

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**CATEGORY 1: ON-SITE CONSULTATIONS OF THE BARCELONA MUNICIPAL ARCHIVES**

**Description**

Free and public consultation of documents and information resources held in the archive centres, except for those documents with restricted access, either in whole or in part, whether to respect intellectual

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property, due to the poor condition of the documentation, or the need to safeguard public interests or to guarantee the rights of third parties.

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<b>On offer</b>	<b>Advice. Information/data.</b> Access to documents in any format or medium such as text documents, photographs, diagrams, maps, books, magazines, etc.
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<b>Cost and payment method</b>	0 euros. Document consultation is free of charge, notwithstanding the applicable rates and public charges when requesting copies of documents.
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<b>Centres where these services are provided</b>	<ul style="list-style-type: none"><li>✓ <b>Historical Archives of the City of Barcelona (AHCB)</b></li><li>✓ <b>Barcelona Contemporary Municipal Archives (AMCB)</b></li><li>✓ <b>Intermediate Centre - Barcelona Contemporary Municipal Archives</b></li><li>✓ <b>Photographic Archives of Barcelona (AFB)</b></li><li>✓ <b>Ciutat Vella District Municipal Archives</b></li><li>✓ <b>Eixample District Municipal Archives</b></li><li>✓ <b>Sants-Montjuïc District Municipal Archives</b></li><li>✓ <b>Les Corts District Municipal Archives</b></li><li>✓ <b>Sarrià-Sant Gervasi District Municipal Archives</b></li><li>✓ <b>Gràcia District Municipal Archives</b></li><li>✓ <b>Horta-Guinardó District Municipal Archives</b></li><li>✓ <b>Nou Barris District Municipal Archives</b></li><li>✓ <b>Sant Andreu District Municipal Archives</b></li><li>✓ <b>Sant Martí District Municipal Archives</b></li><li>✓ <b>The Barcelona Municipal Housing Trust Central Archives</b></li></ul>
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<b>Additional information</b>	We recommend that you provide as much information as possible at the time of submitting a consultation request so that we can better manage your request for information.
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<b>How to make a request</b>	<ul style="list-style-type: none"><li>✓ <u>Online</u>: via the Barcelona Municipal Archives website <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca">http://ajuntament.barcelona.cat/arxiunicipal/ca</a></li><li>✓ <u>Online</u>: via the archive centre's website <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiuhistoric/ca">http://ajuntament.barcelona.cat/arxiuhistoric/ca</a>; <a href="http://arxiufotografic.bcn.cat/ca">http://arxiufotografic.bcn.cat/ca</a>; <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca">http://ajuntament.barcelona.cat/arxiucontemporani/ca</a></li><li>✓ <u>Online</u>: using the archive centre's email address</li><li>✓ <u>Online</u>: via the procedures portal <a href="https://w30.bcn.cat/APPS/portaltramits/ca/inici/default.html">https://w30.bcn.cat/APPS/portaltramits/ca/inici/default.html</a></li><li>✓ <u>In person</u>: at the <a href="#">Citizen Help and Information Offices</a></li><li>✓ <u>In-person</u>: at the archive centre</li><li>✓ <u>By post</u>: to the archive centre's postal address</li></ul>
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<b>How we will respond to requests</b>	<ul style="list-style-type: none"><li>✓ <u>By phone</u>: to the requester's telephone number</li><li>✓ <u>Online</u>: to the requester's email address</li><li>✓ <u>By post</u>: to the requester's postal address</li></ul>
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<b>Where the request will be delivered</b>	<ul style="list-style-type: none"><li>✓ <u>In-person</u>: at the archive centre</li></ul>
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<b>Management objectives</b>	<ul style="list-style-type: none"><li>✓ On-site consultations shall be accommodated in the consultation room, within 20 minutes of the request being completed, in 95% of cases.</li></ul>
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## CATEGORY 2: REMOTE CONSULTATIONS RECEIVED BY THE BARCELONA MUNICIPAL ARCHIVES

<b>Description</b>	We attend to the enquiries that we receive by email, post and phone, to provide information and specialist advice to users, in relation to the documents kept, information resources, services and activities that the archive centres offer.
<b>On offer</b>	<b>Advice. Information/data.</b> Documentation and information about the fonds and services of the Barcelona Municipal Archives.
<b>Cost and payment method</b>	0 euros
<b>Centres where these services are provided</b>	<ul style="list-style-type: none"> <li>✓ <b>Historical Archives of the City of Barcelona (AHCB)</b></li> <li>✓ <b>Barcelona Contemporary Municipal Archives (AMCB)</b></li> <li>✓ <b>Intermediate Centre - Barcelona Contemporary Municipal Archives</b></li> <li>✓ <b>Photographic Archives of Barcelona (AFB)</b></li> <li>✓ <b>Ciutat Vella District Municipal Archives</b></li> <li>✓ <b>Eixample District Municipal Archives</b></li> <li>✓ <b>Sants-Montjuïc District Municipal Archives</b></li> <li>✓ <b>Les Corts District Municipal Archives</b></li> <li>✓ <b>Sarrià-Sant Gervasi District Municipal Archives</b></li> <li>✓ <b>Gràcia District Municipal Archives</b></li> <li>✓ <b>Horta-Guinardó District Municipal Archives</b></li> <li>✓ <b>Nou Barris District Municipal Archives</b></li> <li>✓ <b>Sant Andreu District Municipal Archives</b></li> <li>✓ <b>Sant Martí District Municipal Archives</b></li> <li>✓ <b>The Barcelona Municipal Housing Trust Central Archives</b></li> </ul>
<b>Additional information</b>	This service includes technical enquiries about the settlement of books on the Civil Register, Population Census, Cemetery, etc. upon request by any citizen or public administration.
<b>How to make a request</b>	<ul style="list-style-type: none"> <li>✓ <b>Online:</b> via the Barcelona Municipal Archives website <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca">http://ajuntament.barcelona.cat/arxiunicipal/ca</a></li> <li>✓ <b>Online:</b> via the archive centre's website <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiuhistoric/ca">http://ajuntament.barcelona.cat/arxiuhistoric/ca</a>; <a href="http://arxiufotografic.bcn.cat/ca">http://arxiufotografic.bcn.cat/ca</a>; <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca">http://ajuntament.barcelona.cat/arxiucontemporani/ca</a></li> <li>✓ <b>Online:</b> using the archive centre's email address</li> <li>✓ <b>Online:</b> via the procedures portal <a href="https://w30.bcn.cat/APPS/portaltramits/ca/inici/default.html">https://w30.bcn.cat/APPS/portaltramits/ca/inici/default.html</a></li> <li>✓ <b>In person:</b> at the <a href="#">Citizen Help and Information Offices</a></li> <li>✓ <b>In-person:</b> at the archive centre</li> <li>✓ <b>By post:</b> to the archive centre's postal address</li> </ul>
<b>How we will respond to requests</b>	<ul style="list-style-type: none"> <li>✓ <b>By phone:</b> to the requester's telephone number</li> <li>✓ <b>Online:</b> to the requester's email address</li> <li>✓ <b>By post:</b> to the requester's postal address</li> </ul>
<b>Where the request will be delivered</b>	<ul style="list-style-type: none"> <li>✓ <b>Online:</b> to the requester's email address</li> <li>✓ <b>By post:</b> to the requester's postal address</li> </ul>

**Management objectives** ✓ Respond to remote consultation requests within 20 business days from the moment the request is received, in 95% of cases.

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### CATEGORY 3: ONLINE CONSULTATIONS OF THE BARCELONA MUNICIPAL ARCHIVES

**Description** Users have free, open online access to digitalised documents and/or descriptive metadata via the online Barcelona Municipal Archives Catalogue.

By means of a simple or advanced search, the catalogue lets you consult more than 300,000 descriptions of documents kept at the Barcelona Municipal Archives and download images of more than 42,000 of them.

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**On offer** **Documents. Information/data.** Digitalised documents and data: text documents, photographs, diagrams, maps, etc.

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**Cost and payment method** 0 euros

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**Centres where these services are provided**

- ✓ **Historical Archives of the City of Barcelona (AHCB)**
- ✓ **Barcelona Contemporary Municipal Archives (AMCB)**
- ✓ **Intermediate Centre - Barcelona Contemporary Municipal Archives**
- ✓ **Photographic Archives of Barcelona (AFB)**
- ✓ **Ciutat Vella District Municipal Archives**
- ✓ **Eixample District Municipal Archives**
- ✓ **Sants-Montjuïc District Municipal Archives**
- ✓ **Les Corts District Municipal Archives**
- ✓ **Sarrià-Sant Gervasi District Municipal Archives**
- ✓ **Gràcia District Municipal Archives**
- ✓ **Horta-Guinardó District Municipal Archives**
- ✓ **Nou Barris District Municipal Archives**
- ✓ **Sant Andreu District Municipal Archives**
- ✓ **Sant Martí District Municipal Archives**
- ✓ **The Barcelona Municipal Housing Trust Central Archives**

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**Additional information** All documents are free to access. However, in order to safeguard intellectual property and image usage rights, requests for copies for commercial uses must be addressed to the archive where the original documents are held.

Other online catalogues may also be consulted via the Historical Archives of the City of Barcelona's website.

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**How to make a request** ✓ Online: via the Barcelona Municipal Archives' online catalogue <http://w151.bcn.cat/opac/index>

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**Where the request will be** ✓ Online: to the requester's email address

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**delivered**

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**Management objectives** ✓ Ensure that the Barcelona City Council's website is available 98% of the time.

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#### CATEGORY 4: DOCUMENT REPRODUCTION AT THE BARCELONA MUNICIPAL ARCHIVES

**Description** Copies of original documents and information resources are offered in various formats and mediums upon request and in line with the established procedures and applicable public charges and fees.

We also provide certified copies of the documents we preserve to verify their content.

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**On offer** **Documents.** Copies of text documents, photographs, diagrams, maps, etc.

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**Cost and payment method** Rates and public charges. See:

- ✓ [Public charges of the Barcelona City Council BOPB \(Official Bulletin of the Province of Barcelona\), 14 December 2015](#)
- ✓ [Annex 5. Usage rights of documentation of a non-administrative nature of the Municipal Archive](#)
- ✓ Tax ordinances of the Barcelona City Council:
  - [Fees for general services 3.1 BOPB, 31 December 2015](#)
  - [Fees and prices for cultural services 2017](#)

Payment in cash or by bank transfer

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**Centres where these services are provided**

- ✓ **Historical Archives of the City of Barcelona (AHCB)**
- ✓ **Barcelona Contemporary Municipal Archives (AMCB)**
- ✓ **Intermediate Centre - Barcelona Contemporary Municipal Archives**
- ✓ **Photographic Archives of Barcelona (AFB)**
- ✓ **Ciutat Vella District Municipal Archives**
- ✓ **Eixample District Municipal Archives**
- ✓ **Sants-Montjuïc District Municipal Archives**
- ✓ **Les Corts District Municipal Archives**
- ✓ **Sarrià-Sant Gervasi District Municipal Archives**
- ✓ **Gràcia District Municipal Archives**
- ✓ **Horta-Guinardó District Municipal Archives**
- ✓ **Nou Barris District Municipal Archives**
- ✓ **Sant Andreu District Municipal Archives**
- ✓ **Sant Martí District Municipal Archives**
- ✓ **The Barcelona Municipal Housing Trust Central Archives**

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**Additional information** Copies of documents may be restricted or denied for the following reasons:

1. The existence of third-party intellectual property rights. Nevertheless, a copy may be obtained if the request is justified for research purposes.
2. The protection of other rights allowed for in the regulations.
3. The condition of the documents and the need to ensure their

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preservation.

The requester may be able to make copies using their own means, with pre-approval from the consultation room staff, provided that there are no legal or conservation reasons associated with the documents to prevent this, and provided that the conditions indicated in article 21 of the Regulations for access and reproduction of documents are met.

The user must take into account the conditions of use of the reproduced documents, record references of the documents and respect the intellectual property rights of third parties.

Orders for copying large quantities of documents will be regulated by a specific agreement or contract.

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<b>How to make a request</b>	✓ <u>In-person</u> : at the archive centre
<b>How we will respond to requests</b>	✓ <u>By phone</u> : to the requester's telephone number ✓ <u>Online</u> : to the requester's email address
<b>Where the request will be delivered</b>	✓ <u>In-person</u> : at the archive centre ✓ <u>Online</u> : to the requester's email address
<b>Management objectives</b>	✓ Paper copies of documents shall be provided on the same day as requested when the request is for fewer than 10 copies, and within a maximum period of 3 business days when the request is for more than 10 copies or documents that are already in a digital format or urban plans, in 95% of cases. The time frame for providing copies shall commence from the moment in which the request is completed. ✓ Digital copies of documents that are already in digital format are provided within a maximum period of 3 business days, and digital copies of original documents that will need to be made digital before they can be provided are available within 15 business days, in 90% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.

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## TRAINING AND DISSEMINATION ACTIVITIES OF THE BARCELONA MUNICIPAL ARCHIVES

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<b>Description</b>	Various types of activities are carried out to raise awareness about the documentary heritage and the history of Barcelona: guided tours, workshops, exhibitions, conventions, courses, conferences, publications, etc.
<b>Benefits</b>	The documentary heritage conserved by the Municipal Archives represents a fundamental element in the heritage of the historic memory of Barcelona and its neighbourhoods. The proposed activities serve to publicise, both among the general public and

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more specialised members of the public, the richness and diversity of the documents that are kept.

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**Guarantee** The Barcelona Municipal Archives ensure compliance with the legal requirements in terms of document management, archival processing, preservation, confidentiality and dissemination of the records.

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**User rights and responsibilities** **Users have the right to:**

- ✓ Receive the necessary information about activities that have been planned.
- ✓ Be kept up to date about the conditions for carrying out activities in a clear and visible manner.
- ✓ Enjoy the necessary conditions of safety, hygiene and comfort.
- ✓ Put forward complaints and suggestions in relation to the services and functioning of the archive centre, and receive a response within the established time frame.

**Users are committed to:**

- ✓ Respecting the procedures established by the archive centres.
- ✓ Making correct use of facilities, equipment and documents in accordance with the internal regulations of the archives.
- ✓ Treating staff in the archive centres respectfully.
- ✓ Correctly citing and referencing documents in accordance with instructions provided by archive centre staff.
- ✓ Reporting any incident detected, as quickly as possible.

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**Service management procedures** **Guided tours, educational activities, conventions, courses and conferences at the Barcelona municipal archives**

1. Requests for these activities will be handled through the channels specified by the archive centre in charge of organising the activity.
2. The centre will check that the request is appropriate and will reach out to the contact person detailed on the form to arrange the time and date for the activity, or to confirm registration.

**Temporary loans of original documents for exhibitions by the Barcelona Municipal Archives**

1. Requests for the temporary loan of original documents for use in exhibitions will be processed by the archive where the documentation is held and approved by the manager of the institution.
  2. The archive will check the state of conservation of the documents requested and the technical characteristics of the exhibition and will confirm whether or not the temporary loan is appropriate.
  3. If the loan is deemed appropriate, the archive centre will commence the procedure to issue a Mayor's decree.
  4. The requester will be notified of the outcome and the documentation will be prepared to leave the archive on loan.
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**Service management**

- ✓ Acknowledge receipt of requests for visits within a maximum of 5 business days from the moment in which the request is received.
- ✓ Respond to visit/tour requests within 15 business days from the

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<b>objectives</b>	<p>moment the request is received, in 95% of cases.</p> <ul style="list-style-type: none"> <li>✓ Acknowledge receipt of requests for the temporary loan of original documents for use in exhibitions within a maximum of 5 business days from receipt of the request.</li> <li>✓ Respond to requests for the temporary loan of documents within a maximum of 15 business days from the moment the request is received.</li> <li>✓ Settle requests for the temporary loan of documents within a maximum of 3 months for requests within the municipality of Barcelona and when the request is for 20 documents or fewer.</li> <li>✓ Settle requests for the temporary loan of documents in a maximum of 4 months for requests outside of Barcelona or for more than 20 documents.</li> </ul>
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## CATEGORY 1: GUIDED TOURS AT THE BARCELONA MUNICIPAL ARCHIVES

<b>Description</b>	Guided tours for groups that are designed to introduce and showcase the document fonds, the functions and services offered by the archive centres, as well as temporary exhibitions.
<b>On offer</b>	<b>Information/data. Knowledge.</b>
<b>Cost and payment method</b>	0 euros
<b>Centres where these services are provided</b>	<ul style="list-style-type: none"> <li>✓ <b>Historical Archives of the City of Barcelona (AHCB)</b></li> <li>✓ <b>Barcelona Contemporary Municipal Archives (AMCB)</b></li> <li>✓ <b>Intermediate Centre - Barcelona Contemporary Municipal Archives</b></li> <li>✓ <b>Photographic Archives of Barcelona (AFB)</b></li> <li>✓ <b>Ciutat Vella District Municipal Archives</b></li> <li>✓ <b>Eixample District Municipal Archives</b></li> <li>✓ <b>Sants-Montjuïc District Municipal Archives</b></li> <li>✓ <b>Les Corts District Municipal Archives</b></li> <li>✓ <b>Sarrià-Sant Gervasi District Municipal Archives</b></li> <li>✓ <b>Gràcia District Municipal Archives</b></li> <li>✓ <b>Horta-Guinardó District Municipal Archives</b></li> <li>✓ <b>Nou Barris District Municipal Archives</b></li> <li>✓ <b>Sant Andreu District Municipal Archives</b></li> <li>✓ <b>Sant Martí District Municipal Archives</b></li> <li>✓ <b>The Barcelona Municipal Housing Trust Central Archives</b></li> </ul>
<b>Additional information</b>	Groups that participate in guided tours are usually comprised of between 6 and 20 people.
<b>How to make a request</b>	<ul style="list-style-type: none"> <li>✓ <u>Online</u>: via the Barcelona Municipal Archives website <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca">http://ajuntament.barcelona.cat/arxiunicipal/ca</a></li> <li>✓ <u>Online</u>: via the archive centre's website <a href="http://ajuntament.barcelona.cat/arxiuhistoric/ca">http://ajuntament.barcelona.cat/arxiuhistoric/ca</a>; <a href="http://arxiufotografic.bcn.cat/ca">http://arxiufotografic.bcn.cat/ca</a>; <a href="http://ajuntament.barcelona.cat/arxiucontemporani/ca">http://ajuntament.barcelona.cat/arxiucontemporani/ca</a></li> <li>✓ <u>Online</u>: using the archive centre's email address</li> </ul>

	<ul style="list-style-type: none"> <li>✓ <u>In-person</u>: at the archive centre</li> <li>✓ <u>By post</u>: to the archive centre's postal address</li> </ul>
<b>How we will respond to requests</b>	<ul style="list-style-type: none"> <li>✓ <u>Online</u>: to the requester's email address</li> <li>✓ <u>By phone</u>: to the requester's telephone number</li> </ul>
<b>Where the request will be delivered</b>	<ul style="list-style-type: none"> <li>✓ <u>In-person</u>: at the archive centre</li> </ul>
<b>Management objectives</b>	<ul style="list-style-type: none"> <li>✓ Acknowledge receipt of requests for visits within a maximum of 5 business days from the moment in which the request is received.</li> <li>✓ Respond to requests within a maximum of 15 business days from the moment the request is received in 95% of cases.</li> </ul>

## CATEGORY 2: TEMPORARY LOANS OF DOCUMENTS FROM THE BARCELONA MUNICIPAL ARCHIVES FOR EXHIBITIONS

<b>Description</b>	Documents may be loaned on a temporary basis for their use in exhibitions held by other institutions to raise awareness of the richness and diversity of the fonds and document collections preserved by the archive centres, pursuant to the regulations and criteria established to ensure that the documentary heritage is safeguarded.
<b>On offer</b>	<b>Documents.</b> Original text documents, photographs, diagrams, cartographies, etc.
<b>Cost and payment method</b>	0 euros
<b>Centres where these services are provided</b>	<ul style="list-style-type: none"> <li>✓ <b>Historical Archives of the City of Barcelona (AHCB)</b></li> <li>✓ <b>Barcelona Contemporary Municipal Archives (AMCB)</b></li> <li>✓ <b>Intermediate Centre - Barcelona Contemporary Municipal Archives</b></li> <li>✓ <b>Photographic Archives of Barcelona (AFB)</b></li> <li>✓ <b>Ciutat Vella District Municipal Archives</b></li> <li>✓ <b>Eixample District Municipal Archives</b></li> <li>✓ <b>Sants-Montjuïc District Municipal Archives</b></li> <li>✓ <b>Les Corts District Municipal Archives</b></li> <li>✓ <b>Sarrià-Sant Gervasi District Municipal Archives</b></li> <li>✓ <b>Gràcia District Municipal Archives</b></li> <li>✓ <b>Horta-Guinardó District Municipal Archives</b></li> <li>✓ <b>Nou Barris District Municipal Archives</b></li> <li>✓ <b>Sant Andreu District Municipal Archives</b></li> <li>✓ <b>Sant Martí District Municipal Archives</b></li> <li>✓ <b>The Barcelona Municipal Housing Trust Central Archives</b></li> </ul>
<b>Additional</b>	Requests must be sent to the archive centre where the

**information** documentation is preserved:

- ✓ At least 3 months before the exhibition is due to be launched if it is being held within the municipality of Barcelona and the number of documents requested is fewer than or equal to 20.
- ✓ At least 5 months before the exhibition is due to be launched if it is being held outside of Barcelona or the number of documents is higher than 20.

The requesting institute must ensure that security and conservation conditions in the venue and of the loaned documents are met.

Restoration and digitalisation, as well as transportation, are the responsibility of the institution requesting the temporary loan.

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**How to make a request**

- ✓ Online: via the [Barcelona City Council e-Register](#)
- ✓ In person: at the [Citizen Help and Information Offices](#)
- ✓ In-person: at the archive centre
- ✓ By post: to the archive centre's postal address

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**How we will respond to requests**

- ✓ Online: to the requester's email address
- ✓ By phone: to the requester's telephone number

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**Where the request will be delivered**

- ✓ In-person: to the place indicated by the requester

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**Management objectives**

- ✓ Acknowledge receipt of requests for the temporary loan of original documents for exhibitions within a maximum of 5 business days from the date on which the request is received, in 95% of cases.
  - ✓ Respond to requests for the temporary loan of original documents within 15 business days from the moment the request is received, in 95% of cases.
  - ✓ Settle requests for the temporary loan of original documents within a maximum of 3 months for requests within the municipality of Barcelona and when the request is for 20 documents or fewer, in 95% of cases.
  - ✓ Settle requests for the temporary loan of original documents within a maximum of 4 months for requests outside of Barcelona or for more than 20 documents, in 95% of cases.
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CATEGORY 3: WORKSHOPS AND EDUCATIONAL ACTIVITIES AT THE BARCELONA MUNICIPAL ARCHIVES

**Description**

We carry out activities and educational workshops aimed at teachers and students at all educational levels and from different educational centres in order to bring them closer to the documentary heritage and discover the history of Barcelona and its neighbourhoods through the Barcelona Municipal Archives' documents, as well as to introduce them to the functions of an archive and its facilities.

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<b>On offer</b>	<b>Information/data. Knowledge.</b>
<b>Cost and payment method</b>	0 euros
<b>Centres where these services are provided</b>	<ul style="list-style-type: none"> <li>✓ <b>Photographic Archives of Barcelona (AFB)</b></li> <li>✓ <b>Ciutat Vella District Municipal Archives</b></li> <li>✓ <b>Eixample District Municipal Archives</b></li> <li>✓ <b>Sants-Montjuïc District Municipal Archives</b></li> <li>✓ <b>Les Corts District Municipal Archives</b></li> <li>✓ <b>Sarrià-Sant Gervasi District Municipal Archives</b></li> <li>✓ <b>Gràcia District Municipal Archives</b></li> <li>✓ <b>Horta-Guinardó District Municipal Archives</b></li> <li>✓ <b>Nou Barris District Municipal Archives</b></li> <li>✓ <b>Sant Andreu District Municipal Archives</b></li> <li>✓ <b>Sant Martí District Municipal Archives</b></li> </ul>
<b>How to make a request</b>	<ul style="list-style-type: none"> <li>✓ <u>Online</u>: via the Barcelona Municipal Archives website <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca">http://ajuntament.barcelona.cat/arxiunicipal/ca</a></li> <li>✓ <u>Online</u>: via the archive centre's website <a href="http://arxiufotografic.bcn.cat/ca">http://arxiufotografic.bcn.cat/ca</a></li> <li>✓ <u>Online</u>: using the archive centre's email address</li> <li>✓ <u>In-person</u>: at the archive centre</li> <li>✓ <u>By post</u>: to the archive centre's postal address</li> <li>✓ <u>Online</u>: Programme of School Activities (PAE), <a href="http://w13.bcn.cat/APPS/wprpae/general/homelnit.do?method=cargar">http://w13.bcn.cat/APPS/wprpae/general/homelnit.do?method=cargar</a></li> <li>✓ <u>By phone</u>: by calling the archive centre that provides the service</li> </ul>
<b>How we will respond to requests</b>	<ul style="list-style-type: none"> <li>✓ <u>Online</u>: to the requester's email address</li> <li>✓ <u>By phone</u>: to the requester's telephone number</li> </ul>
<b>Where the request will be delivered</b>	<ul style="list-style-type: none"> <li>✓ <u>In-person</u>: at the archive centre</li> </ul>
<b>Management objectives</b>	<ul style="list-style-type: none"> <li>✓ Acknowledge receipt of requests to organise an educational activity within a maximum of 5 business days from the moment this type of request is received.</li> <li>✓ Respond to these types of requests within a maximum of 15 business days from the moment the request is received, in 95% of cases.</li> </ul>

#### CATEGORY 4: CONVENTIONS, COURSES, CONFERENCES AND EXHIBITIONS AT THE BARCELONA MUNICIPAL ARCHIVES

**Description** We offer these activities to bring the documentary archives closer to the public and to disseminate the history of the city. We promote activities such as conferences, courses and conferences, as well as exhibitions about the history of Barcelona and its documents.

<b>On offer</b>	<b>Information/data. Knowledge.</b>
<b>Cost and payment method</b>	Dependant on the activity. The price is indicated for each type of activity.
<b>Centres where these services are provided</b>	<ul style="list-style-type: none"> <li>✓ <b>Historical Archives of the City of Barcelona (AHCB)</b></li> <li>✓ <b>Barcelona Contemporary Municipal Archives (AMCB)</b></li> <li>✓ <b>Photographic Archives of Barcelona (AFB)</b></li> <li>✓ <b>Sants-Montjuïc District Municipal Archives</b></li> <li>✓ <b>Sant Andreu District Municipal Archives</b></li> <li>✓ <b>Sant Martí District Municipal Archives</b></li> </ul>
<b>Additional information</b>	The public has free admission to exhibitions during the opening hours specified by the archives centres and no prior appointment is required.
<b>How to make a request</b>	<ul style="list-style-type: none"> <li>✓ <u>Online</u>: via the Barcelona Municipal Archives website <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca">http://ajuntament.barcelona.cat/arxiunicipal/ca</a></li> <li>✓ <u>Online</u>: via the archive centre's website <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiuhistoric/ca">http://ajuntament.barcelona.cat/arxiuhistoric/ca</a>; <a href="http://arxiufotografic.bcn.cat/ca">http://arxiufotografic.bcn.cat/ca</a>; <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca">http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca</a></li> <li>✓ <u>Online</u>: using the archive centre's email address</li> <li>✓ <u>In-person</u>: at the archive centre</li> <li>✓ <u>By post</u>: to the archive centre's postal address</li> <li>✓ <u>By phone</u>: by calling the archive centre that provides the service</li> </ul>
<b>How we will respond to requests</b>	<ul style="list-style-type: none"> <li>✓ <u>Online</u>: to the requester's email address</li> <li>✓ <u>By phone</u>: to the requester's telephone number</li> </ul>
<b>Where the request will be delivered</b>	<ul style="list-style-type: none"> <li>✓ <u>In-person</u>: at the archive centre</li> </ul>
<b>Management objectives</b>	<ul style="list-style-type: none"> <li>✓ Acknowledge receipt of requests to attend an activity within a maximum of 5 business days from the moment this type of request is received, in 95% of cases.</li> <li>✓ Respond to requests to attend an activity within a maximum of 15 business days from the moment the request is received, in 95% of cases.</li> </ul>

## ANNEXES

### CENTRES WHERE THESE SERVICES ARE PROVIDED

**Date updated:** 20/12/2017

#### HISTORICAL ARCHIVES OF THE CITY OF BARCELONA (AHCB)

<b>Address</b>	C/ de Santa Llúcia, 1, 08002 Barcelona  See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 256 22 55
<b>Email address/Website</b>	<a href="mailto:arxiuhistoric@bcn.cat">arxiuhistoric@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiuhistoric/ca">http://ajuntament.barcelona.cat/arxiunicipal/arxiuhistoric/ca</a>
<b>Public opening times</b>	General consultation room: from Monday to Saturday (closed on Saturdays from 24 June to 24 September).  Graphics consultation room: Tuesdays, Wednesdays and Thursdays.  Oral history consultation room: from Monday to Friday.  General consultation room: from 9 am to 8:45 pm and Saturdays from 9 am to 1 pm (except in the months of July and August when the consultation room is open Monday to Friday from 9 am to 7:30 pm).  Graphics consultation room: from 9 am to 1:30 pm.  Oral history consultation room: from 10 am to 2 pm.  Prior appointment required: Only for consultations of oral history records.
<b>How to get there</b>	Metro: <a href="#">L1 Catalunya</a> , <a href="#">L3 Liceu</a> , <a href="#">L4 Jaume I</a> .  Bus: <a href="#">24</a> , <a href="#">41</a> , <a href="#">42</a> , <a href="#">45</a> , <a href="#">55</a> , <a href="#">59</a> , <a href="#">91</a> , <a href="#">120</a> , <a href="#">V15</a> , <a href="#">V17</a> , <a href="#">H16</a> .  FGC - train: <a href="#">L6</a> , <a href="#">L7</a> , <a href="#">S1</a> , <a href="#">S2</a> , <a href="#">S5</a> , <a href="#">S55</a> Pl. Catalunya.  Renfe - train: <a href="#">R1</a> , <a href="#">R3</a> , <a href="#">R4</a> Pl. Catalunya.

<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The AHCB receives, manages, stores and disseminates the documentation generated or received by the Municipal Administration from the creation of the Barcelona municipal system up until the first third of the 19th century, and any documentary fonds of interest to the city's history.</li> <li>✓ It also receives, manages, stores and disseminates sound, bibliographical, cartographic, newspaper and iconographic collections of interest for Barcelona's research and history.</li> <li>✓ The AHCB guarantees appropriate handling, organisation and storage of its sources and collections and promotes their consultation and dissemination.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ User advice and information service.</li> <li>✓ Consultation rooms with 59 consultation desks.</li> <li>✓ Wireless Internet connection.</li> <li>✓ Exhibition space on the ground floor of the building.</li> <li>✓ Rooms available for rent for external activities.</li> </ul>
<b>Additional information</b>	<p>Access these services through the Historical Archives of the City of Barcelona's website, in addition to the Barcelona Municipal Archives' online Catalogue. The following online catalogues may also be consulted:</p> <ul style="list-style-type: none"> <li>✓ <a href="#">Library and Press Library Catalogue</a></li> <li>✓ <a href="#">Barcelona Press Clippings</a></li> </ul> <p>Catalogues available from other institutions:</p> <ul style="list-style-type: none"> <li>✓ <a href="#">ARCA - Archive of old Catalan magazines</a></li> <li>✓ <a href="#">CCUC - The Collective Catalogue of the Universities of Catalonia</a></li> <li>✓ <a href="#">RACO - Open Access to Catalan Magazines</a></li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and conference at the Barcelona Municipal Archives.</b></li> </ul>

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BARCELONA CONTEMPORARY MUNICIPAL ARCHIVES (AMCB)

<b>Address</b>	C/ Bisbe Caçador, 4, 08002 Barcelona  See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 256 27 47



<b>Email address/Website</b>	<a href="mailto:arxiucontemporani@bcn.cat">arxiucontemporani@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca">http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L4 Jaume I</a> . Bus: <a href="#">45</a> , <a href="#">120</a> , <a href="#">V15</a> , <a href="#">V17</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The AMCB receives, manages, stores and disseminates documentation created or received by the Municipal Administration from the first third of the 19th century onwards. It receives the documents from functionally central and peripheral government bodies once the storage period at the central archives has passed, and any other institutional document fonds from the same period that is considered of interest for the contemporary history of the city of Barcelona.</li> <li>✓ The AMCB guarantees the handling, organisation and safekeeping of documents at the intermediate archiving stage, when they still need to be appraised and selected. It also guarantees the handling, organisation and safekeeping of documents during the historical archiving stage, when permanent conservation has been decided upon due to historical heritage for the city.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ User advice and information service.</li> <li>✓ Consultation rooms with 59 consultation desks.</li> <li>✓ Wireless Internet connection.</li> <li>✓ Exhibition space on the ground floor of the building.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ Appointments must be requested via the Archive's website: <a href="http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca">http://ajuntament.barcelona.cat/arxiunicipal/arxiucontemporani/ca</a>, or directly through the procedures portal of the Barcelona City Council: <a href="https://w30.bcn.cat/APPS/portaltramits/formulari/ptbcitaprevia/T128/init/ca/default.html">https://w30.bcn.cat/APPS/portaltramits/formulari/ptbcitaprevia/T128/init/ca/default.html</a></li> <li>✓ We accept payments by credit or debit card. <ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul> </li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and exhibitions at the Barcelona Municipal Archives.</b></li> </ul>

INTERMEDIATE CENTRE - BARCELONA CONTEMPORARY MUNICIPAL ARCHIVES

<b>Address</b>	C/ Ciutat de Granada, 106-108, 08022 Barcelona  See the location <a href="#">here</a>
<b>Tel.</b>	93 486 30 32
<b>Public opening times</b>	Monday to Friday. Closed in August.  From 9 am to 2 pm.  Prior appointment required.
<b>How to get there</b>	Bus: <a href="#">6</a> , <a href="#">40</a> , <a href="#">42</a> , <a href="#">92</a> , <a href="#">192</a> , <a href="#">H14</a> .
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Information and support services.</li> <li>✓ Consultation room with 10 consultation desks.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

PHOTOGRAPHIC ARCHIVES OF BARCELONA (AFB)

<b>Address</b>	Pl. De Pons i Clerch, 2, 2a planta, 08003 Barcelona  See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 256 34 20
<b>Email address/Website</b>	<a href="mailto:arxiufotografic@bcn.cat">arxiufotografic@bcn.cat</a> <a href="http://arxiufotografic.bcn.cat/ca;">http://arxiufotografic.bcn.cat/ca;</a> <a href="http://www.facebook.com/arxiufotograficbcn">http://www.facebook.com/arxiufotograficbcn</a>
<b>Public opening times</b>	Consultation room: from Monday to Friday.

	<p>Exhibition hall: from Monday to Saturday. Closed on public holidays.</p> <p>Consultation room: access by prior appointment.</p> <p>Opening times:</p> <p>From 9 am to 2 pm and Wednesday and Thursday afternoons from 4 to 6 pm. (From 24 June to 24 September, only open mornings from 9 am to 2 pm.)</p> <p>Exhibition hall: from Monday to Saturday from 10 am to 7 pm. Closed on public holidays. Free admission</p>
<b>How to get there</b>	<p>Metro: <a href="#">L1 Arc de Triomf</a>, <a href="#">L4 Jaume I</a>.</p> <p>Bus: <a href="#">39</a>, <a href="#">40</a>, <a href="#">42</a>, <a href="#">51</a>, <a href="#">120</a>, <a href="#">H14</a>, <a href="#">H16</a>, <a href="#">V15</a>, <a href="#">V17</a>.</p> <p>RENFE - Train: <a href="#">R1</a>, <a href="#">R3</a>, <a href="#">R4</a> Arc de Triomf.</p>
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The AFB receives, manages, stores and disseminates the Municipal Administration's photographic sources, and photographic sources and collections from other origins that are of interest for the city's history.</li> <li>✓ The AFB acts as a reference centre for the Municipal Administration in relation to the requisite handling of images.</li> <li>✓ The AFB handles and organises its fonds and collections and promotes their consultation and dissemination.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ User advice and information service.</li> <li>✓ Consultation room with 11 consultation desks.</li> <li>✓ On-site exhibition space.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ A selection of the best images held by the Archive can be consulted and obtained online through the following website <a href="http://arxiufotografic.bcn.cat/ca">http://arxiufotografic.bcn.cat/ca</a>.</li> <li>✓ Auxiliary library specialising in photography.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and exhibitions at the Barcelona Municipal Archives.</b></li> </ul>

<b>Address</b>	C/ Àngels, s/n, 08001 Barcelona  See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 443 22 65
<b>Email address/Website</b>	<a href="mailto:amdcv@bcn.cat">amdcv@bcn.cat</a>  <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-ciutat-vella">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-ciutat-vella</a>
<b>Public opening times</b>	Monday to Friday.  From 9 am to 2 pm.  Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L1</a> , <a href="#">L3</a> Catalunya, <a href="#">L2</a> Universitat.  Bus: <a href="#">24</a> , <a href="#">41</a> , <a href="#">55</a> , <a href="#">59</a> , <a href="#">91</a> , <a href="#">120</a> , <a href="#">H16</a> , <a href="#">V13</a> .  FGC - train: <a href="#">L6</a> , <a href="#">L7</a> , <a href="#">S1</a> , <a href="#">S2</a> , <a href="#">S5</a> , <a href="#">S55</a> Pl. Catalunya.  Renfe - train: <a href="#">R1</a> , <a href="#">R3</a> , <a href="#">R4</a> Pl. Catalunya.
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Ciutat Vella District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ User advice and information service.</li> <li>✓ Consultation room with 6 consultation desks.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

<b>Address</b>	C/ Calàbria, 38-40, 08015 Barcelona See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 291 62 28
<b>Email address/Website</b>	<a href="mailto:amde@bcn.cat">amde@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiuunicipal/ca/canal/arxiu-municipal-del-districte-de-leixample">http://ajuntament.barcelona.cat/arxiuunicipal/ca/canal/arxiu-municipal-del-districte-de-leixample</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L3 Poble Sec</a> . Bus: <a href="#">13</a> , <a href="#">24</a> , <a href="#">37</a> , <a href="#">41</a> , <a href="#">55</a> , <a href="#">91</a> , <a href="#">120</a> , <a href="#">121</a> , <a href="#">D20</a> , <a href="#">H16</a> , <a href="#">V11</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Eixample District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 10 consultation desks.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

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## SANTS-MONTJUÏC DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	C/ Creu Coberta, 104, 08014 Barcelona
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	See the location <a href="#">here</a>
<b>Tel.</b>	93 291 42 40
<b>Email address/Website</b>	<a href="mailto:amds@bcn.cat">amds@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-sants-montjuic">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-sants-montjuic</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L1 Hostafrancs</a> . Bus: <a href="#">50</a> , <a href="#">115</a> , <a href="#">D20</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Sants-Montjuïc District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and the historical document fonds from the old Santa Maria de Sants City Council, and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 12 consultation desks.</li> <li>✓ Wireless Internet connection.</li> <li>✓ Exhibitions hall.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and exhibitions at the Barcelona Municipal Archives.</b></li> </ul>

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## LES CORTS DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	Pl. Comas, 18, 08028 Barcelona
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	See the location <a href="#">here</a>
<b>Tel.</b>	93 291 64 82
<b>Email address/Website</b>	<a href="mailto:amdc@bcn.cat">amdc@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-les-corts-0">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-les-corts-0</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L3 Les Corts</a> Bus: <a href="#">59</a> , <a href="#">70</a> , <a href="#">75</a> , <a href="#">H8</a> , <a href="#">V3</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Les Corts District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and the historical document fonds from the old Les Corts City Council, and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 12 consultation desks.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and exhibitions at the Barcelona Municipal Archives.</b></li> </ul>

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## SARRIÀ-SANT GERVASI DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	C/ Eduardo Conde, 22-42, 08034 Barcelona
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	See the location <a href="#">here</a>
<b>Tel.</b>	93 256 27 22
<b>Email address/Website</b>	<a href="mailto:amdsg@bcn.cat">amdsg@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-sarria-sant-gervasi">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-sarria-sant-gervasi</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Bus: <a href="#">34</a> , <a href="#">130</a> , <a href="#">V3</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Sarrià-Sant Gervasi District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and the historical document fonds from the old Vallvidrera, Santa Creu d'Olorda, Sant Gervasi and Sarrià City Councils, and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 12 consultation desks.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

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## GRÀCIA DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	Pl. Lesseps, 20-22, 2a planta, 08023 Barcelona See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 217 71 83
<b>Email</b>	<a href="mailto:amdsg@bcn.cat">amdsg@bcn.cat</a>



<b>address/Website</b>	<a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-gracia-0">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-gracia-0</a>
<b>Public opening times</b>	Monday to Friday. From 10 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L3 Lesseps</a> Bus: <a href="#">22</a> , <a href="#">24</a> , <a href="#">27</a> , <a href="#">32</a> , <a href="#">116</a> , <a href="#">131</a> , <a href="#">H6</a> , <a href="#">V17</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Gràcia District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and the historical document fonds from the old Gràcia City Council, and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 12 consultation desks.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

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## HORTA-GUINARDÓ DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	C/ Lepant, 387, baixos, 08025 Barcelona See the location <a href="#">here</a>
<b>Tel.</b>	93 291 67 23
<b>Email address/Website</b>	<a href="mailto:amdhg@bcn.cat">amdhg@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-dhorta-guinardo">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-dhorta-guinardo</a>
<b>Public opening</b>	Monday to Friday.

<b>times</b>	From 9 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Bus: <a href="#">19</a> , <a href="#">20</a> , <a href="#">45</a> , <a href="#">47</a> , <a href="#">92</a> , <a href="#">H8</a> , <a href="#">V21</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Horta-Guinardó District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts and the historical document fonds from the old Sant Joan d'Horta City Council, and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	✓ Consultation room with 12 consultation desks.
<b>Additional information</b>	✓ The use of an auxiliary library is also made available to users.
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

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## NOU BARRIS DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	Pl. Major de Nou Barris, 1, 08042 Barcelona See the location <a href="#">here</a>
<b>Tel.</b>	(+34) 93 291 68 38
<b>Email address/Website</b>	<a href="mailto:amdnb@bcn.cat">amdnb@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-nou-barris">http://ajuntament.barcelona.cat/arxiunicipal/ca/canal/arxiu-municipal-del-districte-de-nou-barris</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm. Prior appointment required.

<b>How to get there</b>	Metro: <a href="#">L4 Lluçmajor</a> Bus: <a href="#">32</a> , <a href="#">47</a> , <a href="#">50</a> , <a href="#">51</a> , <a href="#">122</a> , <a href="#">H4</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Nou Barris District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the district or any other municipal body in the district, as well as those deriving from transferring competences to the districts and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 7 consultation desks.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

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## SANT ANDREU DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	C/ Segadors, 2, entresòl, 08030 Barcelona See the location <a href="#">here</a>
<b>Tel.</b>	93 291 88 77
<b>Email address/Website</b>	<a href="mailto:amdsa@bcn.cat">amdsa@bcn.cat</a> <a href="http://ajuntament.barcelona.cat/arxiuunicipal/ca/canal/arxiu-municipal-del-districte-de-sant-andreu">http://ajuntament.barcelona.cat/arxiuunicipal/ca/canal/arxiu-municipal-del-districte-de-sant-andreu</a>
<b>Public opening times</b>	Monday to Friday. From 9 am to 2 pm. Prior appointment required.
<b>How to get there</b>	Metro: <a href="#">L1 Sant Andreu</a> Bus: <a href="#">11</a> , <a href="#">40</a> , <a href="#">126</a> , <a href="#">H4</a> , <a href="#">H8</a> . Renfe - train: <a href="#">R2</a> Sant Andreu Comtal

<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Sant Andreu District Municipal Archives receive, manage, store and disseminate documents generated by the Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts, the historical document fonds from the old Sant Andreu de Palomar City Council, and any sources considered of interest for the territory's history.</li> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 8 consultation desks.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and exhibitions at the Barcelona Municipal Archives.</b></li> </ul>

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## SANT MARTÍ DISTRICT MUNICIPAL ARCHIVES

<b>Address</b>	<p>Av. Bogatell, 17, 08005 Barcelona</p> <p>See the location <a href="#">here</a></p>
<b>Tel.</b>	93 221 94 44
<b>Email address/Website</b>	<p><a href="mailto:amdsm@bcn.cat">amdsm@bcn.cat</a></p> <p><a href="http://ajuntament.barcelona.cat/arxiuunicipal/ca/canal/arxiu-municipal-del-districte-de-sant-marti-0">http://ajuntament.barcelona.cat/arxiuunicipal/ca/canal/arxiu-municipal-del-districte-de-sant-marti-0</a></p>
<b>Public opening times</b>	<p>Monday to Friday.</p> <p>From 9 am to 2 pm.</p> <p>Prior appointment required.</p>
<b>How to get there</b>	Bus: <a href="#">26</a> , <a href="#">36</a> , <a href="#">59</a> , <a href="#">92</a> , <a href="#">H16</a> .
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Sant Martí District Municipal Archives receive, manage, store and disseminate documents generated by the</li> </ul>

	<p>Municipal Administration in the districts or any other municipal body in the district, as well as those deriving from transferring competences to the districts, the historical document fonds from the old Sant Martí de Provençals City Council and any sources considered of interest for the territory's history.</p> <ul style="list-style-type: none"> <li>✓ The district archives assume the functions of the central and historical archives for district bodies.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Consultation room with 14 consultation desks.</li> <li>✓ Events room which is shared with the Xavier Benguerel Library.</li> <li>✓ Wireless Internet connection.</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>✓ The use of an auxiliary library is also made available to users.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Deferred consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Online consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Guided tours at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Workshops and educational activities at the Barcelona Municipal Archives.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> <li>✓ <b>Conventions, courses, conferences and exhibitions at the Barcelona Municipal Archives.</b></li> </ul>

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## THE BARCELONA HOUSING TRUST CENTRAL ARCHIVES

<b>Address</b>	<p>C/ Doctor Aiguader, 36, 08003 Barcelona</p> <p>See the location <a href="#">here</a></p>
<b>Tel.</b>	(+34) 93 291 85 17 / (+34) 93 291 85 90
<b>Email address/Website</b>	<p><a href="mailto:arxiu@pmhb.cat">arxiu@pmhb.cat</a></p> <p><a href="http://www.pmhb.cat">www.pmhb.cat</a></p>
<b>Public opening times</b>	<p>Monday to Friday.</p> <p>From 9 am to 2 pm.</p> <p>Prior appointment required.</p>
<b>How to get there</b>	<p>Metro: <a href="#">L4 Barceloneta</a></p> <p>Bus: <a href="#">36</a>, <a href="#">39</a>, <a href="#">45</a>, <a href="#">59</a>, <a href="#">D20</a>, <a href="#">V15</a>, <a href="#">V27</a>.</p>
<b>Description</b>	<ul style="list-style-type: none"> <li>✓ The Barcelona Housing Trust Central Archives are responsible for receiving, managing, storing and making semi-active records accessible that come from the Housing Trust offices, in accordance with the time frames established in the Conservation Calendar.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ The documentary fonds kept here reflect the functions of the housing body in regards to the promotion of affordable housing in the city of Barcelona, which is defined in all of the documentation relating to technical projects and their administrative continuity.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>✓ Wireless Internet connection.</li> </ul>
<b>Types of service</b>	<ul style="list-style-type: none"> <li>✓ <b>On-site consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Remote consultations of the Barcelona Municipal Archives.</b></li> <li>✓ <b>Reproduction of Barcelona Municipal Archives documents.</b></li> <li>✓ <b>Temporary loans of original documents from the Barcelona Municipal Archives for exhibitions.</b></li> </ul>

## MONITORING INDICATORS AND MANAGEMENT OBJECTIVES

**Date updated:** 20/12/2017

### SERVICE: USAGE STATISTICS FOR CONSULTATIONS AND DOCUMENT REPRODUCTIONS AT THE BARCELONA MUNICIPAL ARCHIVES

#### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of on-site and remote consultation requests	2015	58,486
Number of on-site users	2015	21,025
Number of documents consulted	2015	257,492
Number of remote users	2015	30,688
Number of visits to the AMB online catalogue (from May to December)	2015	21,218
Number of visitors to the AMB online catalogue (from May to December)	2015	11,892
Number of pages visited in the AMB online catalogue (from May to December)	2015	354,685
Number of documents reproduced in paper format	2015	96,099
Number of documents reproduced in digital format	2015	50,153

#### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Accommodate on-site consultations in the consultation room within 20 minutes of the request being completed, in 95% of cases.	2016		100%
Respond to remote consultation requests within 20 business days from the moment the request is received, in 98% of	2016		102%

cases.			
Ensure that the Barcelona City Council's online systems are available 98% of the time for online catalogue consultation.	2016		100%
Provide paper copies of documents on the same day as requested when the request is for fewer than 10 copies, and within a maximum of 3 business days when the request is for more than 10 copies or documents that are already in a digital format or urban plans, in 95% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.	2016		104%
Provide digital copies of documents that are already in digital format within a maximum of 3 business days, and digital copies of original documents that will need to be made digital before they can be provided are available within 15 business days, in 90% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.	2016		108%

#### CATEGORY 1: ON-SITE CONSULTATIONS OF THE BARCELONA MUNICIPAL ARCHIVES

##### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of on-site and remote consultation requests	2015	58,486
Number of on-site users	2015	21,025
Number of documents consulted	2015	257,492

##### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Accommodate on-site consultations in the consultation room within 20 minutes of the request being completed, in 95% of cases.	2016		104%
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#### CATEGORY 2: REMOTE CONSULTATIONS RECEIVED BY THE BARCELONA MUNICIPAL ARCHIVES

##### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of remote users	2015	30,688
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##### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Respond to remote consultation requests within 20 business days from the moment the request is received, in 95% of cases.	2016		102%
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### CATEGORY 3: ONLINE CONSULTATIONS OF THE BARCELONA MUNICIPAL ARCHIVES

#### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of visits to the AMB online catalogue (from May to December)	2015		21,218
Number of visitors to the AMB online catalogue (from May to December)	2015		11,892
Number of pages visited in the AMB online catalogue (from May to December)	2015		354,685

#### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Ensure that the Barcelona City Council's website is available 98% of the time.	2016		100%
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### CATEGORY 4: DOCUMENT REPRODUCTION AT THE BARCELONA MUNICIPAL ARCHIVES

#### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of documents reproduced in paper format	2015		96,099
Number of documents reproduced in digital format	2015		50,153

#### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Provide paper copies of documents on the same day as requested when the request is for fewer than 10 copies, and within a maximum of 3 business days when the request is for more than 10 copies or documents that are already in a digital format or urban plans, in 95% of cases. The time frame for providing copies shall commence from the moment in which the request is completed.	2016		104%
Provide digital copies of documents that are already in digital format within a maximum of 3 business days, and digital copies of original documents that will need to be made digital before they can be provided are available within 15 business days, in 90% of cases. The time frame for providing copies shall commence from the moment in	2016		108%



which the request is completed.			
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SERVICE: TRAINING AND DISSEMINATION ACTIVITIES OF THE BARCELONA MUNICIPAL ARCHIVES

MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of guided tours carried out	2015	109
Number of attendees to the guided tours	2015	5,591
Number of original documents lent out for exhibitions	2015	412
Number of workshops and educational activities	2015	57
Number of attendees to the workshops and educational activities	2015	1,703
Number of courses, conventions and conferences carried out	2015	10
Number of on-site exhibitions held	2015	14
Number of visitors to the exhibitions	2015	63,729
Number of attendees to the courses, conventions and conferences	2015	403

MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Acknowledge receipt of requests for visits within a maximum of 5 business days from the moment in which the request is received.	2016	100%
Respond to visit/tour requests within 15 business days from the moment the request is received, in 95% of cases.	2016	103%
Acknowledge receipt of requests for the temporary loan of original documents for use in exhibitions within a maximum of 5 business days from receipt of the request.	2016	99%
Respond to requests for the temporary loan of documents within a maximum of 15 business days from the moment the request is received.	2016	97%
Settle requests for the temporary loan of documents within a maximum of 3 months for requests within the municipality of Barcelona and when the request is for 20 documents or fewer.	2016	99%
Settle requests for the temporary loan of documents in a maximum of 4 months for requests outside of Barcelona or for more than 20 documents.	2016	99%

## CATEGORY 1: GUIDED TOURS AT THE BARCELONA MUNICIPAL ARCHIVES

### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of guided tours carried out	2015	109
Number of attendees to the guided tours	2015	5,591

### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Acknowledge receipt of requests for visits within a maximum of 5 business days from the moment in which the request is received.	2016	100%
Respond to visit/tour requests within 15 business days from the moment the request is received, in 95% of cases.	2016	103%

## CATEGORY 2: TEMPORARY LOANS OF DOCUMENTS FROM THE BARCELONA MUNICIPAL ARCHIVES FOR EXHIBITIONS

### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of original documents lent out for exhibitions	2015	412
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### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Acknowledge receipt of requests for the temporary loan of original documents for use in exhibitions within a maximum of 5 business days from receipt of the request.	2016	99%
Respond to requests for the temporary loan of documents within a maximum of 15 business days from the moment the request is received.	2016	97%
Settle requests for the temporary loan of documents within a maximum of 3 months for requests within the municipality of Barcelona and when the request is for 20 documents or fewer.	2016	99%
Settle requests for the temporary loan of documents in a maximum of 4 months for requests outside of Barcelona or for more than 20 documents.	2016	99%

## CATEGORY 3: WORKSHOPS AND EDUCATIONAL ACTIVITIES AT THE BARCELONA MUNICIPAL ARCHIVES

#### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of workshops and educational activities	2015	57
Number of attendees to the workshops and educational activities	2015	1,703

#### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Acknowledge receipt of requests to organise an educational activity within a maximum of 5 business days from the moment this type of request is received.	2016	100%
Respond to these types of requests within a maximum of 15 business days from the moment the request is received, in 95% of cases.	2016	101%

#### CATEGORY 4: CONVENTIONS, COURSES, CONFERENCES AND EXHIBITIONS AT THE BARCELONA MUNICIPAL ARCHIVES

#### MANAGEMENT INDICATORS / YEAR / AMOUNT

Number of courses, conventions and conferences carried out	2015	10
Number of attendees to the courses, conventions and conferences	2015	403
Number of on-site exhibitions held	2015	14
Number of visitors to the exhibitions	2015	63,729

#### MANAGEMENT OBJECTIVES / YEAR / AMOUNT / DEGREE OF COMPLIANCE

Acknowledge receipt of requests to attend an activity within a maximum of 5 business days from the moment this type of request is received, in 95% of cases.	2016	103%
Respond to requests to attend an activity within a maximum of 15 business days from the moment the request is received, in 95% of cases.	2016	101%