

**SUBJECT: REQUEST FOR CONSULTATION OF HISTORICAL DOCUMENTS**

According to D.Lgs. 42/2004 (Code on Cultural Heritage and Landscapes and Municipal Council Deliberation n. 36/2010 (Administrative Documents Access Regulation)

The undersigned (surname/name) \_\_\_\_\_, according to D.Lgs. 42/2004 (Code on Cultural Heritage and Landscape) and Municipal Council Deliberation n. 36/2010 (Administrative Documents Access Regulation)

**REQUESTS**

the authorization to consult and get copies of documents about \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Being aware of the consequences of false statements, falsehood of documents or use of document containing false facts, that are punishable by law according to art. 76 D.P.R. n. 445/2000 and art. 496 of the Italian Penal Code,

**I DECLARE  
in according to articles 46 and 47 D.P.R. 445/2000**

A) To be born in (town/country) \_\_\_\_\_, birthdate \_\_\_/\_\_\_/\_\_\_\_\_, And to be reside at address (street/number/town/country) \_\_\_\_\_, telephone number \_\_\_\_\_, e-mail address \_\_\_\_\_.

B) The reason of the consultation is about \_\_\_\_\_,

**Attached documents:**

- A) accreditation document issued by \_\_\_\_\_;
- B) document on "the rule about the consultation of historical documents" undersigned for acceptance;
- C) copy of a valid identity document.

\_\_\_\_\_, \_\_\_\_\_  
(place) (date)

Sincerely

\_\_\_\_\_  
(applicant's signature)



Comune di  
Milano

**PRIVACY POLICY - ART. 13 REGULATION E.U. N° 679/2016**

The Municipality of Milan (Data Controller) informs you that the processing of personal data collected with this request, or in other ways for the same purpose, is necessary to process the request for consultation of historical documents according to the Administrative Documents Access Regulation.

It is possible to use data for other processes compatible with the purpose above, also for statistic study about the service.

Therefore, the lawfulness of the process is based on the necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

To provide personal data is mandatory. Without them, it will be not possible to provide the request.

Data will be retained for the period necessary to provide the request and for the period established by laws on administrative documents and deed.

Data will not be disseminated or transmitted to anyone, except when it is established by law.

The Data Subject has the right: a) to request from the Data Controller access to and rectification or erasure of personal data or restriction of processing concerning the Data Subject or to object to processing; b) to data portability; c) to lodge a complaint with a supervisory authority.

The Data Subject can exercise his rights addressing to Municipality of Milan di Milano (Data Controller), Piazza della Scala, 2 - 20121 - Milan (Italy), or to Data Protection Officer (DPO) of Municipality of Milano - e-mail address: dpo@comune.milano.it.

### ACCESS TO DOCUMENTS

Laws about administrative documents access, protection of cultural heritage and data protection require an authorisation from the Municipal Administration to consult documents to Citadel of Archives of Milan.

### TERMS FOR THE CONSULTATION

General public can consult historical documents by an appointment from Monday to Friday from 09:00 to 12:00. Documents will be taken back 5 minutes before the closing to collect and reorder them.

You must consult documents in presence of an operator in a purposed room out of storage room.

The researcher has to respect the order of documents. It's forbidden to take notes putting sheets on the original documents, or retrace them.

The researcher undertakes to respect the laws on personal data protection:

- UE regulation n° 679/2016 (GDPR),
- Italian D.Lgs. 196/2003 (Italian data protection code),
- attachment A.2 to D. Lgs. 196/2003 (ethical rules on data processing for archiving purpose in public interest or historical research),
- Measures and guide lines of Italian Data Protection Authority or European Data Protection Board (EDPB).

### REPRODUCTION OF DOCUMENTS

You can ask copies of documents. Archivists can decline the request of copies if this activity can compromise the documents integrity.

Photo of any document must be preauthorized by archivists.

### FEES AND COSTS

The fees for researching documents and the costs for the reproduction are specified in the Administrative Documents Access Regulation.

### FINAL PROVISIONS

In accordance with article 10 D. Lgs. 42/2004 the archives are a cultural heritage. Theft, damage or destruction of documents are crimes punished by criminal law and implicate a refund. You must follow the archivists instructions and you have to pay attention to handle the documents.

We ask, but it is not mandatory, to receive a copy of thesis, publications, studies, articles or other documents resulting from the research carried out in this Archive.

\_\_\_\_\_, il \_\_\_\_\_  
(place) (date)

Signature

\_\_\_\_\_