

GRUPPO 1. domande su materie archivistiche e informatiche

1. Le firme elettroniche
2. Gli strumenti archivistici a supporto della gestione documentale
3. La conservazione dei documenti nativi digitali: normativa, peculiarità e problematiche
4. Aree organizzative omogenee (AOO) e Unità organizzative responsabili (UOR)
5. Le modalità di formazione del documento informatico
6. Interventi soggetti ad autorizzazione e interventi soggetti a comunicazione alle Soprintendenze
7. La descrizione archivistica come “processo complesso”

GRUPPO 2. domande su materie amministrative

1. Avvio del procedimento.
2. Conclusione del procedimento. Motivazione.
3. Termini di conclusione del procedimento. Sospensione.
4. La nomina del responsabile del trattamento dati.
5. Il responsabile del procedimento.
6. Differenza tra titolare e responsabile del trattamento dati.
7. Principi fondamentali del trattamento di dati personali.

GRUPPO 3. conoscenza lingua inglese

1. Archives are the documentary by-product of human activity retained for their long-term value. The records created in the course of the everyday lives and actions of individuals and organisations offer direct insights into past events. Like people, archives are diverse. They come in a variety of formats including text, photographs, video, sound, analogue and digital. Archives are held by individuals and institutions (both public and private) around the world, with the buildings housing them often sharing the name of ‘archives’.

2. According to the “Universal Declaration on Archives”, archives are a unique and irreplaceable heritage passed from one generation to another. Archives are managed from creation to preserve their value and meaning. They are authoritative sources of information underpinning accountable and transparent administrative actions. They play an essential role in the development of societies by safeguarding and contributing to individual and community memory. Open access to archives enriches our knowledge of human society, promotes democracy, protects citizens’ rights and enhances quality of life.

3. Can we trust archives? Trust is of paramount importance in determining the societal value of archives. To achieve this, they must possess the following qualities:

- Authenticity – the record is genuine, i.e. it was created at the time and by the person or entity claimed in the document.

- Reliability – the trustworthiness of a document, reflecting the accuracy with which an archive represents its subject matter; however, even with highly reliable documents, information is bound to be filtered through the perspective of their author.

4. What is the different between archivists and recordkeepers? In fact, there is very little difference: both archivists and recordkeepers are responsible for protecting and managing the use of archives. The main difference lies in the point in its 'lifecycle' when a record comes into the care of the professional concerned. Recordkeepers are responsible for documents from the moment they are created by an entity up to and beyond the point when they are preserved solely as archives, whereas archivists tend to be responsible for records once they become archives and are thus no longer used for their original purpose.

5. Archives exist for the living. While they record the past, their purpose is to help us to better understand the present. It is this unique relationship with time that makes the role of archivists or recordkeepers so fascinating. The archivist's actions will influence people's understanding in centuries to come. Archivists or recordkeepers must therefore have a passion for history, a perceptive eye for detail, and a commitment to service. The responsibility of archivists is to act as the custodians of a society's memory.

6. To ensure the preservation of the particular and, sometimes, fragile qualities of archives, good care is fundamental. Providing this care is the role of archivists or recordkeepers, who are individuals with the skillsets required to collect manage and provide long-term access to archives and records. In particular, archivists: ensure the survival of 'Provenance' – maintaining information about the creator of an archive is essential to ensuring that the context needed to fully understand it, establish its authenticity and demonstrate its reliability is preserved.

7. In some countries, archival/record-keeping careers are highly professionally categorised with clear routes of entry, qualifications, sectoral standards, and representative bodies. However, in other countries, entry to archival work is less explicitly formalised, with professionals and institutions instead working to certain established practices. It is also important to remember the many passionate individuals around the globe, who may not be considered professional archivists but who volunteer to provide archival care.