

Specialized Archivistic Services

Category: Archival Services

Published: Thursday, 05 May 2016 18:13

Written by redpinar

Hits: 5875

One of the functions of the Provincial Historical Archive is to provide services with the documentation it holds, which makes up the documentary heritage of our province. It also facilitates the approach to the information needed by users to satisfy their interests, whether researchers, students or other visitors, who come to the facility in search of information needs that serve as a basis for the formation of their master's degrees, doctorates, preparation of articles, preparation of books, certifications of notarial deeds, and other certifications for legal purposes, among other services mentioned below:

- * Photograph of documents from the 16th to the 19th, 20th and 21st centuries.

- * Search of information in Fund: Notarial Protocols.

- * Partial and literal certification of notarial deed.

- * Certification of information from other funds.

- * Reference service and consultation of documents in our Reading Room.

Users who, due to the characteristics of their research, need to consult the documentary collections, must present a letter accrediting the centre of study or work from which they come, as well as a national institution that supports their research, this must be signed and coined by the head of the institution and addressed to the Director of the Provincial Historical Archive and, which will include the following data:

Name and surname of the applicant.

Services required.

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Reason for the request where the subject of study is defined.

In the case of foreigners, in addition to this document, they will have to show the endorsement of a Cuban institution and the academic visa required for these purposes (Academic Visa). It is important to clarify that this letter expires one year after it has been presented at the center, or when the object of the investigation is not the same, so it will be necessary to show it each time it loses its validity and information interests are maintained.

The provision of the service is not free in its entirety, so the amount of them is shown below according to Resolution No.36/2017.

With regard to applications for certificates of notarial deeds and other documents, it is essential that the user submits the location data for the same, which consists of:

- * Name of the notary who carried out the public deed.
- * Year in which it was issued.
- * Order number of the deed.

The interests pursued must be specified, and for which this documentation is requested. Deeds will not be issued without providing these previous data, bearing in mind that this documentation is mostly old, which leads to a degree of deterioration of it. All of them are original documents, so it is necessary to contribute to their conservation, which is threatened if they are manipulated in vain.

SPECIALIZED ARCHIVISTIC SERVICES IN ACCORDANCE WITH RESOLUTION No. 36 /2017

For Cuban citizens and permanent foreign residents in the country, the charge in Cuban Pesos (CUP) for the Certification of Documents, provided by the Historical Archives Network attached to the Ministry of Science, Technology and the Environment, remains at the following retail rates:

Servicio Tarifa

Service Rate

Search of information in Notarial Protocols Fund \$20. 00 CUP

Search for information in the Passenger List Fund \$30.00 CUP

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Partial certification of notarial deed \$70.00 CUP

Certification of notarial deed \$100.00 CUP \$ 1.00 per year of seniority

Certification of information Mercantile Registry Fund \$130.00 CUP

Certification of Information Fund Passenger List (Positive) \$100.00 CUP

Information Certification Passenger List Fund (Negative) \$80.00 CUP

Certification of Other Fund Information \$100.00 CUP

For foreign citizens and Cubans residing abroad, the charge will be in Cuban Convertible Pesos (CUC) for the Certification of Documents provided by the Network of Historical Archives attached to the Ministry of Science, Technology and the Environment. The retail rates are as follows:

Service Rate

Search for information in Notarial Protocols Fund \$10.00 CUC

Search for information in the Passenger List Fund \$10.00 CUC

Partial certification of notarized deed \$ 70.00 CUC

Verbatim certification of notarial deed \$100.00 CUC \$ 1.00 per year of seniority

Certification of information Mercantile Registry Fund \$150.00 CUC

Information Certification Passenger List Fund (Positive) \$120.00 CUC

Information Certification Passenger List Fund (Negative) \$80.00 CUC

Certification of Other Fund Information \$100.00 CUC

For Cuban citizens and foreign permanent residents in Cuba, in Cuban Pesos (CUP) for the Certification of Documents, which is provided by the Archives Network.

Rate Service

Digitization of historical documents \$ 5.00 CUP per image

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Digitalization of large format documents \$ 10.00 CUP per image

Photo of documents \$ 3.00 CUP per image

Photocopy of documents \$ 2.00 CUP per page

Literal transcription of palaeographic documents \$ 20.00 CUP per page

The collection of specialized reprographic archival services for foreign or Cuban citizens residing abroad, which provides the network of historical archives attached to the Ministry of Science, Technology and Environment, as well as other institutions, was approved in Cuban Convertible Pesos (CUC). that have historical documents in all types of support. The retail rates are as follows:

Rate Service

Digitization of historical documents \$ 1.00 CUC per image

Digitalization of large format documents \$ 5.00 CUC per image

Photography of historical documents \$ 1.00 CUC per image

Photocopy of historical documents \$ 1.00 CUC per page

Literal transcription of palaeographic documents \$ 10.00 CUC per page

The rate of one (1) Cuban Peso is established for national users, who meet the status of undergraduate students and retired historians whose work is not for profit.

Access to our services can be established by phone, email or in person, for them we offer the following information:

Customer service hours:

From Monday to Thursday from 8.00AM to 12.00 and from 1.00PM to 4.00PM

Fridays from 8.00AM to 12.00 and from 1.00PM to 3.30PM.

Telephones: 48752206 or 48756449.

Email:

calidad@archivo.vega.inf.cu

seguridad@archivo.vega.inf.cu

Address: Martí Street No. 152, corner Cuarteles, Pinar del Río.

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