

APPROVED

by the Director of the Institute of International  
Relations and Political Science, Vilnius  
University  
order No. (1.1 E) 270000-DV-13 of 13  
December, 2024

**RULES FOR THE USE OF THE ARCHIVE OF THE (POST)SOVIET MEMORY STUDIES  
CENTER OF THE INSTITUTE OF INTERNATIONAL RELATIONS AND POLITICAL  
SCIENCE AT VILNIUS UNIVERSITY**

**CHAPTER I  
GENERAL PROVISIONS**

1. The Rules for the use of the data collections of interview audio recordings, transcriptions and metadata (hereinafter referred to as data collections or data) of the archive (hereinafter - the Archive) of the (Post)Soviet Memory Studies Center (hereinafter – PSMSC) of the Institute of International Relations and Political Science (hereinafter - the Institute) at Vilnius University (hereinafter - the University), which consists of the projects “Invisible Society of Soviet-era Lithuania: The Revision of Distinction between Soviet and Non-Soviet Informal Networks”, “The Phenomenon of ‘Sajūdis’: Network Analysis of Civic Movement”, “Soviet Life as Oral History: Challenges in Memory (Re)Construction”, “Postcommunist Transformation as Dismantling of the Soviet Modernity Project”, and other implemented projects, lay down the requirements for the access to the data stored in the Archive, the service procedures, and the rights, duties and responsibilities of individuals.

2. The Rules have been drawn up in accordance with the Vilnius University Research Data Management Guidelines, approved by order of the Senate of Vilnius University No. S-2016-9-3 of 18 October 2016 “On the Research Data Management Guidelines of Vilnius University”, and the Rules for the Processing of Personal Data for Research Purposes of Vilnius University, approved by the order of the Rector of Vilnius University No. R-452 of 23 November 2015 “On the Approval of the Rules for the Management of Personal Data of Vilnius University for Research Purposes”, the Law on Documents and Archives of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, and the Vilnius University Document Management, Accounting and Storage Rules approved by Order of the Chancellor of the University No. R-76 of 24 February 2021 “On the Approval of the Document Management and Accounting Rules”, the Procedure of Personal Data Processing At The Vilnius University, approved by the Order of the Chancellor of Vilnius University No. R-316 of 25 May 2018 “On Approval of Procedure Of Personal Data Processing At Vilnius University” (as subsequently amended) and other legal acts.

**CHAPTER II  
DATA STORED IN THE ARCHIVE**

3. The Archive contains audio recordings, transcriptions and metadata of interviews collected in the course of research projects (“Invisible Society of Soviet-era Lithuania: The Revision of Distinction between Soviet and Non-Soviet Informal Networks”, “The Phenomenon of ‘Sajūdis’: Network Analysis of Civic Movement”, “Soviet Life as Oral History: Challenges in Memory (Re)Construction”, “Postcommunist Transformation as Dismantling of the Soviet Modernity Project” and other) and other

research activities implemented by the Institute's researchers, as they are understood in accordance with the Law on Science and Studies of the Republic of Lithuania collected in the course of.

4. Data collections that can be accessed by third parties are stored on a password-protected, restricted-access computer in the Institute's library.

5. The person designated by the director of the Institute shall be responsible for the inclusion of data collections in the Archive, their storage, the registration of users and the granting of access to data collections.

### **CHAPTER III SERVICE PROCEDURES**

6. Access to the data collections stored in the Archive shall be granted if the informants have signed an informed consent form and have agreed to their interviews being stored in the Archive and being made available to third parties, subject to the conditions set out in the informed consent form.

7. Persons seeking access to specific collections of the Archive's data should send a completed application form (Annex 1) and a free-form letter of recommendation from the sending institution or the head of the research project confirming the aims of the research, or another free-form document justifying the reasons for applying to access the data held in the Archive, to the following email address: [memory@tspmi.vu.lt](mailto:memory@tspmi.vu.lt). Access to the data collections held in the Archive is free of charge.

8. The person referred to in paragraph 5 of the Rules, having evaluated the submitted documents referred to in paragraph 7 of the Rules, shall make a decision on granting/not granting access to the data stored in the Archives and shall inform the person who submitted the application by e-mail indicated in the application form, no later than within 10 working days from the date of receipt of the application.

9. Any person granted access to the data collections stored in the Archive must read and sign the Rules for the Use of Data (Annex 2) (in the usual written form, by sending a scanned copy in PDF format, or by a qualified electronic signature) before using the Archive. The documents referred to in this paragraph and in paragraphs 7 and 8 of the Rules shall be recorded and stored in the document management system used by the University for 4 years after the expiry of the period of access to the Archive.

10. Access to the Archive's data collections shall be granted for the period requested by the individual, which may not exceed one year. If there is a need to continue to use the Archives after the expiry of the period of access, a new application must be made in accordance with the procedures laid down in these Rules.

11. If a person who has been granted access to the data collections of the Archive seeks access to other data collections to which they have not been granted access, they shall submit a new application in accordance with the procedure laid down in these Rules.

12. In the circumstances referred to in paragraph 9 of the Rules, and if a workstation is reserved in advance by contacting [memory@tspmi.vu.lt](mailto:memory@tspmi.vu.lt), a person has the right to access the Archive's data collections, which are stored on a dedicated computer in the Institute's library. The computer is unlocked by a password entered by a member of staff of the University, which is not communicated to the individual. On the computer unlocked by a member of staff of the University, a person may open only the folder(s) of the data collection(s) to which access has been granted with the password given to them.

### **CHAPTER IV THE RIGHTS AND DUTIES OF INDIVIDUALS**

13. A person has a right to:

- 13.1. use the data collections for scientific or educational projects, in accordance with the procedures laid down in these Rules;
- 13.2. take notes on a personal computer or a notebook, and transcribe the necessary quotations into a notebook or computer by hand.
14. A person must:
  - 14.1. not to use the data for commercial purposes;
  - 14.2. in publications, public texts or speeches, in quotations, paraphrases or retellings, to remove any data that would allow the identification of the informant or other non-public persons mentioned in the data (a public person shall be understood as defined in The Law on the Provision of Information to the Public), to omit the names of the authors of the quotation or of the non-public persons mentioned in the data (this provision does not apply to the usage of the data collections of the projects “The Phenomenon of ‘Sąjūdis’: Network Analysis of Civic Movement” and “Invisible Society of Soviet-era Lithuania: The Revision of Distinction between Soviet and Non-Soviet Informal Networks”);
  - 14.3. analyse, quote, paraphrase or otherwise use the data only under the conditions specified in the informed consent form (these conditions are specified in the metadata tables);
  - 14.4. indicate the Archive of the (Post)Soviet Memory Studies Center of the Institute of International Relations and Political Science at Vilnius University in the footnotes or reference list of the publications based on the data collections, and send the bibliographic descriptions of the publications based on the used data collections to the email address [memory@tspmi.vu.lt](mailto:memory@tspmi.vu.lt) no later than 1 month after the publication;
  - 14.5. listen to the audio recordings of interviews only using headphones to prevent unauthorised persons from listening;
  - 14.6. turn off the computer after having finished working with the data or when stepping away from the computer, so that unauthorised persons cannot access the data collections.
15. A person is prohibited:
  - 15.1. to edit, copy, photograph, transfer to external data storage devices or other computers, transmit via the internet or otherwise reproduce, distribute or adapt the data, record audio recordings;
  - 15.2. to physically damage the Archive access computer, eat or drink next to the computer, create new files on the computer, install malware or any other software on the computer, change the settings of the computer, or otherwise use the computer for any purpose other than its intended use.

## **CHAPTER V RESPONSIBILITY**

16. Any user who violates these Rules may be subject to revocation of access to the Archive and may be held liable in accordance with the law.
  17. The University, as the data controller, is not responsible for the conclusions and interpretations of third parties resulting from the use of data.
  18. The University, as the data controller, is not liable for indirect, incidental or other damages or losses arising from the use of or inability to access the data.
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Annex 1  
of the Rules for the Use of the Archive of the  
(Post)Soviet Memory Studies Center of the Institute of  
International Relations and Political Science at Vilnius  
University

**Application for access to the archive collections of the (Post)Soviet Memory Studies Center of the  
Institute of International Relations and Political Science at Vilnius University**

Persons seeking access to specific collections of the Archive's data should send a completed application form and a free-form letter of recommendation from the sending institution or the head of the research project confirming the aims of the research, or another free-form document justifying the reasons for applying to access the data held in the Archive, to the following email address: [memory@tspmi.vu.lt](mailto:memory@tspmi.vu.lt)

1. Name:
2. Surname:
3. Email address:
4. Institution:
5. Which interview collection would you like to access? (Underline one or more options)
  - Collection of the project “The Phenomenon of ‘Sajūdis’: Network Analysis of Civic Movement”;
  - Collection of the project “Invisible Society of Soviet-era Lithuania: The Revision of Distinction between Soviet and Non-Soviet Informal Networks”;
  - Collection of the project “Soviet Life as Oral History: Challenges in Memory (Re)Construction”;
  - Collection of the project “Postcommunist Transformation as Dismantling of the Soviet Modernity Project”;
  - Other: (*write in*)
6. Requested term to access data:  
*(Indicate a specific date, e.g. 12 June 2024. Access is granted for a maximum period of one year. If there is a need for continued access to the Archive after the expiry of this period, the application shall be made in accordance with the procedures set out in these Rules.)*
7. Additional notes

By submitting this application, I confirm that I have read and understood (*tick the boxes*):

- Rules for the use of the Archive of the (Post)Soviet Memory Studies Center of the Institute of International Relations and Political Science at Vilnius University approved by the order of the Director of the Institute of International Relations and Political Science at Vilnius University No. (1.1 E) 270000-DV-13 of 13 December, 2024.
- The Procedure of Personal Data Processing at The Vilnius University, which sets out the requirements for the processing and protection of personal data, the rights of data subjects and the procedure for their implementation at Vilnius University, and is publicly available and accessible at <https://www.vu.lt/en/privacy-policy>.

For pre-arranging the exact time for a visit to access the collections or if you have any other questions, please contact [memory@tspmi.vu.lt](mailto:memory@tspmi.vu.lt).

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Name, Surname)

\_\_\_\_\_

(Date)

Annex 2  
of the Rules for the Use of the Archive of the  
(Post)Soviet Memory Studies Center of the Institute of  
International Relations and Political Science at Vilnius  
University

**The Rules for the Use of Data**

In order to gain access to the selected data collection(s) (hereinafter – data or data collections) of the archive the (Post) Soviet Memory Studies Center of the Institute of International Relations and Political Science at Vilnius University, I agree to abide by the following requirements:

- to protect the confidentiality of the data collections to which access is granted, insofar as this information could identify specific natural persons;
- analyse, quote, paraphrase or otherwise use the data only in accordance with the conditions set out in the informant's consent form (these conditions are specified in the metadata tables);
- not to make copies of the data or metadata files, not to remove them from the access computer, not to transfer the data to third parties, not to reproduce, adapt, publish or distribute the data files, not to use the data for commercial purposes;
- to indicate the archive of the (Post)Soviet Memory Studies Center of the Institute of International Relations and Political Science at Vilnius University in the footnotes or reference list of the publications based on the data collections, and send the bibliographic descriptions of the publications based on the used data collections to [memory@tspmi.vu.lt](mailto:memory@tspmi.vu.lt) at within one month after the publication;

I am aware that:

- intentional or unintentional failure to comply with the requirements set out in these Rules shall give rise to liability in accordance with the law of the Republic of Lithuania;
- the data controller (Vilnius University) is not responsible for the conclusions and interpretations of third parties (institutions) resulting from the use of data;
- the data controller (Vilnius University) is not liable for indirect, incidental or other damages or losses arising from the use of or inability to access the data;

I confirm that I have read and understood:

- Rules for the use of the Archive of the (Post)Soviet Memory Studies Center of the Institute of International Relations and Political Science at Vilnius University approved by the order of the Director of the Institute of International Relations and Political Science at Vilnius University No. (1.1 E) 270000-DV-13 of 13 December, 2024.
- The Procedure of Personal Data Processing at The Vilnius University, which sets out the requirements for the processing and protection of personal data, the rights of data subjects and the procedure for their implementation at Vilnius University, and is publicly available and accessible at <https://www.vu.lt/en/privacy-policy>.

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(Signature)

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(Name, Surname)

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(Date)