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ARŞİV VE ARŞİVCİLİK
BİBLİYOGRAFYASI

(Türkçe ve Yabancı Dillerde Yayınlanmış Kaynaklar)

A BIBLIOGRAPHY ON ARCHIVES AND ARCHIVAL STUDIES
(Includes Turkish and Foreign Sources)

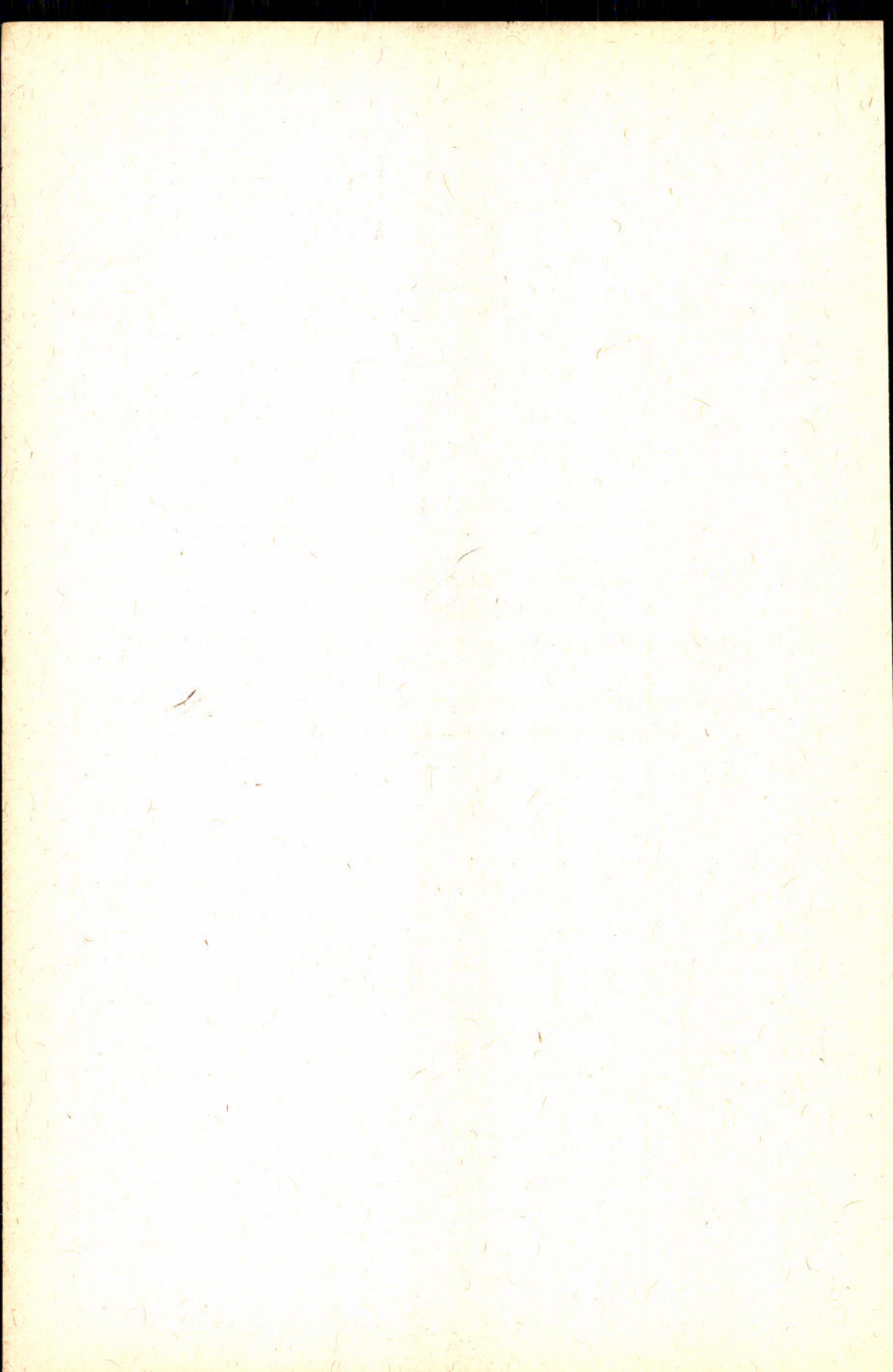
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S U N U Ş

Ülkemizde arşiv hizmetleri, bugüne kadar gereken önemle ele alınıp sağlıklı bir çözüme kavuşturulmamıştır. Yabancı ülkeler bu konuya gereken önemi çok önceden vermişler, devletin her türlü fonksiyonunun bir arşiv konusu olduğunu kabul ederek, arşiv çalışmalarını hukukî statü içerisinde, ilmî metodlar ve tekniklerle sürdürmektedirler.

Orta ve Yakın-Doğu ile Balkan ve Akdeniz ülkeleri içerisinde en zengin arşiv potansiyeline sahip bulunan ülkemizde, bu çok önemli konu, zaman zaman bazı yapıcı girişimlerin dışında, gereken önemle ele alınmamıştır.

Arşivlerimizdeki malzeme yalnız Türkiye için değil, Orta ve Yakın-Doğu ülkelerinin siyasi, iktisadi ve kültürel problemlerinin çözümü için de çok büyük önem taşımaktadır. Arşivlerimizdeki malzemenin yapılacak ilmî çalışma ve araştırmalar için değeri çok büyüktür.

Millet hayatımızın her çeşit maddî ve manevî haklarının yazılı belgeleri olan arşivlerimizi, gereken önemle ve arşivciliğin ilmî metodları ile ele alıp, süratle değerlendirmek kaçınılmaz bir görevdir.

Bu konuda ilk plânda yapılması gereken işler; arşiv plânlamasının yapılması, arşiv malzememizin süratle tesbiti, yeniden oluşacak arşiv malzemesinin kontrol altına alınması, arşiv malzemesinin kayba uğramasının önlenmesi, bu malzemenin arşivcilik tekniklerinin gerektirdiği şartlar altında korunması ve bakımı, bilimin hizmetinde değerlendirilmesi olarak özetlenebilir.

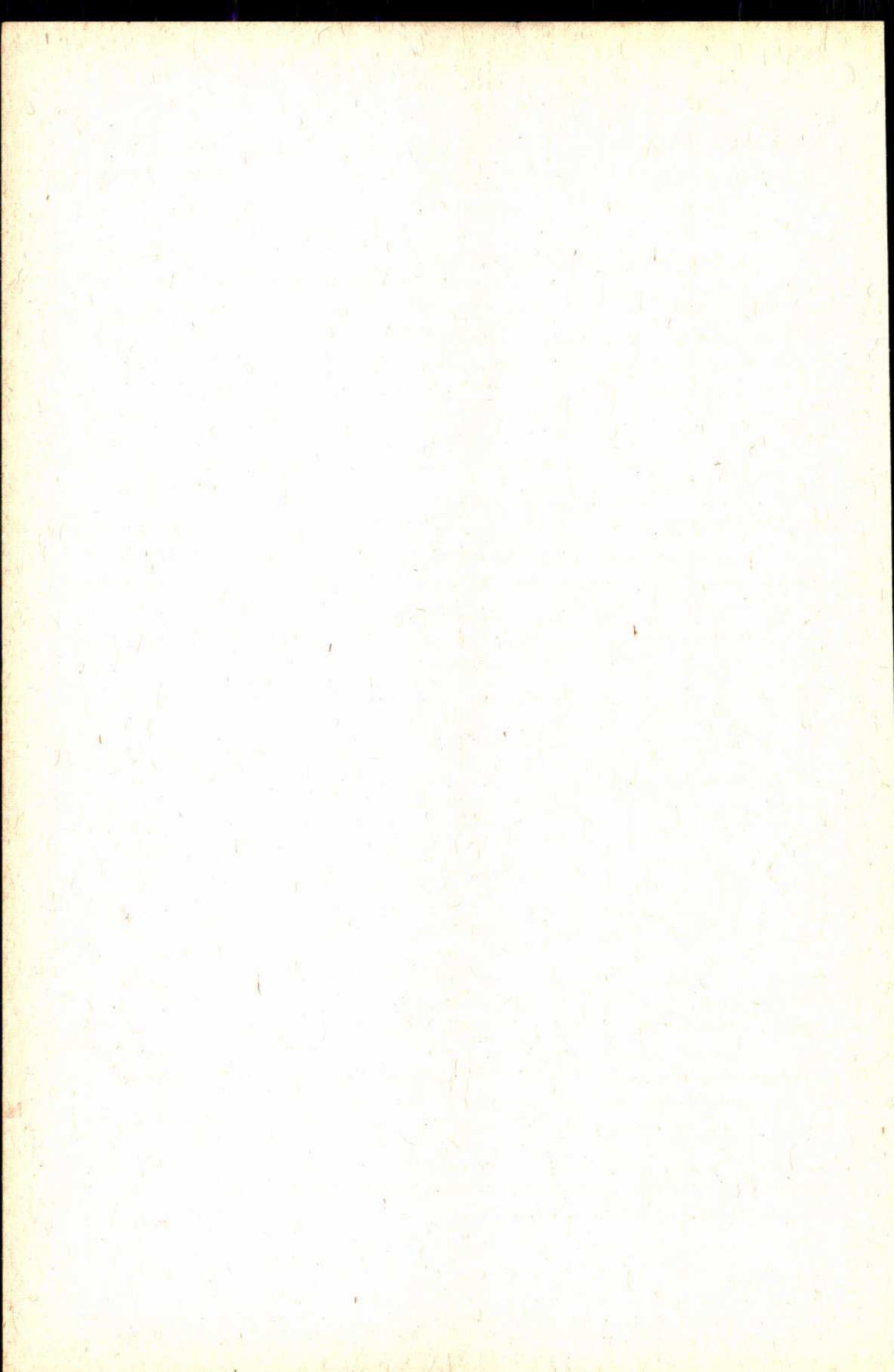
Bu hizmetlerin ülke çapında ele alınıp istenilen düzeyde yürütülebilmesi için, kanunî dayanak ile bir ihtisas dalı olan arşivciliğin uzman personelinin yetiştirilmesi ve arşiv hizmetlerine elverişli bina ve tesis gereksinmelerinin sağlanması gerekir.

Bu eser Cumhuriyet Arşivi Dairesi Başkanı İsmet Binark tarafından ülkemizde arşivcilik konusundaki literatür boşluğunu gidermek amacıyla hazırlanmıştır. Arşiv ve arşivcilik konusundaki yerli ve yabancı kaynakların tesbiti, derlenmesi ve değerlendirilmesi yukarıda sıralanan arşiv çalışmalarını sağlıklı bir şekilde çözümleyebilme ve arşivcilik alanında yapılacak her türlü çalışmalara ışık tutacaktır kuşkusuz.

Bibliyografyayı hazırlayan Cumhuriyet Arşivi Dairesi Başkanı'nı ve bibliyografyanın hazırlanmasında emeği geçen mesai arkadaşlarını kutlar, ortaya koydukları bu çalışmanın arşiv çalışmalarımıza ve bu alanın ilgililerine yararlı olmasını dilerim.

Dr. Lütfi DOĞAN

Devlet Bakanı



ARŞİV KONUSUNDA ÖN BİLGİLER, ÜLKEMİZDE İMPARATORLUK VE CUMHURİYET DÖNEMLERİNDE YAPILMIŞ ARŞİV ÇALIŞMALARI VE BİBLİYOGRAFYA HAKKINDA AÇIKLAMA

I — ARŞİV KONUSUNDA ÖN BİLGİLER :

ARŞİVİN TARİFİ

Yunanca'daki *arkheion* ve Latince'deki *archivum*'dan gelen *arşiv* terimi; resmî daire, belediye sarayı anlamlarına gelmektedir. Dolayısıyla, resmî dairelerdeki kâğıtlar anlamında da kullanılmıştır. İngilizce *archives*, Fransızca *archives*, Almanca *Archiv* ve başka dillerde de ortak olan bu terim, Türkçeye de *arşiv* olarak geçmiştir.

Arşiv terimi, bu sahanın ilgililerince bazı ortak yönlerine rağmen, değişik şekillerde tarif edilmiştir. Zira arşivin ilmî ve hukukî bir tarifini yapmak oldukça güçtür.

Biz burada, 1962 yılında Madrid'de toplanan VII. Milletlerarası Arşiv Yuvarlak Masa Konferansı'nda yapılan ve konferansa katılan ülkelerce benimsenen ortak tarifi vereceğiz. Bu tarife göre Arşiv;

«a - Kurumların, gerçek ya da tüzel kişilerin faaliyetleri sonucu meydana gelen (toplanan, biriken) ve bir amaçla saklanan *Dokümantasyon*;

b - Söz konusu dokümantasyona bakan *Kurum*;

c - Bunları barındıran *Yerler*'dir.» (1)

ARŞİVİSTİN TARİFİ

Arşivist veya arşivci ise, özel eğitim görmüş, arşiv çalışmalarını yöneten veya yürüten kişidir.

Arşivistin görevleri her ülkeye göre bazı farklılıklar göstermekte ise de, yukarıdaki tarif, benimsenen ve kabul edilen bir tarif olmuştur.

1966 yılında Washington'da toplanan Arşiv Kongresi'nin açış konuşmasında, Milletlerarası Arşiv Konseyi (International Council on Archives - ICA -) Başkanı ve Belçika Krallık Genel Arşivisti Etienne Sabbe, «... biz arşivistler, geçmişin bekçisi, geleceğin de kurucusuyuz.» (2) şeklinde, arşivistin görevini veciz bir şekilde ifade etmiştir.

(1) *Actes de la septième conférence internationale de la Table ronde des archives. <Madrid, 1962>.* Le concept d'archives et les frontières de l'archivistique. Paris, 1963.; Türkçesi için bk. : 28 - 31 Mayıs 1962 tarihinde Madrid'de toplanan VII. Uluslararası Arşiv Yuvarlak Masa Konferansı Hakkında Rapor. Hazırlayan : Fazıl Işıkoğlu. Ankara, 1962. 4.s.

(2) Zübeyir Aker : *Evrak, Dosya ve Arşiv Kursu Notu.* (Dışişleri Bakanlığı). Ankara, 1962. 5. s.

Arşiv personelinin; a - Arşiv yöneticileri, b - Arşivistler, c - Uzmanlar, ç - Teknisyenler, d - Büro personeli ... şeklinde gruplara ayırabiliriz. Bu şekilde gruplandırılan arşiv personelinin; yönetici, ilmi, koruma, gözetici ve teknik personel olarak kategorilere ayırmak da mümkündür.

Arşivistin görevleri, VII. Milletlerarası Arşiv Yuvarlak Masa Konferansı'nda şöyle tesbit edilmiştir :

- a - Arşiv dokümanını toplamak,
- b - Korumak,
- c - Tasnif etmek,
- ç - Değerlendirmek. (3)

Bu ana görevlere, arşivlerin zenginliklerini topluma tanıtmak görevini ekleyen ülkeler de bulunmaktadır. Arşivlerin kontrolü ile, arşiv dokümantasyonunun ayıklanmasını arşivistin görevleri arasında gören ülkeler de vardır. Fransa ve Yeni Zelanda, arşiv dokümantasyonunun ayıklanması işini arşivistin görevleri arasında sayan ülkelerdendir.

Ayrıca Fransa, Hollanda ve İsveç idareye ait evrakın denetlenmesini de, arşivistin görevlerine eklemektedirler. Sovyetler Birliği'nde arşivistler, arşivlerin kurulması çalışmalarına katılmak, arşivlik malzemede yapılacak ayıklama çalışmalarını organize ve kontrol etmekle de görevlidirler. Başta Yugoslavya ve Fransa olmak üzere bir çok ülkeler, arşivistin ve dolayısıyla arşivlerin eğitici ve öğretici görevleri üzerinde de durmaktadır. (4)

ARŞİV MALZEMESİ VE ARŞİVLİK MALZEME

Arşiv malzemesinin (dokümantasyonunun) ne olduğu konusunda, yapılan tariflerde tam bir görüş birliğine varılamamıştır. Bu konuda ileri sürülen görüşler, tıpkı arşivistin tarifinde olduğu gibi, ülkeden ülkeye değişmektedir.

Birçok ülke arşiv dokümantasyonunu, arşivde saklanan en küçük birim olarak kabul etmektedir. Macaristan, özellikle Yeni Zelanda arşiv dokümantasyonu tarifi içerisine tek evrakı dahi almaktadırlar. Yugoslavlar, ilmi, resmî ve doğrulanmış bilgileri ihtiva eden herşeyi, arşiv dokümantasyonu olarak kabul etmişlerdir.

(3) Fazıl Işıközlü : a.g.e., 6 - 7. ss.

(4) G. Dubosq : Educational role of archives. *Unesco Bulletin for Libraries*, 24 (July 1970), 205 - 210. ss.; C. A. McLaren : Archives in education. *SLA (Scottish Library Association) News*, 134 (July 1976), 101 - 103. ss.

Ülkemizde arşiv malzemesi'nin tarifi; Muhafazasına Lüzum Kalmayan Evrak ve Vesaikin İmha Edilmesi Hakkındaki 1956 tarihli ve 6696 sayılı Kanun'un (5) 1'nci maddesinde şöyle yapılmıştır :

«Madde 1 — Umumî arşive teslim edilmeden önce 5 inci maddede sayılan daire, müessese ve teşekküllerin (6) ellerinde bulunan ve bunların gördükleri hizmetler dolayısıyla yaptıkları muhabere ve muameleleri ihtiva eden :

- a) Dosyalar ve her çeşit yazılı ve basılı evrak ve kayıtlar;
- b) Model, numune, harita, plân, program, proje, mühür, damga, resim, fotoğraf ve benzerleri;
- c) Plâk, film, tel ve benzeri vasıtalarla tesbit olunan ve herhangi bir delil olmaya veya millî ve milletlerarası hukuk, muamele ve münasebetler bakımından teşriî, kazaî, idarî, askerî, siyasi, iktisadî, ilmî herhangi bir mevzuu aydınlatmaya veya düzenlemeye yarayan bil'umum evrak ve vesaik —arşiv malzemesi— dir.»

Aynı Kanun'un 2'nci maddesinde, arşivlik malzeme ise şöyle tarif edilmektedir :

«Madde 2 — Yukarıda zikredilen her türlü evrak ve vesikalardan henüz arşiv malzemesi evsafını kazanmamış olması sebebiyle muhafaza edilmek üzere selâhiyetlilerce ayrılanlara —arşivlik malzeme— denir.»

Kanunlaşmak üzere T.B.M.M. Genel Kurul gündeminde bekleyen Devlet Arşiv Kanunu Tasarısı'nın 11'nci maddesinde, arşiv malzemesi şöyle tarif edilmiştir.

«Madde 11 — Bu Kanunda geçen (Arşiv malzemesi) deyiminden :

(5) Kabul tarihi : 26 Mart 1956, *Resmî Gazete* ile neşir ve ilanı : 4 Nisan 1956-Sayı : 9276. Ayrıca bk. : *Düstur*, üçüncü tertip, XXXVII, 1084 - 1087. ss.

(6) Kanun'un 5'nci maddesinde sayılan kuruluşlar şunlardır :

- a) Umumî, mülhak ve hususî bütçeli daireler, üniversiteler, belediyeler ve bunlara bağlı sabit ve mütedavil müesseseler,
- b) Sermayelerinin tamamı Devlet tarafından verilmek suretiyle kurulan iktisadî teşekkül ve müesseseler,
- c) Hususî kanunlarla kurulan bankalar ve teşekküller,
- d) Yukarıdaki bendlerde yazılı idare, teşekkül ve bankalar tarafından sermayesinin yarısından fazlasına iştirak suretiyle kurulan teşekküllerle bunların aynı nispette iştirakleriyle vücut bulan müesseseler,
- e) İmtiyazlı şirketlerle, umumî menfaatlere hadim cemiyetler ve hususî mektepler.

Türk Devlet ve Millet hayatını ilgilendiren ve en son işlem tarihi üzerinden 50 yıl geçmiş veya en az 33 yıl geçtiği halde kesin sonuca bağlanmış kamu kurum ve kuruluşlarının gördükleri hizmetler, yaptıkları haberleşme ve işlemler ile ilgili ve bunların sonucunda teşekkül etmiş olup, saklanması ulusun geleceğine tarihî, sosyal, kültürel, hukukî ve teknik değer olarak intikal etmesi gereken belgeler ve Devletin haklarıyla milletlerarası hakları belgelemeye, korumaya ve bunlarla ilgili işlem ve ilişkiler bakımından tarihî, hukukî, idarî, dinî, ilmî, edebî, estetik, kültürel, biyografik, jeneolojik ve teknik herhangi bir konuyu aydınlatmaya, düzenlemeye, tespiti yarayan yazılı evrak, plân, harita, resim, film, fotoğraf, ses kaydı, basım ve benzeri belgeler anlaşılır.»

Arşivlik malzeme ise, aynı Kanun'un 12'nci maddesinde şöyle tarif edilmektedir :

«Madde 12 — Bu kanunda geçen (Arşivlik malzeme) deyiminden .

Kanunun 11 inci maddesinde sayılan her türlü belgelerden zaman bakımından henüz arşiv malzemesi niteliğini kazanmayanlarla, üzerinden 66 yıl geçmemiş her türlü memuriyet sicil dosyaları, Devletin gerçek ve tüzel kişilerle veya yabancı devletler ve milletlerarası kuruluşlarla yaptığı hükmü yürürlükte bulunan andlaşmalar (her cins sözleşme ve anlaşmalar), yine yürürlük niteliği bulunan tapu ve nüfus kayıtları, aynı nitelikteki vakfiyelerden ait oldukları daire ve müesseselerce saklananlar ile il, ilçe, köy ve belediyelere ait sınır kayıtları anlaşılır.»

ARŞİVİN ÖNEMİ

Bir devletin geçmişi, bugünü ve geleceği gözönüne alınırsa, istikbalde ancak arşivi ile vardır demek yanlış olmaz. Zira devletin her türlü fonksiyonu şüphesiz bir arşiv konusudur. İdarî ve ilmî yüzlerce devlet kuruluşunun çeşitli işlemleri, her türlü araştırmalar, mevzuat uygulamalarının yazılı belgeleri arşivlerde saklıdır.

Bir ülkede arşivin ve arşivlerin olmayışı, devletin olmayışı anlamına gelir. Arşivlerdeki malzemelerin bir kısmı, idareyi ilgilendirdiği gibi, diğer bir kısmı kamu yararına ve ilim için yapılacak her türlü araştırma ve incelemelere ilk elden kaynak olma özelliğini taşımaktadırlar. Esasen arşivlerin en büyük özelliği toplum ilimlerine başlangıç ve ilk elden kaynak olmalarıdır. Bundan dolayıdır ki, bir devletin ve milletin tarihi, devlet ve millet hayatının öz çizgileri demek olan arşivlerde gizlidir.

Arşivlerimiz, millî hâfızamız olan tarihimizin temel dayanağıdır. Cemiyet hayatımız ile ilgili idarî, siyasi, hukukî, askerî, iktisadî, dinî, ilmî, biyografik, jeneolojik, teknik, istatistik ve kültür konularındaki araştırmalar, devletimizin milletlerarası münasebetlerinde haklarının tesbiti için

gerekli vesikalar; devrinin ahlâk, örf ve âdetlerini ve çeşitli sosyal özelliklerini belirten her türlü yazı, evrak ve belgeler ancak arşivlerimizden temin edilebilir.

ARŞİVİN KISA TARİHÇESİ

Arşivin tarihi, milletlerin tarihi kadar eskidir. Yapılan araştırmalar, M. Ö. 2000 yılında Mezopotamya'da devlet ve tapınak arşivlerinin bulunduğunu ortaya çıkarmıştır. Eski Mezopotamya'da bir çok tapınakların arşivleri olduğu gibi, Nippur şehrinde tabletlerin saklandığı resmî bir devlet arşivi olduğu bugün bilinmektedir.

1906 ve daha sonraki yıllarda yapılan kazılarda, Hattuşaş (Boğazköy - Yozgat)'da, M. Ö. 1800-2000 yıllarına ait ve Hitit'lerin resmî yazışmalarını, andlaşmalarını, kanunlarını ve daha birçok vesikalarını sakladıkları büyük bir devlet arşivi meydana çıkarılmıştır. Bugün bu arşiv malzemesinden geriye kalanların büyük bir kısmı İstanbul, bir kısmı da Ankara Arkeoloji Müzesi'nde bulunmaktadır.

Mısır'da El-Amarna'da, içinde IV. yüzyıldan kalma çivi yazısı ve devrin diplomasi dili olan Akadça ile yazılmış vesikalar bulunan, bir devlet arşivinin mevcudiyeti de meydana çıkarılmıştır.

Eski Yunan ve Roma'lılar arşive, *grapharrium*, *chartarium*, *tabularium* ve *tabularius* adlarını vermişler ve resmî vesikalarını tapınaklarda saklamışlardır.

Atina'da M. Ö. IV. yüzyılda, resmî belgelerin toplandığı bir devlet arşivinin olduğu, yapılan araştırmalar neticesi bugün bilinmektedir. Roma'da ise M. Ö. 83 yılında *Aerarium* diye anılan bir devlet arşiv binası inşa edilmiştir. (7)

Ortaçağ Avrupasında, başlangıçta birçok ülkede yazılı belgelerle işlem yapmak imkânı yaygın olmadığından, ancak Papalık Sarayı ile, birkaç Yunan ve İtalyan Piskoposluk merkezinde ve manastırlarda arşivler kurulabilmiştir. (8) Esasen Avrupa'da arşivlerin önce kiliselerde kurulduğu görülmektedir.

Avrupa ülkelerinin, ancak XIV. yüzyılın ortalarından itibaren düzenli arşivlere sahip oldukları tesbit edilmiştir. XVI. yüzyılın başlarından itibaren arşivlerin öneminin arttığı görülür. Bunun sebebi, feodal yönetim anlayışının, arşivleri bir hak doğuran veya bunu ispat eden bir kazâî senet (titre) olarak değerlendirmesi ve bunun yanı sıra, ülke idaresi için de tesirli bir vasıta olarak görmesidir.

(7) Eski çağ arşivleri ile ilgili olarak bk. : Ernst Posner : *Archives in the ancient world*. 1972, Harvard univ. press. 283 s.

(8) Ortaçağ İslâm arşivleri için bk. : Ernst Posner : *Archives in medieval Islam*. *American Archivist*, 35 (July - October 1972), 291 - 315. ss.

Arşiv çalışmalarına gereken önemi veren ve bu konuda en erken davranan milletlerden biri Fransızlardır. Arşivlerin modern anlamda kuruluşuna tarih olarak, 1789 Fransız İhtilâli'ni başlangıç tarihi olarak vermek mümkündür. Fransız İhtilâli, arşiv konusuna yeni bir düzenleme getirmiştir. Öyle ki, idarî ve hukukî alanda varlığı bugüne kadar sürüp gelen ve kendi bütünlüğü içerisinde gittikçe güçlenen arşiv kuruluşlarını kurmuştur.

XVIII. yüzyılda Fransa'da resmî ve özel arşivlere çok ilgi duyulmuştur. İdareciler kuruluşlarında dokümantasyon çalışmalarını yürütmek için evrakın muhafaza edilmesinin faydalarını; devlet adamları ise, mevzuatı sağlam temellere dayalı olarak yenileştirmek için arşiv kaynaklarının tarihî değerini anlamışlardı. Bu arada dinî kuruluşlar da, malikâne ve toprak sahipleri gibi, haklarını ispat etmek için, vesikaları saklayanların kendilerine neler kazandırabileceklerini bilmekteydiler. Böylece arşivcilerden, derebeylik hukuku inceleyicileri (feudistes, archivaires) yetişmiş oldu. Bunların çoğu, İhtilâl ve İmparatorluk devrinin idarecileri tarafından arşivleri tasnife memur edildiler.

Fransa'da arşiv çalışmalarının ağırlık merkezini, 29 Temmuz 1789 - 12 Eylül 1790 tarihleri arasındaki ara uzlaşma dönemi diye bilinen yıllar teşkil eder. Ancak bundan önce de, arşiv konusundaki çalışmalara rastlanmaktadır. Mérovingiens sülâlesi zamanında krallık aile arşivlerinin kurulduğu bilinmektedir. Önceleri l'Hôtel de Rohan diye bilinen François Rohan Prence sarayında (daha sonraları l'Hôtel de Soubise adı ile anılacaktır.) saklanan kral ailesinin arşivleri, Sainte-Chapelle'in salonlarına nakledilmiş, 1708 yılında l'Hôtel de Soubise'in restorasyonu yapılmış ve ek binalar inşa edilmiştir. Böylece I. Napoléon'un millî arşiv (*Archives Nationales*) fikrinin temeli atılmıştır. Archives Nationales, 1897'den sonra düzenli bir idareye kavuşturulmuş ve arşiv malzemesinin tarihî karakteri itibarıyla iki ana bölüme ayrılmıştır. Başlangıçtan 1790 yılına kadar olan eski belgeler ve 1790'dan sonraya ait belge ve dokümanlar. 1928 yılı Mart ayında çıkan arşiv kanunu ile de, bütün arşiv belgeleri Archives Nationales'e devredilmiştir. (9)

Orta Avrupa'da Alman devletlerinin ve bağımsız şehirlerin arşivleri, XIII. yüzyıldan önceye inmemektedir. Almanya'da da arşivlerin önce ki-

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- (9) Fransa'da arşivlerin tarihi için bk. : Charles V. Langlois - Henri Stein : *Les archives de l'histoire de France*. Paris, 1891-1893, Picard. 1000 s.; *Encyclopaedia Universalis*, v. 2 (1968), 321 - 323. ss.; *Larousse du XX e Siècle*. t. 1 (1928), 318 - 319. ss.; C. L. Lokke : *Archives and the French revolution*. *American Archivist*, 31 (January 1968), 23 - 31. ss.; Marcel Baudot : *Les Archives nationales en France, histoire et statut*. *Gazette des Archives*, 40 (1963), 5 - 15. ss.

liselerde kurulduğu görülür. Alman arşivleri İkinci Dünya Harbi'nden önce, Prusya ve Bavyera Devlet Arşivleri olmak üzere ikiye ayrılmıştı. İkinci Dünya Harbi'nden sonra devlet arşivlerinin depolarının birleştirilip, tek bir idare altında yürütülmesi düşünülmüşse de, bu gerçekleştirilmiştir. Bugün Federal Almanya'nın merkezî arşivi Koblenz'de (*Bundesarchiv*), Demokratik Alman Cumhuriyeti'nin ise Postdam (*Zentrales Staatsarchiv*)'dadır. (10) Almanya'nın 8 Mayıs 1945'de kayıtsız şartsız teslim olması, devletler hukuku alanında o tarihe kadar pek görülmemiş yeni bir durum ortaya çıkarmıştır. Kayıtsız şartsız teslim geçince Almanya devleti ortadan kalkıyor ve hükümlerlik Müttefik Devletlere geçiyordu. Aynı durum, 15 Ağustos 1945'de teslim olan Japonya için de söz konusudur. Dolayısıyla bu devletlerin bütün arşivleri ve evrakı, işgal eden devletlerin oluyordu. Siyasî, askerî fonlar ve belgeler geniş ölçüde dışarıya, özellikle Birleşik Amerika ve Sovyetler Birliği'ne taşınmıştır. Alman Dışişleri Bakanlığı fonlarını ise İngiltere almıştır. Ancak daha sonraları, Müttefik Devletler bu malzemenin büyük bir kısmını, tarihî fonların çoğunu ve idarî hizmetler için gerekli her türlü evrakı geri vermek durumunda kalmışlardır. Sovyetler Birliği, Demokratik Alman Cumhuriyeti'ne; Amerika ise Federal Almanya ve Japonya'ya bu tür arşiv malzemesini geri vermişlerdir.

İsviçre'nin merkezî arşivi 1798'de Bern'de kurulmuştur. Ayrıca kantonlarında da mahallî arşivler vardır. (11)

Avusturya devlet arşivi 1749 yılında Viyana'da; Polonya'nın tarihi dokümanların merkez arşivi (*Archivum Glowne Akt Dawnych*) 1808'de, devlet arşivi ise (*Naczelna Dyrekcja Archiwow Panstwowych*) ancak İkinci Dünya Harbi'nden sonra 1945'de kurulmuştur.

Yugoslavya'da Sırbistan arşivi (*Arhiv Srbije*) 1900'de, Hırvatistan arşivi (*Arhiv Hrvatske*) 1643'de, Slovenya arşivi (*Arhiv Slovenije*) 1945'de, Makedonya arşivi (*Arhiv na S. R. Makedonija*) 1951'de kurulmuştur. Özellikle Makedonya arşivinde, Türk tarihi ile ilgili bir hayli arşiv malzemesi bulunmaktadır. Ayrıca, 1950 yılında çıkarılan bir kanunla Sarajevo (Saraybosna)'da Şarkiyat Enstitüsü Arşivi kurulmuştur. Buradaki mal-

(10) F. B. Kahlenberg : *Deutsche Archive in West und Ost : zur Entwicklung des staatlichen Archivwesens seit 1945*. <German archives in the west and the East : development of national archives since 1945>. Düsseldorf, 1972, Droste. 153 s.; G. Castellan : Les archives de la République démocratique allemande. *Revue Historique*, CCXXI, 1 (1959), 58 - 89. ss.; G. O. Kent : German foreign ministry's archives at Whaddon Hall, 1948 - 58. *American Archivist*, 24 (January 1961), 43 - 54. ss.

(11) U. Helfenstein : Swiss archives. *American Archivist*, 37 (October 1974), 565 - 571. ss.

zemenin büyük bir bölümü Osmanlı hâkimiyetine ait devirlerin vesikaları olup, Bosna ve Hersek vilâyetlerinin arşiv vesikaları bir araya getirilmiştir. Aradaki eksiklikler ise İstanbul'dan ve Türkçe vesikaların bulunduğu diğer yerlerden mikrofilmleri alınmak suretiyle tamamlanmağa çalışılmaktadır. Bunun dışında, Sarajevo Vilâyet Arşivi'nde de 200 binin üstünde vesika olduğu ileri sürülmektedir. Bunlar arasında Karadağ, Sırbistan, Avusturya-Macaristan'a ait olanlarda bulunmaktadır. (12)

İtalya'da, Venedik ve diğer şehirlerde arşivlerin XI. yüzyıldan itibaren kurulduğu görülür. Papa V. Paul, Vatikan arşivinin XVII. yüzyılın ilk yarısında kurucusu olmuştur. Vatikan arşivi (*Archivio Segreto Vaticano*) 1611'de kurulmuş, 1880 yılında çalışmalara açılmıştır.

İspanya'da da arşivlerin tarihi oldukça eskidir. 1543 yılında Simancas'da ilk arşivin kurulduğunu görüyoruz. 1785'de de Seville'de *Archivo de Indias* kurulmuştur. Ancak, İspanya'da arşivlerin modern anlamda teşkilâtlandırılması, 1939 ve onu takiben 1947 yılında yapılan girişimlerin neticesinde mümkün olabilmektedir.

İngiltere'de ise, ancak 1838 yılında çıkarılan bir kanunla (*The Public Record Office Act*) İngiliz Devlet Arşivi (*Public Record Office*) kurulduktan sonradır ki, bütün resmî vesikalar bir araya toplanmağa başlanmıştır. Bugün İngiltere'de arşiv, İngiliz Kraliçesinin himayesi altındadır. Her türlü masrafları Hazine'ce karşılanır. Kuruluşun başında *Lord Chancellor* veya *Master of the Rolls* denilen şahıs bulunur. Ancak arşivde işlerin resmen yürütülmesinden Arşiv Müdürü (*Deputy Keeper of the Records*) sorumludur. (13)

İskoçya'da millî arşivin *General Register House* adıyla 1784'de; İrlanda millî arşivinin (*Public Record Office of Ireland*) ise 1867'de Dublin'de kurulduğu görülmüyor.

Danimarka'da millî arşiv (*Rigsarkivet*), 1582 yılında Copenhagen'da kurulmuştur. Bu arada, yüzyıllar boyunca Danimarka'ya bağlı kalan İzlanda, 1904'de merkezî idarenin Reykjavik'e nakli üzerine, 1848-1903 tarihleri arasına ait arşiv vesikalarını geri almış; 1918'de Danimarka'ya

(12) bk. : Hüseyin Ayan : Bibliyografya : <Doğu Dilleri Dergisi (Revue de philologie orientale - Prilozi za orijentalnu filologiju), 25 (1976), C. Fehim Spaho; 31 - 41. ss.>. *Türk Kültürü*, Yıl : XVII, 195 (Ocak 1979), 184 - 186. ss.

(13) İngiltere'de, *archive* ve *record* kelimeleri pratikte aynı anlama gelen iki kelimedir. Bütün Batı ülkelerinde 'archive' kelimesinin yaygın olarak kullanılmasına karşılık, anlam itibarıyla daha sınırlı olan 'record' kelimesi, İngiltere'de daha fazla benimsenmiştir. Bu konu ve İngiliz Devlet Arşivi'nin tarihçesi için bk. : Hilary Jenkinson : *The English Archivist; A New Profession*. London, 1948, H. K. Lewis and Co. Ltd. 2. s.; *Public Record Office : Guide to the Public Records*. London, 1950, His Majesty's Stationery Office. 70 s.; Osman Ersoy : İngiliz Devlet Arşivi. *Türk Kütüphaneciler Derneği Bülteni*, IV, 2 (1955), 125 - 131. ss.

bağlı muhtar bir devlet olunca da, eski İzlanda arşivlerini geri istemiştir. 1927'de yapılan bir andlaşma ile, her iki ülke için eşit kıymet taşıyan vesikaların Danimarka'da kalması, doğrudan doğruya İzlanda'yı ilgilendiren vesikaların ise bu ülkeye geri verilmesi kararlaştırılmıştır.

Hollanda'da devlet arşivini (*Algemeen Rijksarchief te 's Graven hage*) 1802'de Hague'da kurmuştur.

Kuzey Avrupa ülkelerinde de, arşivlerin bilinen en eski tarihleri ancak XIV. yüzyıla kadar inmektedir. Kuzey Avrupa'nın nüfus itibariyle en küçük ülkelerinden biri olan Finlandiya, XIV. yüzyılın başlarından bu yana, arşiv malzemesine sahip ise de, Fin Millî Arşivi'nin (*Valtionarkisto*) kurulması, ancak 1809 yılında Fredrikshamm Andlaşması ile Finlandiya Büyük Dukalığı'nın İsveç hâkimiyetinden ayrılmasından sonra, 1816 yılında mümkün olabilmıştır. İsveç'den ayrılan ve Çarlık Rusyası'na bağlı olarak muhtariyet kazanan Finlandiya, Rusya'nın otonom idaresi altında bir merkezî hükûmet kurmuştur. Kısa bir süre sonra da, yurtiçi merkezî haberleşmenin sağlıklı bir şekilde yürütülebilmesi için, *Imperial Senate* adlı bir daire kurulmuş ve merkezî hükûmetin bütün kuruluşları bu dairenin kontrol ve koordinatörlüğü altında teşkilâtlandırılmıştır. Bu kuruluş, Fin millî arşivinin nüvesini teşkil eder. 1810-1811 yıllarında İsveç Hükûmeti, Fredrikshamm Andlaşması'nın 12'nci maddesi gereğince Finlandiya Büyük Dukalığı'na ait arşivleri geri vermiş, bunu 1860 yılında öncekileri tamamlayıcı teslim işlemi takip etmiştir. Finlandiya 1917 yılında bağımsızlığına kavuşunca, millî arşivin kendisinden beklenen görevlere uygun bir şekilde yeniden teşkilâtlandırılması yapılmış, bu arada arşiv kanunu çıkarılmıştır. 1920 tarihinde Dorpat Andlaşması ile, Rusya Finlandiya'ya, 1809'dan sonraki eski muhtar Finlandiya Dukalığı arşivinin bir kısmını geri vermiştir. (14)

14 Ocak 1814 Kiel Andlaşması ile İsveç'e bırakılan Norveç, bu andlaşmanın bir maddesiyle kendisine ait kamu ve özel arşivlerle, diğer vesikaları geri almış; 1905'de İsveç hâkimiyetinden kurtulduktan sonra da, kendi millî arşivini (*Riksarkivet*) 1817'de Oslo'da kurmuştur.

Amerika Birleşik Devletleri'nde arşiv dokümantasyonunun teşekkülü ise, Amerika'nın bağımsızlığı ile başlar. Amerika'da millî arşivin (*National Archives*) 1934 yılında, merkezî idareye ait evrakın bir araya toplanmasına başlanması ile birlikte kurulduğu görülür. (15) 1943 ve 1950 yıllarında çıkarılan iki kanunla da, federal idarelerden millî arşive devredilecek arşiv malzemesi belirlenmiştir.

(14) Tarihçe için bk. : İsmet Binark : Fin Millî Arşivi. *Türk Kütüphaneciler Derneği Bülteni*, XXVI, 4 (1977), 211 - 218. ss.

(15) Tarihçe için bk. : M. Philip Hamer : *A Guide to Archives and Manuscripts in the States*. Compiled for the National Historical Publications Commission. New Haven, 1961, Yale University Press. 775 s.

Güney Amerika, Asya ve Afrika ülkelerinin arşivlerini kurabilmeleri ise, ancak içerisinde bulunduğumuz yüzyılın başlarında, özellikle İkinci Dünya Harbi'nden sonra mümkün olabilmiştir.

ÇEŞİTLİ ÜLKELERDE ARŞİVCİ YETİŞTİRİLMESİ KONUSUNDA YAPILMIŞ ÇALIŞMALAR

Arşivin tarihçesini bu şekilde özetledikten sonra, çeşitli ülkelerde arşivci yetiştirilmesi konusunda yapılmış çalışmalar üzerinde durmak, konunun aydınlatılması ve öneminin belirlenmesi yönünden şüphesiz yararlı olacaktır.

Görevleri, dokümanter tarihî kaynakları korumak ve bunları araştırmaya elverişli bir hale getirerek bilimin hizmetine sunmak olan arşivcilerin yetiştirilmesi, esas olarak şu dört öğrenim devresini içerisine almaktadır :

1. Genel kültür formasyonu (üniversite eğitimi),
2. Yardımcı bilim ve metodların eğitimi,
3. Arşivcilik nazariyesinin eğitimi,
4. Arşivlerde pratik çalışma.

Bu esastan hareketle, çeşitli ülkeler arşivci yetiştirilmesi konusuna yıllar önce eğilmişler; bununla ilgili olarak arşiv okulları açmışlar ve kurslar düzenlemişlerdir. Bunlara kısaca işaret etmekte yarar vardır.

Federal Almanya'da Marbourg'da 1949 yılında *Archivschule Marbourg-Institut für Archivwissenschaft*, Münih'de 1821'de *Bayerische Archivschule München*; Demokratik Alman Cumhuriyeti'nde Potsdam'da 1950'de *Institut für Archivwissenschaft des Humboldt - Universität zu Berlin*; Arjantin'de Cordoba'da 1956'da *Escuela de Archiveros*; Avusturya'da Viyana'da 1964'de *Institut für Österreichische Geschichts - forschung*; Belçika'da Brüksel'de 1919'da *Archiveconomie*; İspanya'da Madrid'de 1952'de *Cursos para la Formacion Tecnica de Archiveros Bibliotecarios Arquelogos*, 1964'de *Escuela de Documentalistas (Archiveros Bibliotecarios)*, 1954'de Barselona'da *Cursos para la Formacion Tecnica de Archiveros*; Amerika'da Washington'da 1941'de *Archives Institute, Center of Technology and Administration of the American University*, Denver'de 1953'de *Institute of Archival Studies, Department of History and Graduate School of Librarianship, University of Denver*, Detroit'de *Graduate Course in Archival Administration, Department of History, College of Liberal Arts, Wayne State University*, Raleigh'de *Course in Archival Administration, Department of History of North Carolina State University*; Fransa'da Paris'de 1821'de *Ecole des Chartes*; İngiltere'de Aberystwyth'de 1956'da *University College of Wales*'da, National Library of Wales'in işbirliği ile düzenlenen kurslar, Bangor'da 1955'de *Department of History, University College of North Wales*, Liverpool'da 1947'de *University of Liverpool, School of History; Diploma in the Study of Records Administration of Archives*, Londra'da 1947'de *School of Librarianship*

and Archives, University College, London, Oxford'da Bodleian Library; Macaristan'da Budapeşte'de Lorand Eötvös Üniversitesi'nde 1945'de Arşivlerin Formasyonu Kuru; Hindistan'da New Delhi'de 1943'de Diploma Course in Archives Keeping, National Archives of India; İsrail'de Kudüs'te 1960'da Université Hébraïque; İtalya'da Bologna'da 1890'da, Cagliari'de 1877'de, Firenze'de 1855'de, Cenova'da 1873'de, Mantova'da 1933'de, Milano'da 1942'de, Modena'da 1861'de, Napoli'de 1860'da, Palermo'da 1843'de, Parma'da 1875'de, Perugia'da 1959'da, Roma'da 1878'de, Torino'da 1820'de, Venezia'da 1855'de Scuola di Archivistica, Paleografia e Diplomatica presso l'Archivio di Stato di...; Hollanda'da La Haye'de 1955'de Rijksarchiefschool; Polonya'da Torun'da 1951'de Université Nicolas Copernic, Varşova'da Université de Varsovie, Institut Historique, Krakov'da Université Jagellonm Institut Historique, Cracovie, Wrocław'da Université B. Bierut, Faculté d'Histoire et de Philosophie, Wrocław; Portekiz'de Lizbon'da 1887'de Curso de Bibliotecario Arquivista, Faculdade de Letras, Universidade de Coimbra (önce Lizbon'da düzenlenen kurlar, daha sonra Coimbra'ya nakledilmiştir.); Çekoslovakya'da Prag'da 1964'de Chaire des Sciences auxiliaires de l'histoire et l'Archivistique, Faculté des Lettres, Université Charles IV (arşivci yetiştirilmesi 1950-1964 yılları arasında Çek Tarihi Kürsüsü Arşivcilik Bölümü'nde yapılmıştır.), Brno'da 1947'de Chaire de l'Archivistique, Faculté des Lettres, Université J. E. Purkyne, Bratislava'da 1950'de Chaire de l'Histoire tchécoslovaque et de l'Archivistique, Université Komensky; Sovyetler Birliği'nde Moskova'da 1930'da Institut historique - archivistique de l'Etat, Moscou; Vatikan'da 1884'de Scuola Vaticana de Paleografia e Diplomatica kurulmuştur.

Arşivcilik çalışmalarının tamamını, üniversite öğrenimi görmüş, meslekî formasyona sahip arşivcilerle yürütebilecek ülkeler çok azdır. Arşivlerde muhafaza edilen arşiv malzemesinin hızla çoğalması, her ülkede, üniversite öğrenimi görmüş arşivcilerle, teknik personel arasında «arşivci yardımcısı» diyebileceğimiz bir orta sınıfın meydana gelmesine yol açmıştır. Bu sınıf, değişik isimler de taşısa, birçok ülkede mevcuttur.

Bunların yetiştirilmesi ile ilgili olarak; Demokratik Alman Cumhuriyeti'nde Postdam'da Arşivcilik Meslek Okulu (Fachschule für Archivwesen); Federal Almanya'da Marbourg'da Gehobenen Archivdienst, Münih'de Archivschule München; İspanya'da Madrid'de Ayudantes de documentación; Yugoslavya'da Belgrad'da Course permanente de formation professionnelle de sous - archivistes, auprès des Archives de la République de Serbie kurulmuştur.

TÜRKLERDE ARŞİVİN TARİHÇESİ

Türk idare ve kültür hayatında, arşivlerin çok eskiye giden tarihi Orta Asya Türklüğüne kadar uzanmaktadır.

Ortaçağların en medenî milletlerinden biri olan Uygur Türklerinin şehirlerinde; zengin kütüphaneler, resmî daireler, noterler, gümrük teş-

kilâtı, mahkemeler ve resmî yazışmaların saklandığı yerler (arşivler) vardı.

Orta Asya'da Uygur - Türk şehirlerinde çeşitli milletlere mensup arkeolog ve sanat tarihçileri tarafından yapılan kazı ve araştırmalar, bu kültürün zenginliği hakkında bugüne kadar bilinmeyen birçok hususu aydınlatmış ve gün ışığına çıkarmıştır.

Anadolu Selçuklularında da, zengin kütüphanelerin ve resmî yazışmaların saklandığı yerlerin (arşivlerin) bulunduğu, yapılan ilmî araştırmalar neticesi ortaya çıkarılmıştır.

II — ÜLKEMİZDEKİ ARŞİV ÇALIŞMALARI :

OSMANLI İMPARATORLUĞU'NDA ARŞİV ÇALIŞMALARI VE ARŞİVLERİMİZİN DEĞERİ

Osmanlı İmparatorluğu'nda arşiv fikrinin hemen ilk çağlardan beri mevcut olduğu, yok edilmeyerek bugüne kadar muhafaza edilmiş milyonlarca arşiv vesikasının mevcudiyeti ile sabittir.

Orta, Yakın - Doğu, Balkan ve Akdeniz ülkeleri içerisinde devlet vasfını, hem de kudretli ve kuvvetli devlet olabilme vasfını uzun süre devam ettiren Osmanlı Devleti'nde arşiv fikri çok eskilere kadar uzanmaktadır. Önemli olsun veya olmasın her vesika saklanmıştır. Bu bakımdan, bütün Orta ve Yakın - Doğu ülkeleri içerisinde, Osmanlı arşivleri, idarî kayıtların devlet eliyle tesbit edilip düzenlendiği ve günümüze kadar muhafaza edildiği örnek kuruluşlardır.

Bugün arşivlerimizde muhafaza edilmekte olan ve araştırmacıların istifadesine sunulan çok çeşitli ve değerli arşiv malzemesi vardır.

Bunlar arasında en önemlileri; fethedilen ülkelerin arazisini tescil, toprağın mülkiyet ve tasarruf sistemini ve vergi nispetlerini göstermek için tutulan ve devlet topraklarının esas kaydı olduğundan tapu hükmünde bulunan, bu yüzden de bu şekilde adlandırılan *Tapu Tahrir Defterleri* veya *Defter-i Hâkânî*'ler; Osmanlı Pâdişahlarının ülkenin dört bir yanındaki idarecilere gönderdikleri ferman, berat ve benzeri yazışmaları ihtiva eden ve Osmanlı idarî teşkilât yapısını ortaya koyması bakımından büyük değer taşıyan *Mühimme Defterleri*; Ru'ûs Dairesi tarafından vazifelilere verilen nişan, rütbe, tâyin ve terfi kayıtlarını ihtiva eden *Ru'ûs Defterleri*; ülkenin çeşitli bölgelerindeki mahallî mahkemelerde kadılarca verilmiş hükümleri ihtiva eden *Şer'î Siciller* ve vakıf şartlarını bildiren *Vakfiyeler*'dir.

Osmanlı Devleti'nin resmî yazışmaları, merkez teşkilâtı dairelerinin arşiv malzemesi, bugün İstanbul'da Başbakanlık Arşiv Genel Müdürlüğü'nde muhafaza edilmektedir. Bazı müze, kütüphane, müftülük ve diğer devlet dairelerinde de bu devrin tarihi ile ilgili arşiv malzemesi bulunmaktadır.

Arşiv Genel Müdürlüğü'nün dışındaki belli başlı arşivlerimiz; İstanbul'da mülga Maliye Nezareti Arşivi, Müftülük'de bulunan Şer'îye Mahkemeleri Arşivi, Topkapı Sarayı Müzesi Arşivi, Deniz Müzesi Arşivi, Bahriye Arşivi, Tapu ve Kadastro Dairesi'ndeki eski evrak ve defterler arşivi, İstanbul Belediyesi Arşivi, Darphane ve Damga Matbaası mahzenlerindeki belgeler arşivi, Denizcilik Bankasındaki Sivil Denizcilik Arşivi ve T.B.M. M.'nin taşra kuruluşlarından olan İstanbul'daki Millî Saraylar Müdürlüğü'ne bağlı saraylarda bulunan arşivler ile, Ankara'daki Tapu ve Kadastro Genel Müdürlüğü Arşivi, Vakıflar Genel Müdürlüğü Arşivi, İçişleri Bakanlığı Arşivi, Millî Eğitim Bakanlığı Arşivi, mülga Sıhhiye Nezareti evrakını da ihtiva eden Sağlık ve Sosyal Yardım Bakanlığı Arşivi, Genelkurmay Başkanlığı'na bağlı Harp Tarihi Dairesi Arşivi ve T.B.M.M. Arşivi'dir.

Ayrıca, Türk tarihinin Osmanlı dönemine ait çok sayıdaki arşiv belgesinin, çeşitli ülkelerin arşivlerinde bulunduğunu da görmekteyiz. (16)

Osmanlı Devleti'nde, devlet işlerine ait sayısı milyonları aşan vesikaların, İstanbul'da At Meydanı'nda Saray-ı Atik denilen mahzende, Bâb-ı âli civarındaki Tomruk Dairesi'nde (17) ve çeşitli yerlerde muhafaza edilmiş olduğu bilinmektedir.

Ülkemizde modern anlamda ilk arşiv teşebbüsü, 1845'de Sadrâzam Mustafa Reşid Paşa'nın Osmanlı İmparatorluğu'nun merkez teşkilâtına ait *Divan-ı Hümayûn* (18), *Bâb-ı Âsafi* (19) ve *Bâb-ı Defteri* (20) kayıt ve vesikalarını bir araya toplattırarak, *Hazine-i Evrak*'ı kurdurması ile başlamıştır. Daha sonraları, İmparatorluğun sona ermesi üzerine, çeşitli mülga nezaretlerinin ve bazı devlet dairelerinin arşiv vesikalarının Hazine-i Evrak'a devri ile buradaki arşiv malzemesi zenginleşmiştir.

- (16) Türk tarihinin Osmanlı dönemi arşivleri ile, çeşitli ülkelerin arşivlerinde bulunan Türk tarihinin arşiv kaynakları konusunda bilgi için, bibliyografyanın *Türk Tarihinin Arşiv Kaynakları Hakkında Türkçe ve Yabancı Dillerde Yayınlanmış Kitap ve Makaleler* başlığını taşıyan VI. ve ilâveler kısmının aynı başlığı taşıyan bölümlerine bk.
- (17) Eskiden *Cezaevi* karşılığında kullanılmış bir tâbirdir.
- (18) Vezir-i âzam'ın başkanlığı altında toplanarak, devlet işlerine bakan meclisin adıdır. Sadece *Divan*'da denilir. Bugünkü Bakanlar Kurulu karşılığıdır.
- (19) Sadrâzam konağı, Paşakapısı Teşkilâtı yerine kullanılmış bir tâbirdir. Bugünkü Başbakanlık karşılığıdır. Sadrâzamların resmî makamlarına Birinci Abdülhamid devrinden itibaren *Bâb-ı âli* denmiştir. Ancak XVIII. yüzyılın sonlarına kadar; *Vezirkapısı*, *Miri saray*, *Paşa sarayı*, *Bâb-ı âsafi*, *Sadrâzam kapısı* şeklinde anılmıştır. Bâb-ı Âsafi denilen Paşakapısı Teşkilâtı'nın yerini, 1848 yılında Bâb-ı âli merkezi idaresinin bürokratik bakımdan merkezi evrak dairesi durumunda olan *Bâb-ı âli Evrak Odası* almıştır. Bilgi için bk. : Eşref Eşrefoğlu : *Bâb-ı âli Evrak Odası Sadâret Evrakı... Tarih Enstitüsü Dergisi*, 7 - 8 (1977), 307. s.
- (20) Defterdarlık Dairesi yerine kullanılmış bir tâbirdir. *Defterdarkapısı* da denilir. Bugünkü Maliye teşkilâtı karşılığıdır.

Cumhuriyet Hükûmeti zamanında, Sadâret evrakının muhafazası için Başvekâlet Kalem-i Mahsus Müdürlüğü'ne bağlı, *Mahzen-i Evrak Mümeyyizliği* adı ile bir daire kurulmuştur. Söz konusu daire 1927 yılında, *Hazine-i Evrak Müdür Muavinliği* kadrosu ile Başvekâlet Müsteşarlığı'na bağlanmıştır.

Bu dairenin 1929 yılında, Başvekâlet teşkilâtı içerisinde Baş Muâmelât Müdürlüğü'ne, Cumhuriyetin Onuncu Yıldönümünde, 20 Mayıs 1933 tarih ve 2187 sayılı Kanunla da, Başvekâlet teşkilâtında *Evrak ve Hazine-i Evrak Müdürlüğü* kadrosuna bağlandığını görüyoruz.

Daha sonra, 19 Nisan 1937 tarih ve 3154 sayılı Kanunla Başvekâlet teşkilâtı içerisinde Müsteşara bağlı, müstakil bir *Arşiv Dairesi* haline getirilmiştir.

29 Haziran 1943 tarih ve 4443 sayılı Kanunla, Müsteşarlığa bağlı *Başvekâlet Arşiv Umum Müdürlüğü* statüsüne kavuşturulmuştur. Son olarak, 9 Mart 1954 tarih ve 6330 sayılı Başvekâlet Teşkilâtı Hakkında Kanun içerisinde yer almıştır.

Başbakanlık Arşivi yalnızca Türkiye'nin değil, Osmanlı İmparatorluğu'nun çöküşünden doğan yirmiden fazla devletin de arşivi durumundadır. Mısır, Irak, Suudî Arabistan, Yunanistan, Bulgaristan, Macaristan, Arnavutluk, Yugoslavya ve Kıbrıs gibi birçok devlet ve ülkenin birkaç yüzyıllık millî tarihi ile ilgili vesikalar, bu devletlerin siyasî hakları Başbakanlık Arşivi'nde muhafaza edilmektedir.

Başbakanlık Arşivi çeşitli tarihlerde tasnif edilmeğe çalışılmıştır. Değişik heyet ve kişilerce yürütülen bu tasnif çalışmaları sonucu; *Hatt-ı hümayûn, İrâde, Ali Emiri, Mahmud Kemal İnal, Muallim Cevdet, Kâmil Kepeci, Maliyeden Müdevver* gibi tasnifler ortaya çıkmıştır.

Ali Emiri (1918 - 1921 arasında) padişahlara göre kronolojik bir tasnif yapmağa çalışmış, İbnülemin Mahmud Kemal İnal (1921) tasnifine devlet teşkilâtını ve işlemlerini esas almış, Muallim Cevdet (1932) ise dar bir konu tasnifi yapmağa çalışmıştır.

Ancak zamanla bu tasniflerin hiçbirisinin arşivin bünyesine uymadığı ve arşivcilik prensiplerine ters düştüğü anlaşıldığından, arşivin tasnifini düzenlemek üzere 1935 yılında Macaristan'dan Türk tarihçisi ve aynı zamanda arşiv uzmanı olan Dr. Fekete Lajos getirilmiştir. 1936 - 1937 yılları arasında Türkiye'de kalan Dr. Lajos; Başbakanlık Arşivi ile, Topkapı Sarayı Müzesi Arşivi'nin tasnifi ve düzenlenmesi işlerinde çalışmış, eski tasnifleri bir yana bırakarak, arşiv belgelerinin tasnifi ve kotlanması konusunda bütün dünya arşivlerinde uygulanan *Provenience* tasnif sistemini getirmiştir. Bu tasnif sisteminin esası, kaynakların aslına sadık ka-

larak, arşiv malzemesinin işlem gördüğü tarihlerdeki aslı düzeni içerisinde parçalanmadan tasnif edilmesidir. Bu sistemin gereği olarak, önce arşiv belgelerinin tarihlemesi yapılmış, daha sonra işlem gördükleri tarihlerdeki bürokrasi sistemine göre daire ve kalemleri dikkate alınarak tasnife tabi tutulmuşlardır. Dr. Fekete Lajos, bu tasnif sistemi ile ilgili olarak, çeşitli daire ve kalemlerin kotlarını da hazırlamıştır. Başbakanlık Arşiv Genel Müdürlüğü'nde halen *Fekete Tasnifi* olarak anılan bu tasnif sisteminin uygulamasına geçmek, ancak 1956 yılında mümkün olabilmiş; arada geçen zaman içerisinde, Osmanlı bürokratik sisteminin tesbiti çalışmaları yapılmıştır.

Başbakanlık Arşiv Genel Müdürlüğü'ndeki vesikaların tamamının tasnif edilip, katalog ve envanterlerinin hazırlanmasından ve bilimin hizmetine tam olarak sunulur bir hale getirilmesinden sonra; Orta, Yakın-Doğu, Balkan ve Akdeniz ülkeleriyle ilgili önemli konuların gün ışığına çıkarılacağı muhakkaktır.

Daha önce de ifade edildiği gibi, ülkemiz arşiv malzemesi bakımından büyük zenginliğe sahiptir. Osmanlı Devleti'nden devralınan büyük miras'a, bugün dünyanın en zengin arşiv potansiyeline sahip ülkelerden birisi durumundayız.

Arşivlerimizdeki malzeme, ülkemizin olduğu kadar; Orta, Yakın-Doğu ve Balkan ülkelerinin siyasî, iktisadî ve kültür meseleleri için de büyük önem taşımaktadır.

Tanınmış Macar arşivist Dr. Fekete Lajos'un «Türkiye'de Türk milletinin geçmişinin, arşiv işleri başarı ile çözümlenmedikçe ortaya konulamayacağı fikrinin hâkim bulunması gerekir. Bunun yalnız Türk milleti için değil, beynelmîl bilimin çıkarı için de olduğu kabul edilmelidir.» şeklindeki görüş ve düşüncesi, arşivlerimizin önemini fazlasıyla ortaya koymaktadır.

Osmanlı Devleti çok geniş bir alanda, üç kıta üzerinde altı yüz yıl boyunca çeşitli milletleri bünyesinde barındırmıştır. Bugün bu milletler müstakil devletler kurmuşlardır. Ancak kendi millî arşivlerini kurmak, toplum ilimleri açısından var oluşları ile ilgili meseleleri incelemek ve değerlendirmek için, arşivlerimizde araştırmalar yapmak mecburiyetini daima duymaktadırlar.

Arşivlerimizdeki malzemenin, sosyal müesseselerin, idarî ve malî teşkilâtların tarihçeleri üzerinde yapılacak çalışma ve araştırmalar için değeri çok büyüktür. Arşivlerimizde toplum psikolojisi, sosyoloji, müesseseler tarihi, ekonomi ve siyasî tarih ile ilgili çok kıymetli belgeler bulunmaktadır.

Bu arada, 1955'lerde milletlerarası ilmî literatürde ortaya çıkan ve yeni bir araştırma alanı olarak kabul edilen *Acculturation*, yani bir kültürün başka bir kültürden aldığı tesirler, başka bir ifade ile karşılıklı kültür sürtüşmeleri ve değişimleri konusunda da, arşivlerimiz iki ayrı kültür ve medeniyet dünyasının; Osmanlı İmparatorluğu ve onun temsil ettiği kültüre bağlı medeniyet ile, Batı ülkelerinin birbirinden az farklı kültürlerinin ortaya çıkardığı Batı kültür ve medeniyetinin çok yönlü ve zengin kaynak belgelerine sahiptir.

Batı kültür ve medeniyetini temsil eden ülkeler arasında çok belirli bir kültür sürtüşmesi düşünülemez. Buna karşılık, Osmanlı İmparatorluğu'nun altı yüz yıllık tarihinde kültür sürtüşmesi çok kesin olarak görülür. Uzun yüzyıllar Osmanlı hâkimiyetinde yaşayan ve onun temsil ettiği kültürün tesirinde kalan Batı kültür dünyasına mensup çeşitli milletlerin yaşayışlarında, daha sonraları ise Batı kültürünün tesirinde kalan Osmanlı kültüründe görülen bu iki yönlü sürtüşme ve değişikliklerin orijinal belgeleri bugün arşivlerimizdedir. Bu özellik ve karakterdeki arşiv belgelerini, diğer ülkelerin arşivlerinde görmek pek mümkün değildir. Arşivlerimizin değerini arttıran da, bu özellikteki arşiv malzemesine fazlası ile sahip olmamızdır.

Hazine-i Evrak'ın kurulmasından sonra, başına ünvanı *Meclis-i Vâlâ* azalığına (21) yükseltilmek suretiyle ve *Hazine-i Evrak Nâzırı* ünvanı ile, Sadâret Mektupçusu (22) Muhsin Efendi getirilmiştir. Ayrıca, Hazine-i Evrak Nâzirliği'na bağlı olmak ve arşiv çalışmalarının şeklini ve metodlarını tesbit etmek üzere bir *Meclis-i Muvakkat*'da kurulmuştur.

Hazine-i Evrak'ın kurulmasından maksat, işlemi tamamlanmış evrakın muhafaza edilmesini temindir. Mustafa Reşid Paşa, bu evrakın top luca muhafaza edileceği bir bina da yaptırmıştır. İtalyan mimar Fos sati'ye yaptırılan bu bina, bugün İstanbul'da Arşiv Genel Müdürlüğü'nce arşiv deposu olarak kullanılmaktadır.

Başlangıçta verilen önemden dolayı, *Hazine-i Evrak Nezâreti* şeklinde ve idarî bakımdan müstakil olarak kurulan arşiv, daha sonraları

(21) Yenileştirme hareketlerinin gerektirdiği yeni nizamnâmeleri hazırlamak, memurların muhakemeleriyle meşgul olmak ve lüzum görülen devlet işlerinde görüş belirtmek üzere, 1837 yılında kurulmuş olan *Meclis-i Vâlâ-yı Ahkâm-ı Adliyye* üyeliğidir. Zamanla bazı değişikliklere uğramış olan bu meclis, 1867'de *Şûra-yı Devlet (Danıştay)*'in kurulmasıyla kaldırılmıştır.

(22) Sadâret, Sadrazamlık yerine kullanılmış bir tâbirdir. *Sadâret Mektupçusu* ise, Sadâret Dairesi'nin yazı işlerinin başında bulunan görevlinin ünvanıdır. *Mektubi-i Sadâret, Mektubi-i Sadâret-i uzma* şeklinde de kullanılmıştır.

Hazine-i Evrak Müdürlüğü adı ile, Sadâret teşkilâtının şubeleri arasına sokulmuştur.

İkinci Meşrutiyet döneminde, tarihçi Abdurrahman Şeref Bey'in Vak'anüvisliğe (23) tâyin edilmesinden ve Tarih-i Osmanî Encümeni'nin kurulmasından sonra, Türk tarihi üzerinde yapılmış hataların ancak arşivlerimizin değerlendirilmesi ile düzeltilebileceğine inanıldığından, arşivlerimizin sıhhatli bir şekilde ele alınması ve düzenlenmesi konusunda büyük gayretler sarfedilmiş, ancak araya giren harpler köklü tedbirler almağa imkân vermemiştir.

Acculturation araştırmalarının daha eski ve daha belirli bir alandaki benzeri olan *Şarkiyat* araştırmaları için de, arşivlerimizin değeri ve zenginliği konusunda yukarıda ifade edilen görüşler tekrarlanabilir.

CUMHURİYET DÖNEMİNDE ARŞİV ÇALIŞMALARI

Millî Mücadele, onu takip eden dönem ve Cumhuriyet'in ilânından sonra bugüne kadar teşekkül eden, bu devrin bütün tarihini, Türkiye Cumhuriyeti'nin doğuşunu, ilerleyiş yolunda geçirdiği çeşitli safhaları ve elde edilen neticeleri gösteren tarihi, idari, siyasi, hukukî, iktisadî, ilmi, teknik, kültür ve çeşitli konulardaki malzeme topluluğundan meydana gelen Cumhuriyet Dönemi arşiv malzemesinin büyük bir kısmı, halen ait oldukları dairelerde modern arşiv metod ve tekniklerinin gerektirdiği yeterli koruma şartlarından uzak bir şekilde muhafazaya çalışılmaktadır.

Ayrıca bu döneme ait arşiv malzemesinin büyük bir bölümü, bugüne kadar, arşivciliğin gerektirdiği bir şekilde tasnif edilip değerlendirilmemiştir.

Ülkemizde çeşitli devlet dairelerinin kuruluş kanunları incelendiğinde, çeşitli adlar altında ve çoğunlukla evrak hizmetleri ile birlikte düşünülmüş arşiv birimlerinin kurulmuş olduğu görülür.

Bazı Bakanlıklar, devlet daireleri ve kuruluşları mevcut imkânlarını kullanmak suretiyle, birikmiş arşiv malzemelerini düzenlemek için gay-

(23) Tarihi hâdiselerin tesbit ve kaydı için ihdas olunan devlet memurluğudur. Osmanlı Devleti'nde bu vazifeyi ilk ihdas eden Fâtih Sultan Mehmed'dir. Padişahların hususiyetlerini, şân ve zaferlerini, tarihi hâdiseleri kayıt ve tasvir eden eserlere önceleri *Şehnâme*, bunları yazanlara da *Şehnâmegân* denmiştir. Vesikalarda *Şehnâmenüvis* ve *Şehnâmegûy* tâbirlerine de sıkça rastlanır. Şehnâmeler önceleri manzum yazılırken, 1559'dan itibaren hem manzum, hem de mensur olarak kaleme alınmıştır. 1663 tarihinde IV. Mehmed'in emri ile Nişancı Abdullah Paşa vekayi yazmağa memur olunmuş, ancak kaleme aldığı eser şehnâme tarzında olmayıp, kronik şeklinde olduğundan, bu tarihten itibaren bu tarz eser yazanlara *Vak'anüvis* denmiştir.

ret sarfetmektedirler. Buna rağmen, devlet dairelerindeki ve kuruluşlarındaki arşiv çalışmalarının yeterli ve sıhhatli olduğu söylenemez. (24)

ARŞİV İLE İLGİLİ MEVZUAT VE DİĞER ÇALIŞMALAR

Ülkemizde arşiv konusu ile ilgili olarak bugüne kadar çıkarılmış mevzuat, arşiv meselelerimize temelden çözüm getirecek hüviyette değildir. Ancak tasarruf bakımından bazı hükümler getirebilmiş olan bu mevzuatı, yürürlükten kaldırılmış ve yürürlükteki mevzuat olmak üzere iki bölümde incelemek uygun olacaktır. Arşiv ile ilgili mevzuat dışında, bu konuda yapılmış diğer çalışmalara da, burada kısaca işaret edilmiştir.

I — Yürürlükten Kaldırılmış Mevzuat :

1 — Resmî evrak ve defterlerden lüzumsuz olanların yok edilme tarzı hakkında nizamname <19 Eylül 1934, No : 2/1282>. *Resmî Gazete* ile neşir ve ilânı : 4 Teşrinievvel 1934, Sayı : 2820; *Düstur*, Üçüncü tertip, XV (devamı), 1528-1533. ss.

Merkez ve taşra kuruluşlarında ayıklama, yoketme ve saklama işlerini görmek ve bu konularda karar vermek üzere Ankara'da bir Merkez Komisyonu'nun, Bakanlıklarla illerde ise bir Ayıklama Kurulu'nun teşkili esas alınmış, çalışma metodları tesbit edilmiştir.

2 — Ankara'da modern arşivcilik hizmetlerinin gerektirdiği bir arşiv binası yapılması, bu binanın yerinin ve maliyetinin tesbiti, arşivist olarak yetiştirilmek üzere Avrupa'ya öğrenci gönderilmesi hakkında kararname. <12/1/1935, No : 2/1849>.

3 — Resmî dairelerdeki lüzumsuz kâğıtların ne suretle yok edileceğine dair olan 1282 sayılı nizamnamenin tefsirine dair kararname. <16 Kânunusani 1935, No : 2/1863>. *Resmî Gazete* ile neşir ve ilânı : 26 Kânunusani 1935, Sayı : 2913; *Düstur*, Üçüncü tertip, XVI, 561-562. ss.

Saklanmasına lüzum kalmayan evrakın yok edilme şekline aittir.

4 — Resmî evrak ve defterlerden lüzumsuz olanların yokedilme tarzı hakkındaki 19/9/1934 tarihli nizamnamenin bazı maddelerini değiştiren nizamname. <30 Mart 1937, No : 2/6276>. *Resmî Gazete* ile neşir ve ilânı : 9 Nisan 1937, Sayı : 3576; *Düstur*, Üçüncü tertip, XVIII, 476-478. ss.

(24) Bu konuda bilgi için bk. : Mehmet Aldan : Kamu Kuruluş ve Kurumlarında Arşiv Çalışmaları. *Amme İdaresi Dergisi*, X, 1 (1977), 81-106. ss.; A. Fikret Ar : Kamu Kuruluşlarında Arşivlerin Organizasyonu. *Amme İdaresi Dergisi*, III, 3 (Eylül 1970), 30-71. ss.; A. Fikret Ar : *Arşivlerin Organizasyonu Hakkında Araştırma Raporu*. Ankara, 1971. 147+29 y.

2/1282 sayılı nizamnamenin iki maddesi değiştirilmiş, bir madde ile bir fıkra eklenmiştir. Yapılan bu değişikliklerle ilçelerde de birer Ayıklama Kurulu'nun teşkili esas alınmıştır.

5 — Resmî evrak ve defterlerden lüzumsuz olanların yok edilme tarzı hakkındaki 2/1282 ve 2/6276 sayılı kararnamelerle mer'iyete konulan nizamnamelerin yerine muhtelif memleketlerde tatbik edilmekte olan usullerin tetkikinden sonra Türk Tarih Kurumu tarafından yeni bir proje hazırlanıncaya kadar resmî evrak ve defterlerin hiç bir suretle yok edilmemesi hakkında kararname. <21/5/1937, No : 2/6651>. *Resmî Gazete* ile neşir ve ilân : 31 Mayıs 1937, Sayı : 3618.

6 — Başvekâlet : Yazılı ve basılı kâğıtların kese kâğıdı olarak kullanılmamasına dair kanun. Ankara, 1938, Başvekâlet Basımevi. 1 s.

7 — Muhafazasında zorluk çekilen ve tarihî kıymeti bulunmayan, Adliye Vekâleti'nin çok eski senelerden kalmış ve hükümleri sakıt olmuş kanunlarla, yine eskiden kalma ve eski harfli fersudeleşmiş risalelerin ve diğer vekâletlerle, Dîvân-ı Muhâsebât'ın buna benzer evrakı ile hesap işlerine ait diğer evrakın 2/6651 sayılı kararname ile tatbiki tehir edilmiş olan nizamname'deki esaslar dairesinde yok edilmesi hakkında kararname. <27/5/1940, No : 2/13556>.

8 — Maliye Vekâleti'nin merkezde bulunan hesap işlerine müteallik lüzumsuz evrakı ile birlikte, buna müteferri kuyudat ve muamelesi neticelenmiş diğer evraktan hiç bir suretle kıymeti olmayanların nizamnamedeki usul dairesinde yok edilmesi hakkında kararname. <30/6/1941, No : 2/16120>.

II — Yürürlükteki Mevzuat :

1 — Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkında kanun. <Kabul tarihi : 26 Mart 1956, Kanun No : 6696>. *Resmî Gazete* ile neşir ve ilânı : 4 Nisan 1956, Sayı : 9276; *Düstur*, Üçüncü tertip, XXXVII, 1084-1087. ss.

2 — Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkındaki nizamnameyi mer'iyete koyan İcra Vekilleri Heyeti kararı. <13 Eylül 1957, No : 4/9438>. *Resmî Gazete* ile neşir ve ilânı : 22 Ekim 1957, Sayı : 9738; *Düstur*, Üçüncü tertip, XXXVIII, 1831-1838. ss.

Bu Nizamname ile, 2/1282 sayılı Nizamname'nin 1-16'ncı maddeleri yürürlükten kaldırılmıştır.

III — 6696 Sayılı Kanun'a ve 4/9438 Sayılı Tüzük Hükümlerine Göre Yapılan Çalışmalar :

1 — SEKA Teşkilâtınca muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkında hazırlanan talimatname.

4/9438 sayılı Tüzüğün 18'nci maddesi gereğince bir yönetmelik tasarısı hazırlanarak Arşiv Danışma Kurulu'na sunulmuş, ancak bu kurulun Bütçe Kanunu ile çalışamaz hale gelmesi sebebiyle, tasarının incelelenmesi mümkün olamamıştır.

2 — T. C. Maarif Vekâleti : 6696 sayılı kanunun tatbikatına ait nizamnamenin 19'ncu maddesi uyarınca teşkilâtı tarafından mütalâası alınmak suretiyle yapılacak talimatnamelerin hazırlanmasında gözönünde bulundurulması düşünülen esaslar. Ankara, 1958, Maarif Basımevi. 19 s.

IV — Bütçe Kanunları ve Arşiv :

1959 yılı ve onu takip eden yılların Bütçe Kanunlarına, Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkındaki 6696 sayılı Kanun hükümleri... malî yılında uygulanmaz şeklinde bir fıkra eklenmiş ve bugüne kadar gelinmiştir. Ancak bazı kuruluşlar, 1968 yılından sonra Bütçe Kanunları ile kendilerine özel yetkiler sağlayarak, bu kanun hükümlerine tabi olmaksızın hazırladıkları yönetmelikler esasları dairesinde evrak ve vesaik imha etme yetkisini elde etmişlerdir.

V — Başbakanlık Genelgesi, <Özlük İşleri, 26/5/1966, 27-213-3/3268> :

Arşiv Kanunu kabul edilip yürürlüğe girinceye kadar, resmî işlem görmüş her çeşit evrak ve defterlerin yok edilmemesine, elden çıkarılmasına, aksine hareket edenler hakkında 6696 sayılı Kanuna göre işlem yapılacağı hakkındadır.

VI — Devlet Arşiv Kanunu Tasarısı :

T. B. M. M.'ne ilk defa 1969 yılında sunulan bu kanun tasarısı kanunlaşamayarak kadük olmuş, değişik tarihlerde hükûmetlerce tekrar T. B. M. M.'ne getirilmiş, ancak ilgili komisyonlarda tasarı üzerindeki görüşmeler tamamlanamadığından kanunlaşamamıştır.

Son olarak, 1977 yılında İstanbul Milletvekili Süleyman Arif Emre ve Sivas Milletvekili Azimet Köylüoğlu tarafından kanun teklifi yenilenmiş, teklif T. B. M. M.'de ilgili komisyonlarda hükûmet tasarıları ile birleştirilerek ele alınmış, Adalet ve İçişleri Komisyonlarında görüşülerek kabul edilen kanun tasarısı, Plân Komisyonu'nda bir alt komisyona havale edilmiş; bu komisyonda Devlet Arşiv Kanunu ile, Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı tek bir metin halinde birleştirilmiştir. Bu şekilde Plân Komisyonu'nda görüşülen ve kabul edilen kanun tasarısı, T. B. M. M. Genel Kurul gündeminde yer almıştır.

VII — Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı :

Gereken önemle ele alınamamış arşiv işlerinin, Başbakanlığa bağlı olarak tek elden, yeni ve güçlü bir kuruluşla yürütülmesi düşüncesiyle

Devlet Arşiv Kanunu'na paralel olarak hazırlanan bu kanun tasarısı, en son 1978 yılı içerisinde T. B. M. M. Adalet ve İçişleri Komisyonlarında görüşülmüş, Plân Komisyonu'ndaki görüşmeler sırasında Devlet Arşiv Kanunu Tasarısı ile birleştirilerek tek metin haline getirilmiştir.

VIII — Devlet Arşiv Yönetmeliği :

Resmî Gazete ile neşir ve ilânı : 19 Aralık 1975, Sayı : 15443.

19 esas ve 1 geçici maddeden ibaret bu yönetmelik; 16 esas ve 1 geçici maddesinin hükümlerini, Devlet Arşiv Kanunu Tasarısı'ndan ve Millî Arşiv Kurulu'na ait 4'ncü maddesinin hükmünü ise, Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı'ndan almıştır.

IX — Başbakanlık, İç Genelge 1977/3. <Cumhuriyet Arşivi Dairesi Başkanlığı, 18/1/1977, 4503-1> :

Cumhuriyet'in ilânından bugüne kadar teşekkül eden, bu devrin bütün tarihini, Türkiye Cumhuriyeti'nin doğuşunu, ilerleyiş yolunda geçirdiği çeşitli safhaları, elde edilen neticeleri gösteren bu dönem arşiv malzemesiyle, zamanla arşiv malzemesi haline gelecek arşivlik malzemenin kontrol altına alınması, bunların modern arşivcilik metodlarına uygun olarak korunması, düzenlenmesi ve ilmî bir şekilde tasnif edilip hizmete sunulmasıyla ilgili arşiv hizmetlerinin, Başbakanlık'ta kurulan Cumhuriyet Arşivi Dairesi Başkanlığı marifetiyle ele alınması ve başta Başbakanlık'taki arşiv malzemesinin düzenlenmesi, T. B. M. M.'de bulunan kanun tasarılarının kanunlaşması halinde, diğer dairelerdeki bu dönem arşiv malzemesinin de tesbiti, kontrol altına alınması, korunması ve tasnifi çalışmalarına geçileceği hakkındadır.

X — Başbakanlık Genelgesi, 1977/1. <25/1/1977, 1061-03213> :

Üçüncü Beş Yıllık Plân'da yer alan ve inşaatına 1974 yılında başlanan Devlet Arşiv Sitesi'nin sür'atle tamamlanmakta olduğu, bugüne kadar merkezî olarak ele alınmamış bulunan Cumhuriyet dönemi arşiv malzemesinin, modern arşiv metod ve tekniklerine göre bütün devlet dairelerinde tespit, kontrol ve muhafazasına ait çalışmalara hız kazandırılması ve Başbakanlık'ta Cumhuriyet Arşivi Dairesi'nce başlatılan arşiv çalışmaları hakkındadır.

XI — Fakülte ve Yüksek Okullarda Okuyan Öğrencilere Başbakanlıkça Verilecek Burslar Hakkında Yönetmelik :

Resmî Gazete ile neşir ve ilânı : 29 Haziran 1977, Sayı : 15981.

Bu yönetmelik, Osmanlı İmparatorluğu ve Cumhuriyet dönemi arşiv hizmetlerinin gerektirdiği meslekî bilgiye sahip eleman yetiştirmek üzere, ilgili fakülte ve yüksek okullara verilecek burslar hakkında olup, yönetmelik hükümlerinin uygulamasına geçilmemiştir.

XII — Araştırma Raporlarına Göre Arşiv :

1 — 1962-1963 yıllarında hazırlanan ve yayımlanan, Merkezî Hükûmet Teşkilâtı Araştırma Projesi (MEHTAP) Yönetim Kurulu Raporu'nda, arşiv konusu şu şekilde ele alınmıştır :

Evrak, dosya ve arşiv işleri ele alınmalı ve her faaliyet tipi için en verimli çözümler bulunmalıdır. (2. bs., 1966, 416. s.)

2 — Fikret Ar : Arşivlerin organizasyonu hakkında araştırma raporu. Yayımlayan : T. C. Başbakanlık Türkiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara, 1971. 147+29 y.

[Metin teksirdir.]

Raporun giriş kısmında yazar, araştırmanın Türkiye ölçüsünde olmak üzere, Cumhuriyet devrinde yapılmış arşiv çalışmalarının bütün yönleriyle incelenmesi ve kamu kuruluşlarında arşiv işlerinin yeniden düzenlenmesini sağlayacak esasların ortaya konması amacıyla yapıldığını belirtmektedir.

3 — Fikret Ar : Kamu kuruluşları arşivinin düzenlenmesine ilişkin rapor özeti. Yayımlayan : Türkiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara. 1971. II+29 y.

[Metin teksirdir.]

XIII — Kalkınma Plân ve Programlarında Arşiv :

Birinci ve İkinci Beş Yıllık Kalkınma Plânları ile, 1970 yılından önceki Yıllık Program ve İcra Plânlarında arşiv konusuna doğrudan doğruya temas edilmemiştir.

1970 Yılı Programı <İkinci Beş Yıl, 1968-1972> ile, İcra Plânı'nda bu konuda şu görüşe yer verilmiştir :

«Devlet arşivlerinin yeniden düzenlenmesi ve modern cihazlarla donatılması için hazırlanan programın ve arşiv vesikalarının yok edilmesini önleyici kanunî tedbirlerin uygulanmasına başlanacaktır. Bütün devlet arşivlerinin merkezî bir yönetim altında birleştirilmesi ve arşivlerle ilgili sorunların çözümlenmesine ilişkin kanunların sür'atle çıkarılması sağlanacaktır.» (1970 Yılı Programı, Ankara, 1970, 465. s.; 1970 Yılı Programı İcra Plânı, Ankara, 1970, 100. s.)

1971 ve 1972 yıllarına ait Program ve İcra Plânlarında, arşiv konusuna temas edilmemiştir.

Yeni Strateji ve Kalkınma Plânı <Üçüncü Beş Yıl, 1973-1977>'nda arşiv konusu şu şekilde ele alınmıştır :

«Devlet arşiv sisteminin yeniden düzenlenmesi, mevcut merkezî bölgesel ve yersel arşivlerin taranması, arşivleri düzenleyecek ve tespit çalışmaları yapacak uzman personelin yetiştirilmesi, özellikle eski belgelerin doğru okunmasını sağlamak için özel ve sür'atli bir programın dü-

zenlenmesi, bu alandaki yurt dışı kaynakların tespiti ve toplanması konusunda uluslararası işbirliğinin sağlanması gerçekleştirilecektir. Ortak bir komisyonca hazırlanmış bulunan arşivleri düzenleme programı ışığında gereken donatım sağlanacak, yapılacak çalışmalar mevzuat düzenlemeleri ve malî kaynaklarla desteklenecektir. Kültür ve tarih değeri yüksek olan belgelerin yok olması önlenerek, bu belgeler bir sistem içinde tespit edilerek kullanıma hazır duruma getirilecektir.» (Madde - 1683/3, 786. s.)

1973 Yılı Programı İcra Plânı'nda da, aynı şekilde, devlet arşiv sisteminin yeniden düzenlenmesi konusuna temas edilmiştir. (Madde - 226, 62. s.)

1974 Yılı Programı ile İcra Plânı'nda, arşivle ilgili kanun tasarılarının kanunlaşması ve arşivlerimizin kültür açısından değerlendirilmeleri üzerinde durulmuş, 1975 Yılı Programı'nda ise arşiv konusuna temas edilmemiştir.

1978 Yılı Programı İcra Plânı'nda, «Devlet Arşiv Kurumu'nun kurulması yönündeki çalışmalar tamamlanacaktır.» maddesi yer almış ve sorumlu kuruluş olarak Kültür Bakanlığı gösterilmiş; koordinasyon ve işbirliği yapılacak kuruluş adı verilmemiştir. (Madde - 247, 128. s.)

XIV — Başbakanlık Genelgesi, <Özlük ve Yazı İşleri Genel Müdürlüğü, 9/1/1978, 1/1-00161>:

Başbakanlık Grubuna dahil dairelerin Başbakan adına hangi Devlet Bakanı - Başbakan Yardımcısı ve Devlet Bakanı tarafından tedvîr edileceği hakkında olup, bu genelge ile Devlet Arşivleri'nin tedvîri görevi Devlet Bakanı Dr. Lütü Doğan'a verilmiştir.

BAŞBAKANLIK CUMHURİYET ARŞİVİ DAİRESİ BAŞKANLIĞI VE ÇALIŞMALARI

Cumhuriyet dönemi arşiv malzemesi ile, zamanla arşiv malzemesi haline gelecek arşivlik malzemenin kontrol altına alınması, bunların arşivcilik metod ve tekniklerine uygun olarak korunması, düzenlenmesi ve ilmî bir şekilde tasnif edilip istifadeye sunulmasıyla ilgili arşiv hizmetlerinin müstakilen yürütülmesi düşüncesiyle, 1976 yılı Ekim ayında Başbakanlık Merkez Teşkilâtı içerisinde *Cumhuriyet Arşivi Dairesi Başkanlığı* kurulmuştur.

Bu suretle, Cumhuriyet döneminde teşekkül eden devlet evrakının gelecekte ne olacağı, nasıl muhafaza edileceği ve korunacağı, nasıl değerlendirileceği, bir kelime ile kaderinin ne olacağı konusunda bugüne kadar ilgililerce duyulan endişeler de giderilmiştir.

Teşkilât ve iş akımı şemasını çizdiğimiz, tasnif plânını hazırladığımız ve arşiv hizmetlerini başlattığımız Cumhuriyet Arşivi Dairesi; Başba-

kanlık'ta çeşitli merkez ünitelerde bugüne kadar biriken ve en eskisi 1920 yılına kadar inen, arşiv malzemesinin ayrılması, bu malzemenin *Provenience* (25) sistemine göre tasnif edilmesi, envanterlerinin çıkarılması, tasnif plânına uygun olarak birim arşivleri şeklinde depo yerleştirmelerinin yapılması ve depolarda, mevcut imkânlar içerisinde sağlıklı bir şekilde korunması çalışmalarına sür'atle geçmiş ve bu konuda gerekli tedbirleri almıştır.

Arşivcilik metod ve tekniklerine göre yürütülen çalışmalar ile, çok kısa bir süre içerisinde, Başbakanlık merkez ünitelerinden Kanunlar ve Kararlar Tetkik Dairesi Başkanlığı birim arşivindeki Bakanlar Kurulu Kararları (Kararnameler)'nin başlangıçtan 1965 yılına kadar olan bölümünün ayırımı, tasnifi, envanterlerinin çıkarılması ve tasnif plânına uygun olarak depo yerleştirme işlemleri tamamlanmış; bu tarihten sonraki kararnamelerin de 1970 yılına kadar olan bölümünün dosya ve kutu grupları şeklinde ayırımı ve depo yerleştirmeleri yapılmıştır.

Bu arada, Bakanlar Kurulu Kararları'nın konularına göre aranmaları halinde sür'atle bulunmalarını sağlamak üzere, başlanan konu başlıklarının tesbiti ve hazırlanması çalışmaları da sürdürülmektedir.

Ayrıca, Özlük ve Yazı İşleri Genel Müdürlüğü'nde bugüne kadar teşekkül eden sicil dosyalarının düzenlenmesi ve tasnifi tamamlanmış sicil dosyalarının kolaylıkla bulunmalarını sağlamak üzere, şahıs adlarına ve sicil numaralarına göre ayrıca bir indeks de geliştirilmiştir.

Bunlara ilâveten Genel Evrak birim arşivinde bulunan eski ve yeni harfli Üçlü Kararnameler'in tasnifi ile, Neşriyat ve Müdevvenat Genel Müdürlüğü'ne ait eski harfli kanun dosyalarının latin harflerine çevrilmesi çalışmaları da sürdürülmektedir.

Cumhuriyet Arşivi Dairesi'nin arşiv çalışmaları başlatılmadan önce, çeşitli kuruluşların arşiv çalışmaları yerinde görülmüş ve incelenmiş, bu çalışmaların değerlendirilmesi yoluna gidilmiştir.

Bunun yanı sıra, ülkemizde arşiv konusu ile ilgili mevzuat ve diğer yayınların derlenip, değerlendirilmesi çalışması da yapılmıştır. «Arşiv ve Arşivcilik» konusunda hazırlanan bu bibliyografya, bir bakıma bu çalışmaların mahsulüdür.

Cumhuriyet dönemi arşiv çalışmaları söz konusu edilirken, üzerinde önemle durulması gereken bir husus da, aradan elli yılı aşan bir süre geçmiş olmasına rağmen, merkezî olarak ele alınmamış bulunan bu dönem arşiv malzemesinin, tesbiti, korunması ve düzenlenerek değerlendirilmesi çalışmalarına vakit kaybedilmeden sür'atle geçilmesi gerektiğidir.

(25) *Provenience* (İng.); *Provenance* (Fr.); *Provenienz* (Alm.): Kelime mânası *Kaynak, aslına dönüş* olup, arşiv malzemesinin işlem 'gördüğü tarihlerdeki aslı düzeni içerisinde fonların parçalanmadan korunup, tasnif edilmesidir.

Bununla ilgili olarak, 25/1/1977 gün ve 1961-03213 sayılı Başbakanlık Genelgesi ile, devlet dairelerine ve kuruluşlarına, Başbakanlık'ta Cumhuriyet Arşivi Dairesi'nce başlatılan çalışmalar duyurulmuş, aradan elli yılı aşan bir süre geçmiş olmasına rağmen, merkezî olarak ele alınmamış bulunan Cumhuriyet dönemi arşiv malzemesinin, bütün devlet dairelerinde tesbit, kontrol ve korunmasına ait çalışmalara sür'atle geçilmesi ve bu çalışmalara hız kazandırılması gerektiğine işaret edilmiştir.

ARŞİV MESELELERİMİZ VE ÇÖZÜM TEKLİFLERİ

Tarihimizin, millî kültürümüzün ve millet hayatımızın her çeşit maddî ve manevî haklarının yazılı senetleri, yurdumuzun tapusu, millî varlığımızın geçmişten geleceğe geçiş vasıtası olan arşivlerimizi gereğince muhafaza edebilmek, değerlendirmek ve istifadeye sunabilmek için yapılması gerekli, vazgeçilmez hizmetler vardır.

Mevzuat yetersizliği, malî imkânsızlıklar, arşivcilik metod ve tekniklerini bilen yeterli bir arşivci kadrosunun olmayışı ve bunlara bağlı diğer sebeplerden dolayı, ülkemizde arşiv çalışmaları beklenen seviyeye çıkarılamamıştır. Bütün bu olumsuz gelişmeler, bu gelişmelerin sebep ve neticeleri, sür'atle çözümlendirilmesi gereken arşiv meselelerimizi teşkil etmektedir.

Arşiv meselelerimizin halli için aşağıda kısa başlıklar altında ve ana hatları ile sıralayacağımız çözüm teklifleri, daha önce vazgeçilmez diye ifade ettiğimiz hizmetlerin temelini teşkil etmektedir.

1 — Arşivle ilgili mevzuatın çıkarılması:

1959 ve onu takibeden yılların Bütçe Kanunlarıyla, her yıl uygulanması geriye atılan 6696 sayılı Kanun ve 4/9438 sayılı Tüzüğün uygulamaya konamaması karşısında, T. B. M. M.'de ilgili komisyonlarda görüşülerek kabul edilen ve Millet Meclisi gündemine giren Devlet Arşiv Kanunu Tasarısı'nın kanunlaşması gerekmektedir. Buna bağlı olarak, söz konusu tasarının kanunlaşması halinde, tatbikatına geçerlilik kazandırmak üzere tasarıda yer alan çeşitli yönetmelikler belirli süreler içerisinde çıkarılmalıdır.

2 — Arşiv personeli yetiştirilmesi :

Arşiv hizmetlerinde, arşivcilik metod ve tekniklerini bilen, yetişmiş uzman personele olan ihtiyaç, bugün kendini fazlasıyla hissettirmektedir. Bugün kuruluşların arşiv hizmetleri daha çok evrak ve dosya memurları tarafından yürütülmeğe çalışılmakta, bu da ileride telâfisi güç kayıplara yol açmaktadır. Bu sebeple, uzman arşiv personeli yetiştirilmesi konusu gereken önemle ve sür'atle ele alınmalıdır.

Arşiv personeli yetiştirilmesi, ülkemiz için büyük önem taşımaktadır. Ülkemizde arşivcilik metod ve tekniklerini bilen bir arşivci kadrosu

yetiştirilmedikçe ve arşivlerimiz bir ihtisas dalı olan arşivciliğin ilmi metodları içerisinde yeni ve köklü bir organizasyon değişikliği ile ele alınmadıkça, arşiv meselelerimizin temelden çözünlenmesi mümkün değildir.

3 — Bina ve tesislerin yapılması :

Arşiv hizmetlerinin sağlıklı bir şekilde yürütülebilmesi, arşiv malzemesinin en iyi şartlar altında korunması ve bakımı, arşiv hizmetleri ile ilgili teknik hizmetlerin yerine getirilebilmesi, bina ve tesis ihtiyaçlarının halledilmesi ile mümkündür.

Bizde Devlet Arşivi'nin kurulması, ilgili tesislerin inşaaı fikri çok eskilere kadar iner. Bu çok önemli konunun 1935 yılında, o zamanki Cumhuriyet Hükûmeti'nce ele alındığını, Ankara'da modern anlamda bir arşiv binası yaptırılması ve Avrupa'ya arşiv uzmanı yetiştirilmek üzere öğrenci gönderilmesi konusunda karar verildiğini, 12/1/1935 tarih ve 2/1849 sayılı Bakanlar Kurulu Kararnamesi'nden öğrenmekteyiz.

Söz konusu Kararnamede;

«Maarif Vekilliğinden yazılan 16/12/934 tarih ve 92016 sayılı tezkerede; Türkiye Cumhuriyeti içinde 2,000,000 kilogramdan fazla tarihî evrak bulunduğu, şimdiki teşkilâtın bu yüce işi başarmağa yetişmediği için bunların gün geçtikçe yanma, çürüme, çalınma ve dağılma suretiyle tükenmekte olduğu bildirilmiş ve Başvekâlete veya Maarif Vekilliğine bağlı olmak ve içinde mütehasıs bir bilim kaynağı, Basma evi, ciltcilik evi, fotoğraf atelyesi, hususî müze kısmı, çalışma salonu ve müracaat yeri bulunmak üzere tarihî evrakı düzeltme işleriyle uğraşacak bir arşiv idaresi teşkili gerekli görüldüğü ve bunun için hukuk fakültesi veyahut üniversite tarih bölümünü bitiren gençlerden birkaçının bir iki sene müddetle Peşte, Viyana, Deresden ve Gand'daki arşivlerde çalışmaları ve arşivlerin üniversite şehirlerinde bulunduğuna göre İstanbul'da böyle bir bina aranması veya Ankara'da yapılması muvafık olacağı ve bina bulunduktan sonra içerisinde asrî arşive elverişli bir hale konulması için hiç olmazsa 100,000 liraya ihtiyaç bulunduğundan işin tetkiki ile bir karara bağlanması istenilmiş ve Maliye Vekilliğinden yazılan 1/1/935 tarih ve 1091/35 sayılı mütaleanamede, böyle bir arşiv idaresinin teşkili ve tarihî kıymeti haiz bilumum evrak ve vesaikin burada tasnifi Hazinece de muvafık görüldüğü...» yazılıdır.

Bugün Ankara'da, Yenimahalle ve Karşıyaka semtleri arasında, İstanbul-Ankara karayoluna yakın ve yaklaşık 108 dekarlık bir arazi üze-

rinde, bir mimarî proje yarışması neticesinde inşa edilmekte olan Devlet Arşiv Sitesi (26) kaba inşaatının büyük bir kısmı tamamlanmış bulunmaktadır.

4 — Arşiv envanterlerinin hazırlanması :

Bugün arşiv hizmetleri yönünden mutlaka yapılması gereken işlerden biri, belki en önemlisi, arşivlerimizin sıhhatli bir şekilde ve sür'atle envanterlerinin hazırlanmasıdır.

5 — Arşiv malzemesinin fişlenmesi ve kataloglama çalışmaları :

Arşivlerimizdeki malzemenin sür'atle ilgililerin istifadesine sunulabilmesi için, bunların ilmî metodlarla fişlenmesi, endikatör ve kataloglarının hazırlanması gerekmektedir.

6 — Arşiv çalışmalarında ileri teknik imkân, metod ve vasıtalar-
dan yararlanma :

Temini yönünden pahalı olmasına, kullanılması ve bakımı yönünden teknik elemana ihtiyaç göstermesine karşılık; bugün arşiv hizmetlerinde ileri teknik imkân, metod ve vasıtalar-
dan yararlanmak, arşiv çalışmalarına otomasyonu sokmak kaçınılmaz olmuştur.

7 — Arşiv malzemesi hüviyetinde olmayan malzemenin; arşivlerden
ayıklanması :

Arşiv malzemesi hüviyetinde olmayan, hukukî ve ilmî bir değer taşımayan, dolayısıyla kişilere ve topluma bir hak ve araştırmacılara faydalanma yönünden bir yarar sağlamayan malzemenin, büyük bir titizlikle arşivlerimizden ayıklanması gerekir. Ancak bu şekildeki bir ayıklama işlemi, Devlet Arşiv Kanunu Tasarısı'nın kanunlaşmasından ve Devlet Arşivleri Genel Müdürlüğü'nün kurulmasından sonra, bu kuruluşun denetimi altında yapılmalı ve ayıklanacak malzemenin kimler tarafından ayrılacağı, bu işin hangi esaslar içinde yapılacağı Bakanlar Kurulu'nca yürürlüğe konacak bir yönetmelikle belirlenmelidir.

8 — Kurum arşivlerinin çalışmalarının denetlenmesi :

Kanunla kurulacak olan Devlet Arşivleri Genel Müdürlüğü marifetiyle, kurum arşivleri belirli sürelerde denetlenmeli ve kurum arşivlerinin çalışmalarına esaslar tesbit edilmelidir.

(26) Devlet Arşiv Sitesi hakkında bilgi için, Cumhuriyet Arşivi Dairesi Başkanlığı'nın aşağıda bibliyografik künyesi verilen yayınına bk. :
Devlet Arşiv Sitesi. Yayınlayan : T. C. Başbakanlık. Ankara, 1977, Başbakanlık Basımevi. 11 s., 19 plâns.

9 — Yazışma ve bununla ilgili her türlü kırtasiye ve haberleşme malzemelerinin belirli standartlara bağlanması :

İleride arşiv malzemesi olabilecek bu gibi malzemenin, fizikî evsaf ve kalite yönünden belirli standartlara bağlanması, evrak ve dosyalama çalışmalarında olduğu kadar, arşiv çalışmalarında da zamandan tasarrufu sağlayacak, verimi arttıracak ve ekonomik olacaktır.

10 — Evrak ve dosyalama sistemlerinin, ilmî ve yaygın olarak kullanılmasını sağlayacak esaslara bağlanması :

Evrak ve dosyalama hizmetlerinin belirli sistemlere göre yürütülmesi, ileride arşiv malzemesi olacak arşivlik malzemenin, teşekkülü safhasında kontrol altına alınmasını sağlayacaktır. Kurumlarca uygulanan evrak ve dosya sistemleri arşivin orijini olduğundan, her kurumun evrak ve dosya sistemleri düzenlemesi yerine, standardı Devlet Arşivleri Genel Müdürlüğü, Türk Standartlar Enstitüsü, Türkiye ve Orta - Doğu Amme İdaresi Enstitüsü ve ilgili kuruluşların temsilcilerince hazırlanacak ve Bakanlar Kurulu'nca yürürlüğe konacak bir dosya sistemi kurmak; evrak ve dosyaların ileride arşiv malzemesi olarak kolaylıkla tasnifine, korunması ve faydalanılmasına imkân sağlayacaktır. Bu suretle gereğinde personelden, zamandan, yerden ve paradan önemli derecede tasarruf sağlama imkânları doğacaktır.

Ancak her kuruluşun iş hacmi, hizmetinin özelliği, personelinin çeşitli özellikleri, yerleşme şartları, hizmetlerinden beklenen sür'at, verim ve benzeri faktörler dikkate alınacak olursa, bütün kuruluşlar için standard ve tek bir dosya sisteminin de ihtiyaçlara cevap vermiyeceği ortadadır. Bu bakımdan bir değil, birden fazla evrak ve dosya tasnif sistemi tesbit ve kabul edilerek, kuruluşların bunlardan birini seçip kullanmaları istenebilir.

Bu konuda gözden uzak tutulmaması gereken bir husus da, 1923 yılından bugüne kadar kuruluşların çoğunda ilmî esaslara dayanmayan ve bir sistem diye adlandıramayacak uygulamalarla evrak, dosya ve buna bağlı olarak tasnif hizmetlerinin yürütülmüş olmasıdır.

11 — Arşiv hizmetlerinin gereken önemle ele alınmasını sağlamak üzere, kuruluşların üst ve alt kademe yöneticileri ile, diğer personeli arşiv hizmetlerine yöneltme :

Kuruluşların çoğunda üst ve alt kademe yöneticileri ile, diğer personelin arşiv, arşivin önemi, arşiv malzemesi ve arşivlik malzeme, arşive kaldırma ve arşiv çalışmaları konusunda yeterli bilgileri yoktur. Arşiv konusuna ciddî olarak eğilen yöneticiler ise çok azdır. Üstelik arşiv çalışmalarını, basit ve ancak bir dosya memurunu ilgilendirebilecek ve odacı yardımı ile yapılabilecek bir iş olarak görme eğilimi de, maalesef yaygındır.

Arşiv hizmetlerinin gereken önemle, tek elden, yeni ve güçlü bir kuruluşla yürütülmesini sağlamak üzere kurulacak olan Devlet Arşivleri Genel Müdürlüğü, Türkiye ve Orta - Doğu Amme İdaresi Enstitüsü ve ilgili kuruluşlarla işbirliği yaparak, kuruluşların yöneticileri ile diğer personeli arşiv hizmetlerine yöneltici çalışmalar gerçekleştirebilir.

12 — Arşiv alanında milletlerarası işbirliği :

Arşiv alanında milletlerarası işbirliği, her geçen gün gelişmektedir. Bu alanda milletlerarası işbirliğinin sağlanması için, 1948'den bu yana bir hayli gayret sarfedilmiştir. İkinci Dünya Harbi'nden sonra, henüz yeni kurulmuş olan UNESCO'nun himayesi altında, Milletlerarası Arşiv Konseyi (*International Council on Archives - ICA*; *Conseil International des Archives - CIA* -) kurulmuştur. 1950 yılı Ağustos'unda bu konsey son şeklini almıştır. Merkezi Paris'te bulunan bu konsey bugün coğrafik yayılımı en yaygın bir kültür organizasyonu haline gelmiştir. 1950'den beri bu kuruluş tarafından çeşitli ülkelerde arşiv kongreleri ve yuvarlak masa toplantıları tertip edilmektedir. Türkiye'de zaman zaman bu toplantılara katılmıştır.

Milletlerarası Arşiv Konseyi, milletlerarası arşiv dergisi olan *Archivum*'u çıkarmakta, Milletlerarası Arşiv Bibliyografyası'nı (*Bibliographie Archivistique*), Milletlerarası Arşiv Yıllığı'nı (*Annuaire Internationale des Archives*) yayınlamakta ve çeşitli ihtisas komiteleri kurarak, arşiv konusundaki çalışmalarını sürdürmekte ve arşivlerarası işbirliğini sağlamaya çalışmaktadır.

Ülkemizde arşiv çalışmaları konusunda, bu kuruluşla bugüne kadar ciddi bir temas kurulumamış ve işbirliğinde bulunulmamıştır.

Bu alanda milletlerarası işbirliği dışında kalmamız söz konusu olmayacağına göre, ülkemiz yönünden bu konuda yapılabilecekler; Milletlerarası Arşiv Konseyi'nin çalışmalarını yakından takip etmek, arşiv kongre ve toplantılarına katılmak, bu toplantıların neticelerini ilgili kuruluşlara duyurmak ve hiç bir yükümlülük altına girmeden işbirliği imkânları aramak şeklinde düşünülebilir. Bu işbirliği, özellikle teknik tesisat, arşiv belgelerinin restorasyonu, arşivistlerimizin ileri arşivcilik metod ve tekniklerine sahip ülkelerin arşivlerinde çeşitli alanlarda staj görmeleri, teknisyen yetiştirilmesi ve meslekî yayınların temini konularında gerçekleştirilebilir.

13 — Arşiv plânlamasının yapılması :

Arşiv dokümantasyonunu, millet varlığının en değerli hazinesi ve devletin tüzel kişiliğinin hâfızası saymak gerekir. Bu karakteri ile arşiv dokümantasyonu, kişilerin ve devletin hakları ile, devletlerarası hakları belgelemekte ve bunlarla ilgili her türlü araştırmalara imkân sağlamaktadır.

Arşivlerimiz, araştırma için bilgi kaynağı olarak önemli rol oynamış, dün olduğu gibi yarın da devam edeceklerdir. Arşivlerimizin kendilerinden beklenen görevleri eksiksiz bir biçimde ve ilmî ölçüler içerisinde yapabilmeleri için, öncelikle uygulamada kendilerine yön verecek plân ve programlara sahip olmaları gerekmektedir.

14 — Çeşitli ülkelerin arşivlerinde bulunan, Türk tarihi ve kültürüne ait orijinal belgelerin temini yoluna gidilmesi :

Özellikle Devlet Arşivimiz, Türkiye'nin sahip olduğu bilgi kaynaklarının dokümantasyon merkezi olmak durumundadır. Böyle bir ilmî anlayış ve yaklaşımla kurulacak ve çalışmaları düzenlenecek devlet arşivinin Türk ilim hayatına sağlayacağı en büyük fayda, bugün çeşitli ülkelerin arşivlerinde bulunan Türk tarihi ve kültürüne ait orijinal belgelerin fotokopi, mikrofilm veya mümkünse asıllarını temin etmek olmalıdır. Bunun yanı sıra, bu konu ile ilgili olarak yapılması gerekli çok önemli hizmetlerden biri de, çeşitli ülkelerin arşivlerinde mevcut tarih ve kültür kaynaklarımızın bulunduğu fonların envanterlerinin tesbit ve temin edilmesidir.

III — BİBLİYOGRAFYA HAKKINDA AÇIKLAMA :

«Arşiv ve Arşivcilik Bibliyografyası», ülkemizde bu alandaki yayın boşluğunu gidermek ve bugüne kadar bu konuda yapılmış çalışmaları derleyip, değerlendirmek gayesi ile ilk defa yapılmaktadır. Bilindiği gibi bir mesleğin gelişmesinde meslekî yayınların, bilgi kaynaklarının önemi çok büyüktür.

Bu bibliyografik çalışma ile Türkçe kaynakların yanı sıra, yabancı dillerdeki kaynaklar da büyük ölçüde derlenmiş bulunmaktadır. Böylece bir ihtisas dalı olan arşivciliğin, yabancı dillerdeki ve çeşitli konulardaki eski ve yeni bilgi kaynakları, ilgililerin yararlanmasına sunulmaktadır.

«Arşiv ve Arşivcilik Bibliyografyası» ilgililere yararlı olacağı gibi, özellikle Osmanlı ve Cumhuriyet dönemi arşiv hizmetlerimizin gerektirdiği meslekî bilgiye sahip uzman arşiv personeli yetiştirilmesi konusu ile ilgili olarak, düzenlenecek eğitim ve öğretim programlarında ve İstanbul'da kurulması henüz etüd - proje safhasında olan Devlet Arşiv Enstitüsü'nün faaliyete geçmesiyle, ilgililerin ilk elde başvuracakları kaynak eser olma özelliğini taşımaktadır.

Ayrıca, inşaatı devam etmekte olan Devlet Arşiv Sitesi'nin hizmete girmesiyle birlikte, Devlet Arşiv Sitesi'nin ihtiyaç programında ve mimarî projesinde yer alan kütüphanesinin, arşivciliğin çeşitli alanları ile ilgili koleksiyonlarının tesbit ve düzenlenmesinde de, bu bibliyografya kaynak olma özelliğini taşıyacaktır.

Bu kaynak eser, çeşitli arşiv meselelerimizin sağlıklı bir şekilde çözüme kavuşturulması yolunda bu alanda yapılacak çalışmalara, kuşkusuz çeşitli yönlerden ışık tutacaktır.

Bu bibliyografik çalışma ile, arşiv hizmetlerimizin yanı sıra, kütüphaneler ve dokümantasyon merkezlerindeki materyalin muhafazası ve bakımını konularında da, ilgililere yararlı olacak kaynak ve bilgiler derlenmiş bulunmaktadır.

Bibliyografyanın hazırlanmasında, özellikle yabancı dillerdeki kaynakların tesbiti ve taranması yönünden karşılaşılan en büyük güçlük, ülkemizdeki koleksiyon ve kaynakların yetersizliği olmuştur. Yabancı dillerdeki kaynakların temini yönünden, başta Millî Kütüphane olmak üzere, üniversite ve diğer kütüphanelerimizin koleksiyonları yeterli olamamıştır.

Konu ile ilgili olarak, 1972 ve 1977 yıllarında Londra'da British Museum (British Library), Londra Üniversitesi'ne bağlı School of Oriental and African Studies ve özellikle Public Record Office'de kaynak taramalarında bulunduk. Bu bibliyografik taramaların boşluklarını, yurt dışından getirttiğimiz bilgi kaynakları ile tamamlamağa çalıştık. Bütün bu çalışmalara rağmen, yabancı dillerdeki yayınların tam bir bibliyografik kontrolünün sağlanmış olduğu ileri sürülemez. Bu sebeple, yabancı dillerdeki kaynakların noksanlığı göze çarpacaktır.

Bibliyografik çalışma; eski harfli Türkçe, Türkçe ve yabancı dillerdeki kitap, makale ve diğer türdeki kaynakları içerisine almaktadır. Bibliyografik tarama Türkçe kaynaklar için 1978'in Haziran ayına, yabancı dillerdeki kaynaklar için 1977'nin Mayıs ayına kadar sürdürülmüştür. T. C. Resmî Gazete koleksiyonları ile, Fransa Arşiv İdaresi tarafından yayınlanmakta olan Gazette des Archives'in dışında, gazeteler bibliyografik taramaya dahil edilmemiştir.

Arşiv ve Arşivcilik Bibliyografyası (Türkçe ve Yabancı Dillerde Yayınlanmış Kaynaklar) başlığını taşıyan bu bibliyografik çalışma, VII bölümdür. Bölümler sırası ile ve başlıklarına göre;

I — Arşiv Mevzuatı <Kanunlar, Kanun Tasarıları, Tüzükler (Nizamnameler), Kararnameler, Yönetmelikler (Talimatnameler), Genelgeler (Tamimler)> - Kronolojik,

II — Çeşitli Kuruluşların Arşiv Yönetmelikleri - Kuruluşlara göre alfabetik,

III — Kalkınma Plânlarında Arşiv Konusu ve Arşivlerimiz Hakkında Araştırma Raporları - Kronolojik,

IV — Ülkemizde Arşiv Konusunda Yayınlanmış Telif ve Tercüme Kitaplar,

V — Ülkemizde Arşiv Konusunda Yayınlanmış Telif ve Tercüme Makaleler,

VI — Türk Tarihinin Arşiv Kaynakları Hakkında Türkçe ve Yabancı Dillerde Yayınlanmış Kitap ve Makaleler,

VII — Arşiv ve Arşivcilik Konusunda Yabancı Dillerde Yayınlanmış Kitap, Makale, Rapor ve Diğerleri - Konu başlıklarına göre alfabetik-şeklinde düzenlenmiştir.

VII. Bölümün sonuna, bibliyografik taramanın sonuçlanmasından ve bölümlerin düzenlenmesinden sonra tesbit edilen kaynaklarla, eserin baskısı sırasında tesbit ettiğimiz bibliyografik kaynaklar için iki ayrı 'İlâveler' bölümü eklenmiştir.

Bölümler bu şekilde düzenlenirken, IV. Bölümde (*Ülkemizde Arşiv Konusunda Yayınlanmış Telif ve Tercüme Kitaplar*) ve V. Bölümde (*Ülkemizde Arşiv Konusunda Yayınlanmış Telif ve Tercüme Makaleler*) yer alması gereken bazı yayınlar, ilgisinden dolayı VI. Bölümde (*Türk Tarihinin Arşiv Kaynakları Hakkında Türkçe ve Yabancı Dillerde Yayınlanmış Kitap ve Makaleler*) gösterilmiştir.

'*Türk Tarihinin Arşiv Kaynakları Hakkında Türkçe ve Yabancı Dillerde Yayınlanmış Kitap ve Makaleler*' başlığını taşıyan VI. Bölüm, bugün arşivlerimizin en değerli arşiv malzemelerinden olan vakfiyeler ile ilgili çalışmalar, başlıbaşına bir bibliyografik tarama konusu olduğundan dahil edilmemiştir. Ayrıca, bu bölümde yer alması gereken yerli - yabancı kaynakların tam bir bibliyografik kontrolünün sağlanmış olduğu da ileri sürülemez.

'*Arşiv ve Arşivcilik Konusunda Yabancı Dillerde Yayınlanmış Kitap, Makale, Rapor ve Diğerleri*' başlığını taşıyan VII. Bölüm, kendi içerisinde '60' konu başlığına ayrılmıştır. Bu başlıklar önce Türkçe, daha sonra İngilizce karşılıkları ile verilmiştir. Başlıklar Türkçe karşılıklarına göre alfabetik olarak sıralanmış olup, aranması muhtemel olan başlık şekillerinden, esas başlığa gerekli atıflar yapılmıştır.

Bibliyografik künyeler altında gerektiğinde açıklamalar yapılmış ve atıflarda bulunulmuştur.

Bibliyografyadan yabancı araştırmacı ve arşivistlerin de yararlanmalarını sağlamak düşüncesiyle, bibliyografyanın romen rakamlarıyla gösterilen baş tarafı ile, bölüm ve ara başlıkların İngilizce açıklama ve karşılıkları verilmiştir.

Bibliyografyada kullanılan çeşitli dillere ait kısaltmalarla, bunların Türkçe ve İngilizce karşılıkları da gösterilmiştir.

Bibliyografyada geçen yabancı dillerdeki arşiv terimleri ile, açıklanmasında bibliyografyayı kullanacaklar yönünden yarar görülen diğer bazı özel terimler ve bunların Türkçe karşılıkları 'Sözlük' kısmında ayrıca verilmiştir.

Bibliyografyanın sonunda, 'Yazar', 'Kitap' ve 'Makale' adlarına göre üç ayrı indeks yer almıştır.

Bibliyografyaların eksiksiz olarak hazırlanabilmesine pek ender rastlanmaktadır. Her bibliyografik çalışma gibi, bu konuda ülkemizde

ilk defa, yeterli olmayan kaynaklar ve sınırlı imkânlar içerisinde hazırlanmış olan bu bibliyografyanın da eksiklikleri olacağı şüphesizdir.

Bibliyografyada yer alan Türkçe kaynaklar için bibliyografik tarama, Cumhuriyet Arşivi Dairesi Başkanı İsmet Binark tarafından yapılmış; Memur - Raportör Musa Okur ile, başkanlığımız eski personelinen İzzet Özgüç ve Fikret Kızılar'ın de bu taramada emeği geçmiştir.

Yabancı dillerdeki kaynaklar için bibliyografik tarama, kısaltmaların tesbiti, arşiv terimleri ile ilgili sözlüğün ve eserin bölüm düzenlemesi, indeksler, eserin baskıya hazırlanması ve tashihler İsmet Binark tarafından yapılmıştır. Fransızca kaynakların imlâ yönünden kontrolü Uzman Vahit Çakmak'a yaptırılmıştır. Emeği geçenlere teşekkür ederiz.

Ayrıca, arşiv konusunda yabancı dillerde yayınlanmış kaynaklarla ilgili olarak 'Library Literature'dan 1960 sonrası için tarama yaptırarak fotokopi gönderen TÜBİTAK, Türkiye Bilimsel ve Teknik Dokümantasyon Merkezi Md. Kısım Burian'a, Uzman Gülser Korur'a, bu konuda bazı Fransızca kaynakların bir listesini gönderen Arşiv Genel Müdürlüğü Şb. Md. Atilla Çetin'e, 'Türk ve Türkiye Tarihi ve Kültürü Bibliyografyası' adlı çalışmasından yararlandığımız Prof. Adnan Erzi'ye, İngiliz arşivleri hakkında yazılmış bazı İngilizce kaynakları görme imkânını bize sağlayan Prof. Osman Ersoy'a ve bibliyografyanın İngilizceye tercümesine yardımcı olan DTCF Kütüphanecilik Kürsüsü öğretim üyelerinden Dr. Mustafa Akbulut ile, konu başlıklarının düzenlenmesinde yardımlarını gördüğümüz Dr. Necmeddin Sefercioğlu'na teşekkürlerimizi sunarız.

1977 yılı Mayıs ayında, Londra'da Public Record Office'deki inceleme ve çalışmalarımız sırasında, bize gereken kolaylığı sağlayan Arşiv Başsorumlusu Mr. Jeffery R. Ede'ye ve Arşiv Müdürü Mr. A. W. Mabbs'e de, bu yardımlarından dolayı teşekkürlerimizi sunmak isteriz.

Bu çalışmanın Başbakanlık yayınları arasında yayımlanmasına imkân sağlayan, Devlet Arşivlerini tedvir ile görevli Devlet Bakanı Sayın Dr. Lütfi Doğan'a, Başbakanlık Müsteşarı Sayın Ahmet Durakoğlu'na, basımı konusunda yakın ilgi gösteren Müsteşar Yardımcısı Sayın Kayahan Gürel'e ve bu arada, Müsteşarlığı zamanında Cumhuriyet Arşivi Dairesi'ni kurarak, arşiv çalışmalarını başlatan Sayın Ekrem Ceyhun'a ayrıca teşekkürlerimizi sunmayı görev biliriz.

Bibliyografyanın en iyi şekilde basılması için gayret gösteren Başbakanlık Matbaası Müdürü Sayın Celâl Gürel ve İşletme Şefi Necati Metin başta olmak üzere, emeği geçen bütün mensuplarına teşekkür ederiz.

Hazırlamış olduğumuz bu bibliyografyanın, arşiv çalışmalarımıza ve ilgililere yararlı olmasını dileriz.

İsmet BİNARK
Cumhuriyet Arşivi
Dairesi Başkanı

EXPLANATION OF THE BIBLIOGRAPHY OF ARCHIVAL STUDIES

This bibliography, which is the first of its kind in the field in Turkey, is intended to fill the gap. It contains source materials on the subject of archives and archival studies published in Turkish and in other languages. Materials included are in the form of books, periodicals and newspapers. However, the numbers of newspapers are limited to two: T. C. Resmî Gazete (Official gazette of the Turkish Republic) and Gazette des Archives. The date of bibliographic inclusion for Turkish materials is June 1978, and for others, May 1977.

Moreover, the effort was made to include references relevant to the care of materials in libraries and documentation centers which were thought to be of use for archivists as well.

The biggest difficulty, experienced during the work has been the lack of sufficient foreign sources in the country in which needed references could easily be identified and located. None of the collections of the major libraries, including the National Library, proved to be helpful in this matter.

Neither could we claim the completeness of foreign source references are obtained from the British Library, the School of Oriental and African Studies, and specifically the Public Record Office while we were in London.

This work consists of seven chapters which are as follows:

I — Archive Laws (Laws, drafts of law, regulations, decrees, statutes, circulars) - Chronologically arranged -,

II — Regulations for the Archives of the Government Agencies and Organizations - Alphabetically arranged by names of agencies and organizations -,

III — Treatment of the Subject of Archives in the Development Plans and Research Reports About Archives by Individuals and Other Organizations - Chronologically arranged -,

IV — Books on archives published in Turkey which had been written in Turkish and translated into Turkish from other languages,

V — Articles on archives published in Turkey which had been written in Turkish and translated into Turkish from other languages,

VI — Turkish and Foreign Books and Articles on the resources of the archives of the Turkish History,

VII — Books, Articles, and Reports, etc. Published in Foreign Languages about Archives and their nature, history and techniques, etc. -Alphabetically arranged by subject headings -.

Yet, an exclusion was made in Chapter Six and references on (vakfiyeler) have not been included here because of their quantity.

The Chapter Seven is further divided into 60 rule-groups of subject headings. Headings are given first in Turkish alphabetically followed by English. See-references are made to main headings whenever necessary.

Here we would like to express that this work is not complete yet; and in future studies; we hope it will be completed.

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BİBLİYOGRAFİK KÜNYELERİN TESBİTİ

Bibliyografyaya kitap, makale ve diğerlerinin alınışı sırasında göz-önünde bulundurululan başlıca noktalar şunlardır :

1 — Kitap, makale ve diğer çalışmalar belli bölüm ve konu başlıkları altında, yazar soyadına göre alfabetik olarak sıralanmışlardır. Bir yazarın birden fazla kitabı, baskı kaydı dışında kendi arasında kronolojik olarak sıraya konmuştur. Ancak bölüm düzenlemesinin gereği olarak I. ve III. Bölümdeki kaynaklar kendi içerisinde kronolojik; II. Bölümdeki kaynaklar ise kuruluşlara göre alfabetik olarak sıralanmıştır.

2 — Yazarı olmayan veya tesbit edilemeyen eserlerde, yayımlayan kurum itibarî müellif olarak kabul edilmiştir.

3 — Bibliyografyada ilmi ünvan kullanılmamıştır.

4 — Hazırlayan, çeviren ve benzeri, Türkçe kaynaklarda bibliyografik künye içerisinde aynen; yazar adları indeksinde ise kısaltmaları ile gösterilmiştir. Yabancı dil kaynaklarda bunların kendi dillerindeki karşılıkları, bibliyografik künyelerde ve yazar adları indeksinde kısaltmaları ile kullanılmıştır.

5 — Makalelere ait referanslarda şu şekil ve sıra gözetilmiştir : Makale yazarının soyadı, adı : Makalenin adı, Süreli yayının adı, cilt sayısı (romen rakamı ile), sayısı (veya numarası), yayınlandığı tarih (parantez içerisinde ay, varsa gün ve yıl olarak gösterilmiştir), makalenin süreli yayın içerisinde bulunduğu sayfalar.

6 — Bibliyografyanın sonunda yazar, kitap ve makale adlarına göre alfabetik birer indeks verilmiş olup, bu indekslerdeki numaralar sayfa numaraları değil, kitap ve makalelere verilmiş sıra numarasıdır.

Bibliyografyanın I. Bölümünde yer alan arşiv mevzuatı ile ilgili kitap dışındaki bibliyografik künyeler, «Makale Adları İndeksi» nde gösterilmiştir.

IDENTIFICATION OF THE BIBLIOGRAPHICAL ENTRIES

Basic considerations for the selection and arrangement of bibliographic entries of books, articles and other materials are as follows :

1 — Entries for books, articles and other works are arranged alphabetically by last names, of authors under certain sections and subject headings. If an author has more than one book, all of which arranged chronologically. But, because of the provision of arrangement of the sections, sources in the Section I and III are listed chronologically, and the sources in the Section II are arranged alphabetically by names of agencies.

2 — Entries of those works which have no authors are arranged by names of publishers.

3 — Entries do not include titles of authors; i. e.

4 — Hazırlayan (compiler), çeviren (translator) and others are given in full in the Turkish sources; and they are given in abbreviated form in the author index. But, in the foreign sources, their foreign abbreviations are used in bibliographic entries and author index.

5 — Elements of entries for articles are given in the following order : Last name, and name of the author : name of the article. title of the periodical, volume no. (in Roman number), issue no., date of publication in parenthesis -with day and/or month if given-, page numbers.

6 — There are alphabetical indexes of authors, title of books, and title of articles at the end of the bibliography. Each index term is followed by a number assigned to bibliographic entries.

Bibliographic entries of non-book materials on archival laws included in the Section I of the bibliography are listed in the title index of articles.

KISALTMALAR
(ABBREVIATIONS)

Bibliyografyada kullanılan çeşitli dillere ait kısaltmalarla, bunların Türkçe ve İngilizce karşılıkları aşağıda gösterilmiştir :

Abbreviations in foreign languages and their Turkish and English equals used in the bibliography are shown below :

Kısaltma	Terim	Türkçesi	İngilizcesi	Dili
<i>Abt.</i>	Abteilung	kısım	part	Almanca
<i>açık.</i>	açıklama		explanation	Türkçe
<i>a.g.e.</i>	adı geçen eser		ibid	»
<i>Alm.</i>	Almanca		German	»
<i>ARBICA</i>	International council on archives, Arab regional branch	Milletlerarası Arşiv Konseyi Arap Bölgesi Şubesi		İngilizce
<i>Ausg.</i>	Ausgabe	basım	edition	Almanca
<i>ayr. bk.</i>	ayrıca bakınız		see also	Türkçe
<i>Bd.</i>	Band	cilt	volume	Almanca
<i>bk.</i>	bakınız		see	Türkçe
<i>bs.</i>	basım		edition	»
<i>bibliyog.</i>	bibliyografya		bibliography	»
<i>c.</i>	cilt		volume	»
<i>col.</i>	column	sütun		İngilizce
<i>comp.</i>	compiled by	derleyen		»
<i>comp. and ed.</i>	compiled and edited by	derleyen ve hazırlayan		»
<i>CIA</i>	Conseil International des Archives	Milletlerarası Arşiv Konseyi	ICA - International Council on Archives	Fransızca

Kısaltma	Terim	Türkçesi	İngilizcesi	Dili
<i>çev.</i>	çeviren		translator	Türkçe
<i>derl.</i>	derleyen		compiler	»
<i>düzel.</i>	düzelten		corrector	»
<i>düzen.</i>	düzenleyen		arranger	»
<i>éd.</i>	éditeur	yayımlayan	editor	Fransızca
<i>ed.</i>	edition	basım		İngilizce
<i>éd.</i>	édition	basım	edition	Fransızca
<i>ed.</i>	editor	yayımlayan		İngilizce
<i>fask.</i>	fasikül		fascicle	Türkçe
<i>FIAB</i>	Fédération Internationale Des Archives Balcaniques	Balkan Ülkeleri Milletler- arası Arşiv Federasyonu		Fransızca
<i>Fr.</i>	Fransızca		French	Türkçe
<i>genişl.</i>	genişletilmiş		enlarged	»
<i>hk.</i>	hakkında		about	»
<i>haz.</i>	hazırlayan		prepared by	»
<i>H.</i>	hicrî		date in the Muslim Calender	»
<i>h. a.</i>	hicrî arabî		»	»
<i>h. r.</i>	hicrî rumî		»	»
<i>h. ş.</i>	hicrî şemsî		»	»
<i>ib., ibid</i>	ibidem	aynı yerde, daha önce adı geçen kitap veya dergide	ibid	Latince
<i>ICA</i>	International Council on Archives	Milletlerarası Arşiv Konseyi		İngilizce
<i>ill.</i>	illustrated	resimli, resimlenmiş		»

Kısaltma	Terim	Türkçesi	İngilizcesi	Dili
<i>ilv.</i>	ilâve, ilâveler		extra	Türkçe
<i>İng.</i>	İngilizce		English	»
<i>ks.</i>	kısım		part	»
<i>M.</i>	milâdî		pertaining to the birth of Christ	»
<i>MS</i>	manuscript	el yazması, müsvedde		İngilizce
<i>müt.</i>	mütercim		translator	Türkçe
<i>neşr.</i>	neşreden		publisher or editor	»
<i>n. d.</i>	no date	tarihsiz, tarih kaydı yok		İngilizce
<i>n. p.</i>	no place	yayın yeri yok		»
<i>No.</i>	numéro	numara	number	Fransızca
<i>Nu.</i>	numara		number	Türkçe
<i>öns.</i>	önsöz		preface	»
<i>p.</i>	page	sayfa		İngilizce
<i>pp.</i>	page page	sayfalar arası, sayfalar		»
<i>prep.</i>	prepared by	hazırlayan		»
<i>prép.</i>	préparée	hazırlayan	prepared by	Fransızca
<i>pub.</i>	publié	yayımlayan	publisher	»
<i>pub.</i>	published	yayımlanmış		İngilizce
<i>pub.</i>	publisher	yayımlayan		»
<i>res.</i>	resimli, resimlenmiş		illustrated	Türkçe
<i>rev.</i>	revised	gözden geçirilmiş		İngilizce
<i>rev. ed.</i>	revised edition	gözden geçirilmiş basını		»
<i>s.</i>	sayfa		page	Türkçe

Kısaltma	Terim	Türkçesi	İngilizcesi	Dili
ss.	sayfalar		pages	»
[s. y.]	sayfa kaydı yok		unpaged	»
seç.	seçen		selected by	»
süt.	sütun		column	»
suppl.	supplement	ek		İngilizce
terc.	tercüme		translation	Türkçe
terc. ed.	tercüme eden		translator	»
tr.	tradotto	çeviren	translator	İtalyanca
tr.	traduit	çeviren	translator	Fransızca
tr.	translated	çevrilmiş		İngilizce
tr.	translator	çeviren		»
[t. y.]	tarihsiz, tarih			
	kaydı yok		no date	Türkçe
t.	tome	cilt	volume	Fransızca
topl.	toplayan		compiler	Türkçe
UNESCO	United Nations Educational Scientific and Cultural Organization	Birleşmiş Milletler Eğitim, Bilim ve Kültür Kurumu		İtalyanca - Fransızca - İngilizce
v.	volume	cilt		İngilizce
y.	yaprak		leaf	Türkçe
[y. y.]	yayın yeri yok		no place	»
yay.	yayımlayan		publisher	»
yaz. takd.	yazarın takdimi		synopsis, argument	»
yeni ser.	yeni seri		new serie	»
yy.	yüzyıl		century	»

SÖZLÜK (GLOSSARY)

Bibliyografyada geçen yabancı dillerdeki arşiv terimleri ile, açıklanmasında fayda görülen diğer bazı özel terimler ve bunların Türkçe karşılıkları aşağıda verilmiştir. Terimler, Yunanca ve Latince asılları ile değil, bugün kullanıldıkları dillerin adları ile gösterilmiştir.

Archival terms and other special terms seen in the bibliography and their Turkish equals are listed below. They are not given in their original form of Latin or Greek, but as they are used today.

— A —

abstracting (İng.) : dokümanları özetleme.

access (İng.) : Ulaşım, yararlanma, giriş.

access to archives (İng.) : arşivlerden yararlanma.

accession arrangement (İng.) : geliş sırası düzeni.

acquisition (İng.) : sağlama, aksesyon.

alphabetical subject index (İng.) : alfabetik konu indeksi.

analyse des documents (Fr.) : dokümanları özetleme.

analytical index (İng.) : analitik indeks.

Archiv (Alm.) : arşiv; «a) Kurumların, gerçek ya da tüzel kişilerin faaliyetleri sonucu meydana gelen (toplanan, biriken) ve bir amaç ile saklanan *Dokümantasyon*; b) Söz konusu dokümantasyona bakan Kurum; c) Bunları barındıran *Yerler*.» (1962 yılında Madrid'te toplanan VII. Milletlerarası Arşiv Yuvarlak Masa Konferansı'nda yapılmış tarif).

archival buildings (İng.) : arşiv binaları.

archival document (İng.) : arşiv dokümantasyonu.

archival materials (İng.) : arşiv malzemesi.

Archivbibliothek (Alm.) : müze kütüphanesi.

archive repository (İng.) : arşiv mahzeni.

archives; dépôt des actes (Fr.) : arşiv (ortak tarif için bk. : Archiv).

archives; record office (İng.) : arşiv (ortak tarif için bk. : Archiv).

Archivist (Alm.) : arşivist; arşivci; arşiv çalışmalarını yürüten özel eğitim görmüş kişi.

archivist (İng.) : arşivist; arşivci.

archiviste (Fr.) : arşivist; arşivci.

audio-visual materials (İng.) : film, şerit film, plâk, ses bandı vb. gibi

göze ve kulağa hitap eden malzemeler.

automation (İng.): otomasyon.

automation in archives (İng.): arşivlerde otomasyon.

— B —

bibliographical description (İng.): bibliyografik künye.

bundle (İng.): paket, toplamak.

— C —

calendering (İng.): tarihleme.

care and restoration (İng.): koruma ve restorasyon.

cartographic (İng.): haritacılığa ait.

cartulary (İng.): bir çeşit sicil defteri veya sicil dairesi.

cataloguing rules (İng.): kataloglama kaideleri.

chart (İng.): şema.

cinémathèques (Fr.): film arşivi.

circular (İng.): tamim, sirküler.

citation (İng.): aktarma, iktibas.

classification (İng.): tasnif.

classification cod (İng.): tasnif kodu

classification number (İng.): tasnif numarası.

classification scheme (İng.): tasnif düzeni, tasnif plânı.

classified index (İng.): tasnif edilmiş indeks.

code (of laws); statute - book (İng.): kanunlar külliyatı, düstur.

collection (İng.): koleksiyon.

compactus (İng.): hareketli raf sistemi.

consultation (İng.): arşiv malzemesinin ilgililerin istifadesine sunulması.

cumulative index (İng.): karma indeks.

— D —

désacidifier (Fr.): asitten arındırma.

des acidifications (Fr.): Kâğıdın içindeki asiti nötralize etmektir. Sulu ve kuru ortamda olmak üzere yapılabilir. Çeşitli metodları vardır.

disposal (İng.): ayıklama ve imha.

document (Fr.): doküman; belge, vesika.

documentary reproduction (İng.): dokümanların çoğaltılması.

documentation (İng.): dokümantasyon; kitabın yanı sıra ve çoğu zaman

kitaptan ayrı olarak, kitap hüviyeti taşımayan araştırmaların yeniden kullanılışında aranılan bilgilerin toplanması, analiz edilmesi, sınıflandırılması ve hizmete sunulması yolunda kullanılan her türlü metod.

documents conservés à titre provisoire (Fr.): geçici adla saklanan belgeler.

— E —

édition unique (Fr.) : tek basım.

equipment and supplies (İng.) : ekipman ve malzemeler.

evaluation (İng.) : değerlendirme.

excerpts entitled (İng.) : adlandırılmış parçalar.

extract (İng.) : özet, öz.

— F —

facsimile (İng.) : tıpkı basım.

file (İng.) : dosya dolabı, dosya gözü.

filing in a vertical file (İng.) : dosyaların dikey sıralanması.

filing system (İng.) : dosyalama sistemi.

(folded) leaflet (İng.) : katlanmış yaprak.

folder (İng.) : dosya.

to foliate; to number the leaves (İng.) : yaprakları numaralamak.

fugitive material (İng.) : geçici adla saklanan belgeler.

fumigation (İng.) : buharla dezenfekte etme; buhardan geçirme.

— G —

genealogical (İng.) : soy veya şecereye ait.

Gesetzbuch (Alm.) : kanunlar külliyatı, düstür.

government publications; state publications (İng.) : resmî yayınlar, devlet yayınları.

— I —

indexes and abstracts (İng.) : indeksler ve özler.

indexing (İng.) : indeks hazırlama, fihrist.

inédit (Fr.) : basılmamış, yayımlanmamış.

— L —

lamination (İng.) : Temizlenmiş, dezenfekte ve dezasidifiye edilmiş belgelerin, selüloz asetat kâğıdı yardımı ile, saf selüloz kâğıdı arasında, buharda ısıtılan düz bir pres veya elektrikle ısıtılan rotatif bir presle kaplanması işidir. Çeşitli metodları vardır.

limbo (İng.) : ara depo, ara arşiv deposu.

local history and records (İng.) : mahallî tarih ve kayıtlar.

— M —

microcard (İng.) : mikrofiş.

microfilm reproductions (İng.) : mikrofilm çoğaltma.

microform reproductions (İng.) : mikroform çoğaltma.

minutes (İng.) : tutanak, zabıt.

— N —

Nachtrag (Alm.) : ilâve ek.

— L —

— P —

- paging; pagination* (İng.): sayfaları numaralama.
paleography (İng.): paleografya; eski yazmaları ve belgeleri, bunlarda kullanılan yazı usul ve özelliklerini inceleme bilimi.
pamphlet (İng.): broşür.
papyrology (İng.): papiroloji; papiruslara yazılmış metinleri inceleme bilimi.
parliamentary papers (İng.): parlâmento tutanakları.
personal (İng.): şahsî
pertinence (Fr.): münasebet; arşiv belgelerinin ait oldukları ülkelere geri verilmesi prensibi.
phonothèques (Fr.): plâk ve bant arşivi.
photographic reproduction (İng.): fotoğrafik çoğaltma.
photothèques (Fr.): fotoğraf arşivi.
preservation (İng.): koruma, muhafaza.
Provenance territoriale (*Territorialité des archives*) (Fr.): arşivlerin ülkelere göre menşei prensibi.
provenience (İng.); *provenance* (Fr.); *Provenienz* (Alm.): kaynak, aslına dönüş; arşivcilikte uygulanan bir tasnif sistemi; arşiv malzemesinin işlem gördüğü tarihlerdeki aslı düzeni içerisinde fonların parçalanmadan korunup, tasnif edilmesi.

— R —

- rare books* (İng.): nâdir eserler.
rayonnage (Fr.): raf tertibatı.
record (İng.): doküman, belge, vesika.
reference services (İng.): müracaat hizmetleri.
register; ledger (İng.): sicil, kütük.
regulation (İng.): kanun, talimat.
relative index (İng.): rölatif indeks; konuların birbirleriyle ilgilerini belirtecek şekilde hazırlanan indeks.
repair (İng.): tamir, onarma.
report (İng.): rapor.
reportory (İng.): repertuvar.
respect des fonds (Fr.): fonlara bağlı kalma prensibi.
restoration (İng.): restore etme; yenileme, eski haline getirme.
résumé (Fr.): özet.
retention (İng.): muhafaza.
roll; scroll (İng.): rulo, rulo halinde elyazması.

— S —

- same, with title* (İng.): aynı adla.
Sämtarchiv (Alm.): merkezî arşiv.

— LI —

scientific and technical (İng.) : İlmî ve teknik.
sectionalized index (İng.) : alfabetik - sistematik indeks.
selection (İng.) : seçme.
shelving (İng.) : raf tertibatı.
sigillography (İng.) : sijilografya; mühür ve damgaları inceleme bilimi.
skippet (İng.) : mühür mahfazası.
social science (İng.) : sosyal bilimler.
specific index (İng.) : konu başlıkları indeks.
subdivision (Fr.) : bölümlerine ayırma; ayıklama.
subject index (İng.) : konu indeksi.
summary (İng.) : özet.

— T —

terminology (İng.) : terminoloji; terimler.
text (İng.) : metin.
transcription (İng.) : transkripsiyon; çevri yazı; bir metni bağlı bulunduğu alfabenin fonetik özellikleriyle bir başka alfabeye uygulamaktır.
transliteration (İng.) : Bir alfabenin harflerini bir başka alfabenin harflerine çevirmektir. Orijinal yazılışları kestirilemeyen özel adlar, tam yahut doğru okunamayan kelimeler için başvurulacak yol, transliterasyondur.

— U —

unpublished; hitherto unpublished (İng.) : basılmamış, yayımlanmamış.
Urkunde (Alm.) : doküman, belge, vesika.

— X —

xerography (İng.) : elektrostatik usulle kopya etme.

TARANAN VE FAYDALANILAN KAYNAKLAR
(SOURCES SEARCHED AND UTILIZED)

I — ARMAĞAN KİTAPLAR (ARMAGAN BOOKS) :

— A —

Arabic and Islamic studies in honor of H. A. R. Gibb

— F —

Festschrift G. Jacob

— I —

[Ignace] Goldziher memorial volume

— İ —

İsmail Hakkı Uzunçarşılı'ya Armağan

— M —

Mélanges Fuad Köprülü (60. doğum yılı müinasebetiyle Fuad Köprülü Armağanı); Mélanges Masse

— N —

Necati Lugal Armağanı

II — İLMÎ KONGRE, KONFERANS VE TOPLANTILAR (Sunulan tebliğler, Zabıtlar) (MINUTES AND PROCEEDINGS OF SCHOLARLY CONGRESS, CONFERENCES AND MEETINGS) :

— A —

Acquisition of Latin American library materials <Seminar, 15th 1970, Toronto>. Final report and working papers; Acquisition of Latin American library materials <Seminar, 16th 1971, Puebla>. Final report and working papers; Actes I. Cong. int. et balkan. et sud-est europ.; Actes de la quatrième Table ronde internationale des archives. <Wiesbaden, 1958>; Actes de la cinquième conférence internationale de la Table ronde des archives. <Lisbonne, 1959>; Actes de la sixième conférence internationale de la Table ronde des archives. <Varsovie, 1961>; Actes de la septième conférence internationale de la Table ronde des archives. <Madrid, 1962>; Actes des huitième et neuvième conférences internationales de la Table ronde des archives. <Budapest, 1963, Londres, 1965>; Actes de la dixième conférence internationale de la Table ronde des archives. <Copenhague, 1967>; Actes des onzième et douzième conférences internationales de la Table ronde des archives. <Bucarest, 1969; Jérusalem,

1970>; *Actes de la treizième conférence internationale de la Table ronde des archives*. <Bonn, 1971>; *Actes de la quatorzième conférence internationale de la Table ronde des archives*. <Luxembourg, 1973>; *Actes de la quinzième conférence internationale de la Table ronde des archives*. <Ottawa, 1974>; *Acts of the 19th Conference. (Modern prevention and repression methods...)*, <Siena, 23-27 September 1967>; *American society for information science. Conference, 1968, Columbus. Proceedings*; *American theological library association. Conference, 1962, Mill Valley, California. Summary of proceedings*.

— B —

V. *Türk Tarih Kongresi* <Ankara, 12-17 Nisan 1956>

— C —

Caribbean archives conference, 1965, Mona, Jamaica. Report of the Caribbean archives conference held at the University of the West Indies, Mona, Jamaica, September 20-27, 1965; *Conference on archival administration for small universities, colleges and junior colleges, 1966, University of Illinois. Proceedings*; *Congresso Ibero - Americano de Arquivos, Ponencias. Madrid, 1953*.

— D —

IV. *Türk Tarih Kongresi* <Ankara, 10-14 Kasım 1948>

— E —

Encontro dos bibliotecarios e arquivistas portugueses, 1956, Coimbra. Actas (Proceedings). Coimbra, Portugal.

— F —

IV *congresso nacional de bibliotecas y congreso nacional de archivos, Pamplona, 1970. <Committee reports, papers and minutes: Fourth national congress of libraries and Third national congress of archives, Pamplona, 1970>*

— I —

Intergovernmental conference on the planning of national documentation, library and archives infrastructures. <Paris, 23-27 September 1974>; *International conference on African bibliography, 1967, Nairobi. Bibliography, of Africa: proceedings and papers*; *International congress on archives. Current problems in the world of archives: papers from the 4th congress. <Stocholm, 1960>*

— İ —

İkinci Türk Tarih Kongresi <İstanbul, 20-25 Eylül 1937>

— LIV —

— L —

Library association. Conference, 1960, Scarborough. Proceedings; Library association of Australia. Conference, 1969, Adelaide. Proceedings; Library association of Australia: Conference, 1971, Sydney. Proceedings

— M —

'Map Keepers' Seminar and Workshop, Canberra 1973 Proceedings

— S —

Second General Conference; Proceedings, Kuala Lumpur, Malaysia, 14 and 15th June, 1973; Seminar on the application of chemical and physical methods to the conservation of library and archival materials, 1971, Topsfield, Mass. Library archives conservation: the Boston athenaeum's 1971 seminar

— T —

Une table ronde utile à l'Histoire (actes des première, deuxième et troisième conférences internationales). <Paris, 1954; Zagreb, 1957>; Third conference on problems of regional bibliography, 1967, <reports, Warsaw, 1968>; 24 Int. Cong. Or.

— U —

Uluslararası Folklor ve Halk Edebiyatı Semineri Bildirileri <Konya, 27-29 Ekim 1975>

— Ü —

III. Türk Tarih Kongresi <Ankara, 15-20 Kasım 1943>

— Y —

VII. Türk Tarih Kongresi <Ankara, 25-29 Eylül 1970>

III — ANSİKLOPEDİLER (ENCYCLOPEDIAS) :

— B —

Der grosse brockhaus

— C —

Collier's Encyclopedia

— E —

Enciclopedia Universal Ilustrada; Encyclopaedia Britannica; The Encyclopaedia of Islam; Encyclopaedia of the social sciences; The Encyclopedia Americana

— G —

La Grande Encyclopédie inventaire raisonné; Des sciences, Des lettres et des arts

— M —

Meydan - Larousse

— LV —

— T —

Türk Ansiklopedisi

- IV — ARŞİV MEVZUATI < Kanunlar, Kanun Tasarıları, Tüzükler (Nizamnameler), Kararnameler, Yönetmelikler (Talimatnameler), Genelgeler (Tamimler) > (ARCHIVE LAWS - Laws, drafts of law, regulations, decrees, statutes, circulars) :
- V — KALKINMA PLÂNLARI VE ARŞİVLER HAKKINDA ARAŞTIRMA RAPORLARI (THE DEVELOPMENT PLANS AND RESEARCH REPORTS ABOUT ARCHIVES) :
- VI — ÇEŞİTLİ KURULUŞLARIN ARŞİV YÖNETMELİKLERİ (REGULATIONS FOR THE ARCHIVES OF THE GOVERNMENT AGENCIES AND ORGANIZATIONS) :
- VII — ARŞİV VE ARŞİVCİLİK KONUSUNDA TÜRKÇE VE YABANCI DİLLERDE YAYINLANMIŞ KİTAPLAR (BOOKS PUBLISHED IN TURKISH AND FOREIGN LANGUAGES ABOUT ARCHIVES AND THEIR NATURE, HISTORY AND TECHNIQUES, ETC.) :
- VIII — GAZETELER (NEWSPAPERS) :

— G —

La Gazette des Archives (Fransa Arşiv İdaresi «Direction des archives de France» tarafından yayınlanmaktadır.)

— T —

T. C. Resmî Gazete koleksiyonları

- IX — YILLIKLAR (ANNUALS) :

— A —

Annales, economies, sociales et civilisation

— I —

International yearbook of cartography IX, 1969

— J —

Jahrbuch der bibliotheken, archive und dokumentationsstellen der Deutschen Demokratischen Republik. <Yearbook of libraries, archives and documentation in the German Democratic Republic>; Jahrbuch der bibliotheken, archive und dokumentationsstellen der Deutschen Demokratischen Republik 1962/63. <Yearbook of libraries, archives and documentation centers in the German Democratic Republic 1962 - 1963>; Jahrbuch der bibliotheken, archive und informationsstellen der Deutschen Demokratischen Republik, 1964/65. <Yearbook of libraries, archives, and documentation centers in the German Democratic

Republic, 1964/65>; Jahrbuch der bibliotheken, archive und informationsstellen der Deutschen Demokratischen Republik 1966/67. <Yearbook of libraries, archives and documentation centers in the German Democratic Republic 1966/67>

— T —

Türk Folkloru Araştırmaları Yıllığı

— U —

Universidad nacional autonoma de México. Anuario de bibliotecnología y archivonomía

X — DERGİLER (PERIODICALS) :

— A —

AB Bookman's Weekly; A.B.C.D.; Accademie e Biblioteche d'Italia; ACRL Monographs; Acta microbiologica Polonica; Acta Or. Hung. (Acta Orientalia Hungaria); Adalet Dergisi: Administrative Management; Africana Library Journal; Agricultural History; Alabama Chapter Bulletin; Alabama Librarian; American Archivist; American Association of Petroleum Geologists, Bulletin; American Cartographer; American Historical Review; American Leather Chemists Association, Journal; American Legion Magazine; American Libraries; American Library Association Bulletin; American Library Association, Reference Services Division Quarterly; American Political Science Review; Amme İdaresi Dergisi; Anatolia; Ankara Üniversitesi Dil ve Tarih-Coğrafya Fakültesi Dergisi; Ant. Bk.: Antiquaries journal; Archeion; Architectural Record; Archivalische Zeitschrift; Archives; Arc. Bibl. (Arch. Bibl. et Mus.); Archives and Manuscripts; Archives, the Journal of the British Records Association; Archivio Storico Italiano; Archivum; Archivum Ottomanicum; Arizona Librarian; Ark. Lib. (Arkansas Libraries); Arkhivnoe delo; Arkivski Vjesnik; Arquivo de Bibliografia Portuguesa; Art and archaeology technical abstracts; Art Library Journal; Assistant Librarian; Aslib Proceedings; Association Canadienne des Bibliothécaires de Langue Française Bulletin; Asoc. Colombiana Bibl. Bol.; Associazione Italiana Biblioteche, Bolletino d'Informazioni; Atlantic Provinces Library Association Bulletin; Australian Academic and Research Libraries; Australian Library Journal

— B —

B.I.A.R.; B.R.A. Archives and the User; Belgeler, Türk Tarih Belgeleri Dergisi; Belgelerle Türk Tarihi Dergisi; Belleten; Bibliofilia; Bibliog. Doc. et Bibl.; Bibliography, Documentation, Ter-

minology; *Biblioteconomia*; *Bibliotekarz*; *Biblioteksbladet*; *Bibliotheekgids*; *Bibliotheekleven*; *Bibliothekar*; *Biblos*; *Bilgi*; *Bogens Verden*; *Boletin de la Asociacion Archivistica Argentina*; *Boletin Interamericano de Archivos*; *Bollettino dell' Instituto di Patalogia del Libro*; *Bookmark*; *Brio*; *British Cinematography*; *British Records Association, Technical (Section) Bulletin*; *Broadcasting*; *Bull. d'information sur la pathologie des documents et leur protection aux Archives de France*; *Bulletin de l'Association Technigue de l'Industrie papetière*; *Bull. de l'UNESCO pour les bibliothèques de France*; *Bulletin of American College of Surgeons*; *Bulletin of the American Geographical Society*; *Bulletin of the American Institute of Architects*; *Bull. of the British Records Association, Technical Section*; *Bulletin of the Institute of Historical Research*; *Bulletin of the School of Oriental and African Studies*; *Bulletins of the National Archives*; *Bulletins of the National Archives of the United States (National Archives of the United States, Bulletin)*; *Bülten (ODTÜ Mimarlık Fakültesi)*; *Byzantion*

— C —

Cahiers du Monde Russe et Soviétique; *California Librarian*; *California School Libraries*; *Canadian Archivist*; *Canadian Chemistry and Process Industries*; *Canadian Historical Review*; *Canadian Hospitals*; *Canad. Lib. Assn. Feliciter*; *CLA News and Views*; *Canadian Library Journal*; *Cape Librarian*; *Caribbean Archives*; *Cartographic Journal*; *Catholic Library World*; *Central European History*; *Chemistry*; *College and Research Libraries (News)*; *Columbia Library Columns*; *Columbus Memorial Library Newsletter*; *Computer Decisions*; *Conservation of Cultural Property in India*; *Cornell University Library Bulletin*; *Cultura Turcica*; *Curator*

— Ç —

Çığır

— D —

Dartmouth College Library Bulletin; *Datamation*; *Demiryol*; *Der Archivar*; *Diyanet Dergisi (Diyanet İşleri Başkanlığı Dergisi)*; *Doc. isl. ined.*; *Documents from Islamic chanceries*; *Donanma Dergisi*; *Drexel Library Quarterly*

— E —

Economist; *Erdemir Dergisi*

— F —

Federal Register; *Feliciter*; *FID (International Federation for Documentation) News Bulletin*; *Film Library Quarterly*; *Fire*

Technology; Folia Orientalia; Folklore and Folk Music Archivist; Fontes Artis Musicae; Fontes orientales... curavit A.S. Tveritina; French Historical Studies

— G —

Geographical Journal; Georgia Archive; Georgia Librarian; German Quarterly; Gordlevsky Sbornik; Government Data Systems; Govt. Pub. R.; Gurbet Dergisi; Güney - Doğu Avrupa Araştırmaları Dergisi

— H —

Harvard Library Bulletin; Hastahane İdareciliği Dergisi; Hawaii Library Association Journal; Hayat Tarih Mecmuası; Herald of Library Science; Hispania; Historians of the Middle East; Historical Review; History; History Report on current research; Hospital Management; Hospital Topics; Hotline; Huntington Library Quarterly

— I —

Idaho Librarian; Illinois Libraries; Imago mundi; Indexer; Indian Archives; Indian pulp and paper; Information and Records Management; Information Retrieval and Library Automation; Internationale Arbeitsgemeinschaft der Archiv - Bibliotheks - und Graphikrestauratoren Mitteilungen; International Council on Archives Microfilm Committee Bulletin; IFLA (International Federation of Library Association) Journal; IFLA News; International Journal of Africa Historical Studies; International Library Review; Islam; Istoricheskii arkhiv

— İ —

İdare Dergisi; İktisadî Yürüyüş; İller ve Belediyeler Dergisi; İslâm Tetkikleri Enstitüsü Dergisi; İstanbul Enstitüsü Dergisi; İstanbul Üniversitesi Edebiyat Fakültesi Tarih Dergisi; İstanbul Üniversitesi Edebiyat Fakültesi Güney - Doğu Avrupa Araştırmaları Dergisi

— J —

Journal asiatique; Journal of American Folklore; Journal of American History; Journal of Documentary Reproduction; Journal of Documentation; Journal of Forest History; Journal of Geography; Journal of Indian museums; Journal of Library Automation; Journal of Library History; Journal of Micrographics; Journal of Negro Education; Journal of research (NBS - National Bureau of Standards -) Journal of the American Oriental Society; Journal of the Folklore Institute; Journal of the Historical Association; Journal of the Middle East

Studies; Journal of the Royal Asiatic Society; Journal of the Royal Society of Arts; Journal of the Society of Archivists; Journal of the Society of Motion Picture Engineers

— K —

Kimya ve Sanayi; Körosi Csoma - Archivum

— L —

Labor History, Lancet; Law Library Journal; Leads; Liasion; Library; Library Assistant; Library Association Bulletin; Library Association Record; Library Chronicle; Library Journal; Library News Bulletin; Lib. Occ. (Library Occurrent); Library Quarterly; Library Resources and Technical Services; Library Review; Library Trends; Library World; Library of Congress Information Bulletin; Lib. of the Boston athenaeum; Libri; Louisiana Library Association Bulletin

— M —

Magazine of Business; Magyar Könyvszemle; Maine Library Association Bulletin; Majallah Perpustakaan Singapura (Singapore Library Journal - Perpustakaan-); Manuscripts; Maryland Library; Medical Library Association Bulletin; Medical Record News; Michigan Librarian; Microbiologiya; MICRODOC; Microfilm Techniques; Microform; Microform Review; Midwest Folklore; Military Affairs; Military Engineer; Millî Gençlik; Millî Kültür; Mimarlık; Minnesota History; Minnesota Libraries; Mississippi Folklore Register; Mississippi Library News; Mississippi Valley Historical Review; Mitteilungen des Seminars für orientalische Sprachen; Mitt. Inst. österr. Geschichts.forsch.; Mitt. osm. Gesch.; Modern Data; Modern Hospital; Modern Office Procedures; Montana Library; Mountain - Plains Quarterly; Museum; Museum Journal; Museum News; Music Library Association Notes; Muslim World

— N —

Nachrichten Vereinigung Schweizerischer Bibliothekare; National Archives of the United States, Bulletin; Nauchno - Tekhnicheskaiia Information; Nederlandsch Arcievenblad; New Jersey Libraries; New Zealand Libraries; News and Sources; News Bulletin; News Notes of California Libraries; Newsletter on Intellectual Freedom; Newsweek; New York Public Library Bulletin; New Yorker; Nordisk arkivuyt; Nordisk Tidskrift för Bok och Biblioteks - väsen; North Carolina Libraries; Northwest Library Association Quarterly; Northwest Science; Nursing Homes

— LX —

— O —

Odds and Bkends; Office Magazine; Offical map publications (American Library Association); Ohio Library Association Bulletin; Oklahoma Librarian; Oluş; Ontario Library Review; Open; O and M Bulletin; Oriens; Orientalistische Literaturzeitung; Orman ve Av

— Ö —

Önasya

— P —

Pacific Historical Review; Pacific Northwest Library Association Quarterly; Pakistan Library Association Quarterly Journal; Pakistan Library Bulletin; Panorama; Paper industry and paper maker; Paper trade journal; Pennsylvania Library Association Bulletin; Perpustakaan bk. (See) : Majallah Perpustakaan Singapura (Singapore Library Journal - Perpustakaan-); Phonetica; Photographic science and engineering; Previews; Princeton Univ. Chronicle; Problemui Vostokovedeniya; Proceedings; Prilozi or. filol. ist.; Prilozi za or. filol.; Printing, Packaging and Allied Trades Research Association, Bulletin; Prologue; Przegląd Biblioteczny; Public Libraries; Public Opinion Quarterly; Publications Pamphlet; Publishers' Weekly

— Q —

Quarterly Journal of the Library of Congress

— R —

Railway Review; Rassegna degli Archivi di Stato; Rassegna di studi etiopici; Records Management Journal; Records Management Quarterly; Report on current research; Restaurator; Revista Inter-Americana de Bibliografia; Rev. d' hist. militaire; Revue Historique; Revue Internationale Histoire Militaire; Rio Grande History; Rivista degli studi orientali; Rocznik orientalistyczny; R Biblio Brasilia; RQ (American Library Association, Reference Services Division); Rub - Off

— S —

School Libraries; School Library Journal; Sch. Media Q.; Science; Sivas Folkloru; Sivil Savunma Dergisi; SLA (Scottish Library Association) Geography and Map Division Bulletin; SLA (Scottish Library Association) News; Slavic Review; Society of American archivists; Society of Archivists Journal; Society of Local Archivists Bulletin; Society of University Cartographers' Bulletin; South African Libraries; South Carolina Librarian;

South Dakota Library Bulletin; Southeastern Librarian; Sovetskaia Bibliografiia; Soyut; Special Libraries; Special Libraries Association, Geography and Map Division, Bulletin; Special Libraries Association, Picture Division Picturescope; Special Libraries Association, Toronto Chapter Bulletin; Standard; Studies in conservation; Surveying and Mapping; S.P.C.K. Helps for the Student of History, Südostforschungen

— T —

Tapu ve Kadastro Dergisi; Tarih Araştırmaları Dergisi; Tarih Hazinesi; Tarih Notları; Tarih Üzerine İncelemeler; Tarih-i Osmanî Encümeni Mecmuası; Tarih'ten Bugüne; Technical Association of the Pulp and Paper Industry, Technical Association Papers; Technical studies in the field of fine arts; Tennessee Librarian; Texas Libraries; Texas Library Journal; Türccica; Türk Etnografya Dergisi; Türk Folklor Araştırmaları; Türk İdare Dergisi; Türk Kültürü; Türk Kütüphaneciler Derneği Bülteni; Türk San'atı Tarihi İncelemeleri; Türk Tıp Tarihi Arkivi; Türk Yurdu; Türkiyat Mecmuası; Türkiye Turing ve Otomobil Kurumu Belleteni; Türkiye'de Folklor ve Etnografya; T. R. Hist. S.

— U —

U. S. Dept. of Agriculture technical bulletin

— Ü —

Ülkü Mecmuası (Ülkü 'Halkevleri Dergisi')

— V —

Vakıflar Bülteni; Vakıflar Dergisi; Verband der Bibliotheken des Landes Nordrhein - Westfalen Mitteilungsblatt; Verein Schweiz Bibl. Nachr.; Vermont Libraries; Virginia Librarian

— W —

West Virginia Libraries, Western Association of Map Libraries Information Bulletin; Wilson Library Bulletin; Wisconsin Library Bulletin; WALA News

— Y —

Yale Univ. Lib. Gaz.; Yeni Tarih Dünyası; Yeni Türk; Yeni Yayınlar; Y. S. E. (Yol, Su, Elektrik) Dergisi

— Z —

Zeitschrift für Bibliothekswesen und Bibliographie; Zeitschrift für die Kunde des Morgenlandes; Zentralblatt für Bibliothekswesen

XI — BİBLİYOGRAFYALAR, BİBLİYOGRAFİK LİSTELER VE İNDEKSLER (BIBLIOGRAPHIES, BIBLIOGRAPHIC LISTS, AND INDEXES) :

— A —

Andrews, P. A. - F. B. Evans (comp.) : *Writings on archives, current records, and historical manuscripts 1966, a selective bibliography. American Archivist*, 31 (July 1968), 279-299. ss.

Andrews, P. A. - I. V. Clark (comp. and ed.) : *Bibliography: selected writings on archives, current records, and historical manuscripts 1971. American Archivist*, 36 (July 1973), 373-396. ss.

Ankara Üniversitesi Dil ve Tarih - Coğrafya Fakültesi Yayınları Bibliyografyası. I. C. Hazırlayan : Adnan Yeşiloğlu. Ankara, 1958, Türk Tarih Kurumu Basımevi. 16 s.

«Ankara Üniversitesi Dil ve Tarih-Coğrafya Fakültesi Yayınları No : 123»

Ankara Üniversitesi Dil ve Tarih-Coğrafya Fakültesi Yayınları Bibliyografyası. (1935-1966). Hazırlayan : Benal Acır. Ankara, 1968, Ankara Üniversitesi Basımevi. 163 s.

«Ankara Üniversitesi Dil ve Tarih-Coğrafya Fakültesi Yayınları Sayı : 179»

— B —

Barcelona, Universidad, Departamento ed Paleografía y Diplomatica : *Bibliografía paleográfica. By Josefina Mateu Ibars M. a Doleres Mateu Ibars. Barcelona, 1974. XXVIII + 932 s.*

Bergen, John V. : *Map Collection Space, Equipment, Preservation : A Selected Bibliography. Illinois Libraries*, 56 (May 1974), 378 - 380. ss.

Bibliographie des inventaires, répertoires et guides d'archives publiés en 1973. Gazette des Archives, 84 (1974), 54-56. ss.

Binark, İsmet - Nejat Sefercioğlu : *İstanbul, Fâtih, Fetih ve Fâtih Devri Hakkında Yazılmış Kitaplar Bibliyografyası. <Bir Deneme>. İstanbul, 1977, Baha Matbaası. VIII + 199 s.*

«İstanbul Fetih Cemiyeti Nu : 76»

Bond, Maurice : *Archive Buildings and Equipment : A Short Bibliography. Record Office*, 1968. 3 s.

Books In Print... (1970-1975).

Burke, F. G. : *Manuscripts and archives. Library Trends*, 15 (January 1967), 430-445. ss.

— C —

Clarke, I. V. (comp.) : *Writings on archives, current records, and historical manuscripts*, 1970. *American Archivist*, 35 (July-October 1972), 378-402. ss.

Clarke, I. V. - P. A. Andrews (comp. and ed.) : *Writings on archives, historical manuscripts, and current records*: 1972. *American Archivist*, 37 (July 1974), 435-457. ss.

Clarke, I. V. (comp. and ed.) : *Writings on archives, historical manuscripts, and current records*: 1973. *American Archivist*, 38 (July 1975), 339-374. ss.

College and University Archives : A Select Bibliography. *American Archivist*, 37 (January 1974), 67-72. ss.

— D —

Delle Donne, C. R. (comp.) : *Writings on archives, current records, and historical manuscripts*, 1976-1968. *American Archivist*, 33 (July 1970), 258-330. ss.

Duignan; P. : *Bibliographical control of African manuscripts and archives collections*. (In *International conference on African bibliography*, 1967, Nairobi. *Bibliography, of Africa: proceedings and papers*. Africana pub. corp.; Cass 1970, 194-213. ss.)

— E —

Edelglass, E. T. - I. V. Clarke Stevens (comp. and ed.) : *Writings on archives, historical manuscripts, and current records*: 1974. *American Archivist*, 39 (April 1976), 177-197. ss.

Erzi, Adnan : *Türk ve Türkiye Tarihi ve Kültürü Bibliyografyası*.

Evans, F. B. : *Administering archives and manuscripts: a selected bibliography*. *Drexel Library Quarterly*, 11 (January 1975), 106-115. ss.

Evans, F. B. (comp.) : *Archives administration: background; a select bibliographic guide*. Washington, D. C., 1966, American University. 92 s.

Evans, F. B. (comp.) : *Administration of modern archives: a select bibliographic guide*. U. S. National archives and records service, 1970. 213 s.

Evans, F. B. (comp.) : *Modern archives and manuscripts: a select bibliography*. Society of American Archivists. [Ann Arbor, Mich.], 1975. 209 s.

Index Islamicus, <1906-1955>. Compiled by J. D. Pearson. Cambridge, 1961, W. Heffer and Sons Limited. XXXVI + 897 s.

Index Islamicus Supplement, <1956-1960>. Compiled by J. D. Pearson. Cambridge, 1962, W. Heffer and Sons Limited. XXXVIII + 316 s.

Index Islamicus. Second Supplement, <1961-1965>. Compiled by J. D. Pearson. Cambridge, 1967, W. Heffer and Sons Limited. XXX + 309 s.

Index Islamicus. Third Supplement, <1966-1970>. Compiled by J. D. Pearson-Ann Walsh. London, 1972, Mansell Information-Publishing Limited. XXXVI + 384 s.

Index Islamicus. A catalogue of articles on Islamic subjects in periodicals and other collective publication. Fourth Supplement, <1971-1975>. Compiled by J. D. Pearson-Ann Walsh. London, 1976, Mansell Information-Publishing Ltd. XV + 144 s.

Index Islamicus. A catalogue of articles on Islamicus subject in periodicals and other collective publication. Fourth Supplement IV <1974-1975>. Compiled by J. D. Pearson-Ann Walsh. London, 1976, Mansell Information-Publishing Ltd. XVI + 109 s.

Index Islamicus. A catalogue of articles on Islamicus subject in periodicals and other collective publication. Fourth Supplement, Part V <1975>. Compiled by J. D. Pearson-Ann Walsh. London, 1976, Mansell Information-Publishing Ltd. XVI + 144 s.

İstanbul Üniversitesi Yayınları Bibliyografyası. <1933-1963>. Hazırlayan: Leman Bakla. Yayımlayan: İstanbul Üniversitesi. İstanbul, 1966, Edebiyat Fakültesi Basımevi. XXI + 328 s.
«Türkiye Cumhuriyeti İstanbul Üniversitesi Rektörlüğü Yayını Nu: 1156»

İstanbul Üniversitesi Yayınları Bibliyografyası. <Eserler ve Makaleler> 1964-1965. Hazırlayan: Leman Bakla. İstanbul, 1967, Edebiyat Fakültesi Basımevi. XIV + 184 s.
«İstanbul Üniversitesi Rektörlüğü Yayını Nu:1272»

Jenkinson, Hilary: *Manual of archive administration*. 2d ed. London, 1965, Percy Lund, Humphries and Co. Ltd. 261 s.
[Select Bibliography: 243-246. ss.]

— L —

Library Literature. Newyork, 1936-April 1977, H.W. Wilson Co.

— M —

McCarthy, N.P.-I.V. Clarke (comp.): *Writings on archives, current records, and historical manuscripts 1969*. *American Archivist*, 34 (July 1971), 288-311. ss.

— P —

Public Record Office: Modern Departmental Records; A Select Bibliography. 1972. 6 s.

— Q —

Quimby, G.-F.B. Evans (comp.): *Writings on archives, current records, and historical manuscripts 1965; a selective bibliography* *American Archivist*, 30 (January 1967), 129-165. ss.

— R —

Rath, F.L.-M.R. O'Connell (comp.): *Guide to historic preservation, historical agencies, and museum practices: a selective bibliography*. Cooperstown, New York hist. assn., 1970. 369 s.

— S —

Schellenberg, T.R.: *Modern Archives: Principles and Techniques*. Chicago, 1957, The University of Chicago Press. 241 s.
[Bibliography: 237-214. ss.]

Selçuklu Tarihi, Alparslan ve Malazgirt Bibliyografyası. <Malazgirt Zaferinin 900. Yıldönümü Münasebetiyle Hazırlanmış Tarihî Bibliyografya Denemesi>. Hazırlayanlar: Müjgân Cumbur-İsmet Binark-Nejat Sefercioğlu. Yayımlayan: Millî Kütüphane Genel Müdürlüğü. Ankara, 1971, Millî Eğitim Basımevi. XIX + 178 s.

«Kültür Bakanlığı Millî Kütüphane Yayınları : 1»

Select Bibliography of Archive Administration. Prepared by the Technical Committee of the Society of Archivists. *Journal of the Society of Archivists*, II (1960), 67-73. ss.

— T —

Türkiye Bibliyografyası. <1928-1977 III. fasikül>.

Türkiye Makaleler Bibliyografyası. <1952-1977 IV. fasikül>.
(Türkiye Makaleler Bibliyografyası'ndan, 1952'den itibaren taranan dergiler için yararlanılmıştır. Türkiye Makaleler Bibliyografyası'nda bu süreler içerisinde yer almamış dergiler de, bibliyografya için taranmıştır. Ayrıca eski harfli dergilerle, 1952 yılı

öncesi yayınlanmış dergiler de, bibliyografya için taranmışlardır.)

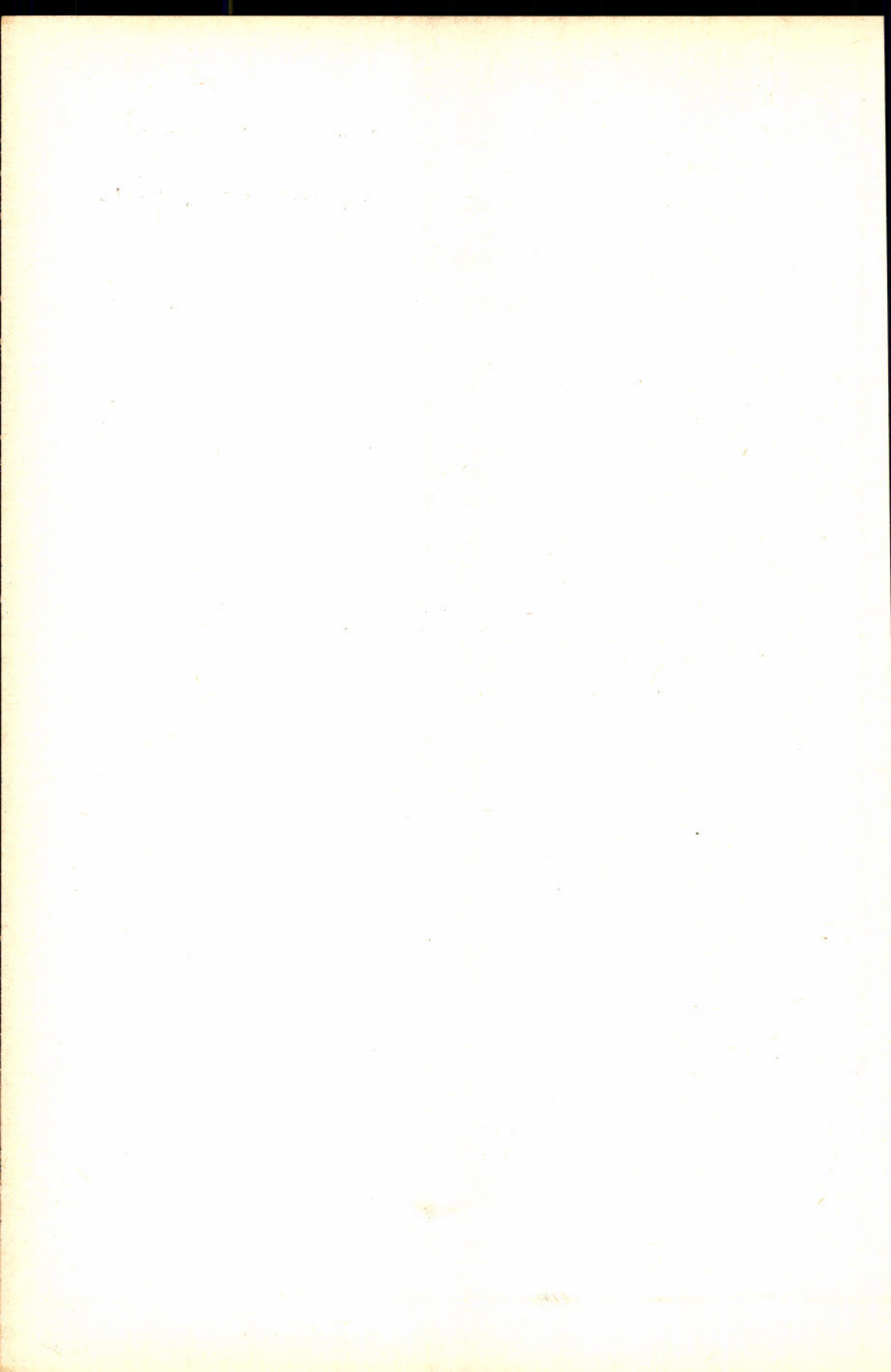
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Türkiye Tarih Yayınları Bibliyografyası. <1729-1955>. 2. bs. Hazırlayan: Enver Koray. Yayımlayan: Maarif Vekâleti. İstanbul, 1959, Maarif Basımevi. XII + 680 s.

Türkiye Tarih Yayınları Bibliyografyası. II <1955-1968>. Hazırlayan: Enver Koray. Yayımlayan: Millî Eğitim Bakanlığı Devlet Kitapları Müdürlüğü. İstanbul, 1971, Millî Eğitim Basımevi. 510 s.

XII — YARARLANILAN KÜTÜPHANELER (LIBRARIES) :

- *Public Record Office, İngiltere-Londra*
- *British Museum (British Library), İngiltere-Londra*
- *School of Oriental and African Studies, İngiltere-Londra*
- *Hacettepe Üniversitesi Kütüphanesi, Beytepe-Ankara*
- *Millî Kütüphane, Ankara*
- *Türk Tarih Kurumu Kütüphanesi, Ankara*
- *Dil ve Tarih-Coğrafya Fakültesi Kütüphanesi, Ankara*
- *Orta Doğu Teknik Üniversitesi Kütüphanesi, Ankara*



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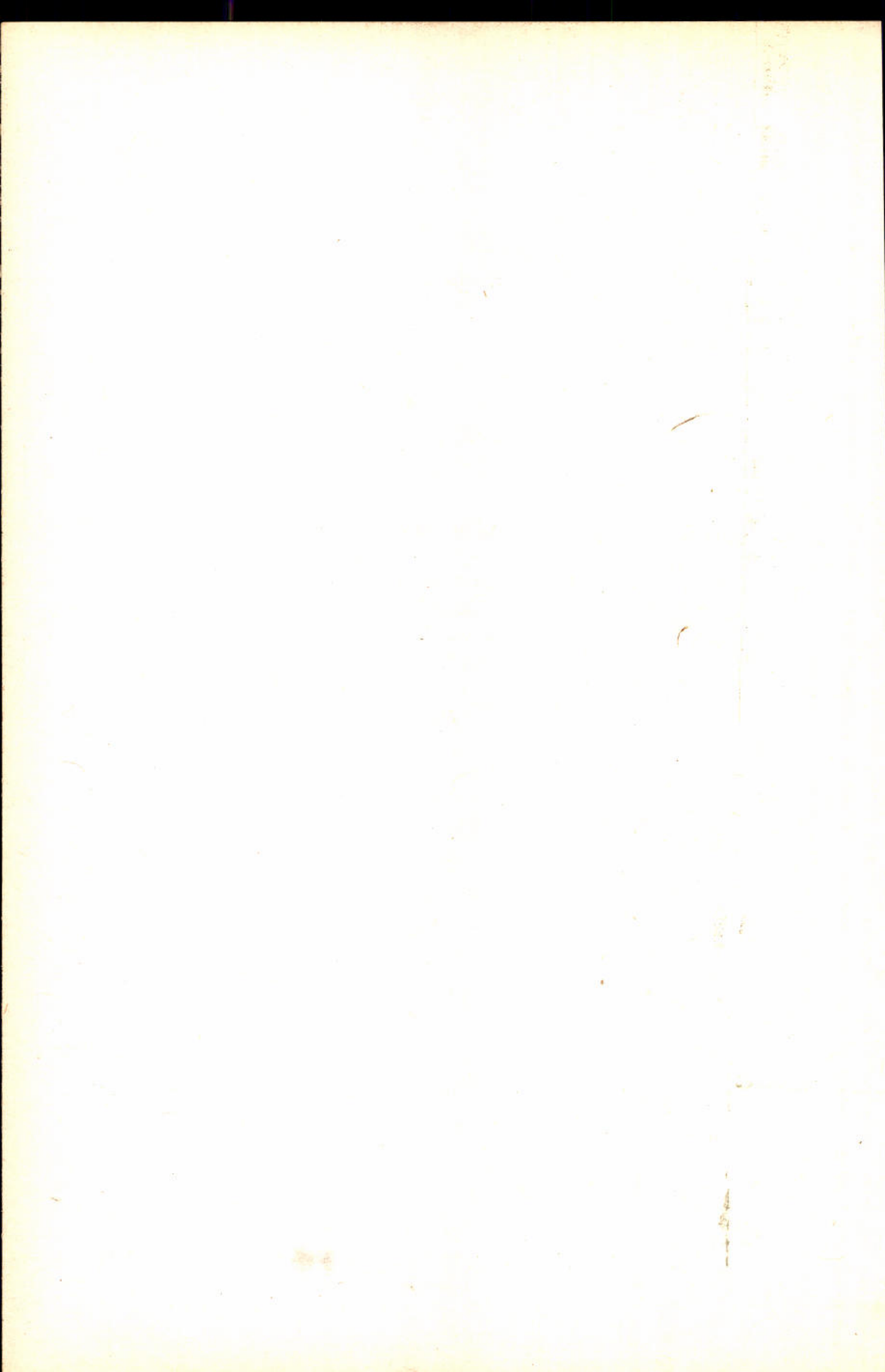
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I — ARŞİV MEVZUATI

**Kanunlar, Kanun Tasarıları,
Tüzükler (Nizamnameler), Kararnameler,
Yönetmelikler (Talimatnameler),
Genelgeler (Tamimler)**

— Kronolojik —

ARCHIVE LAWS

**Laws, drafts of law, regulations,
decrees, statutes, circulars**

— Chronologically arranged —



- 1 Resmi evrak ve defterlerden lüzumsuz olanlarının yok edilmesi tarzı hakkında nizamname. <19 Eylül 1934, No : 2/1282>. Düstur, Üçüncü tertip, XV, (devamı), 1528 - 1533. ss.

(Resmî Gazete ile neşir ve ilânı : 4 Teşrinievvel 1934, Sayı : 2820)

[Merkez ve taşra kuruluşlarında ayıklama, yoketme ve saklama işlerini görmek ve bu konularda karar vermek üzere Ankara'da bir Merkez Komisyonu'nun, Bakanlıklarla illerde ise bir Ayıklama Kurulu'nun teşkili esas alınmış, çalışma metodları tesbit edilmiştir.]

- 2 Ankara'da modern arşivcilik hizmetlerinin gerektirdiği bir arşiv binası yapılması, bu binanın yerinin tesbiti, plân ve haritasının hazırlanması ve kaç liraya çıkabileceğinin tesbiti için Başvekâlet, Millî Müdafaa, Maliye, Nafia ve Maarif Vekillikleri ile Türk Tarihi Tetkik Cemiyeti'nden seçilecek birer kişiden bir komisyon kurulması ve hazırlanacak raporun Başvekâlet'e verilmesi hakkında kararname. <12/1/1935, No : 2/1849>.

- 3 Resmi dairelerdeki lüzumsuz kâğıtların ne suretle yok edileceğine dair olan 1282 sayılı nizamnamenin tefsirine dair kararname. <16 Kânunusani 1935, No : 2/1863>. Düstur, Üçüncü tertip, XVI, 561 - 562. ss.

(Resmî Gazete ile neşir ve ilânı : 26 Kânunusani 1935, Sayı : 2913)

[Saklanmasına lüzum kalmayan evrakın yok edilme şekline aittir.]

- 4 Resmi evrak ve defterlerden lüzumsuz olanlarının yok edilme tarzı hakkındaki 19/9/1934 tarihli nizamnamenin bazı maddelerini değiştiren nizamname. <30 Mart 1937, No : 2/6276>. Düstur, Üçüncü tertip, XVIII, 476 - 478. ss.

(Resmî Gazete ile neşir ve ilânı : 9 Nisan 1937, Sayı : 3576)

[2/1282 sayılı Nizamnamenin iki maddesi değiştirilmiş, bir madde ile bir fıkra eklenmiştir. Yapılan bu değişikliklerle ilçelerde de birer Ayıklama Kurulu'nun teşkili esas alınmıştır.]

- 5 Resmi evrak ve defterlerden lüzumsuz olanların yok edilme tarzı hakkındaki 2/1282 ve 2/6276 sayılı kararnamelerle mer'iyete konulan nizamnamelerin yerine muhtelif memleketlerde tatbik edilmekte olan usullerin tetkikinden sonra Türk Tarih Kurumu tarafından yeni bir proje hazırlanıncaya kadar resmi evrak ve defterlerin hiç bir suretle yok edilmemesi hakkında kararname. <21/5/1937, No : 2/6651>.

(Resmî Gazete ile neşir ve ilânı : 31 Mayıs 1937, Sayı : 3618)

- 6 Başvekâlet : Yazılı ve basılı kâğıtların kese kâğıdı olarak kullanılmamasına dair kanun. Ankara, 1938, Başvekâlet Basımevi. 1 s.

- 7 Muhafazasında zorluk çekilen ve tarihi kıymeti bulunmayan, Adliye Vekâleti'nin çok eski senelerden kalmış ve hükümleri sakıt olmuş kanunlarla, yine eskiden kalma ve eski harfli fersudeleşmiş risalelerin ve diğer vekâletlerle, Divanı Muhasebat'ın buna benzer evrakı ile hesap işlerine ait diğer evrakın 2/6651 sayılı kararname ile tatbiki tehir edilmiş olan Nizamname'deki esaslar dairesinde yok edilmesi hakkında kararname. <27/5/1940, No : 2/13556>.

- 8 Maliye Vekâleti'nin merkezde bulunan hesap işlerine müteallik lüzumsuz evrakı ile birlikte, buna müteferri kuyudat ve muamelesi neticelenmiş diğer evraktan hiç bir suretle kıymeti olmayanların nizamnamedeki usul dairesinde yok edilmesi hakkında kararname. <30/6/1941, No : 2/16120>.
- 9 Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkında kanun. <Kabul tarihi : 26 Mart 1956, Kanun No : 6696>. Düstur, Üçüncü tertip, XXXVII, 1084 - 1087. ss.
(Resmî Gazete ile neşir ve ilânı : 4 Nisan 1956, Sayı : 9276)
- 10 Türkiye Cumhuriyeti Başvekâlet Neşriyat ve Müdevvenat Umum Müdürlüğü : Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkında 6696 sayılı kanun ile bu kanuna ait nizamname. Ankara, 1957, Başvekâlet Devlet Matbaası. 12 s.
- 11 Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkındaki nizamnameyi mer'iyete koyan İcra Vekilleri Heyeti Kararı. <13 Eylül 1957, No : 4/9438>. Düstur, Üçüncü tertip, XXXVIII, 1831 - 1838. ss.
(Resmî Gazete ile neşir ve ilânı : 22 Ekim 1957, Sayı : 9738)
[Bu Nizamname ile, 2/1282 sayılı Nizamname'nin 1-16'ncı maddeleri yürürlükten kaldırılmıştır.]

6696 Sayılı Kanun'a ve 4/9438 Sayılı Tüzük Hükümlerine Göre Yapılan Çalışmalar :

- 12 SEKA Teşkilâtınca muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkında hazırlanan talimatname.
[4/9438 sayılı tüzüğün 18'inci maddesi gereğince bir yönetmelik tasarısı hazırlanarak Arşiv Danışma Kurulu'na sunulmuş, ancak bu kurulun Bütçe Kanunu ile çalışamaz hale gelmesi sebebiyle, tasarının incelenmesi mümkün olmamıştır.]
- 13 Türkiye Cumhuriyeti Maarif Vekâleti : 6696 sayılı Kanunun tatbikatına ait nizamnamenin 19'uncu maddesi uyarınca teşkilâtları tarafından mütalâası alınmak suretiyle yapılacak talimatnamelerin hazırlanmasında gözönünde bulundurulması düşünülen esaslar. Ankara, 1958, Maarif Basımevi. 19 s

Bütçe Kanunları ve Arşiv :

- 14 1959 yılı Bütçe Kanunu.
[1959 yılı ve onu takip eden yılların Bütçe Kanunlarına; «Muhafazasına lüzum kalmayan evrak ve vesaikin imha edilmesi hakkındaki 6696 sayılı kanun hükümleri... mali yılında uygulanmaz.» şeklinde bir fıkra eklenmiştir. Ancak bazı kuruluş ve kurumlar, 1968 yılından sonra Bütçe Kanunları ile kendilerine özel yetkiler sağlayarak, bu kanun hükümlerine tabi olmaksızın, hazırladıkları yönetmelikler esasları dairesinde evrak ve vesaik imha etme yetkisini elde etmişlerdir.]
- 15 Başbakanlık Genelgesi. <Özlük İşleri, 26/5/1966, 27-213-3/3268>.
[Arşiv kanunu kabul edilip yürürlüğe girinceye kadar, resmî işlem görmüş her çeşit evrak ve defterlerin yok edilmemesine, elden çıkarılmamasına, aksine hareket edenler hakkında 6696 sayılı Kanuna göre işlem yapılacağı hakkındadır.]

Devlet Arşiv Kanunu Tasarısı, Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı, Yönetmelik ve Genelgeler :

- 16 Arşiv Kanunu tasarısı ve İçişleri, Adalet ve Plân Komisyonları Raporları (1/143), Dönem : 3, Toplantı : 3, Millet Meclisi S. Sayısı : 646.

[Başbakanlıkça hazırlanan ve Türkiye Büyük Millet Meclisine arzı, Bakanlar Kurulu'nca 29/11/1969 tarihinde kararlaştırılan «Arşiv Kanunu tasarısı» ve gerekçesidir. Başbakanlık Kanunlar ve Kararlar Tetkik Dairesi'nin 17/12/1969 gün ve 71-32/A/9922 sayılı yazısı ile, Millet Meclisi Başkanlığı'na sunulmuştur.]

- 17 Devlet Arşiv Kanunu tasarısı (1/128), D. : 4-Toplantı : 2, No : 32.
[Türkiye Büyük Millet Meclisine arzı, Bakanlar Kurulunca 4/5/1974 tarihinde kararlaştırılan «Devlet Arşiv Kanunu tasarısı» ve gerekçesidir. Başbakanlığın 11/5/1974 gün ve 71-32/A/2807 sayılı yazısı ile, Millet Meclisi Başkanlığı'na sunulmuştur.]

- 18 Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı ve İçişleri ve Plân Komisyonları Raporları (1/134), Millet Meclisi S. Sayısı : 510, Dönem : 4, Toplantı : 4.

[15 esas ve 3 geçici maddeden ibaret tasarı hükümleri, şu başlıklar altında sıralanmıştır : 1) Kuruluş, 2) Görevler, 3) Milli Arşiv Kurulu, 4) Yetkiler, 5) Çeşitli hükümler. Türkiye Büyük Millet Meclisi'ne arzı Bakanlar Kurulu'nca 16/4/1974 tarihinde kararlaştırılan kanun tasarısı, gerekçesi ile birlikte 13 esas ve 2 geçici maddeden ibaret olmak üzere 20/5/1974 günü Millet Meclisi Başkanlığı'na sunulmuştur.]

- 19 Devlet Arşiv Yönetmeliği.

(Resmî Gazete ile neşir ve ilânı : 19 Aralık 1975, Sayı : 15443)

[19 esas ve 1 geçici maddeden ibaret bu Yönetmelik; 16 esas ve 1 geçici maddesinin hükümlerini Devlet Arşiv Kanunu Tasarısı'ndan ve Milli Arşiv Kurulu'na ait 4'üncü maddesinin hükmünü ise, Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı'ndan almıştır.]

- 20 Başbakanlık, İç Genelge 1977/3, <Cumhuriyet Arşivi Dairesi Başkanlığı, 18/1/1977, 4503-1>.

[Cumhuriyet'in ilânından bugüne kadar teşekkül eden, bu devrin bütün tarihini, Türkiye Cumhuriyeti'nin doğuşunu, ilerleyiş yolunda geçirdiği çeşitli safhaları, elde edilen neticeleri gösteren tarihi, idari, siyasi, hukuki, iktisadi, ilmi, biyografik ve çeşitli konulardaki doküman ve belgeler topluluğundan meydana gelen Cumhuriyet Dönemi arşiv malzemesiyle, zamanla arşiv malzemesi haline gelecek arşivlik malzemenin kontrol altına alınması, bunların modern arşivcilik metodlarına uygun olarak korunması, düzenlenmesi ve ilmi bir şekilde tasnif edilip hizmete sunulmasıyla ilgili arşiv hizmetlerinin; «Arşiv Kanunu Tasarısı» ile «Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı»nın kanunlaşmaları halinde yapılacak işlemlere ön çalışma teşkil etmek üzere, Başbakanlık'ta kurulan Cumhuriyet Arşivi Dairesi Başkanlığı marifetiyle ele alınması ve başta Başbakanlık'ta mevcut arşiv malzemesi olmak üzere, hazırlanacak bir yönetmelik dairesinde tüm Cumhuriyet Dönemi arşiv malzemesinin tesbiti, kontrol altına alınması, muhafazası ve tasnifi konusuna ait tedbirlerin tesbit ve izlenmesinin yararlı olacağı ve bu maksatla Başbakanlığın ilgili merkez ünitelerinde başlatılacak arşiv hizmetleri hakkındadır.]

- 21 Başbakanlık Genelgesi, 1977/1, <25/1/1977, 1061-03213>.

[Üçüncü Beş Yıllık Plân'da yer alan ve inşaatına 1974 yılında başlanan Devlet Arşiv Sitesi'nin sür'atle ikmal edilmekte olduğu; aradan elli yılı aşan bir zaman geçmiş olmasına rağmen, merkezi olarak ele alınmamış bulunan Cumhuriyet Dönemi arşiv belgelerinin, modern arşiv metod ve tekniklerine göre, tüm devlet dairelerinde tespit, kontrol ve muhafazasına ait çalışmalara hız verilmesi; bina ihtiyacı ile birlikte hukuki bünye ve statüsünün de bir an evvel elde edilmesine gayret edilen Devlet Arşiv Genel Müdürlüğü hizmetlerine bir başlangıç olarak, Başbakanlık'ta, bu konuda tevessül edilen çalışma ile ilgili İç Genelge'nin bir nüshasının ilişikte sunulduğu; başlatılmış veya başlatılacak arşiv hizmetlerinde yeknesaklığı sağlamak üzere, Bakanlık ve bağlı kuruluşlarında, Başbakanlık'daki çalışmalara benzer düzenlemeye gidilmesi hakkındadır.]

- 22 Fakülte ve Yüksek Okullarda Okuyan Öğrencilere Başbakanlıkça Verilecek Burslar Hakkında Yönetmelik.

(Resmî Gazete ile neşir ve ilânı : 29 Haziran 1977, Sayı : 15981)

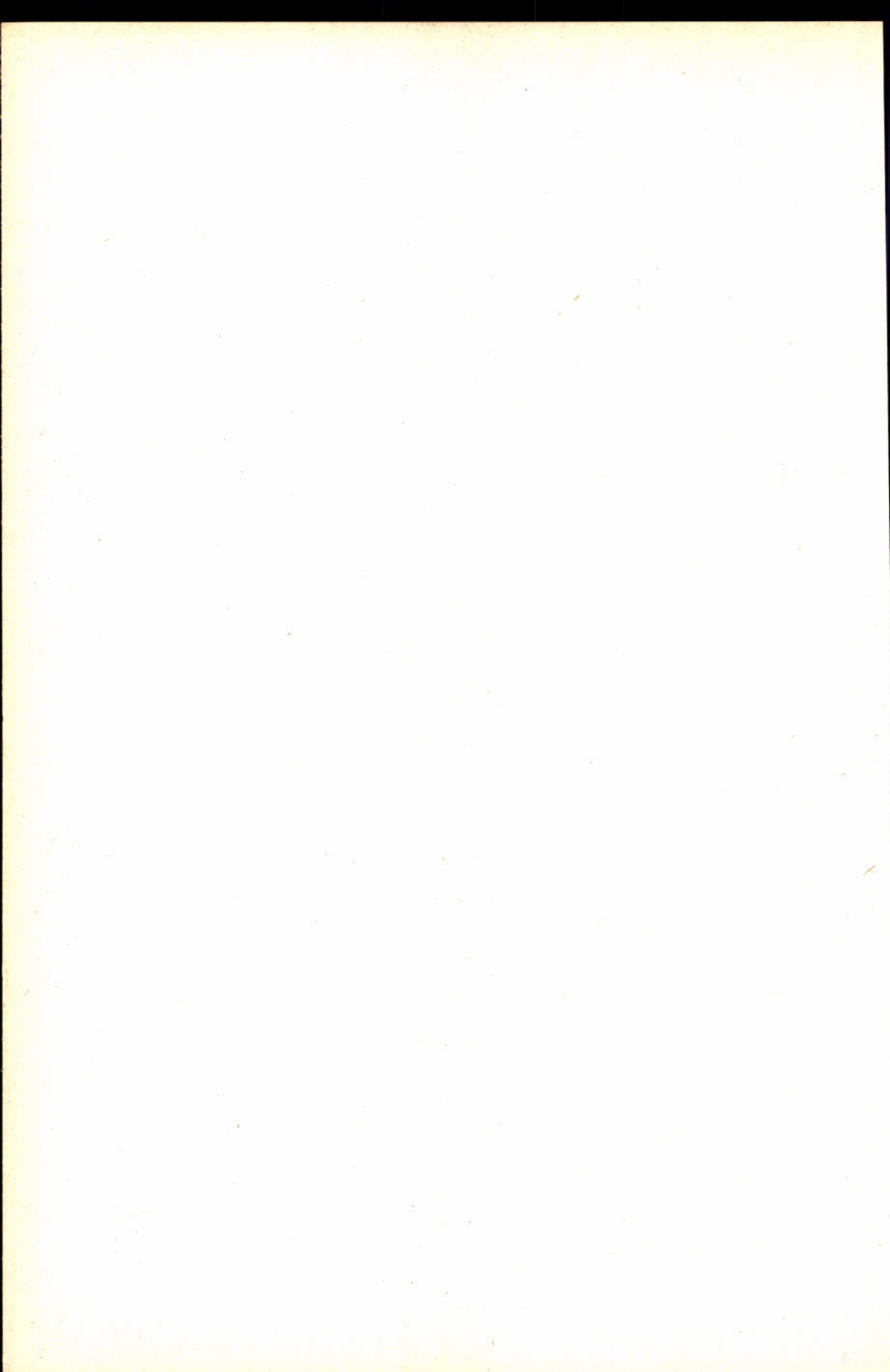
[Osmanlı İmparatorluğu ve Türkiye Cumhuriyet dönemi arşiv hizmetlerinin gerektirdiği mesleki bilgiye sahip eleman yetiştirmek üzere, ilgili fakülte ve yüksek okullara Başbakanlıkça verilecek burslar hakkındadır.]

**II — ÇEŞİTLİ KURULUŞLARIN
ARŞİV YÖNETMELİKLERİ**

— Kuruluşlara göre alfabetik —

**REGULATIONS FOR THE ARCHIVES
OF THE GOVERNMENT AGENCIES AND ORGANIZATIONS**

— Alphabetically arranged by names of agencies and organizations —



- 23 Muhaberat ve arşiv yönetmeliği. Yayımlayan : Türkiye Cumhuriyeti Bayındırlık Bakanlığı Karayolları Genel Müdürlüğü. Ankara, 1962. 25 s.
[Metin teksirdir.]
- 24 Etibank Genel Müdürlüğü : Sadıra mektuplarının kopyaları ve bunların arşive verilen nüshaları hakkında. 2. bs. [Ankara], 1962. 2 y.
- 25 Etibank Genel Müdürlüğü : Etibank topluluğu arşiv yönetmeliği. Ankara, 1969. 6 s.
- 26 Etibank topluluğu arşiv yönetmeliği. <Yönetmelik No : 14> Yayımlayan : Etibank Genel Müdürlüğü. Ankara, 1969. 3-6. ss.
- 27 Etibank Genel Müdürlüğü : Gizlilik dereceli evrak ve gereçin güvenliği hakkında esaslar. Ankara, 1970. 34 s.
- 28 Türkiye Cumhuriyeti Genelkurmay Başkanlığı : Arşiv Talimatı. 2. bs. Ankara, 1962, Gnkur. Basımevi. 19 s.
«Gnkur. Talimatı 213-1 <K-107>»
- 29 Türkiye Cumhuriyeti Genelkurmay Başkanlığı : Arşiv Talimatı. Ankara, 1963, Gnkur. Basımevi. 16 s.
«Gnkur. Talimatı No : 213-1»
- 30 [Türkiye Cumhuriyeti Genelkurmay Başkanlığı] : Muhafazasına lüzum olmayan evrakın imhası hakkında talimat. Ankara, 1963, Gnkur. Basımevi. 21 s.
- 31 Türkiye Cumhuriyeti Genelkurmay Başkanlığı : 213-1 arşiv talimatı düzeltmesi. [Ankara], 1971. 3 s.
[Metin teksirdir.]
- 32 İçişleri Bakanlığı Merkez Kuruluşları Arşiv Yönetmeliği.
(Resmî Gazete ile neşir ve ilanı : 6 Şubat 1969, Sayı : 13120)
- 33 İstanbul Belediyesi İstanbul Elektrik, Tramvay ve Tünel İşletmeleri Umum Müdürlüğü : Evrak ve Arşiv Şubesine ait talimatname. İstanbul, 1941, Kâğıtçılık ve Matbaacılık A. Ş. 4 s.
- 34 Arşiv yönetmeliği. Yayımlayan : Türkiye Cumhuriyeti Sanayi ve Teknoloji Bakanlığı. Ankara, 1977, Alemdar Matbaası. 21 s.
«O ve M Dairesi Başkanlığı Yönetmelik No : 351-7»
- 35 Türk Film Arşivi Derneği Tüzüğü. İstanbul, 1968, Türk Film Arşivi Derneği. 6 y.
[Metin teksirdir.]
- 36 Türkiye Petrolleri A. O. Arşiv talimatı. Ankara, [1976]. II + 11 s., 2 plânş.
[Metin teksirdir.]
- 37 Türkiye Ticaret Odaları, Sanayi Odaları ve Ticaret Borsaları Birliği [Ankara] : Türkiye Ticaret Odaları, Sanayi Odaları ve Ticaret Borsaları Birliği ile Ticaret ve Sanayi Odaları, Ticaret Odaları, Sanayi Odaları ve Ticaret Borsaları muamelât yönetmeliklerine ek haberleşme ve arşiv yönetmeliği. Ankara, 1965, Tür-

kiye Ticaret Odaları, Sanayi Odaları ve Ticaret Borsaları Birliği Matbaası. 13+(29) s.

- 38 Verem Savaş Dispanserleri teşhis ve tasnif kodlaması ve arşiv işletmesi talimatı. İstanbul, 1963, Günşen Matbaası. 18 s.
- 39 Veremle Savaş Dispanserleri teşhis ve tasnif kodlaması ve arşiv işletmesi talimatı. [2. bs.] Ankara, 1968, Sağlık ve Sosyal Yardım Bakanlığı Basımevi. 18 s.

**III — KALKINMA PLÂNLARINDA ARŞİV KONUSU
VE ARŞİVLERİMİZ HAKKINDA ARAŞTIRMA RAPORLARI**

— Kronolojik —

**TREATMENT OF THE SUBJECT OF ARCHIVES
IN THE DEVELOPMENT PLANS AND RESEARCH
REPORTS ABOUT ARCHIVES BY INDIVIDUALS
AND OTHER ORGANIZATIONS**

— Chronologically arranged —



- 40 Osman Nuri - Mehmet Hayati : Evrak-ı atikenin suret-i tesviyesine dair rapor. İstanbul, 1332, Matbaa-i Arşak Garveyan. 24 s.
[Yazar adı raporun sonunda yer almıştır.]
- 41 Merkezi Hükûmet Teşkilâtı Kuruluş ve Görevleri, <Merkezi Hükûmet Teşkilâtı Araştırma Projesi Yönetim Kurulu Raporu>. 2. bs. Yayımlayan : [T. C. Başbakanlık] Türkiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara, 1966, Ankara Üniversitesi Basımevi. 416. s.
«Türkiye ve Orta Doğu Amme İdaresi Enstitüsü Yayınları»
[Evrak, dosya ve arşiv işlerinin ele alınması ve her faaliyet tipi için en verimli çözümlerin bulunması hakkındadır.]
- 42 Şakar, Necmettin : Maliye Bakanlığı Teşkilâtında mevcut evrakın halen ne suretle muhafaza edildiği ve kurulması gerektiği düşünülen Maliye Arşivi hakkında rapor. 1968.
[Metin teksirdir.]
- 43 1970 Yılı Programı, İkinci Beş Yıl <1968 - 1972>. [Yayımlayan] : T. C. Başbakanlık Devlet Plânlama Teşkilâtı. Ankara, 1970, Başbakanlık Basımevi. 465. s.
«Devlet Plânlama Teşkilâtı Yayın No : 837»
[«Devlet arşivlerinin yeniden düzenlenmesi ve modern cihazlarla donatılması için hazırlanan programın ve arşiv vesikalarının yok edilmesini önleyici kanunî tedbirlerin uygulanmasına başlanacaktır. Bütün devlet arşivlerinin merkezi bir yönetim altında birleştirilmesi ve arşivlerle ilgili sorunların çözümlenmesine ilişkin kanunların sür'atle çıkarılması sağlanacaktır.» hükmü yer almıştır.]
- 44 1970 Yılı Programı İcra Plânı, İkinci Beş Yıl <1968-1972>. [Yayımlayan] : T. C. Başbakanlık Devlet Plânlama Teşkilâtı. Ankara, 1970, Başbakanlık Basımevi. 100. s.
«Devlet Plânlama Teşkilâtı Yayın No : 839»
[Madde 462'de aynı görüşlere yer verilmiştir.]
- 45 Ar, A. Fikret : Arşivlerin organizasyonu hakkında araştırma raporu. Yayımlayan : T. C. Başbakanlık Türkiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara, 1971. 147+29 y.
[Metin teksirdir.]
- 46 Ar, A. Fikret : Kamu kuruluşları arşivinin düzenlenmesine ilişkin rapor özeti. Yayımlayan : [T. C. Başbakanlık] Türkiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara, 1971. II+29 y.
[Metin teksirdir.]
- 47 Daryavuz, Perihan : Sosyal Sigortalar Kurumu arşivleme sisteminde mikrofilm kullanılması hakkında araştırma raporu. [Ankara], 1972. 23+2 y.
[Metin teksirdir.]

- 48 Yeni Strateji ve Kalkınma Plânı, Üçüncü Beş Yıl <1973-1977>. [Yayımlayan]: T. C. Başbakanlık Devlet Plânlama Teşkilâtı. Ankara, 1973, Başbakanlık Basımevi. 786. s.

«Devlet Plânlama Teşkilâtı Yayın No : 1271»

[Madde 1683/3'de «Devlet arşiv sisteminin yeniden düzenlenmesi, mevcut merkezi, bölgesel ve yersel arşivlerin taranması, arşivleri düzenleyecek ve tespit çalışmaları yapacak uzman personelin yetiştirilmesi, özellikle eski belgelerin doğru okunmasını sağlamak için özel ve sür'atli bir programın düzenlenmesi, bu alandaki yurt dışı kaynakların tespiti ve toplanması konusunda uluslararası işbirliğinin sağlanması gerçekleştirilecektir. Ortak bir komisyonca hazırlanmış bulunan arşivleri düzenleme programı ışığında gereken donatım sağlanacak, yapılacak çalışmalar mevzuat düzenlemeleri ve mali kaynaklarla desteklenecektir. Kültür ve tarih değeri yüksek olan belgelerin yokolması önlenecek, bu belgeler bir sistem içinde tespit edilerek kullanıma hazır duruma getirilecektir.» şeklinde daha geniş olarak ele alınmıştır.]

- 49 1973 Yılı Programı, Üçüncü Beş Yıl <1973-1977>. [Yayımlayan]: [T. C. Başbakanlık Devlet Plânlama Teşkilâtı]. Ankara, 1973, [Başbakanlık Basımevi]. 249. s.

«Devlet Plânlama Teşkilâtı Yayın No : 1272»

[389'uncu maddenin 5'inci fıkrasında, Devlet arşiv sisteminin yeniden düzenlenmesi konusuna temas edilmiştir.]

- 50 1973 Yılı Programı İcra Plânı, Üçüncü Beş Yıl <1973-1977>. [Yayımlayan]: [T. C. Başbakanlık Devlet Plânlama Teşkilâtı]. Ankara, 1973, [Başbakanlık Basımevi]. 62. s.

«Devlet Plânlama Teşkilâtı Yayın No : 1280»

[266'ıncı maddede aynı konu yer almıştır.]

**IV — ÜLKEMİZDE ARŞİV KONUSUNDA YAYINLANMIŞ
TELİF VE TERCÜME KİTAPLAR**

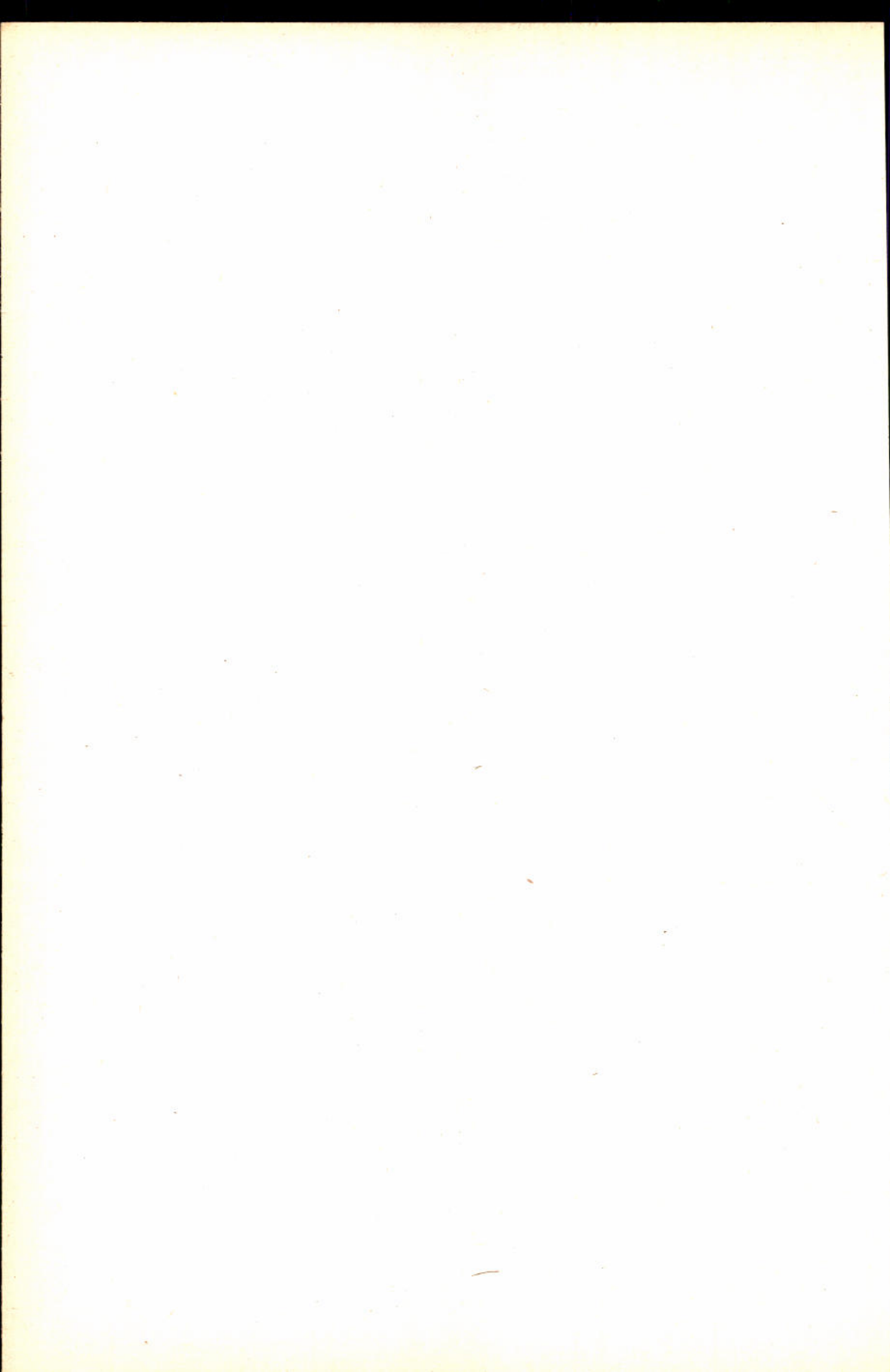
**BOOKS ON ARCHIVES PUBLISHED IN TURKEY
WHICH HAD BEEN WRITTEN IN TURKISH
AND TRANSLATED INTO TURKISH
FROM OTHER LANGUAGES**



- 51 Acaroğlu, Mehmet [Türker]: Arşiv - dosya tanzimi ve dokümantasyon tekniği ders notları <1970-1971>. İstanbul, 1971. 44 y.
«Gazetecilik Enstitüsü Sinema ve Fotoğrafçılık Derneği Yayın No : 4»
[Metin teksirdir.]
- 52 Aker, Zübeyir: Evrak, Dosya ve Arşiv Kursu notu. <Dışişleri Bakanlığı>. Ankara, 1962.
[Metin teksirdir.]
- 53 Arşiv belgelerinin restorasyonu. Hazırlayan: Atilla Çetin. Yayımlayan: T.C. Kültür Bakanlığı. Ankara, 1977, Baskılı Ambalaj Sanayii. X+61 s.
«Kültür Bakanlığı Yayınları : 296»
«Araştırma ve İnceleme Eseri : 4»
[Kitabın 54-57. ss. arasında restorasyon konusunda kısa bir bibliyografya yer almıştır.]
- 54 Arşiv notları. Hazırlayan: Atilla Çetin. Yayımlayan: Türkiye Cumhuriyeti Başbakanlık. Ankara, 1976, Başbakanlık Basımevi. 69 s.
«T. C. Başbakanlık Arşiv Genel Müdürlüğü No : 1, Gn. No : 013»
[«I. Kurumlararası Evrak, Dosya ve Arşiv Kursu» adlı konferansın notlarıdır.]
- 55 Arşiv problemleri ve arşivcilik. Derleyen: Tülin Aren. Yayımlayan: Türkiye Cumhuriyeti Başbakanlık. Ankara, 1976, Başbakanlık Basımevi. 92 s.
«T. C. Başbakanlık Basımevi Döner Sermaye İşletmesi Müdürlüğü Yayın No : 46»
- 56 Başbakanlık Arşiv Genel Müdürlüğü ile Türkiye ve Orta Doğu Amme İdaresi Enstitüsü 3-14 Mayıs 1976 tarihleri arasında tertiplenen 1. Kurumlararası Evrak - Dosya ve Arşiv Kursu notları. Hazırlayanlar: Atilla Çetin - Tevfik Temelkuran. Ankara, 1976, Karayolları Genel Müdürlüğü Matbaası. 76 s.
- 57 Başbakanlık dokümantasyon ve arşiv hizmetlerinde bilgisayar kullanımı projesi. Hazırlayan: Celâl Gürel. Yayımlayan: Türkiye Cumhuriyeti Başbakanlık. Ankara, 1977. 29 s., 1 plânş.
«T.C. Başbakanlık Halkla İlişkiler ve Enformasyon Daire Başkanlığı»
- 58 Darendeliler, Adnan - İhsan Dede: Arşiv'in bugünkü durumu hukuk ve ilim açısından <arşiv idaresi>. Ankara, 1968, Gürsoy Basımevi. XV + 139 s. + [1] y.
«T.C. İçişleri Bakanlığı Teşkilât - Metot Bürosu Yayınları : 1»
[Bibliyografya 138-139. ss.]
- 59 Devlet Arşiv Sitesi: Yayımlayan: Türkiye Cumhuriyeti Başbakanlık. Ankara, 1977, Başbakanlık Basımevi. 11 s., 19 plânş.
«T.C. Başbakanlık Arşiv Dairesi Yayınları No : 2, Gn. No : 024»
[Metin Türkçe ve İngilizce'dir.]

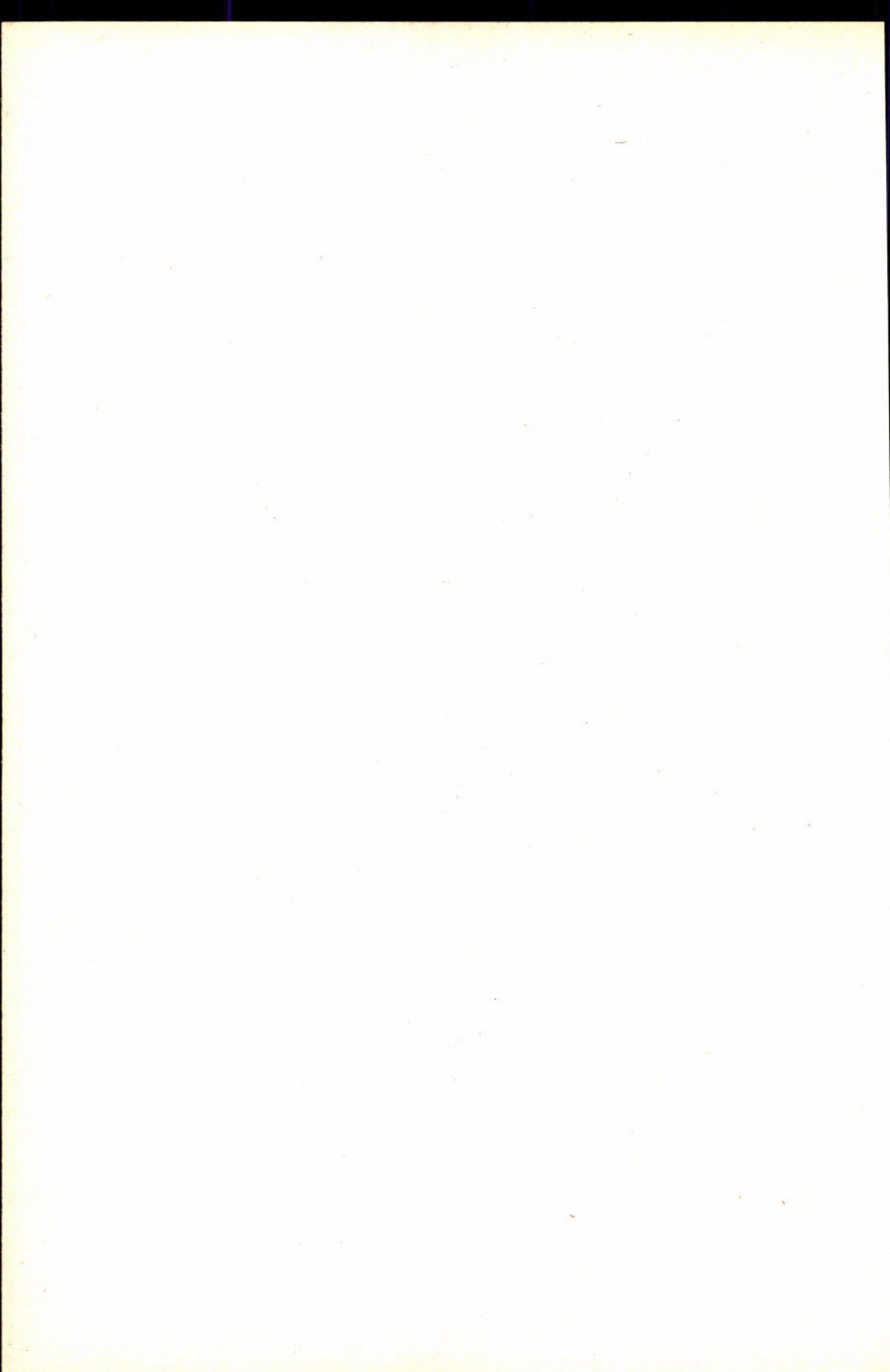
- 60 9-11 Mayıs 1967 tarihleri arasında Kopenhag'da toplanan X. Milletlerarası Arşiv Yuvarlak Masa Konferansı hakkında rapor. Hazırlayan : Fazıl İşközlü. Ankara, 1968, Başbakanlık Devlet Matbaası. 38 s.
- 61 Duchein, Michel : Arşiv binaları ve teçhizatı. <Les bātiments et équipements d'archives>. Tercüme eden : Cemil Göker. Yayımlayan : Türkiye Cumhuriyeti Milli Eğitim Bakanlığı Devlet Kitapları Müdürlüğü. Ankara, 1974, Milli Eğitim Basımevi. IX+240 s., plânş.
[Bibliyografya 167-171. ss.]
- 62 Ecole Nationale des Chartes hakkında bilgi ve notlar. Hazırlayan : Fransa Milli Eğitim Bakanlığı. <Tercüme>. Ankara, 1974. 41 s.
[Metin teksirdir. Milli Eğitim Bakanlığınca, hizmetiçi çalışmalarında faydalanılmak üzere Fransızca'dan tercüme edilmiştir. Ecole National des Chartes, Fransa'da Milli Eğitim Bakanlığı'na bağlı olarak resmi öğrenim yapan, edebi ve ilmi çalışmalarıyla tanınmış bir kuruluştur. Kuruluşun gayesi, Fransa'nın tarihî kaynakları üzerinde çalışacak yetkili uzmanlarla, devlet evrakının muhafazası için paleograf-arşivci yetiştirmektir. 22 Şubat 1821'de kurulmuştur.]
- 63 Fekete, Lajos : Arşivin ön vazifeleri. Ankara, 1937, Başvekâlet Matbaası. 15 s. [Ankara Halkevinde, 28/4/1937 tarihinde Budapeşte Üniversitesi Türk Tarihi Privat Doçentlerinden Arşivist Dr. Fekete Lajos tarafından verilmiş olan konferanstır.]
- 64 Fekete, Lajos : Arşiv meseleleri. Çeviren : M. Tayyib Gökbilgin. İstanbul, 1939, Devlet Basımevi. 149 s.
- 65 Gürel, Celâl - İlhan Akçay : Yayın Arşivciliği. Ankara, 1972, Ay Matbaası. 128 s. «Ankara İktisadi ve Ticari İlimler Akademisi Halkla İlişkiler ve Gazetecilik Yüksek Okulu Yayın No : 4»
[Arşiv konusu için bk. : 5, 20-24, 110-114. ss.]
- 66 Gürkan, Feyyaz : Milli Eğitim Bakanlığı arşivleri ve Türkiye'de arşiv çalışmaları. Yayımlayan : Türkiye Cumhuriyeti Milli Eğitim Bakanlığı. Ankara, 1966, Milli Eğitim Basımevi. 56 s.
- 67 Hafifbilek, Celâl : Sendikalarda arşiv. <Kuruluş ve tatbikatı>. Ankara, 1965, Balkanoğlu Matbaacılık Ltd. Şti. 23 s., resimli.
«Uyanış yayınları»
- 68 Kecskemeti, Charles : Arşivcilerin meslek içi yetiştirilmeleri. <Tercüme>. Ankara, 1974. 82 s.
[Metin teksirdir. Milli Eğitim Bakanlığınca, hizmetiçi çalışmalarında faydalanılmak üzere Fransızca'dan tercüme edilmiştir.]
- 69 Koşay, Hâmit Zübeyir : Arşiv nedir? İstanbul, 1936, Devlet Basımevi. 21 s. «Ankara Halkevi Neşriyatı»
- 70 Marot, Pierre : Fransa'da arşivcilerin yetiştirilmesi. <Tercüme>. Ankara, 1974 16 s.
[Metin teksirdir. Milli Eğitim Bakanlığınca, hizmetiçi çalışmalarında faydalanılmak üzere Fransızca'dan tercüme edilmiştir.]

- 71 Muhteva bakımından Kıbrıs Türk Milli Arşivi ve Araştırma Merkezi. [Yayımlayan] : Kıbrıs Türk Federe Devleti Başkanlığı; Gençlik, Spor ve Kültür İşleri Dairesi Müdürlüğü. Lefkoşa, 1976, Zaman Basımevi. 15 s.
- «Gençlik, Spor ve Kültür İşleri Dairesi Milli Arşiv Yayınları : 1»
- [Eserde; Kıbrıs Türk Milli Arşivi'nin tarihçesi ve kuruluş gayesi, muhteva bakımından Kıbrıs Türk Milli Arşivi, transkripsiyon ve değerlendirme, yayın ve dış ilişkiler, konservasyon ve teknik işler ve Milli Arşiv için söylenenler yer almıştır.]
- 72 16-20 Mayıs 1961 tarihleri arasında Varşova'da toplanan VI. Milletlerarası Arşiv Yuvarlak Masa Konferansı hakkında rapor. <Milletlerarası hayatta arşiv>. Hazırlayan : Fazıl Işıkoğlu. Ankara, 1961, Başbakanlık Devlet Matbaası. 64 s.
- 73 17-20 Ağustos 1960 tarihleri arasında Stockholm'da toplanan IV. Milletlerarası Arşiv Kongresi hakkında rapor. Hazırlayan : Fazıl Işıkoğlu. Ankara, 1961, Başbakanlık Matbaası. 70 s.
- 74 Özerdim, Sami Nabi : Bilgi kaynakları ve arşivcilik ders notları. Ankara, 1967. [2]+240+[13] y.
- [Metin teksirdir.]
- 75 Özerdim, Sami Nabi : Arşivler, kütüphaneler ve müracaat kitapları. Ankara, 1970. 199+1 s.
- [Metin teksirdir.]
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TELİF VE TERCÜME MAKALELER**

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KİTAP VE MAKALELER**

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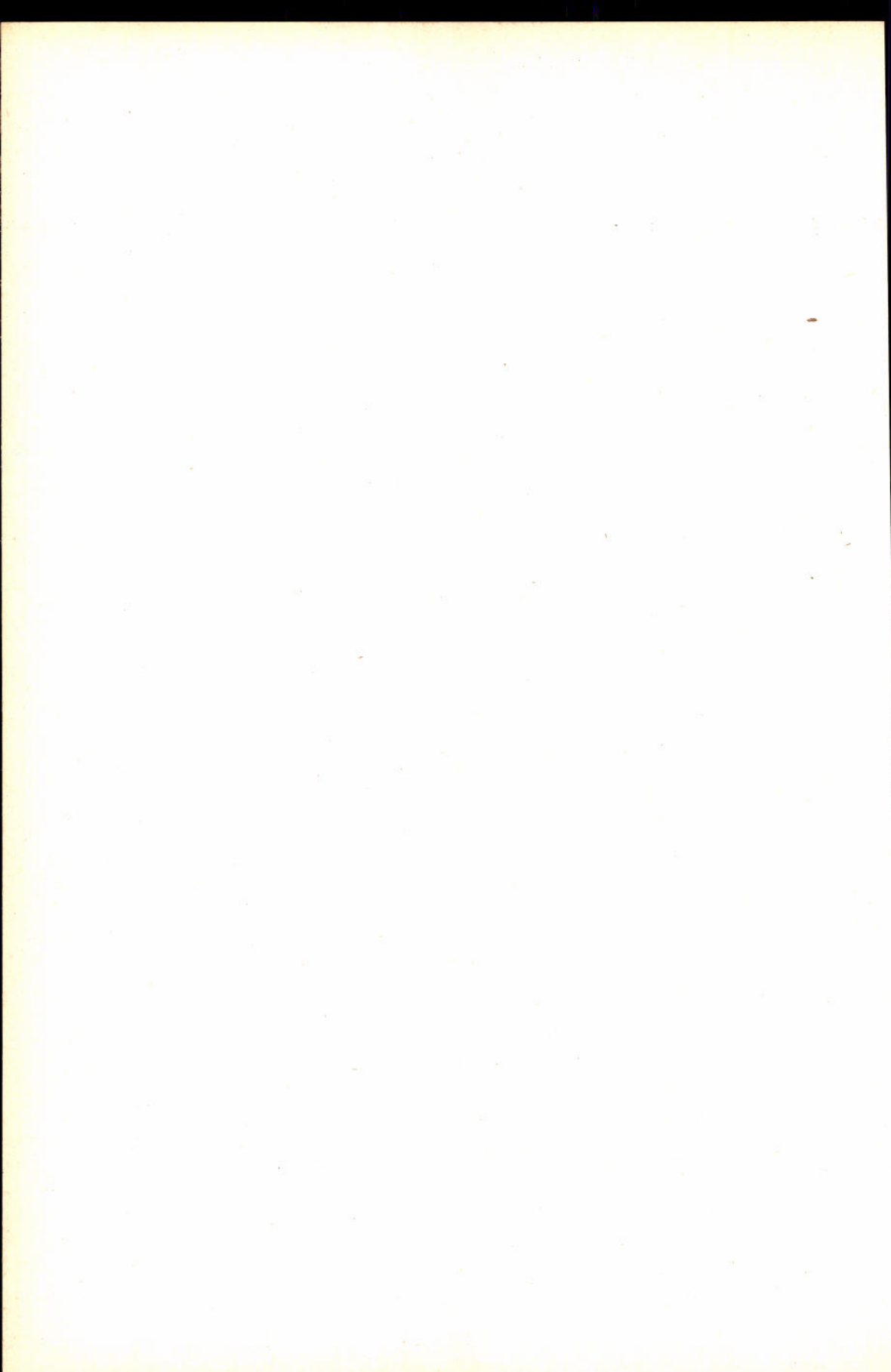
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**VII — ARŞİV VE ARŞİVCİLİK KONUSUNDA YABANCI DİLLERDE
YAYINLANMIŞ KİTAP, MAKALE, RAPOR VE DİĞERLERİ**

— Konu başlıklarına göre alfabetik —

BOOKS, ARTICLES AND REPORTS, ETC. PUBLISHED IN
FOREIGN LANGUAGES ABOUT ARCHIVES AND THEIR
NATURE, HISTORY AND TECHNIQUES, ETC.

— Alphabetically arranged by subject headings —



ARŞİV binaları
(ARCHIVAL buildings)
bk. (See)

ARŞİVLER — Mimari ve yapılar
(ARCHIVES - Architecture and building)

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(ARCHIVES, Nationale)
bk. (See)

ARŞİVLER - Ülkeler ve bölgeler
(ARCHIVES - Countries and regions)

ARŞİVLER - Mimari ve yapılar
(ARCHIVES - Architecture and building)

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(ARCHIVES - Reference services)

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İLÂVELER I

(SUPPLEMENTARY SOURCES ·I)

Bu bölümde yer alan bibliyografik künyelerin, «yazar», «kitap» ve «makale» adları; ait oldukları indekslerde gösterilmiştir.

Names of authors, titles, and titles of articles of bibliographic entries which are included in this section have been listed in their respective indexes.



I — ARŞİV MEVZUATI

**Kanunlar, Kanun Tasarıları,
Tüzükler (Nizamnameler), Kararnameler,
Yönetmelikler (Talimatnameler),
Genelgeler (Tamimler)**

— Kronolojik —

ARCHIVE LAWS

Laws, drafts of law, regulations,
decrees, statutes, circulars

— Chronologically arranged —

- 2699 5432 Sayılı Vergi Usul Kanunu'nun 139. maddesinin uygulanma şeklini gösteren «Mali İstihbarat Arşivi Yönetmeliği»nin yürürlüğe konulması hakkında Bakanlar Kurulu kararnamesi. <25/6/1951, No : 3/13287>.
- 2700 Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı, (1/45), D.: 5-Toplantı : 1, No : 47, Tarih : 30/12/1977.
[Türkiye Büyük Millet Meclisi'ne arzı, Bakanlar Kurulunca 13/9/1977 tarihinde kararlaştırılan «Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı» ile gerekçesi olup, Başbakanlığın 30/12/1977 gün ve 101-50/09947 sayılı yazısı ile, Millet Meclisi Başkanlığı'na sunulmuştur.]
- 2701 İstanbul Milletvekili Süleyman Arif Emre ve Sivas Milletvekili Azimet Köylüoğlu'nun, Devlet Arşiv Kanunu Teklifi, (2/309). D.: 5-Toplantı : 1, No : 48, Tarih : 29/6/1977, 12/8/1977.
- 2702 Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri Hakkında Kanun Tasarısı. [D.: 5-No : 47 ve D.: 5-No : 48 sayılı metinlerin değişik ve birleştirilmiş şekli.]
[20/5/1974 ve 30/12/1977 tarihlerinde Başbakanlık'ca Millet Meclisi Başkanlığı'na sunulmuş olan «Devlet Arşivleri Genel Müdürlüğü Kuruluş ve Görevleri» hakkındaki kanun tasarıları ile, D.: 5-No : 48 (29/6/1977 tarihli teklif) ve D.: 5-No : 48 (12/8/1977 tarihli teklif) sayılı metinlerin, Millet Meclisi Plân Komisyonu'nda Alt Komisyonca tek metin haline getirilmiş şeklidir. Alt Komisyon'un çalışması 22/6/1978 günü Plân Komisyonu'nda görüşülerek kabul edilmiştir.]

III — KALKINMA PLÂNLARINDA ARŞİV KONUSU VE ARŞİVLERİMİZ HAKKINDA ARAŞTIRMA RAPORLARI

— Kronolojik —

TREATMENT OF THE SUBJECT OF ARCHIVES IN THE DEVELOPMENT PLANS AND RESEARCH REPORTS ABOUT ARCHIVES BY INDIVIDUALS AND OTHER ORGANIZATIONS

— Chronologically arranged —

- 2703 1978 Yılı Programı İcra Plânı. [Yayımlayan]: T. C. Başbakanlık Devlet Plânla-
ma Teşkilâtı. Ankara, 1978. 128. s.
«Devlet Plânlama Teşkilâtı Yayın No : 1640»
[Madde 247'de, Devlet Arşiv Kurumu'nun kurulması yönündeki çalışmaların ta-
mamlanacağı şeklinde bir hüküm yer almış ve bu çalışmanın sorumlu kuruluşu
olarak Kültür Bakanlığı gösterilmiştir.]
- 2704 Hükûmet Programı Uygulama Plânı. [Yayımlayan]: T. C. Başbakanlık Devlet
Plânlama Teşkilâtı Koordinasyon Dairesi. Ankara, 1978. 40. s.
«Devlet Plânlama Teşkilâtı Yayın No : DPT : 1645-KD : 349-»
[Madde 80'de, «... bilimsel çalışmalara açık, iyi düzenlenmiş bir devlet arşivi
kurmağa başlanacaktır.» görüşü yer almış ve sorumlu kuruluş olarak Kültür
Bakanlığı gösterilmiştir.]

IV — ÜLKEMİZDE ARŞİV KONUSUNDA YAYINLANMIŞ TELİF VE TERCÜME KİTAPLAR

BOOKS ON ARCHIVES PUBLISHED IN TURKEY WHICH HAD BEEN WRITTEN IN TURKISH AND TRANSLATED INTO TURKISH FROM OTHER LANGUAGES

- 2705 Ar, A. Fikret : Büro yönetimi teknikleri. Yayımlayan : [T. C. Başbakanlık] Tür-
kiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara, 1977, Sevinç Matbaası.
148 - 236. s.
«Türkiye ve Orta Doğu Amme İdaresi Enstitüsü Yayınları No : 161»
[Kitabın belirtilen sayfaları arasında «arşiv» konusu işlenmiştir.]
- 2706 Muallim M. Cevdet'in hayatı, eserleri ve kütüphanesi. Derleyen : Osman Ergin.
İstanbul, 1937, Bozkurt Basımevi. 127 - 134; 134 - 142. ss.
[Kitabın belirtilen sayfalarında; M. Cevdet'in, «Başvekâlet ve Hariciye Hazine-i
Evrakı» ve «Tarihî vesikaların tasnifi ile hülâsaların yazılışında müştereken
riayet edilmesi lâzım gelen mühim esaslar hakkında olup, âmirlere arz edilmek
üzere Avrupalı tecarübe tatbik suretile yazılmıştır» başlıklı iki yazısı yer al-
mıştır.]
- 2707 T. C. Devlet Teşkilâtı Rehberi 1976. 4. bs. Yayımlayan : [T. C. Başbakanlık] Tür-
kiye ve Orta Doğu Amme İdaresi Enstitüsü. Ankara, 1977, Sevinç Matbaası. 117. s.
«Türkiye ve Orta Doğu Amme İdaresi Enstitüsü Yayınları No : 162»
[Gözden geçirilerek yenilenen rehberin bu 4. bs.'nın belirtilen sayfasında, Baş-
bakanlık Dairesi'nin görevleri sıralanırken, arşiv hizmetlerine «Devlet Arşivin'in
derlenmesi, düzenlenmesi işlerini yürütmek; arşiv malzemesini Devletin, bili-
min ve vatandaşların hizmetine sunmak» şeklinde yer verilmiştir.]

V — ÜLKEMİZDE ARŞİV KONUSUNDA YAYINLANMIŞ TELİF VE TERCÜME MAKALELER

ARTICLES ON ARCHIVES PUBLISHED IN TURKEY WHICH HAD BEEN WRITTEN IN TURKISH AND TRANSLATED INTO TURKISH FROM OTHER LANGUAGES

- 2708 Aslanapa, Oktay : Archivalien zur Geschichte der osmanischen Baukunst im 13. und 17. Jahrhundert im Topkapı Serail-Archiv zu Istanbul. Anatolia, 3 (1958), 18-20. ss.
- 2709 Bayraktaroğlu, Niyazi : Vakıflar Genel Müdürlüğü Arşivi. Vakıflar Bülteni, 1 (1970), 94-95. ss.
- 2710 Binark, İsmet : Arşiv hakkında ön bilgiler, ülkemizdeki arşiv çalışmaları, arşiv meselelerimiz ve çözüm teklifleri. Türk Kütüphaneciler Derneği Bülteni, XXVII, 2 (1978), 69-87. ss.
- [Makalede; arşivlerin önemi, arşivin ve arşivistin tarifi, arşiv malzemesi ve arşivlik malzeme, arşivin kısa tarihçesi, Osmanlı İmparatorluğu'nda ve Cumhuriyet döneminde arşiv çalışmaları, Başbakanlık Cumhuriyet Arşivi Dairesi Başkanlığı ve çalışmaları, arşiv ile ilgili mevzuat ve diğer çalışmalar, arşiv meselelerimiz ve çözüm teklifleri yer almıştır.]
- 2711 Erdenen, Orhan : Eski yapılarımızda plân meselesi. Mimarlık, III, 26 (1956), 19-23. ss.
- [Arşiv ve kütüphanelerde bulunan plânların açıklamalı listesi verilmektedir.]
- 2712 Erdoğan, Muzaffer : Osmanlı mimari tarihinin arşiv kaynakları. Tarih Dergisi, 5-6 (1951-1952), 95-122. ss.
- [Başbakanlık Arşivindeki Tâmirât, İnşâât, Keşif, Malzeme-i inşâ'îye, Masârif-i inşâ'îye ve Amele ücretleri defterlerinden 47'si ile, müteferrik defterlerden 7'sinin tavsifi hakkındadır.]
- 2713 Erdoğan, Muzaffer : Osmanlı mimarisi tarihinin otantik yazma kaynakları. Vakıflar Dergisi, VI (1965), 111-136. ss.
- [Makalenin 120-136. ss. arasında arşiv kaynakları yer almıştır.]
- 2714 Fındıkoğlu, Ziyaeddin Fahri : Üniversitelerimizde folklor : Bir fakülte ve esef verici bir davranış. Türk Folklor Araştırmaları, XI, 232 (1968), 5113-5115. ss.
- [İstanbul Üniversitesi İktisat Fakültesi'nde kurulan «İktisat Müze ve Arşiv»inin durumu hakkındadır.]
- 2715 Gürkan, Feyyaz : T.B.M.M. Genel Kurulu gündemine önceik ve ivedilikle görüşülmek üzere sıraya alınan «Devlet Arşivleri kanun tasarıları» ile ilgili notlar ve çalışmalar. Türk Kültürü, Yıl : XI, 127 (1973), 537-547. ss.
- 2716 İnan, Âfet : Atatürk'ü dinledim : Atatürk'ten hâtıralar ve onun Anıt - Kabri için düşünceler. Tarihi Devlet Arşivi'nin Anıt-Kabir'de kuralım. Belleten, XIV, 54 (1950), 159-169. ss.
- 2717 İnan, Âfet : Başvekkâlete Türkiye Cumhuriyeti Devlet Arşivi için düşünce ve teklifler. Tarih Üzerine İncelemeler, (1960), 398-400. ss.
- [25/3/1953 tarihinde verilmiş rapordur.]

- 2718 İnan, Âfet : Atatürk'ün Anıt-Kabri için düşünceler. Cumhuriyetimizin kuruluş devri arşivi Anıt-Kabir'de olmalıdır. Tarih'ten Bugün'e, (1970), 87-91. ss.
- 2719 İnanç, M. Cevdet : Kıymetli bir vesika. M. Cevdet'in, zamanın Başvekili İsmet Paşa'ya açık mektubu. Türk Kütüphaneciler Derneği Bülteni, II, 1 (1953), 49-52. ss.
[Arşiv meselelerimiz ile, arşivlerin korunması hakkındadır.]
- 2720 Karal, Enver Ziya : Arşiv ve tarih. Oluş, 22 (1939), 351-352. ss.
- 2721 Karal, Enver Ziya : Arşivlerimizin kıymeti. Oluş, 26 (1939), 412-414. ss.
- 2722 Karal, Enver Ziya : Arşiv ve tarih. Tarih Notları, (1941), 13-16. ss.
- 2723 Karal, Enver Ziya : Arşivlerimizin kıymeti. Tarih Notları, (1941), 17-21. ss.
- 2724 Konyalı, İbrahim Hakkı (İ. Atis) : Türk Hazine-i Evrakı. Tarih Hazinesi, 4 (1951), 175-178. ss.
- 2725 Konyalı, İbrahim Hakkı (İ. Atis) : Türk Arşivi. Tarih Hazinesi, 5 (1951), 234-238. ss.
- 2726 Koşay, Hâmit Zübeyir : Arşiv işimiz. Çığır, 38-39 (1936), 130-132. ss.
- 2727 Koşay, Hâmit Zübeyir : Devlet plânlaması ve manevi teşekküller. Türk Kültürü, Yıl : V, 50 (1966), 139-142. ss.
[Makalede müze ve arşivlerin durumu ele alınmıştır.]
- 2728 Koşay, Hâmit Zübeyir : Ara arşivleri ihtiyacı ve Macar Devlet Arşivi'nde alınan tedbirler. Türk Kültürü, Yıl : IX, 100 (1971), 390-392. ss.
- 2729 Mercanlıgil, Muharrem D. : Atatürk Kütüphanesi, Müzesi ve Arşivi. Yeni Yayınlar, IX, 11 (1964), 363, 377. ss.
- 2730 Merçil, Erdoğan : Türkiye askeri müzeleri. Türk Kültürü, Yıl : II, 22 (1963), 98-102. ss.
[Askeri Müze, Deniz Müzesi ve Arşivi hakkındadır.]
- 2731 Orkun, Hüseyin Namık : Türk tarihinin yardımcı ilimlerinden : Vesikalar, arşiv. Yeni Türk, 55 (1937), 1016-1020. ss.
- 2732 Şehsuvaroglu, Halûk Y. : Deniz Müzesi ve Arşivi. Bilgi, X, 115 (1956), 23-24. ss.
- 2733 Ülkütaşır, M. Şakir : Ankara Dil ve Tarih-Cografya Fakültesi Halk Edebiyatı ve Folklor Arşivi. Türkiye'de Folklor ve Etnografya, (1973), 84-85. ss.
- 2734 Ünsal, Behçet : Topkapı Sarayı Arşivi'nde bulunan mimari plânlar üzerine. Türk San'atı Tarihi İncelemeleri, 1 (1963), 168-197. ss.
- 2735 Ünver, A. Süheyl : Başvekâlet Arşivinde Türk tıp tarihine ait vesikalar. Türk Tıp Tarihi Arşivi, 15 (1940), 129-131. ss.
[130-131. sayfalar arasında makalenin Almanca tercümesi yer almıştır.]

**VI — TÜRK TARİHİNİN ARŞİV KAYNAKLARI HAKKINDA
TÜRKÇE VE YABANCI DİLLERDE YAYINLANMIŞ
KİTAP VE MAKALELER**

**TURKISH AND FOREIGN BOOKS
AND ARTICLES ON THE RESOURCES
OF THE ARCHIVES OF THE TURKISH HISTORY**

- 2736 Amerika arşivlerinde Türkiye ile ilgili önemli belgeler. Belgelerle Türk Tarihi Dergisi, 59 (1972), 44-47. ss.
- 2737 Bajraktarevic, Fehim: Dubrovâcka Arabica/Les documents arabes aux Archives d'État à Dubrovnik. Belgrade, 1962. 173 s.
«Académie Serbe des Sciences et des Arts. Recueil de matériaux d'histoire et de littérature orientale. Sections des sciences sociales. Première série, 4»
[bk.: Stern, S. M.: Oriens, 18-19 (1965-66), 489-494. ss.]
- 2738 Biegan, N. H.: The Turco-Ragusan relationship according to the firmans of Murad III (1575-1595) extant in the State Archives of Dubrovnik. Hague-Paris, 1967, Mouton. 203 s.
[bk.: Özbaran, Salih: Tarih Araştırmaları Dergisi, 24 (1970), 141-142. ss.]
- 2739 Başbakanlık Arşivi «Tarihi belgeler» serisi. Belgelerle Türk Tarihi Dergisi, 43 (1971), 54-55. ss.
- 2740 Ernst, Hans: Die mamlukischen Sultansurkunden des Sinai-Klosters. Herausgegeben, übersetzt und erläutert. Wiesbaden, 1960, Otto Harrassowitz. XXXIX+353 s.
[bk.: Cahen, Claude: Oriens, 15 (1962), 458-461. ss.]
- 2741 Fekete, Lajos: Les documents historiques turcs hors de Turquie. Türkiye Turing ve Otomobil Kurumu Belleteni, 59 (1946), 37-38. ss.
- 2742 İnalçık, Halil: İspanyol arşivleri hakkında. Belleten, XX, 78 (1956), 230-236. ss.
- 2743 Kırimer, Cafer Seydahmet: Lehistan'da Türk tarihine ait mühim vesâik. Türk Yurdu, XXIII, 214 (1929), 58-60. ss.
[Berlin'de çıkan Millî Yol dergisinden alınmıştır.]
- 2744 Konyalı, İbrahim Hakkı: Türk arşivlerinden. Tarih Hazinesi, 2 (1950), 100-101. ss.; 6 (1951), 304. s.; 7 (1951), 355-356, 362. ss.; 8 (1951), 381-382, 414. ss.; 9 (1951), 449-450. ss.; 10 (1951), 487-488. ss.; 11 (1951), 530, 555. ss.; 12 (1951), 597, 621. ss.; 13 (1951), 651-652. ss.; 14 (1951), 723-725. ss.; 15 (1952), 776-779, 802. ss.; 16 (1952), 840-843. ss.; 17 (1952), 894-895. ss.
[Arşivlerimizdeki bazı belgeler hakkındadır.]
- 2745 Korkut, Besim: Arapski dokumenti u Drzavnom Arhivu u Dubrovniku. Knjiga I, Sveska 1. Dokumenti o odnosima Dubrovnika i Maroka. Sarajevo, 1960. - Knjiga I, Sveska 2. Dokumenti o odnosima Dubrovnika s Alzirom, Tripolisom i Egiptom. Sarajevo, 1961.
[bk.: Bürgel, C.: Oriens, 18-19 (1965-66), 494-495. ss.]
- 2746 Kumbaracılar, Sedat: Defter-i Hâkaanî. Hayat Tarih Mecmuası, VII, 73 (1971), 35-40. ss.
- 2747 Kurat, Akdes Nimet: Polonya Merkez Arşivi'nde Türkiye tarihine dair bazı vesikalar. Ülkü Mecmuası, IX, 52 (1937), 299-301. ss.
[Varşova'da Archiwum Gölwny (Tarihi Dokümanlar Merkez Arşivi)'de bulunan vesikalar hakkındadır.]

- 2748 Kurat, Akdes Nimet : İngiltere Devlet Arşivi'ndeki Türkçe vesikalar. Bilgi, 129-131 (1947), 282-284. ss.
- 2749 Kurat, Akdes Nimet : Avrupa arşivleri ve kütüphanelerinde tarihimizi ilgilendiren bazı vesikalar ve kaynaklar. III. Türk Tarih Kongresi <Ankara, 15-20 Kasım 1943>, (1948), 661-676. ss.
[Leh arşiv ve kütüphaneleri 662; İsveç arşivleri ve kütüphaneleri 665; Almanya, Berlin, Dresden, Viyana 668; Viyana arşivleri ve Milli Kütüphane 671; Fransa, Paris 672; İngiltere, Londra (British Museum, Public Record Office) 673; Hollanda, La Haye 675; İtalya, Venedik, Roma - Vatikan, Napoli, Cenova 675. ss.]
- 2750 Reychman, Jan : Arhiwa tureckie i ich znaczenie dla nauk europejskiej. Archeion, (1960), 123-135. ss.
[bk. : Spuler, Bertold : Oriens, 17 (1964), 320. s.]
- 2751 Scheel, Helmuth : Türk tarihinin tetkiki bakımından Türkçe vesikaların ehemmiyeti. Türkiyat Mecmuası, VII-VIII, 1 (1940-1942), 48-55. ss.
- 2752 Siruni, H. Dj. : Culegere de facsimile penturu Școala de Archivistica. Editii ingrijite de Aureliar Sacerdoteanu. București, 1943, Cartea Românească. 8 s.
«Seria Turca, Fasc. 1 Nr. 128»
[H. 986-1240 yıllarına ait 28 belgenin faksimilesidir. bk. : Erzi, Adnan Sadık : Belleten, XII, 47 (1948), 707-708. ss.]
- 2753 Svoronos, N. G. : Inventaire des correspondance des consuls de France au Levant, I, Salonique et Cavalle (1686-1792). Paris, 1951. 155 s.
[bk. : Anhegger, Robert : Oriens, 7 (1954), 166. s.]
- 2754 Uluçay, M. Çağatay : Harem'den mektuplar... Yeni Tarih Dünyası, 1-19/20 (1953-1954), 27-28; 74-77; 130-132; 162-164; 207-209; 250-252; 284-286, 299; 338-340; 418-419; 456-458; 501-502; 580-581; 617; 698-699; 732-734; 768-770. ss.
- 2755 Zetterstéen, K. V. : Türkische, tatarische und persische Urkunden im schwedischen Reichsarchiv, verzeichnet und beschrieben. Uppsala, 1945. XV + 132 s.
[bk. : Babinger, Franz : Oriens, 2 (1949), 315. s.]

VII — ARŞİV VE ARŞİVCİLİK KONUSUNDA YABANCI DİLLERDE YAYINLANMIŞ KİTAP, MAKALE, RAPOR VE DİĞERLERİ

— Konu başlıklarına göre alfabetik —

BOOKS, ARTICLES, AND REPORTS, ETC. PUBLISHED IN
FOREIGN LANGUAGES ABOUT ARCHIVES AND THEIR
NATURE, HISTORY AND TECHNIQUES, ETC.

— Alphabetically arranged by subject headings —

ARŞİVLER — Ekipman ve malzemeler
(ARCHIVES — Equipment and supplies)

- 2756 Leisinger, A. H. : A study of the basic standards for equipping, maintaining, and operating a reprographic laboratory in archives of developing countries. Paris, 1973, UNESCO/ICA. 120 s.

ARŞİVLER — Genel Konular
(ARCHIVES — General)

- 2757 Dubosq, Guy - A. W. Mabbs: Les dépôts de préarchivage/Records centres. Paris, 1973, UNESCO/ICA. 194 s.
- 2758 Gondos, Victor: Reader for Archives and Records Center Building. 1970, The Society of American Archivists. 127 s.
- 2759 Jorgensen, Herald: Rapport sur le coût des services d'archives présenté devant la XIV^e Conférence Internationale de la Table Ronde des Archives. 1973. 94 s.
- 2760 Kecskeméti, Charles: Archives, développement et souveraineté nationale. 1971. 20 s.
- 2761 Recommendations of the Seventh International Congress on Archives, Moscow, 21 - 25 August 1972. 14 s.
- 2762 Valette, Jean: Le rôle des archives dans l'administration et dans la politique de planification dans les pays en voie de développement. Paris, 1972, UNESCO. 79 s.
- 2763 Verhoeven, F. R. J.: The role of archives in the public administration and the national planning policy of developing countries with particular reference to South-East Asia. Paris, 1972, UNESCO. 73 s.

ARŞİVLER - Koruma ve restorasyon
(ARCHIVES - Care and restoration)

- 2764 Air conditioning and lighting from the point of view of conservation. Museum Journal, LXIII, 1, 2 (1963).
- 2765 Almela, Melia J.: Manual de reparación y conservación de libros, estampas y manuscritos. Mexico, 1959, Pan American Institute of Geography and History. «Publication no. 95»
- 2766 Die Archivtechnische Woche der Archivschule. Marburg, 1957, Veröffentlichungen der Archivschule Marburg, Institut für Archivwissenschaft.
- 2767 Armitage, F. D.: The cause of mildew and methods of preservation. Printing, Packaging and Allied Trades Research Association, Bulletin, 8 (1949).
- 2768 Banks, Paul N.: Paper cleaning. Restaurator, X (1969), 52-66. ss.
- 2769 Barrow, William J.: Block writing ink of the colonial period. American Archivist, II (1948), 291-307. ss.
- 2770 Barrow, William J.: Procedures and equipment in the Barrow method of restoring manuscripts and documents. Richmond, Va., 1952.
- 2771 Barrow, William J.: Deterioration of book stocks, causes and remedies. Richmond, Va., 1960, Virginia State Library. «Publication no. 10»
- 2772 Barrow, William J.: The manufacture and testing of durable book papers. Richmond, Va., 1960, Virginia State Library. «Publication no. 13»
- 2773 Barrow, William J.: Permanent durable book paper. Richmond, Va., 1960, Virginia State Library. «Publication no. 16»

- 2774 Barrow, William J.: Archival file folders. *American Archivist*, XXVIII (1965), 125-128. ss.
- 2775 Barrow, William J. - R. C. Sproull: Permanence in book papers. *Science*, CXXIX (1959), 1075-1084. ss.
- 2776 Baynes-Cope, A. D.: The non-aqueous deacidification of documents. *Restaurator*, I (1969), 2-9. ss.
- 2777 Beadle, C.: The recent history of paper making. *Journal of the Royal Society of Arts*, XLVI (1898), 405-417. ss.
- 2778 Belankaya, N. G. - J. N. Streltsova: New methods for the restoration and preservation of documents and books. Washington, D. C., 1964, National Science Foundation.
- 2779 Beljakova, L. A.: Gamma-radiation as a disinfecting agent for books infested with mould spores. *Microbiologiya*, XXIX (1960), 762 - 765. ss.
- 2780 Beljakova, L. A.: Collection of materials on the preservation of Library resources. Moscow, 1969, Lenin State Library. 260 s.
- 2781 Beljakova, L. A. - O. Kozulina: Book preservation in U. S. S. R. libraries. *Unesco Bulletin for Libraries*, XV (1961), 198-202. ss.
- 2782 Bhovmik, S. K.: A non aqueous method for the restoration of Indian miniature paintings. *Studies in conservation*, XII (1967), 116 - 117. ss.
- 2783 Bibikov, N. N. - N. A. Filippova: The electrochemical method of restoration of library materials. *Art and archaeology technical abstracts*, VI, 2 (1966).
- 2784 Blomquist, R. F.: Adhesives past, present and future. Philadelphia, 1963. American Society of Testing Materials.
- 2785 Blum, A.: On the origin of paper. Translation from the original in French by Harry Miller Lydenberg. New York, 1934, R. R. Bowker.
- 2786 Britt, K. W.: Handbook of pulp and paper technology. New York, 1964, Reinhold.
- 2787 Buck, R. P.: An experiment in cooperative conservation. *Studies in conservation*. II, 3 (1956).
- 2788 Casey, J. P.: Paper making. New York, 1952, Inter Science Publishers.
- 2789 Casey, J. P.: Climatology and conservation in museums. *Museum*, XIII, 4 (1960).
- 2790 Cockerell, D.: Book binding and the care of books. 5th ed. London, 1953, Pitman.
- 2791 Colhoun, J. M.: The preservation of motion picture films. *American Archivist*, XXX (1967), 517-525. ss.
- 2792 Collis, Ivor P.: The use of thymol for document fumigation. *Journal of the Society of Archivists*, IV, 1 (1970), 53-54. ss.
- 2793 Crabtree, J. I. - G. T. Eaton: Elimination of hypo from photographic images. *Journal of the Society of Motion Picture Engineers*, XXXV (1940), 484 - 500. ss.
- 2794 Dadic, V. - T. Ribkin: Techniques of delaminating polyethylene laminates. *Restaurator*, I, 3 (1970), 141-148. ss.

- 2795 Davies, John: A study of the basic standards and methods in preservation and restoration workshops applicable to developing countries. Paris, 1973, UNESCO/ICA. 83 s.
- 2796 Diel, E.: Book binding: its background and technique. New York, 1946, Reinhold.
- 2797 Dupuis, R. N.: Evaluation of Langwell's vapour phase deacidification process. *Restaurator*, I, 3 (1970), 149-162. ss.
- 2798 Ede, Jeffery R. — W. H. Langwell: Sulphur dioxide and vapour phase deacidification. <Conference at the International Institute for Conservation of Historic and Artistic Works>. London, 1968.
- 2799 Ede, Jeffery R. — W. H. Langwell: Vapour phase deacidification of books and documents. <Conference at the International Institute for Conservation of Historic and Artistic Works>. London, 1968.
- 2800 Evans, D. M.: The protection of books against insects: a short review of existing methods. Printing, Packaging and Allied Trades Research Association. Bulletin, 9 (1949).
- 2801 Evans, J.: Report of the Committee on Deterioration of Paper. *Journal of the Royal Society of Arts*, XLVI (1898), 597-601. ss.
- 2802 Feller, R. L.: The deteriorating effect of light on museum objects. *Museum News*, 43 (1964).
- 2803 Filippova, N. A.: Methods of removing ink spots from paper. *Art and archaeology technical abstracts*, VI, 2 (1966).
- 2804 Fleetwood, G.: The conservation of mediaeval seals in the Swedish A. Riksarkiv. *American Archivist*, XII (1949), 164-174. ss.
- 2805 Fliedner, François: Etude des blanchiments chimiques des papiers anciens. *Bulletin de l'Association Technique de l'Industrie Papetière*, IV (1960), 173-184. ss.
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(ARCHIVES — Architecture and building)

- 2869 Sanchez Belda, Louis: Construction of archives buildings in the last ten years. Unesco Bulletin for Libraries, XVIII, 1 (1964).

İLÂVELER II

(SUPPLEMENTARY SOURCES II)

Bu bölümde yer alan bibliyografik künyelerin, «yazar», «kitap» ve «makale» adları; ait oldukları indekslerde gösterilmiştir.

Names of authors, titles, and titles of articles of bibliographic entries which are included in this section have been listed in their respective indexes.

**VI — TÜRK TARİHİNİN ARŞİV KAYNAKLARI HAKKINDA
TÜRKÇE VE YABANCI DİLLERDE YAYINLANMIŞ
KİTAP VE MAKALELER**

**TURKISH AND FOREIGN BOOKS
AND ARTICLES ON THE RESOURCES
OF THE ARCHIVES OF THE TURKISH HISTORY**

2870 Bayerle, G.: Ottoman records in the Hungarian archives. *Archivum Ottomanicum*, 4 (1972), 5-22. ss.

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[XIX. yüzyılın ikinci yarısından sonra, Osmanlı Devleti merkez teşkilâtına doğrudan doğruya bağlı bulunan bazı yerler çeşitli şartlar altında muhtariyet kazanmışlardır. Bunlara Mısır Hidivliği, Sisam Beyliği, Bulgaristan Prensliği, Kıbrıs Adası, Cebel-i Lübnan Mutasarrıflığı ve Bosna-Hersek Eyaletleri örnek gösterilebilir. Buraları yeni idare tarzlarını belirleyen imtiyazlarla ilgili kanunlar ve nizamlarla idare edilmişlerdir. Yeni kanun ve nizamnamelerle idare edilen bu yerlerin, Devlet Merkezi ile olan her türlü resmi yazışma ve haberleşmesi, doğrudan doğruya merkezi idareye bağlı olan vilâyetlerinkinden daha değişikti. Bu yazışma ve haberleşmenin bürokratik kaideler içerisinde aksamadan yürütülebilmesini temin için, Sadâret Makamına bağlı bulunan Sadâret Kalemli arasında ayrıca «Vilâyât-ı Mümtâze Kalemi» adı altında yeni bir kalem kurulmuştu. Kısaca «Mümtâze Kalemi» de denen bu yeni kuruluşun, H. 1299 (M. 1881)'da kurulduğu tespit edilmiştir.]

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VII — ARŞİV VE ARŞİVCİLİK KONUSUNDA YABANCI DİLLERDE YAYINLANMIŞ KİTAP, MAKALE, RAPOR VE DİĞERLERİ

— Konu başlıklarına göre alfabetik —

BOOKS, ARTICLES, AND REPORTS, ETC. PUBLISHED IN
FOREIGN LANGUAGES ABOUT ARCHIVES AND THEIR
NATURE, HISTORY AND TECHNIQUES, ETC.

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ARŞİVLER, Askerî (ARCHIVES, Military)

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ARŞİVLER — Bibliyografyalar (ARCHIVES — Bibliography)

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ARŞİVLER — Koruma ve restorasyon (ARCHIVES — Care and restoration)

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İNDEKSLER
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Yazar adları indeksi, yazarlardan başka, eserde emeği geçen diğer kişilerin adlarını da içine alır. Yazar adları indeksindeki numaralar, sayfa numaraları değil, bibliyografik künyelerin solunda bulunan sıra numaralarıdır.

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