

GENERAL ARCHIVES OF THE FOCOLARE MOVEMENT (GAFM) REGULATION

Updated and approved on June 17, 2025

I DESCRIPTION

1. The General Archives of the Focolare Movement (GAFM) is the private archive of the Work of Mary - Focolare Movement (a private, universal association of pontifical right). This archive collects, preserves, organizes, and makes accessible for study and research a comprehensive collection of documents, whose unity is given by the person of Chiara Lubich (1920-2008), founder of the Focolare Movement. The GAFM constitutes the core of the historical, cultural, and spiritual heritage of the Work of Mary.
2. The GAFM was formally established in June 2014 by the then President of the Focolare Movement, Maria Voce. In 2019, the Supervisory Authority for Archival and Bibliographic Heritage of the Region of Lazio declared the AGMF to be “of particularly important historical interest.” (prot. MiBAC|SAB-LAZ|25/06/2019|0002093-P –). Since 2019, the GAFM has been inscribed in the Register of Ecclesiastical Cultural Heritage of the Italian Episcopal Conference (CEI). In 2022, the GAFM was accredited by the Regional Archives Organization of the Region of Lazio’s Department of Culture. Since June 2024, the GAFM has been part of the Historical Heritage Center (HHC) of the Focolare Movement.
3. Within the HHC, the GAFM has a special relationship with the Research and Study Unit (RSU) – which includes the Chiara Lubich Center and the Iginio Giordani Center – promoting its research activities and the publication of historical and documentary material.

II OWNER, HOLDER, AND CONSERVATION AUTHORITY

The owner, holder, and conservation authority of the GAFM is the Work of Mary - Focolare Movement. This canonical institution has civil legal status in Italy under the name Pious Association of Women of the Work of Mary (Italian P.A.F.O.M. meaning Pia Associazione Femmine Opera di Maria).

III HEAD OFFICE

The registered head office is located at Via Frascati, 306 – 00040 Rocca di Papa (RM), Italy. The operational headquarters are located at Via della Madonnella, 10 - 00040 Rocca di Papa (RM), Italy.

Linked to the GAFM are also the archives (records) of the central government of the Work of Mary, its branches, and its zones (territorial subdivisions) around the world, which are kept at their respective offices.¹

IV STANDARDS OF REFERENCE

The GAFM is regulated by current national and international laws on private archives.² Furthermore, the GAFM complies with the provisions contained in the General Statutes of the Focolare Movement and in the Regulations approved by the General Assembly of the Work of Mary.³

In the case of significant changes to these rules or to the institutional structures governing the management of archives, both within and outside the Focolare Movement, these regulations will be revised by the person responsible of the GAFM, after hearing the favorable opinion of the RSU and the responsible of the HHC.

V STRUCTURE OF THE ARCHIVE

The AGMF, which includes both printed and multimedia material, is divided into three distinct sections:

- **Current Archive**, which manages documents concerning ongoing activities;
- **Storage Archive**, which stores documents that are no longer needed for day-to-day management but are awaiting permanent storage, after selection and disposal.
- **Historical Archive**, which preserves documents of historical relevance for permanent preservation.

Consultation of preserved documents is permitted only in the historical section.

VI THE HISTORICAL ARCHIVE

The Historical Archive consists of a complex of original documents and authentic copies, in paper, audio, video, film, photographic and other media formats.

The archive is divided into the following collections (which include paper documentation,

¹ Responsibility for these archival collections lies with the persons in charge of the various centers and works and with the delegates of the Work of Mary in the various zones, who refer to the guidelines and instructions received from the GAFM.

² According to the regulations issued by the Cultural Heritage and Landscape Code, Legislative Decree 42/2004, and the International Council of Archives (ICA), and those in force in various countries regarding privacy and personal data, in particular the General Data Protection Regulation – GDPR. National and international standards for digital archives are observed.

³ “In the Work of Mary, great care will be taken of the archives that document the action of the Holy Spirit in it over time. The archives will be kept updated so that they can always be consulted” (Art.71, General Statutes, Work of Mary, 2021).

analog and digital audio, film and video media, and photographic material):

Chiara Lubich Collection (1920-2008), founder

Igino Giordani Collection (1894-1980), co-founder

Pasquale Foresi Collection (1929-2015), co-founder

Collections of the first collaborators - approximately 40 (1920-present)

Collection of the Governance of the Movement (1965-2008/2008-present)

The respective personal libraries (Lubich 6,500 volumes, Foresi 15,000 volumes, and Giordani 4,000 volumes) are also connected to the first three collections. The Chiara Lubich Collection also includes approximately 800 objects showcased in display cases (travel memorabilia, gifts, awards, recognitions, and technological equipment for voice and radio recordings).⁴

1. BASIC FUNCTIONS

The Historical Archive performs the basic functions of conservation, organization and inventory of documentary heritage. To this end, it develops support tools that allow for regulated consultation of materials, both online and on-site. These tools contribute to the valorization of the Focolare Movement's archival heritage, making it accessible for research and study.

2. MANAGEMENT

The management and maintenance of the Historical Archive, including those related to permanent preservation and consultation, are entrusted to qualified personnel who work under the supervision of an archivist.

3. CONSERVATION

Most⁵ of the Historical Archives' collections, particularly those related to Chiara Lubich, the co-founders, and early collaborators, are kept at the head office of the Focolare Movement in Rocca di Papa. The materials are stored in specially designated, air-conditioned rooms equipped with appropriate shelving and spaces, in accordance with the regulatory requirements and technical and legal standards necessary to ensure the correct preservation of documentary material and physical media, and to guarantee their safety.

4. GUIDELINES FOR CONSULTATION

The Historical Archive of the Focolare Movement in Rocca di Papa (Italy) is accessible, under the conditions and in the manner specified by this regulation, to all those who request it, guaranteeing equal treatment of persons and organizations, without discrimination of a social, economic, cultural or religious nature.

- The consultation of documents "open to the public" refers to the documentation already inventoried, accompanied by rules for their use in compliance with Privacy Laws.

⁴ Including the personal libraries of Chiara Lubich, Igino Giordani, and Pasquale Foresi, pending the establishment of the Library of the International Center of the Focolare Movement, the GAFM is registered in the Registry of Italian Libraries of the Central Institute for the Single Catalogue of Italian Libraries (ICCU) of the Ministry of Culture.

⁵ For collections kept elsewhere, see note 1.

- The consultation “under reorganization” concerns the series of documents that will be available for consultation at the end of the work. Such consultation will be permitted after proper evaluation by the person responsible of the GAFM.
- Excluded from the consultation are the collections and series without adequate inventory support tools, as well as documents in poor condition or those undergoing restoration or digitization.
- Keep in mind that transcriptions from multimedia originals, a common type in GAFM, have scientific value only if accompanied by the corresponding audio or video files.
- Consultation of documents containing personal data is subject to compliance with the provisions of the law on the protection of personal data⁶ and is subject to respect for the rights, fundamental freedoms, and dignity of the persons concerned and does not imply disclosure.
- Correspondence, family and personal memoirs, and other confidential⁷ writings may not be reproduced, published, or made public in any way without the consent of the author and/or the person concerned and, in the case of correspondence, also of the addressee. After the death of these individuals, consent is granted to their respective heirs as indicated in Article 93 of Law 633/1941, up to the fourth degree of kinship.
- With regard to individual requests from users that are exempt from this regulation, the responsible of the GAFM will authorize or deny such requests after consulting with the archivist, the RSU and the responsible of the HHC.

5. ACCESS TO THE ARCHIVE

5.1 Admission to consultation of paper documents

To access the Archive, you must complete the appropriate form for admission to the archival consultation (see attached **form A**, also present on the web page <https://www.focolare.org/who-we-are/general-archives/>), accompanied by a copy of a valid identity document. In applying, the user accepts the requirements of these rules and undertakes to observe them. Send the signed form to:
admin.management.requests@focolare.org - subject: HHC_ARCHIVE [+ topic].

- Access for researchers and scholars is assessed by the RSU. To this end, in addition to the access request form, they will have to provide their curriculum vitae.
- Access for university students (masteral and doctoral students) follows the same procedure, with the addition of a recommendation letter from their adviser containing details of their research project.

⁶ With reference to current Italian legislation, documents stored in the Historical Archives can be consulted according to the following distinctions: a) documents that are not confidential can be freely consulted forty years after the conclusion of the business; b) the term is seventy years from the death of the person mentioned for data concerning health, privacy, and particularly confidential personal situations.

⁷ In this regard, see the provisions of the Code on the Protection of Personal Data: a law currently enforced in Italy, Legislative Decree 196/03 and its subsequent amendments and additions, and of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the Protection of Personal Data (GDPR).

5.2 How to consult paper documents

The paper documents preserved in the Historical Archives are consulted in a room specifically dedicated to the public⁸, where the following rules must be respected:

- **Document requests:** Users can request up to two documentary units at the same time. These documents may be kept in storage in a provisional place at the archive for up to one week from the date of the last consultation.
- **Handling of documents:** Documents must be handled with the utmost care. The GAFM reserves the right to ask anyone consulting the archive to deposit digital devices in a safe place before entering. The user undertakes to:
 - Not alter the order of the sheets and files;
 - Not make any marks or annotations, even in pencil, on the documents;
 - Not place sheets or other material on top of the documents.
- **Citation of sources:** Users who cite the documents consulted must correctly indicate the source and, when applicable, the archive reference number.
- **Consultation of theses:** Theses deposited in the Archive can be consulted with the author's consent.
- **Exclusion of Lending:** Documents may not be removed from the archive premises. The only exception is for cultural purposes (exhibitions, etc.), which requires the authorization from the responsible of the GAFM, the Archival and Bibliographic Supervisory Office of The Region of Lazio, and, in the event of a transfer abroad, the Italian Ministry of Foreign Affairs, subject to explicit and agreed insurance guarantees.

6. REPRODUCTIONS and COPIES

Authorisation for reproduction, which must be requested by completing the appropriate form (**Form B**), does not grant any intellectual property rights vis-à-vis third parties. In the request, specify the type of document (text, audio, video, film, photographs) and its intended use.

Reproduction of documents shall be permitted only subject to the following conditions:

1. **Personal use:** Digital texts, photocopies, scans, or photographs obtained upon request from the GAFM, may be used exclusively for personal study purposes. Any other type of use (ex. printing, public or commercial digital distribution) requires a written request for permission to publish (**Form C**).
2. **Reproduction of paper documents:** It is prohibited to photograph, scan or reproduce documents in any way. Photocopies or scans of documents in good condition may be requested upon payment of a fee to cover expenses.
3. **Duplication of digital documents:** Once the request has been approved, the digitized files (audio, video, photos) can be sent to the user via email or via a secure and agreed-upon sharing system. The e-mail address must be clearly indicated on the request form. The duplication of files may incur a fee for the reproduction service, which will be communicated to the user in advance. Duplication will only be authorized for documents in good condition.

⁸ Since access to the archive's storage rooms is permitted only to the relevant personnel.

7. PUBLICATION AND DISTRIBUTION

Authorization for publication does not imply transfer of ownership of the material, but only the right to use it in accordance with agreements regarding space and time limits. Requests for publication of documents kept in the Archives (paper, texts, audio, video, films, photographs) must follow the following procedures:

- **Authorization request:** To publish materials from the archive (both in paper and digital format), the user must submit a written request (**form C**) specifying:
 - o The type of document to be published;
 - o The context and purpose of the publication (ex. book, article, audiovisual production, exhibition, websites, blogs, social media);
 - o The expected print run and distribution (local, national, international).
- **Evaluation and authorization:** The publication of documents is subject to authorization by the Responsible of the GAFM, after consulting the RSU and the responsible of the HHC. In the case of material subject to confidentiality or copyright restrictions, the consent of the rights holders must also be obtained.
- **Citation requirement:** If authorization is granted, the applicant is required to indicate the source of the published documents and, when requested, the reference number, following the citation guidelines provided by the GAFM. In the case of audiovisual or photographic materials the applicant is required to include the *copyright* indicated in the forms.
- **Delivery of copies:** Authorization for publication entails the obligation to provide the archive with a copy of the publication and, for digital products, the file and any link to the publication on the internet.

VII CONTACTS

- General Archives of the Focolare Movement – Via di Frascati, 306 – 00040 Rocca di Papa (RM) ITALIA
- Mobile: +39 06 94798 222 / +39 06 94798 270
- e-mail: archiviogenerale.cps@focolare.org
- Certified mail: pafom@pec.it

VIII ATTACHMENTS

An integral part of this Regulation are the attachments listed below:

- Form A - Access Request
- Form B – Reproduction Request
- Form C - Publication Request

IX APPROVAL

The AGMF Regulations were initially approved by the Center of the Work of Mary *ad experimentum* in 2018, and were updated in 2021. This revised draft in 2025 was approved on June 17, 2025. It will be published in multiple languages on the international website of the Focolare Movement (www.focolare.org), with the Italian version designated as the authoritative reference.