

Dissemination Plan of the Documentary Heritage: The Banco de España Architecture Plan Project (1858-2006)

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ABSTRACT

The Banco de España, founded in 1782, has had several headquarters in Madrid. Additionally it has had offices in up to 70 cities in Spain and 6 foreign locations. As a result, the Bank has used a considerable number of buildings throughout its history. The institution's Archive preserves many of these buildings' plans in a collection that has recently undergone a major treatment project. After a documental and bibliographical analysis, 2000 singularly valuable architecture plans were selected to be the object of the project tasks: organization, description, restoration, installation and digitalization. To facilitate access to the fond, the Banco de España Historical Archive has defined a specific access policy for the fond's documents and has planned several dissemination activities to publish the collection and promote the use of the treated documents for research, academic and cultural purposes.

Key words: architecture, plans, buildings, access, dissemination

Piano di disseminazione del patrimonio documentale: il progetto del piano architettonico della Banca di Spagna (1858-2006)

SINTESI

La Banca di Spagna, fondata nel 1782, ha avuto svariate sedi a Madrid. Inoltre, ha avuto uffici in più di 70 città spagnole e 6 sedi estere. Come risultato, la Banca ha usato un numero considerevole di edifici durante la propria storia. L'archivio dell'istituto conserva molti di questi piani architettonici in una collezione che è stata recentemente sottoposta a un grande progetto di cura. Dopo un'analisi documentale e bibliografica, 2000 singoli importanti piani architettonici sono stati selezionati per divenire oggetto di un lavoro progettuale: organizzazione, descrizione, restauro, installazione e digitalizzazione. Per facilitare l'accesso al fondo, l'Archivio storico della Banca di Spagna ha definito una politica di accesso per i documenti del fondo ed ha progettato svariate attività di disseminazione per pubblicizzare la collezione e promuovere l'utilizzo dei documenti a fini di ricerca, accademici e culturali.

Parole chiave: architettura, piani, edifici, accesso, disseminazione

Načrt razširjanja dokumentarne dediščine: projekt Arhitekturni načrti Banco de España (1858-2006)

IZVLEČEK

Banco de España, ki je bila ustanovljena leta 1782, je imela več sedežev v Madridu. Poleg tega je imela sedeže v 70 mestih v Španiji in 6 v tujini. Tako je banka v vsej svoji zgodovini uporabljala veliko število stavb. V njihovem arhivu je tako v posebni zbirki ohranjenih veliko načrtov teh objektov, ki so jih pred kratkim vključili v večji projekt obdelave. Po dokumentacijski in bibliografski analizi so za projekt, ki zajema organizacijo, popis, restavracijo, namestitve in digitalizacijo, izbrali 2000 posameznih dragocenih arhitekturnih načrtov. Za olajšanje dostopa do fonda, je Zgodovinski arhiv Banco de España opredelil posebno politiko dostopa do gradiva in izdelal načrt razširjanja in objavljanja zbirke. Prav tako so izdelali načrt za spodbujanje uporabe obdelanih dokumentov za raziskovalne, akademske in kulturne namene.

Ključne besede: arhitektura, načrti, zgradbe, dostop, razširjanje

1 Background information

The Banco de España was originally the Banco de San Carlos, founded by royal initiative of King Carlos III on June 2, 1782. It was created to provide financial support to the State, this being one of the main factors that, in the long run, caused its decline. Indeed, in 1829, the Treasury Minister, López Ballesteros, proposed to the Bank that it waive the sum of almost 310 million owed by the Government in exchange for 40 million *reales*. With this proposal, the second chapter of the Bank's life began, now renamed Banco de San Fernando (*Tedde de Lorca, 1988; Tedde de Lorca, 1999*). From that moment on, the uninterrupted history of this Bank started, and in 1856 it adopted its definitive denomination of Banco de España.

Throughout its history, the Banco de España and its predecessors have occupied four different locations in Madrid as their headquarters: the Palace of Monistrol, owned by the Count of Sástago, in Calle de la Luna (1782-1825); a building in Calle de la Montera (1825-1847); the Palace of the Five Major Guilds, in Calle de Atocha 15, (1847-1891), acquired by the Bank of San Fernando when it merged with the Banco de Isabel II; and the current location, built by the Bank in Calle de Alcalá 48. The latter is made up of four different buildings constructed at four different times: the first, between 1883 and 1891, with Eduardo de Adaro as its main architect; the second, between 1929 and 1936, by José Yárnoz Larrosa; the third, between 1969 and 1975, the work of Juan de Zavala Lafora and Javier Yárnoz Orcoyen; the last building opened in 2005 and was designed by the architect Rafael Moneo Vallés (*Navascués Palacio, 1982 or Navascués Palacio, 2015*).

Moreover, due to the need for more space, the Banco de España has acquired two ancillary buildings. In 1877, the palace known as the House of Valmaseda was acquired, in Calle de Atocha 32, from the marquis of Riscal and was abandoned in 1891 when the current building was opened. Another ancillary headquarter, currently operating, was built between 1983 and 1992 in Calle de Alcalá 522, by the architects Ramón Vázquez Molezún and José Antonio Corrales. To sum up, with this description of the buildings and headquarters in Madrid, we want to emphasize the fact that the Banco de España and its predecessors in the capital have carried out their activities in nine different buildings, five of which are still being used¹.

As regards the documentary heritage preserved in the Archive of the Banco de España for all these buildings, we have to point that, very revealingly, the number of plans that have been preserved is very unequal. No plans whatsoever have been preserved for the first three headquarters, and there are major conservation gaps in relation to the current headquarters². With regard to the latter, some of the main projects never reached the Archives, and neither did many of the plans and drawings of an auxiliary nature whose existence is on record. Nevertheless, some of the detailed drawings of auxiliary elements of great technical and structural complexity have in fact been preserved, evidencing the richness that must have characterized all the drawings that have been lost. As regards the control and degree of knowledge of the plans that have been preserved, we can say that before implementing the project we are about to explain, the plans had not been numbered or catalogued, and there were just general mentions about them in the inventories. On the other hand, their state of conservation reflected normal wear and tear.

In 1858, the first two branches were opened in the cities of Valencia and Alicante. From 1874, when the Banco de España was granted the monopoly on issuing banknotes for the whole country, a network of branches was gradually established throughout the national territory. A hundred years later, a total of 70 branches had been set up, the last of these in 1957, in the Spanish city of Ceuta, in Africa.

Soon after, in 1978, the process of closing down branches started, and has continued until 2011. As a result, only fifteen branches remain open today. Additionally, in 1902 three agencies were opened

1. This number does not include a series of offices located in the surroundings of the Banco de España headquarters, used provisionally from 1950 until 1992 due to a lack of space in the Bank's main building.

2. We do not have the draft plans drawn by Eduardo de Adaro and Severiano Sainz de la Lastra, approved by the Bank's Board in April 1883, or the final project approved in December of that year. We have also lost the stakeout projects commissioned after the purchase of the plots adjacent to the Congregation of San Fermín de los Navarros in 1886 and the Marquises of Larios and Retortillo in 1887 (see *Navascués Palacio, 1982*, pp. 104-109 or *Serrano García 2015*, pp. 40-47).

in Tangiers, Larache and Tétouan, and in 1920 a further three in European territory (Paris, London and Berlin), all of which were closed down between 1960 and 1968 (*Serrano García, 2015, p. 40*). The vast majority of the branches and agencies changed buildings several times. However, before carrying out the project we are now presenting, their exact locations and periods of use were unknown. Some of the plans and buildings had been identified, but there was a considerable lack of clarity of information and dates, as well as a lack of accounting for and cataloguing of buildings. As regards their state of conservation, the documents, like those from Madrid, had suffered normal wear and tear.

2 Action plan for the documents with heritage value. The project for the treatment of the architectural plans

In 2007 the Banco de España wanted to go one step further in the knowledge, conservation and dissemination of its historical heritage by approving an internal regulation.

We are referring to the *Internal Circular 5/2007 (2007) on Regulatory standards for the historic and artistic property of Banco de España*, and to the *Ordinance 13/2007, of 20 July, implementing Internal Circular 5/2007, on Regulatory standards for the historic and artistic property of Banco de España*. In compliance with the regulation, a series of measures were adopted, with the objective of delving deeper into our knowledge and identification of the documents of greatest “*cultural, artistic or historic significance and relevance*” (*Internal Circular 5/2007, second regulation*) and implementing a series of actions to promote their improvement, control, conservation and dissemination. In compliance with the regulation, since 2007, different actions have been carried out in relation to groups of documents and collections from the Archive considered of high interest.

The first project in which the improvement measures established by the regulation were applied was the treatment project for the architecture plans of the Banco de España (*Serrano García, 2015, pp. 41-47*). The project was implemented in two stages, differentiated and separated in time, the content of which will be explained throughout this article: the first stage, completed between 2009 and 2010, dealt with the identification, selection, cataloguing, and enhancement of the storage and preservation conditions, as well as with digitalization. The second stage concluded between 2014 and 2015, and focused on the publication and dissemination of the work performed.

As we have already pointed out, in 2009, at the start of our project, we found ourselves with a set of plans, an estimated 10,000, dispersed in various sections and series of the Archive. In light of the material to be treated, the following situation was detected:

- Lack of knowledge about the documents which were the subject of the project: drafts and projects of new buildings where it was unknown whether they had finally been completed; plans of houses offered for sale or rent where we did not know which had been used; major remodeling proposals that we thought had been carried out but where this was not the case; as well as sketches, numerous copies and dozens of minor changes.
- Documentary wealth evident from a historical, artistic and documentary point of view, since the analysis gave a glimpse of the history of the buildings of Banco de España, over a period of almost 150 years (the oldest plan found dates from 1858 and the most recent from 2006).
- Insufficient storage conditions: folded and fragmented plans, fragile supports, inadequate preservation materials and cabinets.
- Lack of control, since the plans lacked cataloguing and unique numbering, with only generic mentions in the inventories.

Following analysis of the plans, which, on first approach, already revealed an unequal value, two main issues stood out as priorities to be undertaken during the project:

- a. Many of the plans had “*an undoubted cultural, artistic or historic relevance and significance*” (*Internal Circular 5/2007, second regulation*), a requirement to form part of the documentary heritage, which made it essential to apply selection criteria.
- b. It was necessary to gain deeper knowledge of the preserved plans and of the history of the buildings of the Banco de España in order to be able to establish the selection criteria and apply the corrective measures established by the internal regulation.

Following the analysis, the actions listed below were defined:

- Identification and selection.
- Organization and description.
- Restoration.
- Storage.
- Digitalization.

2.1 Identification and selection

In order to identify existing buildings, we thought it essential to increase our knowledge of the different buildings that had been used, especially with regard to the territorial organization of branches and agencies, where knowledge was significantly lacking. We also wanted to know whether the buildings had been rented or owned, and whether the building projects were new or adaptation and renovation projects.

The research was based on the study of the Archive's documentation (basically the minutes of the Board and the Construction and Branches Commissions, as well as the construction and facilities records), and on bibliographies, journals and the press. The research was systematic and thorough, which was essential for subsequent work.

As a result of this research, we have found the different locations of each branch and agency, which add up to no less than 191 buildings for 76 branches and agencies, from 1858 to the present time. If we add to this figure the nine buildings used in Madrid since 1782, we can say that the Banco de España has used a total of 200 buildings throughout its history of over 230 years (see Tab. 1).

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Tab.1: List of Banco de España buildings

LOCATION	DATE OF ESTABLISHMENT	STREET	TYPE OF BUILDING	LOCATION	DATE OF ESTABLISHMENT	STREET	TYPE OF BUILDING
Madrid	1782	Luna	Remodelling	Ceuta	1957	Plaza del General García Valiño	New site
	1825	Montera	Remodelling	Ciudad Real	1884	Toledo, 24	Unkown
	1847	Atocha, 15	Remodelling		1904	Plaza del Pilar, nº 3	New site
	1877	Atocha, 32	Remodelling	1985	Plaza de España, 15	New site	
	1891	Alcalá, 48 (Paseo del Prado)	New site	Córdoba	1879	Puerta del Osario, 12	Unkown
	1936	Alcalá, 48 (1ª ampliación Alcalá)	New site		1939	Avenida del Gran Capitán	New site
	1975	Alcalá, 48 (2ª ampliación)	New site	Cuenca	1887	Calderón de la Barca, 85 al 89	Unkown
	1992	Alcalá, 522	New site		1896	Madereros, 60	Unkown
2006	Alcalá, 48 (edificio cierre)	New site	1925	Parque de Canalejas (San Julián)	New site		
Albacete	1887	Tinte, 50	Unkown	Don Benito	1928	Villanueva, 41	Remodelling
	1894	Salamanca, 16	Remodelling		1948	Plaza de la República, 15 y 16	New site
	1936	Martínez Villena, 21	New site	Ferrol	1945	Plaza de España, nº 2	Unkown
Alcoy	1884	Santa Elena, 4	Unkown		1949	Plaza de España	New site
	1928	Laporta	New site	Gerona	1884	San Francisco, 9	Unkown
Algeciras	1904	Sagasta, 10	Unkown		1902	Plaza del Marqués de Camps, 13	New site
	1930	Regino Martínez, 16 Y 18	Remodelling		1989	Avenida 20 de Junio, nº 2	New site
Alicante	1858	Américo con Princesa	Unkown	Gijón	1884	Trinidad, 33	Unkown
	1885	Victoria, 2	Remodelling		1891	Instituto, 27	Unkown
	1947	Méndez Núñez, 7	New site		1894	Instituto, 13	Remodelling
Almería	1884	Príncipe Alfonso, 39	Unkown		1950	Jovellanos, 14	New site
	1904	Plaza Circular (luego Emilio Pérez)	New site	Granada	1879	San Antón, 39	Unkown
	1956	Plaza Circular	New site		1887	San Antón, 38	Remodelling
Antequera	1930	Ovelar y Cid, 10 y 12	Remodelling	1942	Gran Vía de Colón, 16	New site	
	Ávila	1886	Plaza del Alcázar, 16	Unkown	Guadalajara	1886	Plaza de Santa María, 1
1891		San Segundo, 19-21	Remodelling	1934		Plaza de don Diego García	New site
1930		Plaza de Calvo Sotelo, 1	New site	Haro	1892	Pardo, 1	Remodelling
Badajoz	1880	Arco-Agüero, 10	Remodelling		1924	Plaza de San Agustín	New site
	1918	Plaza de la Soledad, 9	New site	Huelva	1884	Ricos, 25	Unkown
	1985	Antonio Masa Campos, 22	New site		1891	Sevilla, 34	Unkown
Barcelona	1874	Ancha, 2	Unkown	1941	Plaza de la Constitución	New site	
	1892	Rambla de Santa Mónica, 27	Remodelling	Huesca	1884	Coso Alto, 55	Remodelling
	1932	Vía Layetana	New site		1903	Coso Alto, 16	New site
	1955	Plaza de Cataluña	New site		1988	Martínez de Velasco	Unkown
Berlín	1903	Oficina Delegación de Hacienda	Unkown	Jaén	1884	Juego de la Pelota, 9, luego Juan de	Unkown
Bilbao	1874	Casa de los Sres. Pelayo y Palme	Unkown		1950	Juan de Montilla, 9	New site
	1875	Bidebarrieta, 12	Remodelling		1988	Paseo de la Estación, 57	New site
	1885	Matadero, luego Banco de España	New site	Játiva	1929	Plaza del Almudín, 19	Remodelling
	1923	Gran Vía López de Haro, 10	New site		1958	General Primo de Rivera	New site
Burgos	1884	Plaza de Alonso Martínez, 1	Unkown	Jerez de la Frontera	1875	Larga, 25	Unkown
	1900	Paseo de la Isla	New site		1907	Plaza de Egulaz	New site
	1958	Victoria, 34-38	New site	La Coruña	1874	Riego del Agua, 37	Unkown
Cabra	1929	Martín Belda, 23 y 25	Remodelling		1926	Durán Lóriga, 16	New site
	Cáceres	1884	Solana, 12	Unkown	Larache	1920	Mel-hao
1905		San Pedro, 15	New site	1951		Generalísimo, 10	New site
1959		Nuestra Señora de Guadalupe	New site	Las Palmas	1889	Plaza de Santa Ana, 7	Unkown
Cádiz	1874	Calvario, 4, luego Antonio López	Unkown		1897	Balcones, 11	Remodelling
	1983	Plaza de la Constitución	New site	1952	León y Castillo, 4-8	New site	
Calatayud	1932	Plaza de Joaquín Costa, 15	New site	León	1886	Plaza Mayor, 26	Unkown
Cartagena	1887	Plaza del Rey, 12	Remodelling		1890	Plazuela del Conde, 4	Unkown
	1891	San Francisco, 5	Unkown		1903	Bayón, 4	New site
	1900	Puerta de Murcia, s/n	Unkown		1950	Ordoño II	New site
	1961	Plaza de San Francisco	New site	Lérida	1886	Fernando, 20	Remodelling
Castellón	1886	Plaza de la Paz, 2	Unkown		1939	Blondel, 23	New site
	1949	Plaza de la Paz, 2	New site				

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LOCATION	DATE OF ESTABLISHMENT	STREET	TYPE OF BUILDING
Linares	1892	General Echagüe, 6	Unkown
	1904	Castillos, 2	Remodelling
	1950	José Antonio, 66	New site
Logroño	1885	Mayor, 8	Unkown
	1908	Bretón de los Herreros, nº 33	New site
	1959	General Vara del Rey	New site
Londes	1902	Oficina Delegación de Hacienda	Unkown
Lugo	1886	Progreso, 6	Unkown
	1902	Emilio Castelar, 4	New site
	1965	Generalísimo Franco (Emilio Castelar)	New site
Málaga	1874	Alameda Hermosa, 7	Unkown
	1936	Cervantes, 3	New site
Melilla	1913	Santa Bárbara	Remodelling
	1943	Plaza de España, 2	New site
Murcia	1884	Saavedra Fajardo	Unkown
	1887	Plaza de Cetina	Unkown
	1895	Plaza de Monassot	New site
	1929	Gran Vía Escultor Francisco Salzillo	New site
Orense	1886	Progreso, 75	Unkown
	1930	Vicente Pérez	New site
Oviedo	1874	Campomanes, 13	Unkown
	1923	Suárez de la Riva	New site
	1982	Conde de Toreno	New site
Palencia	1884	Mayor, 8 y 10	Unkown
	1903	Cestilla, 8	New site
	1961	Generalísimo Franco, antes Cestilla	New site
Palma de Mallorca	1874	Plaza de Santa Eulalia	Unkown
	1880	San Bartolomé y de Escursach	New site
Pamplona	1874	San Ignacio, 4	Unkown
	1892	San Ignacio, 2	Remodelling
	1927	Sarasate o Valencia	New site
Pontevedra	1886	Plaza del Teucro, 5	Unkown
	1893	Riestra, 37 y 38	Unkown
	1903	Michelena, 29	New site
París	1902	Oficina Delegación de Hacienda	Unkown
Reus	1878	Santa Ana, 40	Unkown
	1904	Santa Ana, 59	New site
Salamanca	1884	Herreros o del Toro, 21	Unkown
	1942	Zamora, 20	New site
San Sebastián	1874	Trinidad, 28	Unkown
	[1884]	Garibay, 26	New site
	1941	Garibay, 26, 28 y 30	New site
Santander	1875	Velasco, 3	Unkown
	1929	Alfonso XIII, 2	New site
Santiago de Compostela	1886	Casas Reales	Unkown
	1918	Plaza de la Universidad	Unkown
	1949	Plaza de Platerías	New site

LOCATION	DATE OF ESTABLISHMENT	STREET	TYPE OF BUILDING
Segovia	1886	Plazuela de San Facundo, 8	Unkown
	1897	Solar de los Huertos	New site
	1952	Cronista Ildelfonso Rodríguez, 1 y 3	New site
Sevilla	1875	Estrella	Unkown
	1928	Plaza de San Francisco, 17	New site
Soria	1887	Plaza del Conde de Gomara, 3	Unkown
	1936	Plaza de la República (plaza de San	New site
Talavera	1929	Sol, 14 y 16	Unkown
	1949	Carnicerías	New site
Tánger	1909	Legación de España	Unkown
	1948	Bélgica, 7 y 9	New site
Tarragona	1878	Smith, 6	Unkown
	1887	Apodaca, 3	Unkown
	1929	San Juan	New site
Tenerife	1887	Marina, 9	Unkown
	1895	Castillo, 77	Unkown
	1932	Viera y Clavijo, 25	New site
Teruel	1887	Paz, 4	Remodelling
	1897	San Juan, 34	Unkown
	1936	Plaza de Emilio Castelar	New site
Tetuán	1920	Plaza de Alfonso XIII	Unkown
	1950	Plaza de Muley el Mehd	New site
Toledo	1884	Plazuela de San Nicolás, 4	Unkown
	1892	Cadenas, 18	Remodelling
	1954	Nueva, 16	New site
Tortosa	1903	San Ildelfonso	Unkown
	1937	Cervantes, 13-17	New site
Valdepeñas	1928	Pintor Mendoza, 32	Unkown
	1947	Seis de junio, 27 y 29	New site
Valencia	1858	Yerba, 5	Remodelling
	1860	Plaza de la Congregación, 3	Remodelling
	1918	Barcas, 6	New site
Valladolid	1874	Duque de la Victoria, 14	Unkown
	1879	Duque de la Victoria, 28	New site
	1958	Duque de la Victoria, 28	New site
Vigo	1885	Arenal, 66	Unkown
	1943	Policarpo Sanz, 15	New site
Vitoria	1874	Plaza Nueva, 4	Unkown
	1880	Prado, 9	Unkown
	1920	Cuesta del Teatro, 4	New site
Zamora	1884	Plaza del Salvador, 54	Unkown
	1929	Santa Clara, 1	Remodelling
	1985	Plaza de San Fernando, 6	New site
Zaragoza	1874	Coso, 67	Unkown
	1935	Plaza de la Constitución, 8	New site

Following the documentary analysis and bibliographical research, we established the selection criteria for the plans that were to be part of the documentary heritage of the Banco de España, as follows:

Basic projects and plans for buildings used by the main headquarters, branches and agencies, at any point in its history (both rented and owned), either built before they were used by the Banco de España or commissioned by the Bank itself. The selection criteria included any major remodeling projects involving a substantial modification to the inside or the outside of the buildings.

The establishment of these criteria has meant the exclusion of plans that may be of great historical and documentary interest, such as building and remodeling projects not carried out and even plans of houses offered for sale or rent which were never purchased or rented. Although these constitute an

important documentary source for the history of architecture and urban planning, their treatment has been postponed, and will be the subject of a future project.

To sum up this phase, we can say that, from the initial set of approximately 10,000 dispersed and poorly identified plans, we have selected 2,000, to which we have attributed heritage value. This subset has been subjected to all the actions stipulated by the aforementioned 2007 regulation.

2.2 Organization and description

After studying the preserved material and identifying the buildings we wished to locate, we embarked on the organizational and descriptive phase.

In order to properly store the plans, which came from diverse sections and series of the Archive, it was decided to create a section or factitious collection - the plans section - that grouped together all the selected plans, regardless of their section of origin. Thus, the Plans Section comprises documents of diverse origins. One of the key elements when defining and implementing the project was maintaining the principle of provenance through the establishment of a procedure of cross-references that includes both the descriptive computer logs and the physical documents, with diverse annotations and physical references.

In the given organization, the plans section has been classified functionally in two main sub-groups: plans for Madrid and plans for branches. In turn, the “plans for Madrid” subsection has been divided into as many parts as there are existing buildings, plus a division for remodeling works. In every subdivision, the projects and plans are classified chronologically. The “plans for branches” subsection has been divided into as many branches and agencies as have existed, and also classified chronologically in each subdivision.

The archival description of the selected projects and plans is based on the General International Standard Archival Description ISAD (G), which facilitates understanding by users thanks to the multilevel description technique used and standardization. It has been deemed necessary to use several levels of description- Section, Subsection, Series, File and Item-, with the appropriate information in each level so that users can appreciate their potential interest. Each project and each plan are given a unique reference number within the collection, which enables their unique identification.

The outcome of this work has been downloaded into a specific IT application for the description and control of the documents of heritage value, denominated PDN (Patrimonio Documental y Numismático), common to all the heritage documents of the Banco de España. In addition to the title of each plan, the PDN application automatically assigns to each catalogued unit a unique identifying number. This number is sequential and is assigned to all the heritage documents, regardless of their origin, and facilitates control by the external auditing firm.

2.3 Restoration, storage and digitalization

The deficient state of conservation of the plans was due to intrinsic factors (the nature of the materials themselves), anthropogenic factors (deriving from use and handling, made worse by their large size and the characteristics of the containers) and biotic factors (due to attacks from insects and microorganisms). The combined action of these factors has caused damages such as: yellowing and brittleness of the support due to its high degree of acidity, superficial dirt and stains, wrinkles and folds that caused weakness in the folded areas and fracture of the cellulose fibers, vulnerability because of the inadequate size of the folders, cracks and tears, losses of support, pigmentation and weakness due to microbiological attacks on the fabric plans. In addition, use of the documents by researchers has further damaged the plans which were already in a critical state of conservation.

Before digitalization of the plans by an external company specialized in restoring documents on paper, all the plans were subjected to the following actions: superficial cleaning and removal of external elements (staples, clips, tape...) treatment of humidity stains, hydration, dimensional stabilization or smoothing, elimination of second supports, reparation of cracks and reintegration of supports, lamination and chromatic reintegration (see Figure 1).

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The same company was asked to produce made-to-measure conservation folders for the projects and plans, of specific materials matching the characteristics of each support.

Finally, to guarantee correct preservation, metallic shelves designed according to the size of the plan collection were manufactured. They are made of steel and aluminum, protected with an anti-oxidant treatment and coated with a chemically inert fireproof paint. The shelves incorporate a ventilation system that allows for air renovation inside the fitment.

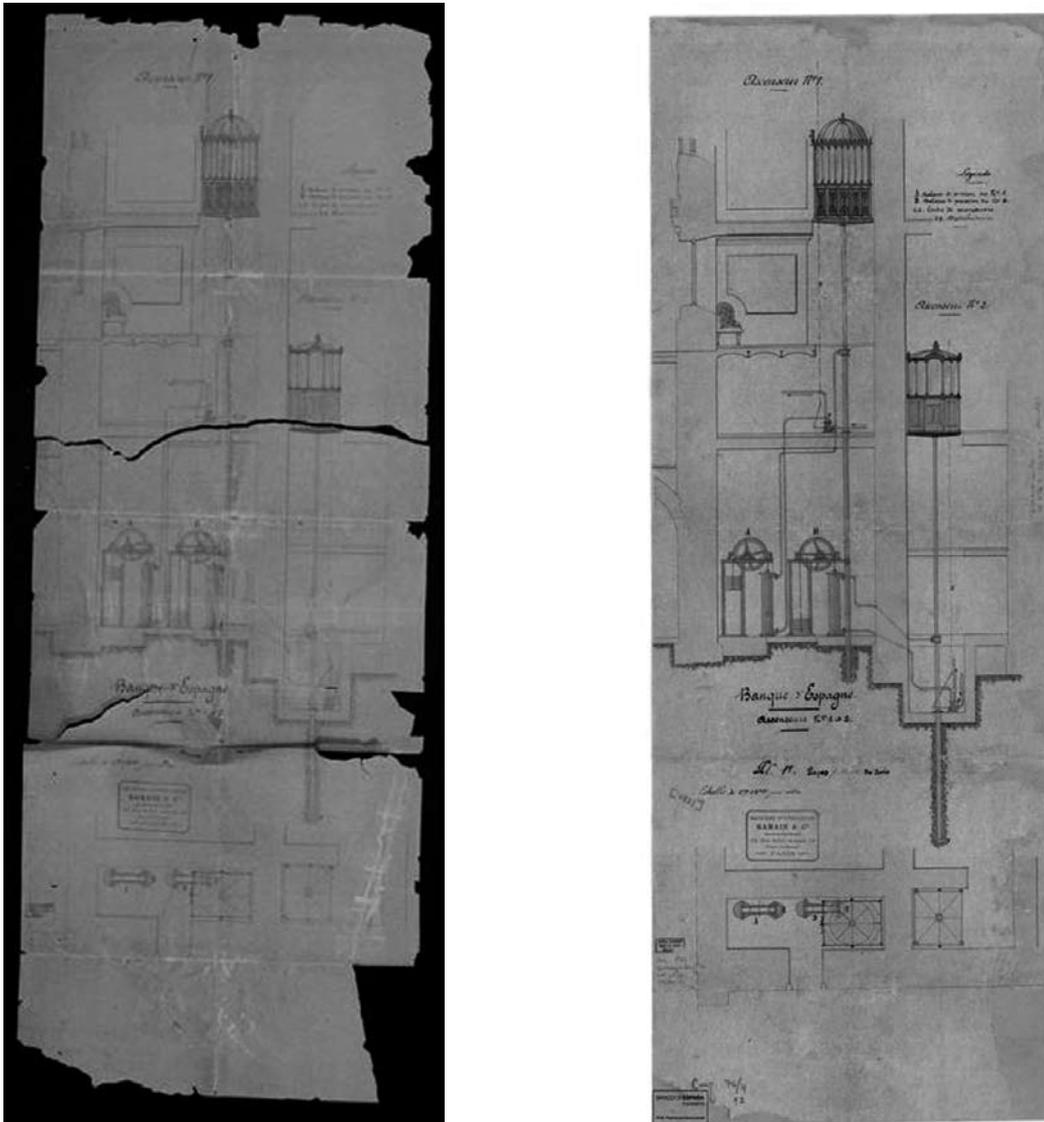


Image 1: Elevator draw before and after the restoration

The plans were digitalized by an external company specialized in the digital reproduction of large-sized historical cartographic material. Zenithal scanners were used to preserve the original plans and minimize incidents. The scanning process produced a master copy in TIFF format with a resolution of 600 dpi. Two files, in TIFF and XML formats, were generated from the master copy. The TIFF files contain the images and the XML file the images' corresponding metadata (technical, descriptive and preservation data). Furthermore, two JPEG files (300 dpi) were generated from the master copy, the first image at 100% size and 100% quality of the original, also including the image's colour card. The second, at 100% the size and 70% the quality of the original, includes a watermark and is intended for use in research work. These files are associated to XML files with their corresponding metadata.

The TIFF and JPEG files were delivered in two hard disks and uploaded to external servers. The scanned images were linked to the corresponding catalogue logs in the PDN application. The hard disks are kept inside secured lockers under controlled temperature and humidity conditions. They are periodically inspected and all data migrated to new computing equipment at stipulated deadlines.

With these tasks, we concluded the treatment project which lasted 18 months overall.

3 Access policy

Buildings used or built by the Banco de España in Madrid and its local and international branches have always attracted interest among the general public and the academic community. All the buildings are intentionally located in well-connected business areas, easy to protect and with a smooth traffic flow. The Bank's main headquarters in Madrid "*is the oldest and most complete central bank building in Europe, the first designed with this purpose, integrally conserved and still in use nowadays*" (Navascués Palacio, 2015, p. 20). The buildings of the branch offices', which are solid and monumental, have become essential elements of the local urban landscape and are still "truly remarkable buildings that have enriched the history of Spanish architecture and contributed to the civic strength of our cities" (Navascués Palacio, 2015, p. 27). We mention this point to stress the great demand for information and documents regarding the Bank's buildings.

The project we have just described would make no sense if it did not have the objective of making the information available to those interested in it, and to the general public. From the start, dissemination was considered the ultimate and fundamental objective of the whole project. The aim of promoting and improving accessibility has made us review the access policy for this specific series, since it is obviously impossible to give unlimited universal access to every piece of information contained in the plans.

The right of access and its limits are regulated under current European and Spanish laws. The Spanish Constitution, in Article 105 (b), provides for the citizens' right to have "*access to administrative files and records, except to the extent that they may concern the security and defense of the State, the investigation of crimes and the privacy of persons*". Also applicable are the restrictions of access in Law 16/1985 on the Historical Heritage of Spain, in Article 57 (a) which establishes free access to documents, once they have been processed and deposited and registered in the central archives of the corresponding public institutions "*unless they affect classified material pursuant to the Official Secrets Act or should be made available publicly by virtue of the Law, or if the dissemination of their contents entails risks for the security and defense of the State or the investigation of crimes*". More recently, the right to access and its limitations has been further developed in Law 19/2013, of 9 December, on transparency, access to public information and good governance. Article 12 of this Law defines the right of all persons to access public information, in the terms set out by the Spanish Constitution. The limits are established in Article 14, which stipulates that "*the right of access may be limited when accessing the information undermines: a) national security, b) defense [...], d) public safety, e) the prevention, investigation and punishment of unlawful criminal, administrative or disciplinary acts*".

The information contained in the plans of the buildings not only refers to their outer appearance, but also to their foundations, structures, materials and layout. The architectural plans provide detailed information on how the buildings have been constructed, and therefore, pursuant to the law, accessing all the information contained in the plans entails accessing information which could be misused and could, hypothetically, affect the security of the buildings.

In the study on the accessibility to the Plans Collection, the specific content of the preserved plans has led us to distinguish between two types essential for defining the access policy: plans belonging to the existing buildings, and plans belonging to buildings that have already disappeared.

In the case of the plans for existing buildings, and in application of the regulations on access and its limitations, especially said Law 19/2013, the access policy of the Banco de España Archive establishes the general limitation of access to any plans which may reveal information relating to the security of the buildings, naturally subject to sufficient justification of said limits, as the aforementioned Law provides for in its Article 14: "*The application of the limits will be justified and in proportion to its object and purpose of protection and it will take into account the circumstances of each specific case, especially the*

existence of an overriding public or private interest to justifies access". This limitation affects both the plans of the buildings belonging to the Banco de España and those that currently have other owners. In fact, the Banco de España has ownership, and therefore use, only of the central headquarters, the ancillary building in Madrid and the fifteen branches that are still operational, having sold the other buildings that it owned. It is therefore considered that the plans of the existing buildings are fully active documents, regardless of their historical nature. The exceptions to this general rule of access to the plans are applicable only to the current owners of the buildings, who have an unlimited right of access, if they provide proof of ownership.

The second set of plans, that of buildings that have already disappeared, are historical and inactive documents, and thus, access to them logically lacks any limitations except for those arising from the preservation policy itself. Therefore, anyone interested in accessing them can freely do so, provided that they meets the requirements of the Historical Archive of the Banco de España.

We would like to mention in this section another fundamental aspect related to access, that of the use of digital images. The digitalization of documents achieves the double objective of preservation and dissemination, but should not entail an absence of control over the images and their use. The right of access implies, naturally, access to images. Moreover, the preservation policy favours access to digital images instead of to the originals, unless there is a justified interest in the study of the physical elements of the documents themselves that the digital images cannot provide. To adequately control the images made available to those interested in them, the Archive of the Banco de España has established a protocol of requirements that the applicant, duly identified, undertakes to fulfil: to state the objective and the exact use to be made of the images, to undertake not put them to any use other than that authorized and to not share or modify the images; to refer to the exact publication or media for which they are required and to undertake not to use them for commercial purposes. The Archive provides medium and high-resolution images for study purposes, by applying the corresponding fee.

4 Dissemination policy

The documents serve, above all, to disseminate information. All the processes that are generated would not make sense if, at the end of them, the documents were not disseminated. (*Martín Suquía, 2013*).

As we have been pointing out throughout the text, the plans of the Banco de España buildings have been and are still the subject of great general interest. After completing the data processing project, the Banco de España Archive has sought to define a policy of active dissemination to foster general and global knowledge of the preserved materials and promote their use, thus achieving its function as an information dissemination service.

The dissemination policy has entailed the establishment of a combination of actions mainly directed at two groups of users: internal (those services in charge of the maintenance of the Banco de España buildings) and external (researchers in general). These actions are explained below:

- a. Creating a data base that integrates the international standard structure of archival description (ISAG (G)) and incorporates the multilevel description, allowing users to understand, in an autonomous way, the whole and its parts. The images can be accessed from the application itself. The data base characteristic that contributes the most to dissemination is the incorporation of modules for online enquiry that will soon allow, through profile definition of users, internal consultation by the Bank's maintenance service and access to external researchers. The integration of enquiry modules is clearly a very important aspect of the dissemination policy that, additionally, leads to lower global costs and an improvement of the service as the intermediation of Archive professionals in the enquiries themselves is minimized. We mention here that, in order to achieve this, a major effort has been required to regulate the description and draft a list of authorities under the parameters of the international rules ISAAR (CPF).
- b. Informational triptych presentations, prepared in 2010, whose objective is to give a brief overview of the content of the collection and awaken the interest of possible researchers. They are distributed in archives and libraries, especially at universities, and at any meetings or professional congresses attended.

- c. Monographic publications. At the end of 2015, an edition was prepared of the book titled *Planos históricos de los edificios del Banco de España. Madrid y sucursales* (Serrano García, 2015). The edition, comprising 260 pages and structured into two main chapters -one on the Madrid buildings and the other on the branches-, incorporates 250 images representing a selection of the most significant items of the collection. The images are accompanied by descriptions and explanations that allow us to understand the historical context of each plan. The edition has been enormously enriched by the inclusion of a study by Professor Pedro Navascués Palacio, one of the best historians of Spanish architecture that allows us to fully understand the importance of the published plans, inserting them incomparably in the historic-artistic Spanish and European context. A printed edition has been widely distributed at relevant cultural institutions, as well as in libraries and national, provincial and municipal archives and university libraries, mostly those specializing in the subjects that we believe may be of greater interest to them, such as architectural, historic and art history studies. The digital edition includes the added possibility of enlarging the images and their details, which, given their beauty, was something we wanted to emphasize. It has been uploaded on the Banco de España website and sent to the same distribution list as that of the printed version, to make the collection as widely known as possible. This edition has the added value of being the first publication to cover the whole collection (until now, generally unknown) and one that will no doubt mark a turning point in future studies based on the wealth of documentation preserved in the Archive of the Banco de España.
- d. The dissemination of this collection of plans is going to contribute to such an extent to deepening knowledge of the Banco de España, as well as to architecture, art and urban planning, that the Archive of the Banco de España is preparing an exhibition for 2017, where the originals of materials unpublished to date will be displayed. This exhibition is expected to enhance dissemination of archive material, and show the public the beauty of these originals, which would not otherwise be displayed.

5 Result of dissemination

Although only some of the planned dissemination objectives have been implemented, the results are nevertheless very interesting. The service provided by the Archive internally has improved substantially thanks to our selection, description and digitalization work. When there are requests for the basic construction or remodeling projects, of which the Bank's own construction and facilities service often has no record, the Archive can deal with such requests quickly and efficiently thanks to the work done, and can also instantly provide digitalized images, immensely speeding up the response time of the service. Even in critical circumstances requiring urgent, unplanned revisions or changes, the documentary service provided by the Archive has been very efficient. Along the same lines, numerous requests are dealt with from the current owners of the transferred buildings who, when undertaking structural or remodeling work, request the blueprint for the construction project, which they receive in digital format.

Likewise, the external dissemination actions to date are already yielding the first, satisfactory results. These actions are attracting the interest of sectors who were not familiar with the Banco de España's artistic and historical heritage, for example, that of art and architectural historians in the architectural plans of the Banco de España, which offer possibilities to carry out research on buildings, architects and architectural styles. The dissemination of information has undoubtedly increased demand and, currently, several research projects are being considered as a result of the dissemination actions carried out.

6 Conclusions

We can assert that the project for the architectural plans of the Archive of the Banco de España has brought about clear improvements in several aspects and will continue to do so in the future:

- a. Knowledge of the history of the buildings used by the Banco de España has been substantially improved, by identifying each building and the dates they were occupied, as well as other highly relevant information (whether they were owned or rented, the names of the owner, architects, etc.). In this respect, it is important to emphasize that this knowledge also applies to the plans and projects that existed but have not been preserved.

- b. Improved control of existing documentation, thanks to having located the plans of the identified buildings and to having standardised descriptions.
- c. Improved conservation conditions of historical documentation, thanks to restoration and improved storage facilities and, indirectly, to digitalization, which has meant a decrease in the need to consult the originals.
- d. Improved security of access, thanks to defining an access policy for the collection of plans, which is, in turn, a consequence of the improvements in knowledge, control, identification and description.
- e. Improved service provided by the Archive, due to the improvement in the sources of information and autonomy given to users, thanks to the incorporation of a functional classification and to the standardization of the description.
- f. Improved dissemination due to online access to descriptions and images, to publications such as books and brochures, and to the marketing strategy as well as to the future exhibitions planned.

The Archive of the Banco de España provides a service dedicated to the conservation, treatment and dissemination of its documentary heritage. As such, the project for the treatment of Banco de España's architectural plans has led to a considerable improvement in the state of the description, control and conservation of a series that is in great demand and of intrinsic historical interest. The sources of information have clearly been improved. The effort and investment made are already paying off, with improved knowledge, conservation and service. Likewise, a policy of access has been defined, which allows the establishment of action protocols that contribute to safe dissemination and speed of the service. For our internal management procedures, the project brings the added value of having created a model that has been replicated - and improved upon - in the case of other documents with heritage value.

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SUMMARY

The Bank of Spain - whose origin comes from the Banco de San Carlos - was established on July 2nd 1782 in Madrid. It has had several headquarters in the city, but the present building is the only one commissioned by the institution. Additionally, the Bank started a geographical expansion policy in 1858 that grew after it received the exclusive privilege of bank notes emission in 1874, and continued until 1957 when it opened the Ceuta office to reach a maximum of 70 locations in Spain. Besides the national offices, international agencies were established in 1902 in London, Paris and Berlin, and three more offices were opened in 1920 in the North African cities of Tangier, Larache and Tetouan. The Banco de España's Historical Archive guards a significant number of plans from the buildings used by the Bank in the different national and international locations throughout its history. The publication in 2007 of an internal regulation about safekeeping and preservation of the institution's document heritage was the starting point a project involving treatment of the architecture plans collection whose objectives were to achieve a deeper knowledge of the guarded plans, to improve the preservation conditions and to facilitate information diffusion through the definition of an access policy. The project, developed between 2009 and 2010, started with the study of the preserved documents, as a base for later work. To manage the considerable volume of plans in the collections (an estimation of over 10,000 documents) and the unequal interest of the pieces, 2,000 plans were selected, including basic projects and remodelling projects for all offices and agencies throughout the Bank's history. Once this selection was finished, works of organization, description, restoration, installation and digitalization were started. To favour the use of the treated material in the archive a diffusion plan was designed. It includes online users' self-access to descriptions and images, publishing of materials with different reach, and exhibitions showing a collection of the most representative plans guarded. Additionally, the Archive has defined a specific access policy affecting the fond that guarantees both buildings' safety and service efficiency and effectiveness.

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