

MILAN MILOVANOVIĆ  
Institute of Archaeology  
Belgrade, Serbia  
E-mail: m.milovanovic@ai.ac.rs

Received: October 5<sup>th</sup> 2022  
Accepted: November 15<sup>th</sup> 2022  
Original research article  
UDC: 902/904:001.32(497.11)“1947/...”  
[https://doi.org/10.18485/arhe\\_apn.2022.18.17](https://doi.org/10.18485/arhe_apn.2022.18.17)

## DOCUMENTATION OFFICE OF THE INSTITUTE OF ARCHAEOLOGY IN BELGRADE AS AN ORGANISATIONAL UNIT

### ABSTRACT

*In the first segment of this paper, the stages of development of the field documentation of the Institute of Archaeology in Belgrade were processed. Special attention was paid to the history of the collecting, recording and inventorying of field documentation materials, starting from the establishment of the aforementioned scientific institution up to the present day. In the process of the reconstruction of these elements, the greatest source of data is provided by work biographies and annual reports of previous associates who performed the work of keeping the documentation, as well as the archival material of the Institute of Archaeology, which is located in the State Archives of Serbia. In the final parts of the text, the current state of the documentation and the proposed plans with the main goals for the next period are discussed, along with the presentation of new proposals in the fields of systematisation, digitisation and consolidation.*

**KEYWORDS:** INSTITUTE OF ARCHAEOLOGY, FIELD DOCUMENTATION, RECORDING, ARCHAEOLOGY, SYSTEMATISATION, HISTORY, DATABASE.

### INTRODUCTION

The research of archaeological sites has the goal of obtaining knowledge about the entire human life, society, economy and culture through material monuments and antiquities from the past. For archaeological science, fieldwork related to field survey of sites (reconnoitring and marking) is of basic and multifaceted significance because it represents the foundations of subsequent archaeological activities: excavations, study and maintenance, with the aim of creating a true picture of the previous state of archaeological sites (Грбић 1953: 28, 70). This is how Dr Miodrag Grbić, research associate of the Archaeological Institute at SAS, described the tasks of archaeological science in 1953 in his work *Fundamentals of Archaeological Site Research*. In the same year, another significant work on this topic was published by Milutin Garašanin and Draga Garašanin, then young members of the Institute, called the *Manual for Archaeological Excavations*, which points out the

importance of keeping field archaeological documentation: “Along with archaeological research carried out according to all the principles of modern archaeological work, there is also archaeological documentation, which must be carried out with full attention and in all its details. Without documentation, even the most carefully conducted excavations have no value” (Гарашанин и Гарашанин 1953: 61).

An archaeological site is visible to researchers for only a short time, because during further work, most of it is destroyed. Documenting the data obtained during archaeological work enables a complete and correct use of archaeological materials necessary for further processing (Vinski 1948: 194-196; Гарашанин и Гарашанин 1953: 61). All data must be recorded with a clear idea of possible issues that may be raised in later stages of the work. Such an approach, as Kevin Green states, allows the director of the excavations to impose standardised recording methods, which greatly reduce the possibility of error or omission.



Fig. 1 Vladimir Petković (1874–1956) (Taken from: SASA Library -Ф 259, 259/1-2).

The time invested during the compilation of field documentation will pay off, e.g., at the time of writing the excavation report, because a comprehensive site database can be organised in various ways and, thus, present specific information arranged in the desired order (Грин 2003: 150, 152). The documentation of archaeological excavations basically consists of: a diary, technical drawings, a levelling book, photographs (during the 20<sup>th</sup> century also film negatives or photo-plates), as well as processed, classified record cards for mobile archaeological material. Financial reports (transportation costs, accommodation fees, field work consumables, etc.) or video tapes can be added to this. This type of material represents a recorded source of archaeological information or reproduced documentation material, which is of particular importance for scientific researchers whose main task is to reconstruct the past and cultural heritage (Гарашанин и Гарашанин 1953: 61; Бошковић 2017: 268).

The beginnings of work to collect and arrange the field documentation of the Institute of Archaeol-

ogy were recorded in the first years of its establishment. To this day, this scientific institution has implemented a number of large projects that have resulted in extensive field documentation. According to the reports compiled by documentarians during the second half of the 20<sup>th</sup> century, this organisational unit of the Institute represents the most numerous archaeological materials of its type collected, catalogued and available in one place in the entire territory of Serbia (including the former republics of the SFRY) (Бошковић 2017: 267). To date, little and insufficient attention has been paid to the published reports and scientific papers, especially when it comes to the history of recording the field archaeological documentation of the Institute. A few years ago, a documentarian of this scientific institution, Zoran Bošković, published a brief overview of the work in the field of history and development of documentation (Бошковић 2017), which represents the sole paper dealing with this topic so far, but also the basis for further research endeavours when it comes to this topic.

## FOUNDING OF THE INSTITUTE OF ARCHAEOLOGY

The idea of founding the Institute of Archaeology in these regions originated in 1927 by Prof. Dr Miloje M. Vasić. The then professor of archaeology at the Faculty of Philosophy in Belgrade, published an article entitled *Institute of Archaeology of Serbs, Croats and Slovenes*, printed in the *Serbian Literary Herald* XXII-1 (Васић 1927: 33-34). This paper mentions that there was a need to create such an institution in the Kingdom of SCS. However, for reasons unknown thus far, this idea was not put into practice at that time (Васић 1997: 9).<sup>1</sup>

The first scientific institution in this area that was engaged in the study of archaeological material, certainly as a secondary plan, was the Kon-

1 It is interesting to note that, as early as 1908, as the director of the National Museum, Vasić indicated that the Museum should be freed from certain obligations and that a "special institute for archaeological research" should be established. This document has not been preserved, but a trace of it and its contents can be found in the book of administrative protocols of the Ministry of Education of the Kingdom of Serbia for the year of 1908 (ДАС, Министарство просвете, Деловодни протокол за 1908, бр. 4408).

dakov Institute for Byzantology and Archaeology. This Institute was founded in the Kingdom of Yugoslavia in 1938, after it was moved from Prague to Belgrade. Prof. Dr Georgije Ostrogorski was appointed as the first director (AJ, 66-84-245; 66-569-892). One of the members of the Kondakov Institute was Đurđe Bošković, later the long-term director of the Institute of Archaeology.<sup>2</sup> During 1941, the Institute ceased to operate (AJ, 66-3272-2469) and was never restored.

The next attempt to establish the Institute of Archaeology, which would bear fruit, would occur in the post-war period. It was announced in the Yearbook SAS, vol. LIV that the Institute of Archaeology at the Serbian Academy of Sciences was founded on May 31, 1947 (*Годишњак САН 1947*: 41).<sup>3</sup> At that time, the president of the Serbian Academy of Sciences was Prof. Dr Aleksandar Belić, while the vice president was Prof. Dr Milutin Milanković. By a decree of the Committee for Scientific Institutions, Universities and Colleges of the Government of the People's Republic of Serbia, number 563, Prof. Dr Vladimir Petković (1947–1954) (Fig. 1) was appointed the first director of the Institute, with Prof. Đurđe Bošković (Fig. 1) as his deputy (*Годишњак САН 1947*: 41, 113, 115). At first, the premises of the Institute were located in the building of the Serbian Academy of Sciences. However, due to the need for more space for work, and at the suggestion of V. Petković, at the 6<sup>th</sup> Session of the Institute Commission of the Presidency of the Serbian Academy of Sciences, the Institute received approval for the transfer of the staff to Princess Ljubica's Residence (*Годишњак САН 1947*: 112, 122, 274, 277–278), which was carried out in January 1948 (*Годишњак САН 1948*: 236). The Institute continued to operate in this place until October 1952, when it moved again to the Academy building, where it remains today (*Годишњак САН 1952*: 316; Васић 2017: 9).

2 Documentation from the Legacy of Đurđe Bošković at the Institute of Archaeology in Belgrade.

3 The draft for the establishment of the Institute of Archaeology was first submitted to the Committee for Scientific Institutions, University and Higher Education of the People's Republic of Serbia, which was initially decided at the IV Session of the Committee for Managing the Affairs of the Serbian Academy of Sciences, held on May 23<sup>rd</sup>, 1947. The session was chaired by M. Milanković, with C. Petrović, P. Kolendić and P. Savić attending (*Годишњак САН 1947*: 108–110).



Fig. 2 Đurđe Bošković (1904–1990) (Taken from: Documentation of the Institute of Archaeology, Belgrade).

Under the leadership of its first director, the Institute aimed to gather collaborators from the university, museums and other scientific institutions in Belgrade who were engaged in the study of archaeological problems in various ways. By the end of 1947, a group of nineteen eminent experts was formed, which gathered once a week to solve numerous issues of the Institute (*Годишњак САН 1947*: 41–42, 115, 122, 131, 191–192; Бошковић 1969: 1–2). One of the goals, which was set after its formation, was the definition of work plans in which the study of the development process of human life on the basis of archaeological materials in the country and the Balkans was emphasised. By studying those material remains, the aim was to provide a reconstruction of the way of life, culture, art and scope of human thought in the mentioned regions (Бошковић 1959: 1).

In 1961, the Institute of Archaeology became an independent institution, as was confirmed by the *Decree on the Foundation of the Institute of Archaeology*, published in the *Official Gazette of the People's Republic of Serbia*. According to Article 1 of the

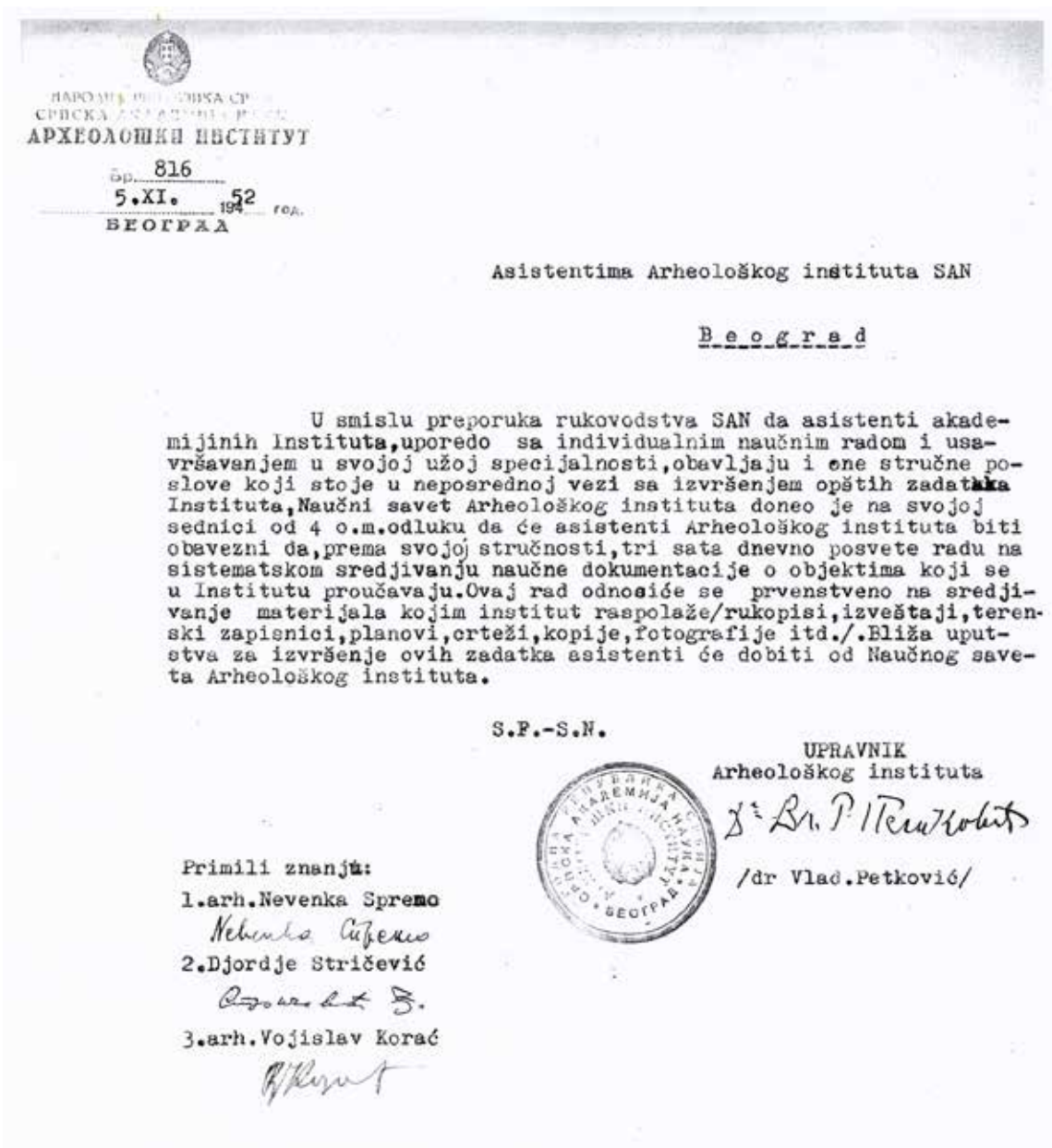


Fig. 3 Document on the decision on naming an assistant for the classification of scientific documentation in the Institute of Archaeology at SAS (Taken from: State Archives of Serbia – Fond of the Institute of Archaeology, Д-9).

Regulation, the Institute was jointly founded by the Executive Council of the National Assembly of the People's Republic of Serbia, the Serbian Academy of Sciences and Arts, and the Faculty of Philosophy and History of the University of Belgrade (*Службени гласник НРС* XVII-18: 1961, 269). The head of the newly formed institution was Đ. Bošković, who was elected the director of the Institute in 1954. He would continue to hold this position, with great success, until 1977 (*Шарић и Бикић* 2017: 52).

## STAGES OF THE DEVELOPMENT OF RECORDING THE FIELD DOCUMENTATION OF THE INSTITUTE OF ARCHAEOLOGY

Stage I: from the founding of the Institute until 1962

Based on the written material from the Fund of the Institute of Archaeology in the State Archives of Serbia<sup>4</sup> and the published annual reports

4 On this occasion, I would like to sincerely thank



of the Serbian Academy of Sciences since 1947, the beginnings of work in documenting field archaeological documentation within the scientific institution that is the topic of this paper can be reconstructed to a large extent. Judging by the available material, from the moment of its establishment until 1955, as we will see later, the Institute did not have a dedicated documentarian to carry out tasks related to the collection, arrangement and recording of field archaeological material (*Годишњак САН 1947*: 41, 115-116; *Годишњак САН 1952*: 316; Бошковић 2017: 265).

In the year the Institute was founded, archaeological excavations of sites, field surveys of terrain, thematic tours, as well as the protection of certain archaeological finds were all carried out.<sup>5</sup> The management of documentation during these first campaigns is certainly unquestionable, and it is likely that, after the research was completed, it would have been kept for some time by the excavation director (*Годишњак САН 1948*: 232; *Годишњак САН 1952*: 323). Today, in the Documentation Office of the Institute, there is no inventory book from the first years in which the inventory of documentation of archaeological fieldwork would be listed.

The first data related to the plan for organising the field documentation can be found in the records of the 11<sup>th</sup> Session of the Institute of Ar-

---

senior archivist Gordana Vukasović and archival assistant 1<sup>st</sup> class Svetlana Lekić, for their help and advice during their work in the processing of archival material from the Fund of the Archaeological Institute, which is kept in the State Archives of Serbia.

<sup>5</sup> A fairly good picture of the first field research activities of the Archaeological Institute, in the year of its establishment, is provided by the reports published in the first issues of the magazines *Starinar* (n.s) (1950) and *Muzeji* (1948). In addition, it is worth looking at the *Yearbook SAS*, vol. LIV about the early works (*Годишњак САН 1947*: 328-329). Archaeological excavations in 1947 were carried out at the following locations: Gradište near Kikinda, Belgrade fortress, Orašje (*Margum*) near Požarevac, Caričin Grad (*Ivstiniana Prima*) near Lebane and Najeva Ciglana near Pančevo. As for the archaeological field survey activities, they were carried out in the area of eastern and south-western Serbia. It is interesting that some members of the Institute took part in the first rescue research aimed at transporting the inscription originating from the church in Padež near Drenova in the vicinity of Prijepolje to a safer location.

chaeology SAS, held on November 8, 1947. At that time, a decision was made, under the second point of the meeting agenda, regarding cooperation between the Institute for the Protection and Scientific Study of Cultural Monuments of the Republic of Serbia and the Institute for the creation of a file archive and photo files, as well as the procurement of the necessary photo material (ДАС-ФАИ, Д-3). As early as the following year, we find information about the arrangement of documentation by Prof. Đurđe Bošković, Prof. Aleksandar Deroko, Ivan Zdravković and others, at the moment when they were engaged in the organisation of and joint work on the archives of the Institute of Archaeology and the above-mentioned Institute for the Protection and Scientific Study of Cultural Monuments. On that occasion, they handed over their previously collected scientific data and drawings (from the field), noting that they worked on supplementing and improving the files whenever necessary (*Годишњак САН 1948*: 235; Бошковић 2017: 265). Data on documentation management for the following years is also scarce. It is known that the work plan for 1950 included the production of technical drawings, as well as photographs for the album and photo collection. In the report of the Institute for the following year, there is information about the creation of a photo archive and the arrangement of negatives and photographs (Бошковић 2017: 265). During those years, work in the field increased intensively, so the volume of documentation material became more and more extensive and complex (*Годишњак САН 1948*: 234-237; *Годишњак САН 1952*: 320-321). The year of 1952 was certainly a turning point in the attempt to engage professional staff in the work of arranging the Institute's field documentation. The work plan for that year provided for the following, under point four: "Work on the photo archive, files of miniature plans and other records". In the annual work report, when the systematisation of workplaces was carried out at the suggestion of the leadership of the Serbian Academy of Sciences, it was stated that the assistants of the Institute would perform the work of arranging scientific and technical documentation, registering photographs, negatives, copies and drawings, for 3 hours a day. At that time, architects Nevenka Spremo and Vojislav Korać, as well as art historian/archaeologist Đorđe Stričević, held the title of assistant (Fig. 3)

(Годишњак САН 1952: 40, 316-317; ДАС-ФАИ, Д-9, бр. 816/1952). Their first work in the organisation of field documentary materials was related to the recording of the photographic, plan and copy funds, through the use of inventories and files (ДАС-ФАИ, Д-2, бр. 28/1953, 3). The assistants performed that work in the Academy building, where the Institute got its new premises in the end of 1952 and, thus, somewhat better working conditions, though it should be noted that it was still necessary to acquire furniture for the file archive, photo archive and plans archive (Годишњак САН 1952: 316, 322).

However, during 1952, the assistants were often engaged in field research and performing personnel related work at the Institute and, as a result, the work of arranging documentation material was most likely not continuous and dynamic (Годишњак САН 1952: 320-321; ДАС-ФАИ, Д-2, бр. 36/1953). We should mention here the budget proposal of the Institute for 1953, drawn up on October 15, 1952 at the request of the management of the Serbian Academy of Sciences, which states: "Recording of the entire business, field and publishing, has become more difficult and insufficient. Under these conditions, the library is also suffering heavily, and the cataloguing of the Institute's extensive scientific and documentary material, photographs, plans, reproductions, drawings and copies, which represents a material value measured in millions, without an increase in administrative, professional and technical staff in the next year, will hardly be possible" (ДАС-ФАИ, Д-2, бр. 777/1952, 1).

Information related to the arrangement of the Institute's documentation by assistants for 1953 is somewhat scarce. The question is whether they really continued that work since, in addition to their obligations to prepare their doctoral theses, they were also engaged in many field research activities, as well as in writing scientific papers, which, for their young years, was certainly extensive and difficult work (See ДАС-ФАИ, Д-2, бр. 486/1952; ДАС-ФАИ, Д-2, бр. 28/1953, 1; Стричевић 1952; Стричевић 1953; Спремо Петровић 1955; Кораћ 1956). However, in the work plan for 1953, a complete record of the photographic, plan and copy fund was foreseen through the use of inventories and files with the aim of starting their final arrangement (ДАС-ФАИ, Д-2, бр. 28/1953, 3). Perhaps we should mention the Explanation of

the Budget Proposal for 1954, which was compiled by Đ. Bošković, where the idea of hiring a typist, who would perform the work of the technical arrangement of documentation collections collected during fieldwork, is presented. In addition, the work team needed a photographer who would carry out the technical processing of field material and photography in the field (ДАС-ФАИ, Д-2, бр. 600/1953, 2). Taking into account the already mentioned tasks of various types that the assistants performed, the idea of the need to hire new associates in the field of organising the Institute's documentation, in this case typists and photographers, becomes quite clear and justified.

The year of 1954 is also significant for the development of the Institute's documentation. On the payroll of annual expenses there is a 1<sup>st</sup> class typist - registrant, as well as a qualified technician - photographer (ДАС-ФАИ, Д-2, бр. 600/1953). As it was already announced in the work plan for this year that a typist and a photographer would perform the tasks of the technical arrangement of documentation collections, as well as the technical processing of field material and photographs, it is highly probable that in 1954 they were engaged in the entire arrangement of the Institute's documentation material. It should be noted that from the beginning of August of the same year, data entry of inventoried field documentation began in the Inventory Book of the Archaeological Institute SAS, which still exists today in the Documentation Office.

The increase in the amount of documentation material obviously influenced the Institute's administration to take the final step in the realisation of the systematisation of archaeological field documentation. The numerous attempts of the previous years were obviously only a basis for a temporary rather than a permanent solution. A very complex influx of voluminous, now multi-year field documentary material, of various forms, content and scope, indicated to the Institute's management new priorities in the final, permanent decision to hire a documentarian. On March 10, 1955, the daily newspaper *Politika* first announced a competition for the position of "registrant for scientific and technical documentation" of the Institute of Archaeology SAS (*Политика*, March 10, 1955, ad. no. 2450-Б). From as many as 22 registered candidates, Ljubica Zotović (Fig. 4), then a graduate archaeologist, was selected for this posi-

tion by an expert committee consisting of Milutin Garašanin, Svetozar Radojčić and Đurđe Bošković (ДАС-ФАИ, Д-9, бр. 443/1955). Officially, as the first documentarian of the Institute, she initially performed the tasks of recording and publishing photos and plans, and, after work-hours, advanced professional training followed (Бошковић 2017: 265-266). In addition to the aforementioned activities, Lj. Zotović kept an inventory book, quite meticulously. Based on that book, it is possible to chronologically follow her work in the entry and inventory of documentary field material and the newspaper archive, which dates back to 1962. By hiring a documentarian, at a time when Bošković was the manager, the foundation was laid for the systematisation and preservation of the Institute's archaeological field documentation, defining the tasks for a specially allocated professional staff.

#### Stage II: 1962-1992

*By introducing a central archive for site files, plan files,*

*photo files and other forms of data registration, Ljubica Prodanović not only indebted us all, but also erected a permanent monument to herself.*  
Academician Prof. Dr Vladislav Popović

The new stage in managing the archaeological documentation of the Institute brought new personnel changes and consolidation (Бошковић 2017: 266). In 1962, Lj. Zotović left her post of document management and focused her career on field research as a research associate. In the same year, Ljubica Prodanović, a graduate archaeologist, took her place as the new documentarian (Fig. 5). In this position, where she remained for thirty years, she introduced a new system of managing field archaeological documentation that still functions today. At the time when Lj. Prodanović started working, the Institute had already participated in several large archaeological projects (Iron Gates I, Ulcinj, *Sirmium*, etc.). Research at the Iron Gates was particularly important because the Republican Commission for Scientific Research and Protection of Cultural and Natural Monuments in the Iron Gates insisted on well-prepared and modern scientific documentation, as the research was managed by a large number of experts from various specialties (Трифунувић 1984: 1).



Fig. 4 Ljubica Zotović (1931–2021) (Taken from: Documentation of the Institute of Archaeology, Belgrade).

Until 1970, when the Iron Gates project was completed, Lj. Prodanović had before her the task of introducing a unique system for the manage-



Fig. 5 Ljubica Prodanović (1935–1992) (Taken from: Documentation of the Institute of Archaeology, Belgrade).

ment of field documentation to the Institute.<sup>6</sup> In the realisation of this undertaking, her participation in several field investigations of archaeological sites of different cultural and chronological affiliations was also important. Along with that, Lj. Prodanović introduced a system of keeping data through central registers, where the following are separated: files of archaeological sites, dossiers, plans archive and photo archive (Поповић 1995: 227; Бошковић 2017: 266), and today, each of them contains the following:

Central file archive – data files related to archaeological sites;

Dossiers – binders with data from field surveys and documentation from archaeological excavations;

Photo archive – records of negatives, photographs and slides;

Plans archive – record of plans on tracing paper and ozalid.

*The central file archive* is arranged in two wooden boxes, which contain data from archaeological sites from the former Yugoslavia (SFRY) (box 1) and abroad (box 2). In these boxes, for easier search and inspection, there are cardboard record cards. They contain basic information about the archaeological site that was the subject of research by the Institute's experts, whose sections can be formally divided into two groups: general data on the archaeological site and numerical content of the field documentation. It should be noted that each card has a registration number that matches the file and photo archive numbers. Under general data, the name of the site and the object that was the subject of the research, chronological focus (e.g., Roman or Byzantine era), time of the research and the research directors are entered on the card. Within the numerical content of the field documentation, the total recorded number of photographs, negatives, slides, plans, diaries and other field records (e.g., inventory<sup>7</sup>, etc.) is entered.

*Dossiers* or binders today are larger marked cardboard boxes that are placed in display cases.

<sup>6</sup> An example in keeping field documentation in those years was suggested by V. Popović, citing the method of the *Centre for Documentary Archaeological Analysis*, which was founded in Paris in 1957. See Popović 1966.

<sup>7</sup> The term “inventory” refers to the files in which data on mobile archaeological findings discovered during the research were entered.

They contain diaries, notes, sketches, technical drawings, financial reports and inventories originating from field surveys or archaeological excavations. Each binder is labelled with a number that matches the number on the central file card in the upper right corner. In addition, the name of the archaeological site, as well as the year of research, are entered on them. It should be noted that each content in the file has an inventory number, certified by the seal of the Institute, which is entered in the inventory book.

*The photo archive* includes three important segments of the Institute's documentation, in which they are recorded: negatives, photographs and slides. This inventory group represents the largest collection of documentation. The photographs are placed in metal drawers, marked with numbers that match the numbers of the central filing cabinet. They are mounted on cardboard, containing: inventory number, object number (that is, the card of the central file), as well as general information about the photographs: time and place of creation, author, short presentation of the photographs, as well as the identification of the negative. This last piece of information is important because, based on it, we can find the negatives of the corresponding photographs, also arranged in separate metal drawers. The slides are placed in wooden boxes that are marked with numbers on the outside. Each slide is marked with a serial number, which, together with the number on the wooden box, is entered on the cardboard of the central filing cabinet for easier searching. The serial number of the slides is recorded in a separate slide inventory book, which contains basic data: time and place of creation, and a description of the presentation on the positive.

*The plans archive* contains records of technical plans on tracing paper and ozalid, on which immovable archaeological finds are presented, of different scales and representations (situational plans, bases, views, sections, etc.) and necropoles, which were investigated during archaeological excavations. The plans are held in metal drawers that are marked with inventory numbers on the outside. Each plan is authenticated with a seal containing the inventory number of the plan, which matches the number of the metal drawer.

The plans are arranged in drawers according to the names of the archaeological sites, wrapped in



rolls or laid flat in larger cardboard frames, with the inventory numbers of the plans written on them, as well as the number of plans in a roll/cardboard frame - e.g., the site of *Pontes* 6254-6389. Also, the inventory numbers of the plans are listed in a special inventory book, in which the following are also entered: location, file number, inventory number of the main inventory book, drawing scale, subject and year when the plan was created.

There are 33,954 photographs, 1,000 slides, 2,548 plans and 562 reports from field archaeological research that were registered in the reports on the work of the Institute's documentation for 1967. During 1979, an audit was carried out and the entire collection of documentation was re-inventoried, which at that time numbered 1,756 sites in the central file, 12,600 slides, 86,182 photographs, 5,260 negatives, 5,804 plans and 1,257 sectional maps in various scales (Бошковић 2017: 266).

During the 1970s, Ljubinka Babović, a graduate archaeologist, performed the work of managing documentation, together with Ljubica Prodanović, for a certain period of time.<sup>8</sup> The 1980s brought new management changes within the Documentation Office as an organisational unit of the Institute. In 1982, Sofijana Stojković, a graduate archaeologist, joined as a new documentarian. She would perform this job until 1994. In 1985, the Institute hired Nebojša Borić, also a graduate archaeologist, to take the position of the photographer, and he performed this job until 2016. It is worth pointing out that in 1985 S. Stojković went to Paris for six months for professional training in managing documentation from the field of archaeology (Бошковић 2017, 266-267). At that time the director of the Institute was Borislav Jovanović (1977-1986) (Шарић и Бикић 2017: 52).

### Stage III: 1992-2020

In the new stage of documentation management, personnel changes took place first. From 1992 to 1994, when the director was Vladimir Kondić (1986-1994), only Nebojša Borić was employed in the Documentation Office (Бошковић 2017, 267; Шарић и Бикић 2017: 52). In 1994, at the time when Petar Petrović was the direc-

tor (1994-1997), Zoran Bošković, a graduate archaeologist, replaced the documentarian. A more prominent use of personal computers and the improvement of software created new conceptual possibilities for digital data processing, however, it went no further than initial attempts. At this stage, the documentation was still manually processed, recorded and maintained, i.e., according to the unique system established by Lj. Prodanović (Бошковић 2017: 267-268).

Z. Bošković worked as a documentarian until 2020. His work is primarily remembered because he recognised the importance of information technology and digitisation of the Institute's complex and voluminous documentation. He was the first to attempt automatic processing of archaeological documentation and to create an archaeological information database for the entire territory of Serbia. The goal was the easy availability of information for documentation users. Regardless of the fact that those attempts did not bear fruit, Z. Bošković remains remembered as the originator of a great idea that represents a challenge to the next generations. During his work within this organisational unit of the Institute, the Rulebook of the "Centre for Documentation of the Institute of Archaeology" was prepared, while the inventory of field documentation material was increased and filed (Бошковић 1993; Бошковић 1996; Бошковић 2017: 268-296; Илић 2020: 293).

## THE CURRENT STATE OF THE FIELD DOCUMENTATION OFFICE AS AN ORGANISATIONAL UNIT OF THE INSTITUTE OF ARCHAEOLOGY

Today, the field documentation of the Institute of Archaeology is kept in several separate rooms. It has been managed by the author of this text since March 2021, as a professional associate. In the beginning, the work was carried out with the organisation and arrangement of the work space, as well as the procurement of office materials necessary to perform the work in the Documentation Office. For easier management and recording of field archaeological documentation, work biographies and annual reports of previous collaborators who performed the work of documentarians, as well as the Institute's archive material, were used.

<sup>8</sup> Documentation of the Institute of Archaeology in Belgrade.

In the main office, there are inventory books, files, a central file archive, slides and a newspaper archive.<sup>9</sup>

The central file archive, which has data on sites from the former Yugoslavia (SFRY), has about 1,400 files, arranged in alphabetical order. When it comes to the record cards in the central file archive, in which the sites outside of Yugoslavia are registered, there are 393 of them, also arranged in alphabetical order. The slides, which are in wooden boxes, are divided by format into two groups: smaller ones, of which there are 19,242, and large formats, of which there are 1,795.

The Institute's reading room houses a photo archive (photographs and negatives) which is stored in the already mentioned metal drawers. Some 6,881 negatives were recorded, while there are over 150,000 photographs. In the corridor of the Institute, there are metal cabinets that contain the plans archive, that is, technical plans originating from archaeological research, as well as section maps, of which there are more than 1,350. The number of processed original plans and copies is ca. 12,000.

The Documentation Office, as an organisational unit of the Institute, today functions according to the manual system created by Lj. Prodanović during her fruitful working career. When issuing documentation, the users, i.e., the employed experts of the Institute, must sign a receipt, marked with numbers and the current year. The approval of the Scientific Council is required for the issuance of documentation to persons who do not belong to the working scientific staff of the Institute.

During the year, the associates of the Institute submit documentary material from field research, which, according to the Rulebook created by Z. Bošković, consists of: diaries, reports, photographs (formerly, negatives), cardboard inventory cards and technical drawings. Newly received documentation is certified with a stamp, on which the inventory number is written. This information is then entered into the main inventory book and the card of the central file, and the entire set of docu-

mentation is placed in a separate file that receives a new registration number. Photos and technical drawings also receive registration numbers and, after certification, they are placed in the drawers of the photo archive and the plans archive.

During the working years of 2021 and 2022, attention was mostly focused on the digitisation of the Institute's documentation, with the aim of creating adequate conditions for the creation of a central database in the future in which users will more easily and quickly be able to access the necessary field material of this type. This process is also self-imposed in the future because this is how the protection of the material is carried out. A certain part of the field documentation is damaged today, while older drawings and typewritten texts have begun to fade. This is being scanned in the Documentation Office or in copying offices in Belgrade that have larger scanners that can capture longer and broader technical plans. At the end of the year, the documentarian submits an annual work report to the competent authorities of the Institute.

### **PROPOSED WORK PROGRAMME FOR THE NEXT PERIOD IN MANAGING THE FIELD DOCUMENTATION OF THE INSTITUTE OF ARCHAEOLOGY**

The primary goal of the organisational unit for field documentation of the Institute of Archaeology in the coming period is the formation of a central information database, the conceptual creator of which was Z. Bošković. At this moment, it is difficult to say what the future database will look like, being formed for easier searching and availability of information for users. It is necessary for the documentarian to first familiarise himself/herself with the entire documentary material of the Institute, in order to create a clear picture of the overall condition, content, scope, typology and degree of preservation of the field material of this type. Based on that, the type and scope of metadata by which the database will be searchable will be determined. Preliminarily, it can be said, with a degree of caution, that the database will be created according to a search system based on excavation sites and the year of research, within which data on the results of excavations and the

<sup>9</sup> According to Z. Bošković, the archive of the Institute of Archaeology SAS was maintained until 1962 (Bošković 2017: 269). Today, in the Institute's Documentation Office, there is the *Inventory Book of Newspaper Clippings II* (99/1), which records archaeological content in the press from the period from 1957 until 1962.

content of field materials (diaries, photos, technical plans, etc.) will be obtained. During the realisation of that undertaking, we believe that consultations and advice from senior experts, as well as associates from other related sciences – architects, art historians, then experts from the fields of informatics, archival and documentary studies – are necessary, so that the final approach to the digital information database will be as clear and high-quality as possible.

A special type of documentation management, which is self-imposed, will involve the use of new digital tools that are used to process movable and immovable archaeological findings during field work. In recent times, more and more different models have been created, on the basis of which we can obtain certain data and a clear insight into the archaeological material: 3D, geotiff and DEM (*Digital Elevation Model*). These models are obtained with the help of the computer program *Agisoft Metashape Professional*. In addition, work in GIS (*Geographic Information System*) has become indispensable during field research. In this program, indicators are obtained related to the generation of altitude and cartographic projections, followed by the display of interconnections, spatial analysis and possible visual communication of archaeological sites, within the geographical area that is the subject of research.

Before excavation, geophysical tests of the terrain are planned, which most often comprehend magnetometer and radar guidance, with the help of which we obtain the distribution of immovable archaeological finds and necropoles. These research activities have recently become an indispensable factor in fieldwork. Manual drawing in the field nowadays has been greatly surpassed due to the use of 3D tools and AutoCAD programs, in which drawing, model processing and exporting of archaeological field materials is faster, simpler, clearer and more accurate. A revolution in field research was certainly provided by the use of GPS (*Global Positioning System*), thanks to which we can obtain the geographical positioning of archaeological finds and altitude.

The new approach in the methodology of archaeological research, for which we outlined the main terms, will also condition a special way of compiling the field documentation of the Institute. Digital inventory of movable and immovable archaeological finds, 3D models, the generation of

data obtained by the GIS method and geophysical interpretations indicate the need to create a new, unique operational documentation consolidation in the registration of archaeological data, which may also represent one of the basic goals in managing the field documentation at the Institute in the next period.

## CONCLUSIONS

By analysing the stages of development and recording of the field documentation of the Institute of Archaeology, the current situation and plans for further work, certain conclusions can be drawn. The earliest data on the arrangement of field documentation, which represents the first stage of development, were recorded in the first years after the establishment of the Institute, at which time several experts worked together on the processing of files and photo files. As the documentation increased over time, since the Institute was conducting extensive archaeological research of various types, the need for new personnel arose, finally resulting in the hiring of a professional associate in the position of documentarian. After Lj. Zotović, who was the first documentarian at the Institute, a new stage was marked by the work of Lj. Prodanović, who introduced a unique system of keeping field archaeological documentation, with the use of central registers, where the following are separated: files of archaeological sites, files archive, plans archive and photo archive. In the third development stage, which lasted from 1992 to 2020, there was an attempt to digitise and create an informational database, the conceptual creator of which was Z. Bošković. Today, field archaeological documentation is managed by the author of this text.

In the coming period, an attempt will be made to realise several of the defined goals. Among the first is the formation of a central digital information database, which will most likely be created according to a search system based on archaeological sites and the year of research, within which data on the results of excavations and the content of field materials will be obtained. A new approach in the methodology of archaeological research, which nowadays is gaining more and more importance during field work, including geophysical studies,

will condition a special way in managing the field documentation of the Institute by applying various operational programmes and digital methods. The goal is to increase access to documentation to a higher level in the future with the help of innovative IT technologies, which will enable better insight into the documentation, as well as protection of the original material from damage.

## ABBREVIATIONS

AJ – Архив Југославије (Arhiv Jugoslavije)

Д – Досије (Dosije)

ДАС – Државни архив Србије (Državni arhiv Srbije)

НР Србија – Народна Република Србија (Narodna Republika Srbija)

Годишњак САН – *Годишњак Српске академије наука* (Godišnjak Srpske akademije nauka)

Краљевина СХС – Краљевина Срба, Хрвата и Словенаца (Kraljevina Srba, Hrvata i Slovenaca)

САН – Српска академија наука (Srpska akademija nauka)

САНУ - Српска академија наука и уметности (Srpska akademija nauka u umetnosti)

Службени гласник НРС – *Службени Гласник Народне Републике Србије* (Službeni Glasnik Narodne Republike Srbije)

СФРЈ – Социјалистичка Федеративна Република Југославија (Seocijalistička Federativna Republika Jugoslavija)

ФАИ – *Фонд Археолошког института* (Fond Arheološkog instituta)

## ARCHIVES

Архив Југославије, Фонд 66, Министарство просвете Краљевине Југославије. (Arhiv Jugoslavije, Fond 66, Ministarstvo prosvete Kraljevine Jugoslavije).

Државни архив Србије, *Фонд Археолошког института*. (Državni arhiv Srbije, Fond Arheološkog instituta).

Државни архив Србије, *Министарство просвете*, Деловодни протокол за 1908, бр. 4408. (Državni arhiv Srbije, Ministarstvo prosvete, Delovodni protokol za 1908, br. 4408).

## INSTITUTE DOCUMENTATION MATERIALS

Документација Археолошког института у Београду.

(Dokumentacija Arheološkog instituta u Beogradu)

## LEGATES

Легат Ђурђа Бошковића Археолошког института у Београду.

(Legat Đurđa Boškovića Arheološkog instituta u Beogradu).

## LIBRARIES

Библиотека САНУ, Ф-259/2, Владимир Петковић. (Biblioteka SANU, F-259/2, Vladimir Petković).

## MATERIALS FROM THE PRESS

*Политика*, 10. 03. 1955. Конкурс за једног службеника регистратора за научну и техничку документацију, бр. 2450-Б.

(*Politika*, 10.03.1955. Konkurs za jednog službenika registratora za naučnu i tehničku dokumentaciju, br. 2450-B).

## BIBLIOGRAPHY

### Бошковић, Ђ. 1959

Наша археологија – данас. Поводом десетогодишњице рада Археолошког института САН, *Старинар* (н.с.) IX-X/1958-1959, 1-5.

(Bošković, Đ. 1959. Naša arheologija – danas. Povodom desetogodišnjice rada Arheološkog instituta SAN, *Starinar* (n.s.) IX-X/1958-1959, 1-5).

### Бошковић, Ђ. 1969

Двадесет година Археолошког института, *Старинар* (н.с.) XIX/1968, 1-12.

(Bošković, Đ. 1969. Dvadeset godina Arheološkog instituta, *Starinar* (n.s.) XIX/1968, 1-12).

### Бошковић, З. 1993

Компјутерска обрада локалитета/налаза у пројекту Археолошка карта Србије, *Гласник Српског археолошког друштва* 9, 137-142.

(Bošković, Z. 1993. Kompjuterska obrada lokaliteta/nalaza u projektu Arheološka karta Srbije, *Glasnik Srpskog arheološkog društva* 9, 137-142).



**Бошковић 3. 1996**

Методолошки приступ организацији документације Археолошког института, *Гласник Српског археолошког друштва* 12, 233-237.

(Bošković Z. 1996. Metodološki pristup organizaciji dokumentacije Arheološkog instituta, *Glasnik Srpskog arheološkog društva* 12, 233-237).

**Бошковић, 3. 2017**

Документовање резултата истраживања у Археолошком институту, у: В. Бикић и Ј. Шарић, ур. *Mnemosynon Firmitatis. Sedamdeset godina arheološkog instituta*, Београд, 265-269.

(Bošković, Z. 2017. Dokumentovanje rezultata istraživanja u Arheološkom institutu, u: В. Bikić i J. Šarić, ur. *Mnemosynon Firmitatis. Sedamdeset godina arheološkog instituta*, Београд, 265-269).

**Васић, М. М. 1927**

Археолошки институт Срба, Хрвата и Словенаца, *Српски књижевни гласник* XXII-1, 33-43.

(Vasić, M. M. 1927. Arheološki institut Srba, Hrvata i Slovenaca, *Srpski književni glasnik* XXII-1, 33-43).

**Васић, Р. М. 1997**

Педесет година Археолошког института, *Старинар* (н.с.) XLVIII, 9-14.

(Vasić, R. M. 1997. Pedeset godina Arheološkog instituta, *Starinar* (n.s.) XLVIII, 9-14).

**Васић, Р. 2017**

Археолошки институт и археологија у Србији, у: В. Бикић и Ј. Шарић, ур. *Mnemosynon Firmitatis. Sedamdeset godina arheološkog instituta*, Београд, 9-14.

(Vasić, R. 2017. Arheološki institut i arheologija u Srbiji, ur. *Mnemosynon Firmitatis. Sedamdeset godina arheološkog instituta*, Београд, 9-14).

**Vinski, Z. 1948**

Nešto o značenju arheoloških iskanjanja, *Historijski zbornik* I, 194-200.

**Гарашанин, М. и Гарашанин, Д. 1953**

*Приручник за археолошка ископавања*, Београд, Публицистичко издавачки завод „Југославија“.

(Garašanin, M. i Garašanin D. 1953. *Priručnik za arheološka iskopavanja*, Београд, Publicističko izdavački zavod „Jugoslavija“).

**Годишњак LIV САН, 1947.** Академијини институти, 29-47.

(*Godišnjak LIV SAN*, 1947. Akademijini instituti, 29-47).

**Годишњак LIV САН, 1947.** Седнице Одбора за вођење послова Српске академије наука, 102-144.

(*Godišnjak LIV SAN*, 1947b. *Sednice Odbora za vođenje poslova Srpske akademije nauka*, 102-144).

**Годишњак LIV САН, 1947.** Седнице Институтске комисије председништва Српске академије наука, 259-379.

(*Godišnjak LIV SAN*, 1947c. *Sednice institutske komisije predsedništva Srpske akademije nauka*, 259-379.)

**Годишњак LIV САН, 1947.** Извештаји о раду у 1947. год, 329-330.

(*Godišnjak LIV SAN*, 1947. Izveštaji o radu u 1947. god, 329-330).

**Годишњак LV САН, 1948.** Извештаји института, 232-237.

(*Godišnjak LV SAN*, 1948. Izveštaji instituta, 232-237).

**Годишњак LIX САН, 1952.** Институти Одељења друштвених наука, 40.

(*Godišnjak LIX SAN*, 1952. Instituti Odeljenja društvenih nauka, 40).

**Годишњак LIX САН, 1952.** Рад одељења и института, 316-323.

(*Godišnjak LIX SAN*, 1952. Rad odeljenja i instituta, 316-323).

**Грбић, М. 1953**

*Основи истраживања археолошких налазишта*, Београд, Научна књига.

(Grbić, M. 1953. *Osnovi istraživanja arheoloških nalazišta*, Београд, Naučna knjiga).

**Грин, К. 2003**

*Увод у археологију. Историја, принципи и методи модерне археологије*, Београд, Клио.

(Grin, K. 2003. *Uvod u arheologiju. Istorija, principi i metodi moderne arheologije*, Београд, Clio).

**Илић, О. 2020**

Зоран Бошковић (1957-2020), *Старинар* (н.с.) LXX/2020, 293.

(Илић, О. 2020. Zoran Bošković (1957-2020), *Starinar* (n.s.) LXX/2020, 293).

**Кораћ, В. 1956**

Радови извршени 1953. године (Ново Брдо), *Старинар* (н.с.) V-VI/1954-1955, 265-274.

(Кораћ, В. 1956. Radovi izvršeni 1953. godine (Novo Brdo), *Starinar* (n.s.) V-VI/1954-1955, 265-274).

**Роровић, В. 1966**

Nov metod arheološke dokumentacije, *Vesnik Vojnog muzeja* 11-12, Beograd, 395-398.

**Поповић, В. 1995**

Љубица Продановић (1935-1992), *Старинар* (н.с.) XLV-XLVI/1994-1995, 227-228.

(Роровић, В. 1995. Ljubica Prodanović (1935-1992), *Starinar* (n.s.) XLV-XLVI/1994-1995, 227-228).

**Службени Гласник Народне Републике Србије**

XVII-18, 1961. Уредба о оснивању Археолошког института, 269.

(*Službeni Glasnik Narodne Republike Srbije* XVII-18, 1961. Uredba o osnivanju Arheološkog instituta, 269).

**Спремо Петровић, Н. 1955**

Базилика са криптом на Царичином граду, *Старинар* (н.с.) III-IV/1952-1953, 169-180.

(Spremo Petrović, N. 1955. Bazilika sa kriptom na Caričinom gradu, *Starinar* (n.s.) III-IV/1952-1953, 169-180).

**Стричевић, Ђ. 1952**

Мајстори минијатура Мирослављевог јеванђеља, *Зборник радова Византолошког института* 1, 181-203.

(Stričević, Đ. 1952. Majstori minijatura Miroslavljevog jevanđelja, *Zbornik radova Vizantološkog instituta* 1, 181-203).

**Стричевић, Ђ. 1953**

Рановизантијска црква код Куршумлије, *Зборник радова Византолошког института* 2, 179-198.

(Stričević, Đ. 1953. Ranovizantijska crkva kod Kuršumlije, *Zbornik radova Vizantološkog instituta* 2, 179-198).

**Трифуновић, Л. 1984**

Ђердап 1961-1970, *Старинар* XXXIII-XXXIV (1982-1983), 1-4.

(Trifunović, L. 1984. Đerdap 1961-1970, *Starinar* (n.s.) XXXIII-XXXIV (1982-1983), 1-4).

**Шарић, Ј. и Бикић, В. 2017**

Археологија под једним кровом. Оснивање Археолошког института, у: В. Бикић и Ј. Шарић, ур. *Mnemosynon Firmitatis. Sedamdeset godina arheološkog instituta*, Београд, 45-52.

(Šarić, J. i Bikić, V. 2017. Arheologija pod jednim krovom. Osnivanje Arheološkog instituta, u: V. Bikić i J. Šarić, ur. *Mnemosynon Firmitatis. Sedamdeset godina arheološkog instituta*, Beograd, 45-52).

**REZIME****DOKUMENTACIJA ARHEOLOŠKOG INSTITUTA U BEOGRADU KAO ORGANIZACIONA JEDINICA**

KLJUČNE REČI: ARHEOLOŠKI INSTITUT, TERENSKA DOKUMENTACIJA, EVIDENTIRANJE, ARHEOLOGIJA, SISTEMATIZACIJA, ISTORIЈAT, BAZA PODATAKA.

Najraniji podaci o sređivanju terenske dokumentacije Arheološkog instituta u okviru prve etape razvoja, zabeleženi su u prvim godinama nakon osnivanja (1947) kada je nekoliko stručnjaka zajednički radilo na obradi kartoteke i fototeke. Kako se vremenom dokumentacija povećavala, budući da je Institut sprovodio obimna arheološka istraživanja različitog tipa, ukazala se potreba za novim kadrovima, što je konačno rezultiralo angažovanjem stručnog saradnika na radnom mestu dokumentariste 1955. godine. Posle Ljubice Zotović, koja je bila prvi dokumentarista u Institutu, novu etapu obeležio je rad Ljubice Prodanović koja je uvela jedinstven sistem vođenja terenske

arheološke dokumentacije kroz centralne registre, gde su izdvojeni: kartoteka arheoloških nalazišta, dosijei, planoteka i fototeka. U trećoj razvojnoj etapi, koja traje od 1992. do 2020. godine, javlja se pokušaj digitalizacije i stvaranja informativne baze podataka, čiji je idejni tvorac Zoran Bošković. Danas terenskom arheološkom dokumentacijom rukovodi potpisnik ovih redova.

U narednom periodu izvršiće se pokušaj u vidu realizacije nekoliko definisanih ciljeva. Među prvim je formiranje centralne digitalne informativne baze podataka, koja će najverovatnije biti napravljena po sistemu pretrage arheoloških lokaliteta i godine istraživanja, u okviru koje će se dobijati podaci o rezultatima iskopavanja i sadržaju terenske građe. Nov pristup u metodologiji arheoloških istraživanja, koji u današnje vreme dobija sve više na značaju tokom terenskih radova, uključujući i geofizička proučavanja, uslovljavaće i poseban način u vođenju terenske dokumentacije Instituta primenom različitih operativnih programa i digitalnih metoda. Cilj je da se u budućnosti pristup dokumentaciji podigne na viši nivo uz pomoć inovativnih informatičkih tehnologija, koje će omogućiti kako bolji uvid u dokumentaciju, tako i čuvanje originalne građe od oštećenja.

\* \* \*

*Arheologija i prirodne nauke (Archaeology and Science)* is an Open Access Journal. All articles can be downloaded free of charge and used in accordance with the licence Creative Commons — **Attribution-NonCommercial-NoDerivs** 3.0 Serbia (<https://creativecommons.org/licenses/by-nc-nd/3.0/rs/>).

Časopis *Arheologija i prirodne nauke* je dostupan u režimu otvorenog pristupa. Članci objavljeni u časopisu mogu se besplatno preuzeti sa sajta i koristiti u skladu sa licencom Creative Commons — Autorstvo-Nekomercijalno-Bez prerada 3.0 Srbija (<https://creativecommons.org/licenses/by-nc-nd/3.0/rs/>).