

# State Archives of Odessa Region

## How to find digital inventories of records – step by step

1. [archive.odessa.gov.ua](http://archive.odessa.gov.ua)
2. Digital Archives
3. Records, Collections (Fonds) of pre-Soviet period
4. Fonds [1-100] - select the required Fond #. If You don't know the number or name of the Fund – use firstly a *Completed list of fonds of the pre-Soviet period*

### 5. Find a Fond # and click an inventory #:

Ex.: F. 2 - Office of the mayor of Odessa | 21 030 files, 1803-1919.  
Inventories ##: [\[1, 1a, 16\]](#) [\[2\]](#) [\[3\]](#) [\[4-TOM1\]](#) [\[4-TOM2\]](#) [\[5\]](#) [\[6\]](#) [\[7\]](#) [\[8\]](#) [\[9\]](#)  
[\[10\]](#) [\[11\]](#) [\[12\]](#) [\[13\]](#)

### 6. Open the inventory in DJVU and find necessary files (read titles and select).

Check if the files are in presence – see information (entry) about missing or existing files in the end of each inventory

### 7. Fill in the *Reading Room Form* indicating the followings:

Fond (Collection) # (on the cover of inventory)

Inventory # (on the cover of inventory)

File # (sequence number in the first column of inventory)

### 8. You may order your archival files in advance – please send you Reading Room Form to:

[archive@odessa.gov.ua](mailto:archive@odessa.gov.ua)