

INTERNATIONAL SHOAH ARCHIVISTS WORKING FORUM  
CATALOGING WORKING GROUP  
HOLOCAUST-RELATED HOLDINGS OF ARCHIVAL INSTITUTIONS  
INSTRUCTIONS FOR COMPLETING THE  
DATA SHEET FOR INDIVIDUAL COLLECTIONS

[]

Name of Institution holding the records::<> ;;

**Please use consistently either an abbreviation for your institution (ZHI, for example) or the full name of the institution in the respective native language (Zydowski Instytut Historyczny)**

1. Local Call Number::<> ;;

**Collection call number used by the reporting institution.**

2. Title::<> ;;

**Actual title of the collection. Use the native language variant, i.e., “Proces Amona Goetha,” not “Trial Against Amon Goeth.”**

3a. Begin Date::<> ;;

**Use the bulk date of the documents within the collection. Should be a four-digit year.**

3b. End Date::<> ;;

**Use the bulk date of the documents within the collection. Should be a four-digit year.**

4a. Extent Measurement::<> ;;

**This should be a numerical value.**

4b. Extent Unit of measurement::<> ;;

**Unit of measurement will vary from institution to institution and within institutions. Examples of units of measurement include: metric or English linear measurement; no. of folders; no of items; no. of rolls, reels, cassettes, photographs, maps, etc. If at all practicable, for textual records provide an estimate in either metric or English units. If the collection is relatively small, use the number of items, i.e., 3 pages; 2 photographs, etc.**

5. Creator a) Last Name::<> ;;

**The surname in Roman characters of the individual responsible for creating the collection. This may or may not be identical to the person(s) who donated the collection.**

First Name::<> ;;

**The first name in Roman characters of the individual responsible for creating the collection.**

Dates::<> ;; through ::<> ;;

**These are the dates representing the collector's lifespan. Please report dates as follows: "YYYYMMDD, i.e, 20050503 if year, month, and day are known, or 20050500 if Year and month are known, or 20050000 if only year is known.**

b) Corporate Name::<> ;;

**The name of the institution or corporate body responsible for the creation of the collection. If possible, use the name of the corporate body in the original language of the creator, i.e., National Sozialistische Deutsche Arbeiterpartei, not National Socialist German Workers Party.**

Dates::<> ;; through::<> ;;

**These are the dates representing the institution's lifespan. Report dates as noted in 5a, above.**

6a Holder of Originals::<> ;;

**If this is a copy of originals held elsewhere, use the name of the institution, if possible in the native language of the institution, which holds the original material.**

6b. Citation to Originals::<> ;;

**The collection citation (call number) used by the institution holding the original records.**

7. Administrative or Biographical information::<> ;;

**English only. This should be a short paragraph relating to the provenance of the collection. The information should include a concise description of the relevant administrative or biographical history of the creator of the collection: It should also include a short history of the collection, as well as information about the internal division of the collection. . In the case of personal papers, biographical information, pertinent activities, major occupations, and main achievements should be given if they are relevant to the themes included in the collection**

8. Scope and Content Note::<> ;;

**English only. The content of this field should enable the user to judge whether the collection is of interest for his/her research. After a short description of the form of the materials, the most outstanding Places, Personalities, Institutions Events, Activities and Subjects should be listed. When listing places, the country or geographic region should always be given, in addition to specific places. Phrasing in the scope and content note should be as uniform as possible.**

**Example: "Consists of [types of records] relating to [subject matter]"**

8.. Access Conditions::<> ;;

**English only. If there are no restrictions on access, use the phrase "No restrictions." If restrictions are present, if possible, please use a short phrase to indicate the restriction (i.e., "Copyrighted" or "Personal Data Protection," or "Security Classified," "Closed until 2015," etc. If this is not possible, use the phrase "Access is restricted."**

9a. Primary Language of Collection::<> ;;  
**The English language word which describes the language of which most or all of the collection is composed, i.e., “French,” not “Français”**

9b. Secondary Language of Collection::<> ;;  
**The second most important language in the collection. If there isn't one, leave blank. Use the English language word, as above.**

10. Physical description::<> ;;  
**Use the preponderant form contained in the collection. Microfilm, textual; motion picture; video cassette; audio cassette; realia (three-dimensional objects), art; photographs, etc.) If this is not possible, use the term “Mixed Media.”**

11. Level of Description (Collection, Subgroup, Series, File, Item)::<> ;;  
**The level of the description in the relevant finding aid.**

12a Title of the Finding Aid::<> ;;  
**The actual title of the finding aid in the native language used by the institution that created it. If this is a published finding aid, precede the title with “Published-“**

12b. Location of Finding Aid::<> ;[]  
**This can be either a virtual address ([www.ushmm.org/research/collections](http://www.ushmm.org/research/collections)) or a location, i.e., “Reference Desk” or “Library.”**

## GENERAL INSTRUCTIONS

1. Use one form per collection.
2. Use one document per institution. Append as many forms as are required for your collection.
3. If you have a question, please ask it through the Listserv, so that everyone can understand the question and contribute to the answer.

### THIS IS IMPORTANT!!!!

4. Please be sure to place the information within the “::<>” and the “;”  
Do not write over these symbols. These are the field delimiters which will enable us to transfer the text to either spreadsheet or data base.