



Claims Conference ועידת התביעות  
The Conference on Jewish Material Claims Against Germany

## International Shoah Archivists Working Forum

### ***Participant Information***

#### ***General Information***

##### ***Name and address of institution/archive:***

KZ-Gedenkstätte Flossenbürg  
Gedächtnisallee 5 - 7  
D - 92696 Flossenbürg

##### ***Internet address of web site, if applicable:***

[www.gedenkstaette-flossenbuerg.de](http://www.gedenkstaette-flossenbuerg.de)

##### ***Brief description of archival collecting scope in regard to the Holocaust (please indicate any focus on specific geographic areas, topics, or time periods):***

history of Flossenbürg concentration camp (1938 – 1945) and sub-camps which were situated in Northern Bavaria, Saxonia and Northern Bohemia; death-marches from other camps (Buchenwald, Gross-Rosen) to Flossenbürg and from Flossenbürg towards Dachau; postwar-history (trials, memorials, cemeteries); history of the region around Flossenbürg (Upper Palatinate) since the 1920s; trial files of IG Farben trial at Nürnberg – donation of files of defendant Dr. Bürgin (not within our core scope)  
ca. 90 % of our archival material are copies from other archives and institutions

#### ***Microfilming and Digitization***

##### ***Total estimated number of pages of Holocaust-relevant archival records (for purposes of estimating, please assume that 1 meter=10,000 pages and 1 foot=3,000 pages):***

##### ***Estimated number of pages of original records:***

ca. 20,000 pages

*Estimated number of pages of these original records that have been microfilmed:*

*Estimated number of pages of these original records that have been digitized:*

*Estimated number of pages of records microfilmed and/or duplicated from elsewhere:*

*Estimated number of pages of these records microfilmed and/or duplicated from elsewhere that are on microfilm:*

microfilm and microfiche: 180,000 pages

*Estimated number of pages of these records microfilmed and/or duplicated from elsewhere that have been digitized:*

ca. 50,000 pages

### ***Conservation of Individual Items of Particular Significance***

*If there are specific original archival materials in your collection that are of major historical significance and of exceptional intrinsic value that are in urgent need of conservation, please list them:*

*If you know of specific original archival materials in collections other than your own that are of major historical significance and of exceptional intrinsic value that are in urgent need of conservation, please list them:*

### ***Acquisitions***

***If your archive is actively acquiring Holocaust-relevant archival records, please briefly describe your acquisitions program, including an estimate of the average number of pages acquired annually and the sources for such acquisitions (private donors, other repositories, etc.):***

We acquire mostly reproductions (paper copies, scans, microfilms) from state and local archives. Occasionally, we buy letters of former inmates etc. on the internet or receive photographs or copies of documents from former inmates (ca. 10 – 20 pieces per year)

***If your archive has an exchange program with other archives, please briefly describe it:***

***Does a list of your institution's microfilming and other acquisitions projects already completed and/or currently in progress exist? If so, in what form is it and how can it be accessed?***

Our files are captured in an archival database (FAUST) which at the moment is accessible for employees only. Personal data of prisoners are captured in a prisoners' database (Microsoft Access)

## **Cataloging**

***Briefly describe your current cataloging practices:***

***Estimated proportion of Holocaust-related collections in your archive that are already adequately cataloged and in what language(s):***

5 % in German

***Has your archive developed a controlled vocabulary for the cataloging of its collections? If so, please describe briefly. If not, please explain:***

We have installed a central Thesaurus with key terms concerning topographical terms, chronology and institutions like the SS etc.; in addition, we have thesauri for place names and for employing firms, persons and institutions and an index for persons mentioned in the filed

*Are the cataloging records accessible in an electronic format? If so, are they accessible to the public (if the electronic catalog is available on the Internet, please provide the Internet address)?*

Accessibility is not decided on yet since cataloging has just started.

*Is there more detailed information such as finding aids, survey notes, or other descriptive tools available for the collections in your archive? If so, please describe (if available on the Internet, please provide the Internet address; if not available on the Internet, please attach an example). Is such more detailed information available to the public?*

## **Accessibility**

*Briefly describe your current policies regarding access to your collections.*

Visitors may basically see all archival material; they may see materials copied from other archives but not photocopy them.

*Does your archive duplicate archival collections for other repositories? If so, please explain under what circumstances:*