



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:***

United States Holocaust Memorial Museum  
100 Raoul Wallenberg Place, S.W.  
Washington, D.C. 20024

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

<http://www.ushmm.org/>

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

The USHMM collects documentation such as correspondence, personal papers, vital certificates, official documents issued to individuals, government documents, Jewish community records, non-governmental organization archives and documents, restitution claim files, court records, testimonies and memoirs, diaries and journals, and historical research collections. The USHMM collects both original documentation and reproductions and copies of such archival records. Copies of archival records are usually acquired on microfilm via contractual agreements with other repositories, but may also be acquired through private individual donation in those cases where it is determined that the donor has the right to do so or has not previously exclusively donated the material to another institution.

Most of the collected documentation falls within the 1933-1945 date range. Some collections, such as Jewish source material, include the years immediately preceding the Holocaust, while other collections, including Jewish source material as well as restitution/reparation records and survivor accounts, also feature material from the years after the Holocaust. The geographic collecting focus is worldwide, with emphasis on Europe and other countries around the world which sheltered Jewish refugees during the war.

## ***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):***

21 million pages

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

2,5 million pages

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

1 million pages

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

None.

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

18.5 million pages

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

17.5 million pages (additional ca. 1 million pages in the form of photocopies)

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

60,000 pages, collection: World Jewish Congress - The Representative in Sweden, Stockholm. This collection was microfilmed and digitized at the Central Zionist Archive in Jerusalem, Israel.

## ***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:***

Aleksander Kulisiewicz Collection, 1939-1986.

Consists of musical and non-musical sound recordings, microfilms, correspondence, music scores and notation, personal narratives, small art works, poems, draft manuscripts, research notes, photoprints and photonegatives, and various other documents compiled by Aleksander Kulisiewicz from ca. 1945 until the time of his death in 1982. The materials in the collection relate to a wide variety of Holocaust and concentration camps. It was Kulisiewicz's intent to gather the materials in order to support his research while compiling an anthology of concentration camp music and poetry. The collection contains portions of the draft version of the anthology.

Sound recordings and art works require conservation.

***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:***

Archives of the Jewish Community Vienna discovered in Vienna in 2001. The USHMM is scheduled to complete microfilming of this collection of over 350,000 pages by Fall 2004. Some of the paper and photo records in this collection have suffered physical damage and are in need of conservation. For more information, please contact the Jewish Community Vienna directly, c/o Susanne Belovari, Archivist, at s.belovari@ikg-wien.at.

## ***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.):***

Through its Archives, the USHMM's Collections Division acquires between 300 - 400 collections annually from private donors (average annual total number of pages: 150–250 thousand pages).

Through its International Archival Programs Division, the USHMM's Center for Advanced Holocaust Studies acquires between 2 - 4 million records on microfilm annually from repositories worldwide. This is in addition to original materials that are collected directly from private and institutional donors by the Archives.

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

Ongoing microfilm exchange with Yad Vashem. To date, the USHMM and Yad Vashem have exchanged over 1,300 reels of microfilm of both 16 mm and 35 mm microfilms (16 mm microfilm = ca. 2,000 pages; 35 mm microfilm = 1,000 pages).

***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?***

An ambitious in-house database project for the various countries in which the USHMM's International Archival Programs Division is actively microfilming is in process. For now, most of these country databases are on an archival level, listing archives and repositories in which the USHMM is active in (including repositories that have been completed). For Germany and Poland, the International Archival Programs Division has also developed comprehensive collection-level databases, which list all the collections and record groups the USHMM is microfilming in the many archival institutions in those two countries (each of the databases for Poland and Germany has over 500 entries; each entry reflects one collection; collections vary from several hundred to several million pages at a time). These databases, in Microsoft Access format, are routinely updated to reflect the most recent status of the archival acquisitioning projects and are designed for internal use only.

## ***Cataloging***

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

Cataloging practices at the USHMM Archives based on the Anglo-American Cataloging Rules (AACR2) and Archives, Personal Papers, and Manuscripts (APPM) manual. A description of each collection is recorded in the computer software Voyager in machine-readable (MARC) format. The MARC bibliographic format allows the Archives to share database with the USHMM Library, and to help researchers to browse selected topics in one institutional catalog. The Archives includes in the database a description of each accession collection. Accession and cataloging records are in the same database which features internal and external interfaces. Some parts of the database, such as donor information and other institutional notes, are not accessible to the public. The accession records contain basic information: an accession number, a donor name, a collection title, a short summary, a provenance, restrictions, donor information, a location and other necessary notes. Cataloging records describe materials in item, collection or series level, depending on the complexity of the collection. The cataloging record, while based on the accession record, describes materials more comprehensively with information from the finding aid. Besides the accession information it also includes organization and arrangement description, a comprehensive summary, biographical or historical data, explanatory notes of provenance, explanatory notes of restrictions, a language

note, general material designation (GMD), subjects headings, and other necessary notes. Personal and institutional names are created according to the Library of Congress authority file (if applicable).

The USHMM's Collections Division is currently exploring the possibility of using a new cataloging system (not based on MARC format and with the new computer software K-Emu).

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

The USHMM Archives describes all collections in the database and records are accessible via the Internet to the general public. 45% of collections are fully cataloged with a comprehensive summary description, subject headings and finding aids. The archival collections represent the following languages: Bulgarian, Croatian, Chinese, Danish, Greek, Finnish, French, German, Hungarian, Hebrew, Italian, Lithuanian, Macedonian, Norwegian, Polish, Portuguese, Romanian, Russian, Serbo-Croatian, Slovak, Spanish, Swedish, Ukrainian, and Yiddish.

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

The USHMM Archives uses Library of Congress Subject Headings (LCSH).

***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)?***

Yes, online catalog is available at:

<http://www.ushmm.org/research/collections/>

and at:

<http://varian.ushmm.org/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>.

***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?***

Collections microfilmed under the USHMM's international archival acquisitions program customarily are accompanied with detailed surveys/finding aids for each collection, most of which are produced by the USHMM in conjunction with microfilming. These finding aids, in paper format and/or electronic format, are available in the Archives reading room.

Collections donated or purchased from private sources are processed at the USHMM Archives according to archival national standards. Processing includes organization, arrangement, and description of materials, composition of a finding aid (item level or folder level), and cataloging. All prepared finding aids are available in a hard and an electronic copy at the Archives reference desk, and most of them through the Internet.

Additionally, there exists an official Archival Guide to the Collections which can be accessed and searched via the web at <http://www.ushmm.org/research/center/archguide/>. The Archival Guide represents the Museum's first attempt to present systematically in one place a comprehensive summary of "the record of the Holocaust" that it has collected. This archival guide is updated periodically.

## ***Accessibility***

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

The Archives is open to the public, Monday - Friday, 10 a.m. - 5 p.m. Microfilmed material can also be reserved for weekend use at the Library reference desk. No appointment is necessary to use the Archives. However, it is recommended that users do preliminary research in advance through the online catalog and call ahead to make sure collections are accessible at the time of visit.

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

The USHMM Archives duplicates microfilmed collections for a standard duplication fee for other repositories and individual users if there are no restrictions from the source archives. Also, the USHMM duplicates some collections with significant intrinsic information value for other institutions as a gift. One example is the Benjamin B. Ferencz Collection, 1919-1994. The collection consists of the personal papers of Benjamin B. Ferencz, Chief Prosecutor of the Einsatzgruppen at the Nuremberg Trials and features materials relevant to the Second World War, the Nuremberg Trials, Holocaust-related restitution and indemnification issues, war crimes justice, and efforts to establish a permanent international criminal court for war crimes. Under the grant, "Save America's Treasures," microfiches were distributed to 30 institutions.