



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:***

Zentralarchiv zur Erforschung der Geschichte der Juden in Deutschland  
Bienenstrasse 5  
69117 Heidelberg  
Germany

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

[www.zentralarchiv.uni-hd.de](http://www.zentralarchiv.uni-hd.de)

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

Records of Jewish Communities, Federations and Organizations, Germany after 1945

### ***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):***

The USHMM selected about 35 lfm (=meter) of materials from the first years after 1945 for microfilming, that means about 350 000 pages.

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

350 000 pages

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

150 000 pages

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

0 pages

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

0 pages

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

0 pages

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

0 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.):***

Every year we get about 50 lfm (=meter) of Jewish Community archives. Only a small part of these materials was created between 1945 and 1950

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

We are preparing microfilming for USHMM

***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?***

We take originals

## ***Cataloging***

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

We take inventories (finding aids), sometimes they are published on our website

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

The documents are in German and we are writing inventories in German. We are taking inventories on different levels. Nearly all files are registered on some level.

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

Yes, we have some standards, but only in our mind.

***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)?***

Look at this page

<http://www.uni-heidelberg.de/institute/sonst/aj/INSTITUT/institut.htm>

But we could not publish all our inventories. Sometimes the Jewish Communities or Federations do not agree.

***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?***

For some collections we already have finding aids with a lot of details. Very often there are names of persons in difficulty (prison, trial,...). So access is restricted. You need a special permission.

## ***Accessibility***

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

Usually you need permission from the Jewish Community or Federation to which the collection belongs.

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

Only for security. We were microfilming some collections. The films are stored by the Federal Government in a special place.