

Landesarchiv Berlin

Eichborndamm 115-121
13403 Berlin



www.landearchiv-berlin.de
info@landearchiv.berlin.de
Telefon +49 (0)30 90 264-153
Telefax +49 (0)30 90 264-201

REQUEST FOR ACCESS TO THE FILES OF THE BERLIN RESTITUTION OFFICES (B REP. 025)

Please fill in the application form completely and legibly and check all that apply.

1. Personal Data

Surname:

First Name:

Street: No:

Post Code: City/Town:

Phone number/e-Mail address:

Name and address of client or billing address:

.....

.....

2. I apply for access to the files of the Berlin Restitution Offices and at the same time, if necessary, the shortening of the protection period pursuant to section 8 para. 4 ArchGB for the archival file named overleaf, in order to carry out research/work on the following topic:

.....

.....

3.1. The files are requested for the following intended purpose:

official scientific use in the form of

other:

3.2. The results will likely

not be published. be published as

3.3. Reproductions are expected

not to be required to be required

4.1. Data collected from archival files with a protection period will be used in the results

in aggregated form.

without exception in anonymized form.

the following persons or groups of persons by name. Please list the name(s) you intend to disclose in addition to the reason(s) why this is essential for your research/work:

.....

.....

.....

Landesarchiv Berlin

The files of the Berlin Restitution Offices are specially protected as personal documents in accordance with section 8 para. 3 of the Act on the Protection and Use of Archive Materials of the State of Berlin (Archive Act of the State of Berlin-ArchGB) dated 14 March 2016 as amended on 24 October 2020. In these files, the reasoning for the protection and the subsequent calculation of the protection period, pertain to the person(s) deemed to have been „inflicted“. The applicant is not necessarily the inflicted person!

The protection period ends:

- 10 years after death or
- 100 years after birth if the year of death is unknown or
- 70 years after the creation of the file if the year of birth is unknown.

An **application to shorten the period of protection** is required if

- the database contains no records pertaining to the date of birth or death, any reference to „deceased“, or to a next of kin,
- the above-mentioned periods of protection have not yet expired, i.e. if the dates of birth and death stated in the files are within the above-mentioned periods.

When requesting files from the Berlin Restitution Offices (B Rep. 025), please provide **the name and date of birth and death of the inflicted person** in addition to the reference number. If the information does not originate from the finding aids (WGA database or <https://www.landesarchiv-berlin.findbuch.net/php/main.php>), please provide appropriate documentation.

Archive files that are to be consulted and whose protection period is to be shortened:

(Please always complete the following)

Reference number (WGA-reference number)	Details of the inflicted person (Name, maiden name, dates of birth and death, relation- ship)	Shortening of the protection period is applied for
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no

I hereby apply for access to the above-mentioned files from the Berlin Restitution Offices. If the application is approved, I agree to observe and comply with all the conditions imposed by the Berlin State Archives when using these files (authorization).

Official notes (to be filled in by the Berlin State Archives):

Received on: from:

Remarks:

.....

place, date: signature: