

THE ARCHIVES OF THE ITS

At the beginning of its activity - under the direction of the UNRRA (United Nations Relief and Rehabilitation Administration) - the Tracing Service which was later called the International Tracing Service (ITS) had no documents at disposal upon which it could have based its investigations for persons sought. Only in 1947 when the UNRRA was succeeded by the IRO (International Refugee Organization), the ITS received a part of the documents which the Allied Forces had secured on the liberation of various concentration camps and which had until then been available to the Nuremberg Tribunal for War Crimes. To this documentation the so-called war-time documents were added from 1946 to 1950. The post-war-time documents, i. e. the records of the DP's, established by UNRRA and IRO, reached the ITS at the same time, partly only when the IRO had been dissolved.

In the five sections of its archives - described on the following pages - the ITS holds, as far as could be preserved, the documentary material mentioned below.

- Indices and nominal lists of concentration camps
Indices and nominal lists of Gestapo and Sipo Offices
Nominal registers (mainly excerpts) of prisons
Deportation lists of Jews
- Index cards and nominal lists of towns and communities, district magistrate offices, labour offices, health insurances, firms, etc. concerning foreigners who were registered during World War II on the territory of the Reich, mainly in the area of the present Federal Republic of Germany
- Index cards and nominal lists of the UNRRA and IRO concerning Displaced Persons (DP's) who, after World War II, had been under the care of the mentioned relief organizations in camps, mainly in the area of the present Federal Republic, in Austria and in Western Europe
- Index cards and nominal lists concerning children who had been separated from their parents or close relatives during the war or immediately after the war
- Decrees, orders and regulations of the Reichsführer-SS Himmler, of the RSHA¹, of the SS-WVHA² and subordinate offices, as well as general correspondence of the concentration camps.

¹ RSHA = Reichssicherheitshauptamt (Main Security Office of the Reich)

² SS-WVHA = Wirtschafts- und Verwaltungshauptamt (SS Main Office for Administrative and Economic Affairs)

THE ARCHIVES OF THE ITC

At the beginning of the activity... under the direction of the ITC... (United Nations Relief and Rehabilitation Administration) - the Training Service which is later called the International Training Service (ITS) had... at headquarters at Washington which it would have been... its investigations... (United Nations Relief and Rehabilitation Administration) - the Training Service which is later called the International Training Service (ITS) had... at headquarters at Washington which it would have been... its investigations... (United Nations Relief and Rehabilitation Administration) - the Training Service which is later called the International Training Service (ITS) had... at headquarters at Washington which it would have been... its investigations...

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Indices and nominal lists of concentration camps
Indices and nominal lists of Europe and other Offices
Nominal registers (mainly extracts) of persons
Propaganda lists of Jews

Index cards and nominal lists of women and organizations
District magistrate office, London, 1942, health insurance
cases, forms, etc. concerning foreigners who were registered during World War II in the territory of the Reich
namely in the area of the present Federal Republic of Germany

Index cards and nominal lists of the ITC, and ITC
concerning Displaced Persons (DPs) who, after World
War II, had been under the care of the mentioned re-
fugee organizations in camps, mainly at the site of the
present Federal Republic, in Austria and in Western
Europe

Index cards and nominal lists concerning children who
had been separated from their parents or other relatives
during the war or immediately after the war

Decrees, orders and regulations of the Reichsleiter-SS
Himmler, of the RSHA, of the SS-WVHA and subordi-
nate offices, as well as general correspondence of the
concentration camps.

1. ITC - Reichsleiterstab (Reichsleiter Office of the ITC)
2. SS-WVHA - Verwaltung (Administration and Economic Affairs) of the ITC

1) Concentration Camp Documents Section

This section is not only the most important with regard to the nature, but also in respect of the volume of documents.

Kept here are mainly the records which were saved and which concern the concentration camp prisoners, and to a lesser degree prisoners of other places of detention that existed on the territory of the Reich and of the German occupied territories from 1933 to 1945.

Individual documents of prisoners, as well as lists of prisoners, belong to the concentration camp documents which originate from the most different concentration camps, to a particularly large extent from the former Concentration Camps Buchenwald and Dachau.

With regard to documents that were established individually for each prisoner, the following are concerned:

Häftlingspersonalbogen (with personal data of prisoners, date of arrest and reason for arrest, established in the prisoners registry office on arrival of the prisoners in the camp)

Häftlingspersonalkarte (final copy of the Häftlingspersonalbogen)

Effektenkarten resp. Effektenverzeichnisse (effects-cards resp. lists of effects, with particulars concerning clothes, papers and articles of value taken away from the prisoners and kept in the effects-room)

Revierkarten (cards containing information on physical condition on arrival, protective inoculations, reports on sickness and treatments in the sick-bay, partly also indications of pseudo-medical experiments)

Arbeitseinsatzkarten (cards containing information with regard to the outlying commando to which the prisoner was transferred for work assignment, also work assignment in the so-called interior commandos)

Postkontrollkarten (index cards of the post-office containing notes on prisoners' outgoing and incoming mail)

Schreibstubenkarten (index cards of the prisoners registry office)

The Häftlingslisten (prisoners lists) include:

Zugangsbücher (numerical rosters of prisoners according to prisoners' numbers)

Zugangslisten (lists containing information about prisoner's arrival and place of departure, for example transfers from other concentration camps or new commitments by order of the Gestapo)

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Kept here are mainly the records which were saved and which concern the concentration camp prisoners, and to a lesser degree prisoners of other places of detention that existed on the territory of the Reich and of the German occupied territories from 1933 to 1945.

Individual documents of prisoners, as well as lists of prisoners belonging to the concentration camp documents which originate from the different concentration camps, in a particularly large extent from the former Concentration Camps Buchenwald and Sachsenhausen.

With regard to documents that were established individually for a prisoner, the following are concerned:

Identifizierungskarte (with personal data of prisoners, date of arrest and reason for arrest, established in the prisoners registry office on arrival of the prisoners in the camp)

Identifizierungskarte (final copy of the Identifizierungskarte)

Identifizierungskarte (with identification cards, with list of effects, with purchase receipts concerning clothes, shoes and articles of value taken away from the prisoners and kept in the effects-room)

Arztberichte (cards containing information on physical condition on arrival, protective inoculations, reports on sickness and treatment in the sick-room, partly also indications of pseudo-medical examinations)

Arbeitsberichte (cards containing information with regard to the output commands to which the prisoner was transferred for work assignments, also with assignments in the so-called transfer commands)

Postkontrollkarte (index cards of the post-office containing the names of prisoners, outgoing and incoming mail)

Schreibtafelkarte (index cards of the prisoners registry office)

Die Identifizierungskarte (prisoner's data) index

Kampfabwehr (numerical lists of prisoners according to prisoner numbers)

Kampfabwehr (lists containing information about prisoners' arrival and place of departure, for example transfers from other concentration camps or how commitments by order of the Gestapo)

Veränderungsmeldungen (daily reports on strength with notes on changes such as transfers, releases, death cases and arrivals)

Transportlisten (transport lists containing reports on transfers of prisoners to other concentration camps and to outlying commandos as well as retransfers from outlying commandos to the main camp)

Lagerarztuntersuchungen (lists with particulars given by the camp physician concerning the "Arbeits- und Transportfähigkeit" (prisoners' ability to work and to be transported or their "Arbeitsunfähigkeit" = inability to work)

Blockverlegungen (reports with regard to the transfer of prisoners from one housing block to another) etc.

Included in these documents are also the nominal lists of liberated prisoners established by the Allied Forces when liberating the concentration camps, the so-called liberation lists and the Military Government Concentration Camp Inmates Questionnaires, which were issued when the prisoners were discharged.

The aforementioned documentary material contains information in respect of the duration, the category of arrest, the death, the release or liberation of the prisoners. Sometimes also the exact reasons for commitment to protective custody, which are usually indicated only in the "Schutzhaftbefehl" (warrant for protective custody), are stated briefly in the "Häftlingspersonalbogen". Occasionally the "Häftlingspersonalbogen" also contain indications of the incarceration of relatives.

An important component part of the archives of the CC-Documents Section are lists concerning the deportation of Jews. Available are lists on transports from the territory of the Reich (mainly from the territory of the present Federal Republic of Germany and Berlin), the occupied Western European countries, from the Protectorate Bohemia and Moravia and partly from Slovakia.

Also available in the CC-Documents Section are various indices of the Gestapo, incomplete prison records and a smaller number of files of the "Volksgerichtshof" (People's Court).

The principal task of this section is to establish certificates of incarceration and deportation. Furthermore applications for photocopies of documents and medical records - mainly for indemnification authorities and courts - are dealt with here.

The activity of the CC-Documents Section also consists in ascertaining the exact particulars and data for memorial books for the victims of persecution, for archives and publications.

Tracing inquiries for persons who were heard of last from a concentration camp, or who are known to have been deported, are also channelled through this section.

Veränderungsberichte (daily reports on strength with notes on changes such as hospital, witness, death cases and other details)

Transportation (transport lists containing reports on transfers of prisoners to other concentration camps and to outside camps as well as transfers from outside camps to the main camp)

Administrative (daily reports on administrative matters, including the "Küchlein" and "Küchlein" (prisoners' ability to work) and "Arbeitsfähigkeit" (ability to work))

Administrative (reports will refer to the transfer of prisoners from one housing block to another) included in these documents are also the medical lists of liberated prisoners established by the Allied Forces who showed the concentration camp, the so-called liberation lists and the military government (Militärregierung) which was issued when the prisoners were discharged.

The aforementioned documents contain information in the form of the date, the category of arrival, the reason of arrival of the prisoners. Sometimes also the reasons for committal protective custody, which are usually indicated only in the "Küchlein" (request for protective custody) and listed briefly in the "Arbeitsfähigkeit". Occasionally the "Arbeitsfähigkeit" also indicates the incarceration of prisoners.

An important component part of the records of the CC-Documents are the lists concerning the operations of the "Arbeitsfähigkeit" and reports from the records of the "Arbeitsfähigkeit" from the records of the present Federal Republic of Germany and Berlin, the records of the Federal Republic of Germany and Berlin, the records of the Federal Republic of Germany and Berlin, the records of the Federal Republic of Germany and Berlin.

Also available in the CC-Documents are various indices of the "Arbeitsfähigkeit" (Prisoner's Card) and "Arbeitsfähigkeit" (Prisoner's Card).

The principal task of this section is to establish evidence of incarceration and deportation. Furthermore applications for pardons of prisoners and medical records - mainly for administrative authorities and courts - are dealt with here.

The activity of the CC-Documents Section also consists in establishing the exact positions and lists for memorial books for the victims of persecution, for archives and publications.

Tracing inquiries for persons who were heard of last from a concentration camp, or who are known to have been deported, are also conducted through this section.

The Special Registry Office (page 20) is competent for the certification of deaths that occurred in concentration camps, of which voluminous records - among them also death-books and registers of the camps' own registry offices - are available.

At the outset of ITS' activity, mainly re-enlargements of photostats of CC Mauthausen-documents were available in the CC-Documents Section. In 1949, after the war crime trials had been concluded, the original documents of the CC's Buchenwald, Dachau and Flossenbürg were put at disposal.

Since 1958 different archives were made accessible to the ITS, so that by way of microfilming a significant extension of the documentary material took place.

Completeness

of the documents of the principal concentration camps

Buchenwald	almost complete
Dachau	almost complete
Flossenbürg	incomplete but quite numerous
Mauthausen	trivial gaps
Mittelbau	trivial gaps
Natzweiler	not complete but quite numerous
Stutthof	not complete but quite numerous
Niederhagen-Wewelsburg	not complete but quite numerous
Ravensbrück	incomplete
Auschwitz	very incomplete
Gross-Rosen	very incomplete
Sachsenhausen	very incomplete
Neuengamme 1	very incomplete
Lublin	very incomplete
Krakow-Plaszow	very incomplete
The archives comprise:	more than 3.700 files with about 600.000 sheets of lists of prisoners resp. deportation lists. Of these, 650 files pertain to prison and Gestapo documents.
Individual documents:	about 3.735.000

50 persons are employed in this section.

1 Predominantly records are available concerning deceased prisoners who during the period from 1940 till the beginning of 1945 died in the main camp and in outlying commandos. (Also partly effects-envelopes of prisoners).

2) War-Time Documents Section

This section holds records on foreigners who were brought to the territory of the Reich for work assignment during the period from 1939 to 1945, or who came voluntarily within the scope of the "Reichswerbung" (enlistment for work).

The documentary material comprises excerpts from records of registration offices, records established by employers, labour offices, social insurance authorities, hospitals, physicians, by police authorities, prison administrations, registry offices and other institutions, which shortly after the war had been requested by the occupying authorities to furnish such reports. The documentary material kept by the ITS pertains mainly to the area of the present Federal Republic of Germany.

The documents give information about place and period of residence, dates of employment and insurance, as well as eventual treatment in hospitals or by panel-doctors, furthermore about death cases reported by registry offices or cemetery administrations.

Specifically the following documents resp. excerpts are concerned:

Registers:

nominal lists established by
labour offices
registry offices
district magistrate offices
mayors' offices

Registers established by employers:

nominal lists established by
firms/industrial plants
craftsmen
farmers

Registers established by insurance agencies:

nominal lists established by
health insurance agencies
statutory professional associations and
statutory accident insurance agencies
insurance agencies (social insurance)

Reports on cases of illness:

nominal lists established by
hospitals
Boards of Health
panel-doctors

Registers established by registry offices:

birth certificates
marriage certificates
death certificates
nominal lists of deceased persons

Registers established by police authorities:

nominal lists established by
municipal police stations or
police presidents' offices

Registers established by courts and prisons:

nominal lists established by
district courts and
prisons

2) War-Time Documentation

This section holds records on persons who were brought to the territory of the Reich for work assignments during the period from 1939 to 1945 or who came voluntarily within the scope of the "Lebensverpflichtung" (commitment for work).

The documentary material consists of work files, records of registration, records of employment, records of residence, records of health insurance, records of social insurance, records of military service, records of education, records of family status, records of property, records of travel, records of foreign exchange, records of currency, records of rationing, records of ration cards, records of ration stamps, records of ration tickets, records of ration coupons, records of ration vouchers, records of ration permits, records of ration licenses, records of ration certificates, records of ration permits, records of ration licenses, records of ration certificates, records of ration permits, records of ration licenses, records of ration certificates.

The documents give information about place and period of residence, employment and insurance, as well as essential treatment in hospitals or by home doctors. Information about death cases reported by registration offices of cemetery administrations.

Essentially the following documents are concerned:

nominal lists established by labor offices	Registers established by labor offices
nominal lists established by regional offices	Registers established by regional offices
nominal lists established by district magistrate offices	Registers established by district magistrate offices
nominal lists established by municipal offices	Registers established by municipal offices
nominal lists established by health insurance agencies	Registers established by health insurance agencies
nominal lists established by statutory professional associations and statutory accident insurance agencies	Registers established by statutory professional associations and statutory accident insurance agencies
nominal lists established by insurance agencies (social insurance)	Registers established by insurance agencies (social insurance)
nominal lists established by hospitals	Registers established by hospitals
nominal lists established by boards of health physicians	Registers established by boards of health physicians
nominal lists established by birth registrars	Registers established by birth registrars
nominal lists established by marriage registrars	Registers established by marriage registrars
nominal lists established by death registrars	Registers established by death registrars
nominal lists established by municipal police stations or police presidents' offices	Registers established by municipal police stations or police presidents' offices
nominal lists established by district courts and prisons	Registers established by district courts and prisons

The most important activity of this section is to deal with applications for proof of employment during the war to support pension claims, and for records of illness for those persons who were treated in hospitals or by panel-doctors. In addition, tracing inquiries have to be checked regarding those persons sought who were last heard of from places of civil employment, as well as such applications for Certificates of Incarceration, when employment as foreign labourer preceded the incarceration.

The significance of this section has grown continuously during the last years and the tendency of the work-load is still increasing.

The War-Time Documents Section holds 6.399 files with a total of 1.907.485 sheets, plus 1.301.246 original index cards.

(15 employees)

The main task of this section is to establish Certificates of Incarceration required by Jewish applicants for the repatriation of German citizens to support their last place of employment within the scope of the Federal Bureau of Identification. The responsible authorities can judge whether they are competent to issue a Certificate of Residence, certifying that Jewish persons stayed in Germany during the period from 1st of May 1945 up to their emigration abroad, according to the Federal Bureau of Identification, if possible within the Federal State in which the applicant resided in the period from 1st of January 1945 to the present for the purposes of Identification. This section also deals with applications for photographs and copies for medical records and X-ray photographs; the latter are, where a report is necessary, very necessary for the present treatment. Moreover, for Jewish applicants for proof of employment during the war it may be possible to issue, as already mentioned, the Certificate of Incarceration. These particulars can also be of importance to tracing matters.

The following documents are held in the War-Time Documents Section:

DP-Documents

about 1.000.000 original index cards for approximately 2.000.000 pages

The most important activity in this section is to deal with applications for proof of employment during the war to support various claims, and for records of illness for those persons who were treated in hospitals or by general doctors. In addition, tracing insurance cases to be closed regarding those persons sought who were last heard of from places of city employment, as well as with the National Civil Control Administration, when employment as a laborer is required for the purpose of this section.

The significance of this section has grown considerably during the war years and the tendency of the workmen is still on the whole.

The War-Time Economic Section under the War Relocation Authority is a total of 1,500,000 plus 1,500,000 additional cases.

(Photocopy)

3) Post-War Documents Section

At the end of the war the Displaced Persons = DP's alone in Western Germany, Berlin and Austria, were housed in about 2.500 DP-Camps, a part also privately which had merely to be registered in a nearby DP-Camp.

The documentary material, preserved to a large extent, which concerns Displaced Persons registered from 1945 to 1951 by relief organizations such as UNRRA and IRO in the western occupation zones of Germany, as well as in Austria, England, Italy and Switzerland, is also very voluminous. The documents contain information, given at that time by the registered persons themselves, concerning sojourn and occupation of whole family groups tracing back to the time before the war, including eventual persecution endured during the war. Today these documents can serve as indirect proof of war-time sojourn resp. incarceration. Also available are medical records and, if occasion arises, documents on hospital treatment of the registered persons. Furthermore the section holds nominal lists of those persons who emigrated with the assistance of the relief organizations.

The main task of this section consists in establishing Certificates of Residence required by Jewish applicants (with the exception of German Jews) to support their indemnification claims within the scope of the Federal Law of Indemnification. The indemnification authorities can judge whether they are competent on hand of the Certificates of Residence, certifying that Jewish persons stayed in DP-Camps during the period from the 8th of May 1945 up to their emigration, because, according to the Federal Law of Indemnification, if occasion arises the Federal State in which the applicant stayed on the so-called fixed date (1st of January 1947) is competent for the payment of indemnification. This section also deals with applications for photocopies as well as for medical records and X-ray photographs; the latter are, when a relapse occurs, very necessary for the present treatment. Moreover applications are handled for proof of employment during the war to support pension claims because, as already mentioned, the data was given during war-time. These particulars can also be of importance in tracing matters.

The following documents are held in the Post-War Documents Section:

DP-Documents

about 3.500.000 original index cards for approximately 2.000.000 persons

At the end of the war the displaced persons were housed in about 2,000 DP-Camps in Germany, Berlin and Austria, with a view to their being transferred to a nearby DP-Camp.

The records kept in the DP-Camps, in particular, the medical records, are of great importance. The records kept in the DP-Camps, in particular, the medical records, are of great importance. The records kept in the DP-Camps, in particular, the medical records, are of great importance.

The main task of this section consists in establishing the identity of the persons reported by Jewish agencies with the exception of German Jews who support their identification claims with the scope of the Federal Bureau of Investigation. The identification authorities can judge if they are competent on hand of the Certificate of Residence, etc. but Jewish persons stated in DP-Camps during the period from May 1945 up to their emigration because, according to the Federal Bureau of Investigation, it appears within the Federal State in which they were born on the so-called Black List (list of January 1947) is required for the payment of identification. This section also deals with the identification of persons as well as for medical records and X-ray records for persons who are, when a request occurs, very necessary for their identification. However, applications are handled for proof of identity during the war to support residence claims because, as already mentioned, the data was given during war-time. These particulars can be of importance in tracing matters.

The following documents are held in the Post-War Documental Section:

DP-Documentation

about 2,000,000 original index cards for approximately 2,000,000 persons

3.700 boxes with approximately 280.000 applications for IRO-assistance for about 800.000 persons (IRO CM/1¹ and ICEM Files,² "Questionnaires for DP's"³)

1.100 files with approximately 350.000 sheets

- Emigration lists
- Lists of inhabitants of the DP-Camps
- Nominal lists of Polish Jews, including a small part who were in Russia during the war
- Nominal lists of members of the Jewish Communities in Europe after the war.

1.557 boxes and 25 patients' books concerning about 71.000 persons (Medical records and patients' books).

(8 employees)

¹ CM/1

= Care and Maintenance
(Applications for assistance through the IRO)

² ICEM

= Intergovernmental Committee for
European Migration

³ Questionnaires
for DP's

= DP-Screening-Forms for UNRRA assistance

3,700 boxes with approximately 750,000 applications for insurance
insurance for about 500,000 persons (ING-CMI; and ICM-Fin; and
insurance for 1975)

1,100 boxes with approximately 200,000 boxes

- Retirement form

- Review of documents of the DE-CMI

- Annual lists of Polish Jews, including a small part who were in
Germany during the war

- Personal lists of members of the Jewish Communities in Europe
during the war.

1,500 boxes and 25 packets, books amounting about 75,000
pages (Medical records and patients' books).

Reference

* List and Maintenance
(Application for release through the ING)
* International Committee for
European Migration
* In-consultation for UNRWA assistance

1 CMI
2 ICM
3 Questionnaire
in DE

4) Child Tracing Archives

In this section documents are held concerning non-German children who were separated from their parents during the war or shortly after. In some cases their surnames and their ancestry are unknown.

All inquiries concerning persons born after 1927 are checked here. Also

"Lebensborn" cases
requests for birth certificates and
requests for clarification of origin

are dealt with in this section.

Besides the records of children and lists of homes and authorities, an index of perforated cards is available in the Child Tracing Archives, in which the data were registered after the war with regard to

birth certificates
children in children's homes
adopted children
sought children
children registered with youth welfare offices
as well as with the UNRRA and IRO

Up to 1970 the individual documents totalled 1.025.000 sheets and 1.330 files (containing 18.000 official documents as well as lists with 235.000 names).

(3 employees)

4) Child Training Archives

In this section documents are held concerning non-German children who were separated from their parents during the war or shortly after. In some cases their surnames and their ancestry are unknown. All available supporting papers from after 1937 are checked here.

"Lohnsteuer" cards
request for birth certificates and
request for church records of birth

as well in this section.

During the records of children and lists of names and authorities, in order of birth records cards is available in the Child Training Archives, and the data were registered after the war with regard to

birth certificates
children in children's homes
adopted children
orphan children
children registered with youth welfare offices
as well as with the USIA and IRO

For the IRO the individual documents received 1,018,000 sheets and
the (including 18,000 official documents as well as lists with
names).

(over)

5) Historical Section

The Historical Section holds documents of general nature which refer to the categories of persons with which the ITS is concerned, i. e.

victims of concentration camps and other persecution,
foreign labourers and DP's

Documents of this kind are analysed, classified and examined here.

Most important is the collection of documents pertaining to concentration camps and persecution. Available here are mainly decrees and orders of the then Ministries and NS-offices, predominantly those which were under the authority of the Reichsführer SS, such as RSHA = Main Security Office of the Reich (Section IV/Gestapo, Section V/Criminal Police Office of the Reich) and of the SS-WVHA=SS Main Office for Administrative and Economic Affairs), which took over the administration of the concentration camps in March 1942. Added to that are documents of general and statistical nature of the individual concentration camps. Furthermore, situation reports furnished by the chief public prosecutors have been collected which give information about prisons, taking into special consideration the evacuation of these from the eastern districts of the Reich.

In the possession of the Historical Section are also regulations with regard to the assignment of foreign labourers in the area of the Reich during the war.

The regulations also available of relief organizations such as UNRRA and IRO are, on the other hand, only very seldom consulted, as the question of the legal status of displaced persons can be considered today as cleared up.

Moreover, the Historical Section has a subject library, specifically concerning the individual concentration camps, the persecution of Jews in the different countries, publications of Jewish communities, of the Red Cross etc. Only such publications were acquired of which one could expect that they contain, with regard to the tasks of the ITS, indications of tangible facts. Also at disposal, are the trial records against the main war criminals before the International Military Tribunal in Nuremberg in 1945/46.

The activity of the Historical Section also consists in describing general facts of the persecution, as deriving from the available documents.

The examination of newly acquired documentary material, which increased in 1974 to an extent not reached until now, is made in view of the preparation of the Register of Places of Detention. It was originally planned to publish a Supplementary Volume to the "Preliminary Register of Concentration Camps and their Commandos and of other places of detention under

The Historical Section has been working in general terms with the various categories of persons with which it is concerned, i.e.

victims of concentration camps, foreign laborers, and Jews.

It is noted that this list is not exhaustive, and that other categories of persons are being considered.

It is important to the Historical Section to have a complete and accurate record of the persons who were in the various camps and who were deported to the various countries. The Historical Section is working to obtain this information from the various sources available. This includes the files of the various camps, the files of the various countries, and the files of the various organizations which were active during the war. The Historical Section is also working to obtain information from the survivors of the camps and from the families of the victims. This information is being used to compile a comprehensive list of the persons who were in the camps and who were deported to the various countries.

The possession of the Historical Section are also regulations with the assignment of foreign laborers in the area of the Reich.

Regulations and decrees of racial organizations such as UNTERGRUPPE, on the other hand, only very seldom considered, as the question of racial status of foreign laborers can be considered today as

Moreover, the Historical Section has a subject library, especially concerning the Jewish concentration camps, the persecution of Jews in the various countries, and the Jewish community organizations of the Reich. Only such publications were acquired of which one could expect that they contain, with regard to the Jews of the Reich, indications of facts. Also of interest are the files of the various camps and the files of the various countries, and the files of the various organizations which were active during the war. This information is being used to compile a comprehensive list of the persons who were in the camps and who were deported to the various countries.

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The examination of newly acquired documentary material, which increased in 1944 to an extent not reached until now, is made in view of the preparation of the Register of Deceased of Detention. It was originally planned to publish a supplementary volume to the "Preliminary Register of Concentration Camps and their Commandos and of other places of detention under

the control of the Reichsführer-SS, 1939-1945" established in 1969, but in the course of the years, owing to the unexpected large number of new documents, it became evident that a revised edition is indispensable.

Owing to the examination of this documentary material 7 early concentration camps which existed before the war, 73 outlying commandos and 8 subcommandos of the war period have been discovered. Added to the aforementioned camps and commandos are places of detention whose existence was already known to the ITS, for which, however, proof could now be furnished that in certain camps for men, also female prisoners were incarcerated and vice versa. Concerned herewith in detail are the following camps: 1 early concentration camp and 14 outlying commandos of the war period for which evidence of female inmates could be procured, and 9 outlying commandos for which evidence of male inmates was procured. Numerous new data was also of great importance e.g. opening and closing dates of 10 early concentration camps and of approximately 600 commandos resp. subcommandos. Furthermore alterations of less importance were made with regard to more than 100 commandos resp. subcommandos.

Furthermore, necessary information is extracted from the documentary material for the planned issue of the "Handbook of Concentration Camps".

The exact analyses of concentration camps as well as detailed description on structure, organization and administration of commandos will be the essential criteria of this Handbook. The book will be supplemented by a geographical register of all further known places of detention - for example ghettos and prisons - containing geographical and statistical facts.

As the documents are very voluminous and because one can expect an increasing number of new documents, it has become necessary to establish a subject index. The contents of the aforementioned documents are summarized on index cards. This subject index, after completion, will enable the user to find documents pertaining to a certain subject and will thus facilitate the answering of requests in the historical and statistical files. This subject index will also be time-saving for visitors (historians, candidates for a doctor's degree etc.) when locating the required documents.

Besides the various activities of the Historical Section within the scope of examination of documents, work was started in 1970 and 1972 which made the creation of individual work-groups necessary.

The Historical Section holds 1.272 files.

(35 employees)

Tracing Section

This section is of special importance as the original activity of the ITS is still performed there today. It is really astonishing that after 30 years, tracing inquiries are still made for missing relatives with whom connections were severed due to war events. Of course now the tracing inquiries comprise only 4% of the total number of incoming requests, the average of the last 5 years is 8.000 inquiries per year.

Information concerning the fate of the missing persons is often ascertained in the Concentration Camp Documents Section as well as in the War-Time Documents Section. If the persons sought have survived concentration camp detention resp. war-time events, indications with regard to their whereabouts resp. emigration might be contained in the post-war time documents. In spite of the years that have passed, it is possible in many cases, owing to the co-operation with the different National Red Cross Societies, to locate the missing persons in the countries of emigration and to establish contact with their families. Of course the difficulties increase from year to year.

It must be emphasized that the ITS is not concerned with investigations of every kind. Its activity is restricted merely to examine records held in the archives and then to pursue a lead that has eventually been found.

Taking into consideration the right of the protection of personality of the individual persons, the ITS discloses addresses only with the consent of the person sought.

(7 employees)

After the processing has been finished the positive cases, of which the files now also contain the original documents of the persons in question and the reply of the ITS, are sent to the Central Files. The total number of files stored in the Central Files amounts to approximately 1.500.000. Cases that due to lack of documents have to be answered in the negative are stored separately. These files have not reached a dead-end, because due to new requests or if on DR basis or newly required documents, supplementary information is given, resp. instead of negative replies new positive reports can be sent, the files are continuously required. A case where the file is required only once is an exception.

(13 employees)

Training Section

This section is of special importance as the original activity of the ITS in 1941 centered there today. It is really estimated that after 30 years, training inquiries are still made for continuing reference and conditions were favored due to the fact that the course and the training reports comprise only 15% of the total number of training requests. The year in the last 5 years is 5 per cent of the year.

Information concerning the list of the names of persons in other sectors in the Governmental Camp, including the names as well as in the War Training Section. If the names were not included in the past war and information was not given, information will be given in this section. This section might be included in the past war and in the list of the year that was given. It is possible in many ways to the sub-section with the different National Red Cross branches, to locate the missing persons in the countries of investigation. A detailed report will be given. Of course the different years from year to year.

It must be emphasized that the ITS is not concerned with details of every day. Its activity is restricted to examine records and to locate the names and then to present a list that has eventually been

and to maintain the right of the protection of personality. The ITS decisions are based only with the con- be present enough.

Master Index

Registration and Distribution of Inquiries

All inquiries, with the exception of those of historical nature, are registered here. For each person a reference card is established containing, besides the personal data, also a summary of the contents of the inquiry. These cards are established in triplicate (one for the planned file with the documents of the person in question, one for the Index of Inquiries and one for the Master Index).

In order to avoid reminders, private persons receive acknowledgements of receipt by which they are also informed that the processing will take some time. If particulars (e.g. date and place of birth) are missing in the inquiry, the inquirer is requested to complete the data.

When inquiries are received relating to categories of persons of whom the ITS holds no documents, the inquirers are informed by the ITS of possibilities of investigation.

In addition, this section keeps statistics on all incoming requests.

(9 employees)

Case Distribution and Central Files

Designated as "cases" are files set up on the basis of positive checking as well as also negative proceedings. Each file sent to another section must be channelled through the Case Distribution Section which registers the course of each one through archives and sections. This system guarantees that each file is located in the shortest possible time.

The Distribution Section also assures that the inquiries are answered in the sequence of their receipt.

After the processing has been concluded the positive cases, of which the files now also contain the original documents of the persons in question and the reply of the ITS, are sent to the Central Files. The total number of files stored in the Central Files amounts to approximately 1.500.000. Cases that due to lack of documents have to be answered in the negative are stored separately. These files have not reached a dead-end, because due to new requests or if on the basis of newly acquired documents, supplementary information is given, resp. instead of negative replies now positive reports can be sent, the files are continuously required. A case where the file is required only once is an exception.

(13 employees)

(50 employees)

Registration and Distribution of Documents

All inquiries with the exception of those of historical nature, are registered here. For each person a separate card is established containing the personal data and a summary of the contents of the inquiry. These cards are established in registers for the names of the persons of the persons in question, one for the first name and one for the last name.

In order to avoid confusion, persons whose names appear in the registers are marked by which they are intended for the processing of the inquiry. If persons (in a case and place of birth) are mentioned in the inquiry, the names are registered in separate registers.

Persons whose names are mentioned in the registers are informed by the registers of the results of the investigation.

In addition, the registers keep records on all incoming requests.

Central and District Registers

The registers are divided into two parts: the registers of positive cases and the registers of negative cases. The registers of positive cases are divided into two parts: the registers of positive cases and the registers of negative cases. The registers of negative cases are divided into two parts: the registers of negative cases and the registers of positive cases.

The registers of positive cases are divided into two parts: the registers of positive cases and the registers of negative cases.

After the processing has been concluded the positive cases, of which the list now also contains the original documents of the persons in question and the reply of the list, are sent to the Central File. The total number of files stored in the Central File amounts to approximately 1,500,000. Cases that due to lack of documents have to be answered in the negative are stored separately. These files have not reached a dead-end, because due to new requests or if on the basis of newly acquired documents, supplementary information is given, cases instead of negative replies now positive replies can be sent, the files are continuously updated. A case where the list is updated only once is an exception.

(13 employees)

Master Index

All names that appear in the documents of the different archives sections of the ITS are entered on reference cards and inserted into the Master Index. Every reference card contains besides the name and other personal data (as far as available) also the description of the document in which the name is mentioned.

The Master Index is the key to the documents. The reference cards are classified according to a phonetic-alphabetical filing system. This system is of importance on account of the different spellings of surnames, above all in consideration of the names from Eastern Europe which represent about 60%.

In the Master Index all inquiries concerning persons are checked in two indices:

The first checking takes place in a Special Index containing all the inquiries which have arrived at the ITS since the beginning of its existence. At present this index contains 2.700.000 cards. In case a reference card is available concerning the person in question this means that a respective inquiry has already been received, and it is then sufficient to ascertain the register-number under which the file, established formerly for this person, has been stored in the Central Files. Should the checking in the Inquiry Index prove to be negative, a checking occurs automatically in the Master Index.

The Master Index contains at present approximately 39.700.000 cards. If the checking in the Master Index is positive, a file is established for the person concerned, in which besides the inquiry, also the reference card produced in triplicate in the Registration Section is inserted. Of these reference cards one copy stays in the Master Index as proof of the withdrawn cards. The second copy is inserted in the special index of the subsisting inquiry. The file is then transmitted to the different sections for action.

Inquiries checked also in the Master Index with a negative result are given a so-called "Brief-Nummer" (letter number). Also the corresponding indices which are inserted in the Inquiry and Master Indices are furnished with this "Brief-Nummer". If positive answers are possible through newly acquired documentary material, the "Brief-Nummer" is cancelled; at the same time a new T/D case is opened and the information is immediately transmitted to the inquirer.

A very valuable resource when checking names is found in the list of first names and their variations, compiled by the ITS only for internal use in its offices. The list comprises two volumes, altogether 841 pages containing 48.096 forms of names.

(40 employees)

All names that appear in the documents of the 47th Army Airborne Corps... of the IIS are entered on reference cards and inserted into the Master Index. Every reference card contains besides the name and other personal data (as far as available) also the description of the document in which the name is mentioned.

The Master Index is the key to the documents. The reference cards inserted according to a phonetic alphabetical filing system. This system is important on account of the different spellings of surnames. The Master Index is considered of the greatest importance which regards the 47th Army Airborne Corps.

The Master Index all includes necessary persons and checked in...

The first checking takes place in a special index containing all the names which have arrived at the IIS since the beginning of its existence. The Master Index contains 2,700,000 names. In case a reference card is inserted concerning the person in question this means that a reference card has already been received, and it is then sufficient to ascertain the number under which the file is maintained formerly for this person. In the Central File, should the name be missing in the Master Index to be negative, a checking card is automatically in the Master Index.

The Master Index contains at present approximately 2,700,000 cards. In the Master Index is positive, a IIS is established for the names, in which besides the name, also the reference card number is indicated in the registration system is inserted. Of these reference cards one copy stays in the Master Index as proof of its withdrawal. The second copy is inserted in the special index of the substituting name. The file is then transmitted to the relevant section for action.

Locations checked also in the Master Index with a negative result are given a so-called "First-Number" (letter number). Also the corresponding indices which are inserted in the index and Master Index are furnished with the "First-Number". If positive answers are possible through newly acquired documentary material, the "First-Number" is cancelled at the same time a new T.D. case is opened and the information is immediately transmitted to the relevant section.

A very valuable resource when checking names is found in the list of first names and their variations, compiled by the IIS only for internal use in the office. The list comprises two volumes, altogether 841 pages containing 48,000 forms of names.

Carding of Documents

As already mentioned under "Master Index" all the names that appear in the documents of the ITS are entered on reference cards with relative data. This task is performed in the Carding Section.

Owing to the large number of incoming documents this activity has increased.

As far as the documents to be carded are typewritten, the entering of names and personal data is no problem. Difficulties arise according to the condition of the preserved handwritten documents and if documentary material has become indistinct as a result of photocopying. Often much time and efforts are necessary in order to find the correct spelling which can be entered on reference cards and which can later be of use when the inquiries are checked in the Master Index.

(16 employees)

Groups of translators

Since the beginning of ITS' activity, translators were required for the work performed there. At first exclusively French and English translators were concerned. In the course of time the translations had to be extended, because the number of countries from which the inquiries are received has increased considerably. Last year the ITS received inquiries from 40 different countries.

Other languages such as Czech, Dutch, Estonian, Finnish, Greek, Hungarian, Italian, Lithuanian, Polish, Russian, Serbocroatian, Slovakian and Spanish are also translated here by employees versed in languages.

Problems are created when letters are received in the Hebrew and Azerbaijan languages; in these cases the ITS asks other organizations and persons not employed by the ITS for help.

(7 employees)

Carding of Documents

As already mentioned under "Master Index" of the report that appears in the documents of the IIS are entered on reference cards with relative data. This task is performed in the Carding Section.

During the large number of months the work has been done

It is to be noted that as the documents to be carded are prepared, the necessary data and personal data is not available. Therefore, attention must be given to the carding of the preserved handwritten documents and if documentary data is not present, the carding is done as a result of investigation. Other things which are necessary in order to find the correct spelling which is checked on reference cards and which can later be used when the documents are checked in the Master Index.

(2 employees)

Translation

For the beginning of IIS' activity, translators were required for the performance thereof. At first essentially French and English translations were concerned. In the course of time the translations had to be made because the number of countries from which the inquiries are received has increased considerably. Last year the IIS received inquiries from 43 different countries.

The languages such as Czech, Danish, Estonian, Finnish, Greek, Italian, Lithuanian, Polish, Rumanian, Slovenian, Swedish, etc. are also translated here by employees trained in languages.

Problems are created when letters are received in the Hebrew and Arabic languages; in these cases the IIS asks other organizations and persons not employed by the IIS for help.

(2 employees)

The following tabulation shows the development of the number of inquiries received and the replies dispatched from 1945 to 1974.

<u>Year</u>	<u>inquiries received</u>	<u>replies dispatched</u>
1945	52.258	--
1946	244.179 ¹	47.589
1947	58.252	47.057
1948	48.121	38.580
1949	83.419	59.768
1950	33.451	65.330
1951	51.619	61.338
1952	53.095	61.889
1953	67.110	85.108
1954	103.363	171.765
1955	137.607	238.169
1956	158.439	236.523
1957	203.801	358.842
1958	154.581	383.023
1959	125.871	320.072
1960	114.900	271.887
1961	128.465	186.311
1962	154.988	200.387
1963	100.799	158.498
1964	197.805	208.219
1965	129.701	271.217
1966	155.981	227.682
1967	160.589	242.304
1968	142.727	205.976
1969	174.473	218.867
1970	123.329	169.106
1971	127.872	187.007
1972	145.743	184.907
1973	221.860	245.410
1974	210.465	228.583
	<u>3.864.863</u>	<u>5.381.414</u>

The main part of the inquiries is constituted by applications for Certificates of Incarceration and applications for proof of employment.

The numbers of the years 1972 to 1974 include also the cases of nominal lists concerning persons of Jewish faith who lived at the outset of persecution on the territory of the Federal Republic of Germany and Berlin. (1970: 3.126, 1971: 11.686, 1972: 43.991, 1973: 96.858, 1974: 129.394).

¹ A large part of these inquiries was handed over to the National Red Cross Societies.

- a) in externalization change
- b) that party took place a while ago
- c) in concentration change for which the FBI is not aware
- d) of persons who were identified in the concentration

Special Registry Office

Death cases in concentration camps had to a large extent not been registered during the war. Death-books had of course been kept for a few categories of prisoners, but a large number of these death-books was destroyed towards the end of the war. Already in 1948 the question arose of having these deaths certified by registry offices. This problem was solved when a Special Registry Office in Arolsen was established on the basis of the Hesse ordinance of 1st September 1949. The modification and supplementation proclaimed in the Federal Law Gazette (I No. 3/1951, page 57) extended the competence to the Federal Republic. Consequently the Special Registry Office is authorized to certify death cases that occurred in former concentration camps, which can be proved by documents held at the International Tracing Service.

For inquiries from foreign countries, international death certificates (Excerpts from the Death Register) are issued on principle and forwarded automatically to family members, based on the Agreement of Paris of 27th September 1956 concerning the establishing of certain excerpts from civil registry offices for foreign countries, thereby saving relatives of deceased prisoners time and money.

Including the deaths certified by other registry offices, 351.760 death cases have been registered by the Special Registry Office up to the 31st of December 1974.

The number of inquiries concerning deceased or missing prisoners is increasing. In this connection the ITS is induced to draw attention to the fact that prisoners who perished in extermination camps had not been registered anywhere. This pertains also to Jews deported to Auschwitz who, after the selection, were destined for the gas chambers. Also in such cases the ITS is very often requested for death certificates. Unfortunately the ITS cannot arrange such certification by the Special Registry Office in Arolsen, because for reasons of secrecy the then rulers kept no such lists. Many natural deaths that occurred in the Concentration Camps Auschwitz, Bergen-Belsen, Gross-Rosen, Natzweiler, Sachsenhausen and Stutthof, can also not be certified as the documents available of these concentration camps are incomplete.

For completeness sake, it must be mentioned that the number of deaths registered by the Special Registry Office permits no conclusion to be drawn on the total number of deaths in the concentration camps. This number includes only those death cases which appear in the records of the former concentration camps and which could be certified. Not registered are the following deaths:

- a) in extermination camps
- b) that partly took place a short time before or after the liberation
- c) in concentration camps for which the ITS holds no records
- d) of persons who were transferred to the concentration camps for execution.

Death cases in concentration camps have been registered during the war. Death-books had at a few registers of prisoners, but a large number of deaths were not recorded at the end of the war. The Special Registry Office is authorized to certify death cases that occurred in concentration camps, which can be proved by documents held at the Special Registry Office.

Information from foreign countries, international death certificates and the death registers) are issued in paragraphs and forwarded to family members, based on the agreement of Article 21 of the Convention for the Protection of Certain Categories of Persons in Foreign Countries, thereby saving relatives of deceased persons and money.

The deaths certified by other registers of the Special Registry Office up to the 31st of...

Information concerning deceased or missing prisoners is... the Special Registry Office in... also in such... were desired for the... also in such... often requested for death certificates. Unfortunately... by the Special Registry Office in... for reasons of secrecy the... such lists... that occurred in the... can... as the documents available of these concentration camps and prisoners.

For completeness sake, it must be mentioned that the number of deaths registered by the Special Registry Office remains no connection to be drawn on the total number of deaths in the concentration camps. This number includes only those death cases which appear in the records of the former concentration camps and which could be certified. The following deaths: