

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 Of these reference cards one copy stays in the Master Index as proof of the withdrawn cards.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 document in the Master Index are...
names of the IIS are entered on reference cards and inserted into the
Master Index. Every reference card contains the name and other
personal data (as far as available) from the description of the document in
which the name is mentioned.

The Master Index is the key to the document. The reference cards
classified according to a phonetic-alphabetical filing system. This sys-
tem is important on account of the different spellings of surnames.
The Master Index is a consolidation of the names from various sources which refer
to the same person.

The Master Index all includes names of persons who checked in
the document.

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.
In this index consists 2,700,000 names. In case a reference card
concerning the person in question is found, it means that a certificate
has already been received, and it is then sufficient to ascertain the
number under which the file, certificate formerly for this person,
stands in the Central File. Should the standing in the index
be negative, a checking is made subsequently in the Master

The Master Index contains at present approximately 2,700,000 cards.
Checking in the Master Index is positive, if the name is mentioned for the
document, in which besides the name, also the reference card
number is indicated in the registration section is entered. Of these ref-
erence cards one copy stays in the Master Index as proof of the withdrawal
of the name. The second copy is inserted in the special index of the substituting
document. The file is then transmitted to the different sections for action.

Documents checked also in the Master Index with a negative result are
given a so-called "First-Number" (letter number). Also the corresponding
index which are inserted in the index and Master Index are furnished
with the "First-Number". If positive answer is 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 register.

A very valuable feature 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 con-
taining 48,000 forms of names.