

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)