

The Archives of the International Tracing Service

It is due above all to its numerous archives that the International Tracing Service has gained such an importance. Its significance is ever increasing through the continual acquisition of new documents.

Thirty years ago, the tracing service of the UNRRA had no documents at its disposal upon which investigations could have been based. Only in 1947 did the International Tracing Service first come into possession of a part of the documents which the Allied Forces had secured on liberation of various concentration camps and which had until then been at the disposal of the International Tribunal in Nuremberg for the judging of war criminals. These documents were supplemented - between 1946 and 1950 - by those of the war-time. Only later the International Tracing Service obtained documents of the post-war-time, namely records concerning the registration of DP's, established by the UNRRA and IRO.

These archives became, even for the German authorities, one of the most reliable sources of information; they produce credibility where the certification of information given by former prisoners and other persecutees in their applications for indemnification is concerned.

The archives of the International Tracing Service are divided into five sections.

Concentration Camp Document Section

This section is not only the most important due to the nature and number of its documents, but also because it is the most spacious at the International Tracing Service. It contains records which have been preserved and which concern prisoners of concentration camps as well as a smaller number of prisoners of various other places of detention which were also subordinate to the SS-Reichsführer Himmler.

The principal activity of this section is the establishing of certificates of incarceration.

There are 50 employees working in this section.

The Archives of the International Tracing Service

It is due above all to its numerous archives that the International Tracing Service has gained such an importance. Its significance is ever increasing through the constant acquisition of new documents.

Thirty years ago, the tracing service of the UNRRA had no documents at its disposal upon which investigations could have been based. Only in 1947 did the International Tracing Service first come into possession of a part of the documents which the Allied Forces had secured on liberation of various concentration camps and which had until then been at the disposal of the International Tracing Service in Nuremberg for the judging of war criminals. These documents were accumulated - between 1945 and 1950 - by those of the war who had been in the International Tracing Service obtained documents of the International Tracing Service, largely records concerning the registration of displaced persons in UNRRA and IRO.

As an archival institution, even for the German authorities, one of the greatest sources of information; they produce credibly where the capacity of the International Tracing Service is concerned. The information given by former prisoners and other persons in connection with the International Tracing Service are divided into five

1. The Tracing Camp Document Section

The section is not only the most important due to the nature and number of its documents, but also because it is the most spacious of the International Tracing Service. It contains records which have been preserved and which concern prisoners of concentration camps as well as a smaller number of prisoners of various other places of detention which were also subordinate to the SS-Verwaltungsbereich.

The principal activity of this section is the establishing of certificates of incarceration.

There are 50 employees working in this section.

War-Time Documents Section

The documents kept in this section provide a source of information on foreigners, who, for some reason, were mainly on the territory of the present Federal Republic of Germany between 1939 and 1945, assigned as voluntary or forced labourers in all branches of economy, in civil services and in agriculture.

The essential activity consists in establishing documentary evidence of employment and transmitting proof of illnesses suffered, required in pension matters. The number of documents to be examined is increasing constantly.

Fifteen employees are concerned with this activity.

Post-War-Time Documents Section

Available in this section are mainly documents concerning displaced persons who were, after the war, taken care of by relief organizations on the territory of the present Federal Republic of Germany, Austria, Switzerland, Italy and England.

This section establishes certificates of residence which are required by indemnification authorities. Questionnaires are also at its disposal containing various data on the places of residence of displaced persons during the war. This kind of information can prove to be of much use to the inquirers. The X-ray photographs and medical records originate from former hospitals for displaced persons and constitute an irreplaceable clinical documentation.

There are eight employees concerned with this activity.

Archives concerning Children of Displaced Persons

These documents relate to missing children of non-Germans as well as to such children who lived separated from their families after the war, i. e. all the juveniles who were not yet 18 years old at the end of the war. Their original names and their ancestry are unknown in some cases.

Three employees are working in this section.

The documents kept in this section provide a source of information on foreigners, who for some reason, were mainly on the territory of the present Federal Republic of Germany between 1939 and 1945, assigned as voluntary or forced laborers in all branches of economy, in civil services and in agriculture.

The essential activity consists in establishing documentary evidence of employment and transferring proof of illnesses suffered, reported in pension claims. The number of documents to be examined is increasing constantly. All other employees are concerned with this activity.

2.2. War-Time Documents Section

Persons in this section are mainly documents concerning displaced persons who were, after the war, taken care of by relief organizations on the territory of the present Federal Republic of Germany, Austria, Switzerland, Italy and England.

This section established correlates of residence which are required for identification authorities. Questionnaires are also at its disposal concerning persons data on the places of residence of displaced persons during the war. This kind of information can prove to be of much use to the investigation. The X-ray photographs and medical records originate from former displaced persons and constitute an irreplaceable clinical document.

There are eight employees concerned with this activity.

2.3. Activities concerning Children of Displaced Persons

These documents relate to missing children of non-Germans as well as to such children who lived separated from their families after the war, i.e. all the juveniles who were not yet 18 years old at the end of the war. Their original names and their ancestry are unknown in some cases. These employees are working in this section.

Historical Section

This section contains documents of general nature concerning the period of National Socialist persecution. These archives include among others decrees and ordinances of various ministries and higher NS-authorities which were subordinate to the Reichsführer of the SS Himmler. Regulations and directives of the respective camp administrations are also to be found there.

35 employees are working in this section.

Of these five archive-sections the Concentration Camp Document Section and the Historical Section are the most important. Therefore, it is indispensable to devote a special chapter to each one.

Concentration Camps Document Section

The documents of concentration camps comprise lists and individual records of prisoners of concentration camps which existed on the territory of the Reich from 1933 to 1945 as well as in the German-occupied countries. There are lists of arrivals, reports on strength of CC-administrations, deportation lists of persons directed from Germany and from occupied countries to various destinations, questionnaires and individual index cards, personal effects cards and lists, medical records with particulars on the state of health and the medical treatment of prisoners, work cards and post control cards.

In addition, the archives hold some indexes from the Gestapo in Germany and also a small number of files from the "Volksgerichtshof" (the People's Court) as well as liberation lists which were established by the Allied Forces.

There are also lists concerning the deportation of Jews who came mainly from the territory of the Reich, from the occupied countries of Western Europe and from Czechoslovakia, i. e. from the former protectorate Bohemia and Moravia, and partly from Slovakia.

This section contains documents of general nature concerning the period of National Socialist persecution. These archives include among others orders and ordinances of various ministries and higher NS-authorities which were subordinate to the Reichsmarschall of the SS Himmler, Regulations and directives of the respective camp administrations are also to be found there. 75 employees are working in this section.

Concentration Camps Document Section

The documents of concentration camps comprise lists and individual cards of persons of concentration camps which existed on the territory of the Reich from 1933 to 1945 as well as in the German-occupied countries. These lists of arrivals, reports on strength of CC-administrations, lists of persons freed from Germany and from occupied countries, investigations, questionnaires and individual index cards, personal cards and lists, medical records with particulars on the state of health and the medical treatment of prisoners, work cards and post control cards.

In addition, the archives hold some indexes from the Gestapo in Germany and also a small number of files from the "Volksgerichtshof" (the People's Court) as well as liberation lists which were established by the Allied Forces.

There are also lists concerning the deportation of Jews who came mainly from the territory of the Reich, from the occupied countries of Western Europe and from Czechoslovakia, i.e. from the former protectorate Bohemia and Moravia, and partly from Slovakia.

It is possible to find information in these documents concerning the following: duration of incarceration, reason given for the incarceration (political, racial, religious etc.), general state of health on arrival in the concentration camp, illnesses contracted during the incarceration, type of forced labour performed by the prisoner, transfers to outlying commandos or to other concentration camps, now and then references to release or to death. Furthermore the individual documents sometimes contain information about the incarceration of near relatives. The personal effects cards and the established lists contain references to clothing and to valuables which were taken from the prisoners.

The task of this section consists above all in the processing of inquiries concerning deportation; however, its activity is very diverse. All certificates are established only on the basis of documentary material. As has already been mentioned with regard to death cases, the Special Registry Office is competent to issue death certificates. Moreover, this section processes requests for photocopies or medical records which concern illnesses contracted during the time of incarceration. Inquiries for Memorial Books written in remembrance of the victims of deportation, for archives and for publications as well as for public prosecutors are also processed in this section. Finally tracing inquiries pass through this section if the person sought had been incarcerated in a concentration camp.

The processing of cases is often very difficult. Sometimes, the person sought cannot be identified in the documents. Misspellings owing to linguistic difficulties arising then, intentional or unintentional false information, incomplete or unintentional discrepancies are the reasons. The surnames and first names of the person sought often deviate from those given in the documents. The same difficulties occur with regard to dates of birth. This is not owing to the differences existing between the Gregorian, the Julian and the Jewish calendars, but is due to the fact that certain ethnic groups attach little importance to the exactness of day, month or even to year of birth. Moreover, inaccurate particulars which were sometimes given by the registered persons for certain reasons have to be taken into account. In fact, some declared themselves to be older or younger on arrival in the concentration camps in order to be considered fit for work, and consequently to escape

It is possible to find information in these documents concerning the following questions of incarceration: reasons given for the incarceration (political, racial, religious etc.), general state of health on arrival in the concentration camp, illnesses contracted during the incarceration, type of forced labor performed by the prisoner, transfers to outlying compounds or to other concentration camps, how and when references to release or to death. Further more the individual documents sometimes contain information about the incarceration of near relatives. The personal effects cards and the established data contain references to clothing and to valuables which were taken from the prisoner.

The majority of this section consists above all in the processing of individual identity registration however, its activity is very diverse. All certificates are maintained only on the basis of documentary material. As has already been mentioned with regard to death cases, the Special Registry Office is responsible for issuing death certificates. Moreover, this section processes reports for the reception of medical records which concern illnesses contracted during the time of incarceration. Individual (for Memorial) books written in the form of a diary of the activities of the prisoner, for archives and for publications as well as for public presentations are also processed in this section. Finally, the identity cards pass through this section if the person sought had been in-

cluded in a concentration camp. The processing of cases is often very difficult. Sometimes, the person to be identified in the documents, disappears owing to linguistic differences existing between, identical or essentially false information contained in administrative documents and the reasons. The surname and first names of the person sought often deviate from those given in the document. The same difficulties occur with regard to date of birth. This is not owing to the discrepancy existing between the Gregorian, the Julian and the Jewish calendars, but is due to the fact that certain ethnic groups attach little importance to the exactness of day, month or even to year of birth. Moreover, inaccurate partitions which were sometimes given by the registered persons for certain reasons have to be taken into account. In fact, some declared themselves to be older or younger on arrival in the concentration camp in order to be considered fit for work, and consequently to escape

extermination. Some documents indicate only the age or the year of birth.

The prisoner numbers which were issued to inmates in the concentration camps are extremely important for purposes of their identification. Moreover, in certain documents the prisoner appears merely under his number. As the International Tracing Service has not come into possession of numerical lists, which were then certainly established, it has reconstructed these lists on the basis of documents of concentration camps by the creation of a numerical index. If the prisoner whose number is known used an alias during his incarceration, which he often does not remember anymore, his identity is only ascertainable through consultation of the numerical index.

The registration of prisoners was apparently done according to uniform rules. However, the exactness and quality of data of one camp vary from that of another. The prisoners were registered with so much accuracy merely for reasons of security. All documents concerning concentration camps were ordered to be destroyed on the approach of the Allied Forces. It must therefore be counted as especially fortunate that this voluminous documentary material is at disposal in spite of the aforementioned given orders.

The examination of documentary material requires very exact knowledge of the persecution during the period of National Socialism as well as of the various kinds of documents from the concentration camps. Not only should the history of the persecution be known, but also the history of the various places of detention.

The records of the concentration camps, although voluminous, are very incomplete. That is why the International Tracing Service often has to impart a negative reply to numerous incoming inquiries. Nearly half of the requests that directly refer to deportation (requests for certificates of incarceration, death certificates, medical records, medical reports) have a negative result. This troublesome as well as regrettable state of affairs is indeed understandable if it is kept in mind that only the documents of Concentration Camp Buchenwald and Dachau are so to say complete. The documents of Camp Flossenbürg do contain gaps, but they are nevertheless quite numerous. The records

extension, some documents indicate only the age or the year of birth.

The prisoner numbers which were issued to inmates in the concentra-

tion camps are extremely important for purposes of their identification. More-

over, in certain documents the prisoner appears merely under his number.

As the International Tracing Service has not come into possession of numer-

ical lists, which were last certainly established, it has reconstructed these

lists on the basis of documents of concentration camps by the creation of a

numerical index. If the prisoner whose number is known used an alias during

his imprisonment, which he often does not remember anymore, his identity

is ascertainable through consultation of the numerical index.

The collection of prisoners was apparently done according to uniform

criteria, even the register and quality of data of one camp vary from

the other. The prisoners were registered with as much accuracy as

possible at the time. All documents concerning concentration camps

are to be destroyed on the approach of the Allied Forces. It must

be noted, however, as especially fortunate that the voluminous documents

have been disposed of in spite of the aforementioned given orders.

The collection of documentary material relative to exact knowledge

of the period of National Socialism as well as of the

documents from the concentration camps. Not only should

the prosecution be known, but also the history of the various

concentration camps.

The records of the concentration camps, although voluminous, are very

important. That is why the International Tracing Service often has to impart

a great deal of energy to numerous tracing inquiries. Nearly half of the requests

that directly refer to deportation (requests for certificates of incorporation,

birth certificates, medical reports, medical reports) have a negative result.

This phenomenon as well as regrettable state of affairs is indeed understand-

able if it is kept in mind that only the documents of Concentration Camp Bu-

chwald and Belsen are so far complete. The documents of Camp Ploes-

burg do contain gaps, but they are nevertheless quite numerous. The records

of Camps Dora and Mauthausen have few important gaps; those of Camps Natzweiler, Stutthof and Niederhagen-Wewelsburg are not complete but are also numerous. On the other hand, the documentary material of Ravensbrück is incomplete and that of Camps Auschwitz, Gross-Rosen, Sachsenhausen and Neuengamme very fragmentary; this also applies to Camps Lublin and Krakau-Plaszow.

With regard to Extermination Camps Belzec, Sobibor, Chelmno and Treblinka, the International Tracing Service possesses no documentary material as the victims of these camps were nowhere registered.

Not rarely does it occur that in certain cases the International Tracing Service is able to establish a certificate of incarceration for a person for whom it holds no camp document. This exception concerns former political deportees who received a parcel from the International Committee of the Red Cross during their incarceration. Deportees who received such parcels had to sign with name and date the acknowledgement of receipt which was enclosed in every parcel; these acknowledgements of receipt were then sent back to Geneva. This list of acknowledgements of receipt was placed at the disposal of the International Tracing Service and is also regularly consulted. Thus, if no document is available with regard to the incarceration of a deportee, but if he had fortunately received a parcel during his incarceration, this acknowledgement of receipt is an irrefutable proof that the inquirer was incarcerated in a concentration camp. Hence, it is possible to establish a certificate of incarceration for him.

There is also other proof which is no less astonishing. Here concerned is a control list of lice ("Läusekontrolle") referring to the number of lice found on the prisoners of Concentration Camp Gross-Rosen. The responsible persons of this camp had the peculiar idea to regularly conduct lice control. As the documents of Gross-Rosen are very incomplete, the names of the inquirers often do not appear in the records of this camp. It often happens that the lice list supplies the only evidence of incarceration. As the deportees had simply become numbers, the list contains only the

of Camps Bork and Neudamm have the important fact that those of Camps
Natzweiler, Stutthof and Koenigsberg-Wewelsburg are not complete but are
also incomplete. On the other hand, the documentary material of Ravensbrueck
is complete and that of Camps Ansbach, Gross-Rosen, Sachsenhausen and
Neuengamme very fragmentary; this also applies to Camps Lublin and Kras-

no-...
The report to International Teaching Service contains no documentary mate-
rial. The International Teaching Service possesses no documentary mate-
rial. The names of these camps were nowhere mentioned.

It is noted that it occurs that in certain cases the International Teaching
Service is established a certificate of incarceration for a person for
the purpose of an camp document. This exception concerns former political
prisoners who received a parcel from the International Committee of the
Red Cross during their incarceration. Reporters who received such parcels
had to return with them and give the acknowledgment of receipt which was
sent to the International Teaching Service. These acknowledgments of receipt were then sent
to the International Teaching Service and as also regularly consulted.
The list of acknowledgments of receipt was placed at the
International Teaching Service is established with regard to the incarceration of a
person, but it had previously received a parcel during his incarceration.
Acknowledgment of receipt is an irrefutable proof that the prisoner was
in a concentration camp. Hence, it is possible to establish a
list of incarceration for him.

There is also other proof which is no less convincing. Here concerned
is a control list of lice ("Lisenzählkarte") referring to the number of lice
found on the prisoners of Concentration Camp Gross-Rosen. The report-
ing persons of this camp had the peculiar idea to regularly count the
lice. As the documents of Gross-Rosen are very incomplete, the names
of the prisoners often do not appear in the records of the camp. It often
happens that the list supplies the only evidence of incarceration. As
the reports had simply become numbers, the list contains only the

prisoner number and the number of lice (Nr. 82.591: 1 louse). However, for the fellow-inmates who had no lice, there is no proof of incarceration. As can well be imagined the case of Gross-Rosen is an exception, as for example, in Auschwitz, one louse meant death. The former deportees of Auschwitz have certainly not forgotten the placard on which a large louse with a death's head is depicted with the inscription "one louse, your death!" and in Polish "Wesz to śmierć!"

The Historical Section

As has already been mentioned the historical section holds documentary material of general nature. Here concerned are only documents referring to groups of persons which fall into the sphere of activity of the International Tracing Service, i. e. victims of the persecution, foreigners who, for some reason, were on the territory of the present Federal Republic of Germany as voluntary or forced labourers during the war and displaced persons (DP's).

The available documentary material mainly concerns the concentration camps and the persecution. Besides the decrees and ordinances of the various ministries, the historical section holds orders of the "Reichssicherheits-hauptamt" (Central Security Office of the Reich, Section IV Gestapo and partly Section V "Reichskriminalpolizei" = Reich Criminal Police Office) and of the "SS-Wirtschafts-Verwaltungshauptamt" (SS-Main Office for Administrative and Economic Affairs) which took over the administration of concentration camps beginning in March 1942. Here concerned are also orders and directives of general and statistical nature which were issued in every concentration camp, as well as files of chief public prosecutors which contain very precise information concerning the places of detention depending on the Ministry of Justice, and particularly on evacuations from eastern parts of the Reich.

All these documents are analyzed, classified and examined.

For several years now the Historical Section has been intensively engaged in the preparatory work for the planned BOOK OF REFERENCE

prisoner number and the number of his (W. 22, 281; 1 page). However, for the fellow-prisoner who had no face, there is no proof of identification. As can well be imagined the case of Gross-Rosen is an exception, as for example, in Auschwitz, one does not need death. The former deportees of Auschwitz have certainly not forgotten the legend on which a large house with a girl's head is depicted with the inscription "one does not die here" and in Polish "Wraz to śmierć".

The Historical Section

As has already been mentioned the historical section holds documentary material of general nature. Here concerned are only documents referring to groups of persons which fall into the sphere of activity of the International League for Human Rights, i.e. victims of the persecution, foreigners who, for some time, were on the territory of the present Federal Republic of Germany as a result of forced labor during the war and displaced persons.

The available documentary material mainly concerns the concentration camps and the persecution. Besides the decrees and ordinances of the various ministries, the historical section holds orders of the Reichsaussenministerium.

The Central Security Office of the Reich, Section IV Gestapo and the "Verwaltung V Reichsaussenministerium" = Reich Criminal Police Office (Verwaltung VI "Reichsaussenministerium" = SS-Verwaltung für Ausländer) and Economic Affairs) which took over the administration of concentration camps beginning in March 1942. Here concerned are also orders and directives of general and statistical nature which were issued in every concentration camp, as well as lists of child prisoners which contain very precise information concerning the places of detention depending on the Ministry of Justice, and particularly on evacuations from eastern parts of the Reich.

All these documents are analyzed, classified and examined.

Since 1951 the main working instrument of the various sections of the archives was the CATALOGUE OF CAMPS AND PRISONS IN GERMANY AND GERMAN OCCUPIED TERRITORIES, 1939 - 1945, which was published in the course of 1949, 1950 and 1951. Since that time the International Tracing Service has acquired numerous documents concerning concentration camps and other places of detention as well as documentary material of general nature. Through this steady acquisition, the CATALOGUE OF CAMPS AND PRISONS was soon out of date and after a few years it became necessary to replace it by a supplementary or new edition. After thorough consideration, it was decided in favour of the second solution. Together with this decision the Federal Ministry of Finances asked the International Tracing Service to compile this register as quickly as possible in correlation to the final alteration of the Federal Indemnification Law of 14th September 1965 (Par. 42, Section 2). After several years of work it then became possible, in 1969, to publish the "Preliminary Register of Concentration Camps and their commandos and of other places of detention under the control of the RF-SS in Germany and the German occupied territories 1933 - 1945" (VORLÄUFIGES VERZEICHNIS DER KONZENTRATIONSLAGER UND DEREN AUSSENKOMMANDOS SOWIE ANDERER HAFTSTÄTTEN UNTER DEM REICHSFÜHRER-SS IN DEUTSCHLAND UND DEUTSCH BESETZTEN GEBIETEN, 1933-1945).

After six years this register is also outdated. Due to the additional, voluminous documents and after thorough investigations, it was not only possible to ascertain new places of detention (6 early concentration camps and 94 commandos), but also to acquire much information of great importance, as for example, dates of opening and closing of numerous places of detention (10 early concentration camps and 527 commandos). Changes of lesser significance could also be made, among others, of the name of the employer and kind of labour performed (in the case of 121 commandos).

Under these circumstances it has become necessary to undertake a complete revision of the preliminary edition, and it is to be hoped that the Register of Places of Detention will appear towards the end of 1975.

For several years now the Historical Section has been intensively engaged in the preparatory work for the planned BOOK OF REFERENCE

Since 1951 the main working instrument of the various sections of the archives was the CATALOGUE OF CAMPS AND PRISONS IN GERMANY AND GERMAN OCCUPIED TERRITORIES, 1933 - 1945, which was published in the course of 1949, 1950 and 1951. Since that time the International Tracing Service has acquired numerous documents concerning concentration camps and other places of detention as well as documentary material of general interest. Through this steady acquisition, the CATALOGUE OF CAMPS AND PRISONS was soon out of date and after a few years it became necessary to replace it by a supplementary or new edition. After thorough consideration it was decided in favour of the second edition. Together with this decision the Federal Ministry of Finance asked the International Tracing Service to prepare a register as early as possible in correlation to the final situation in the Federal Indemnification Law of 14th September 1952 (Par. 43, 44, 45). After several years of work it then became possible, in 1958, to publish the "Preliminary Register of Concentration Camps and their branches and other places of detention under the control of the HF-SS in Germany and the German occupied territories 1933 - 1945" (VORLÄUFERREGISTER DER KONZENTRATIONSLAGER UND DEREN ANSCHLÜSSE UNTER DER KONTROLLE DER HF-SS IN DEUTSCHLAND UND DEUTSCH BESetzten GEBIETEN, 1933-1945).

After six years this register is also outdated. Due to the additional acquisition of documents and after thorough investigations, it was not only possible to ascertain new places of detention (5 early concentration camps and 10 early concentration camps and 537 commandos), but also to acquire much information of great importance as for example, dates of opening and closing of numerous places of detention (10 early concentration camps and 537 commandos). Changes of lesser significance could also be made, among others, of the name of the employer and kind of labour performed (in the case of 131 commandos).

Under these circumstances it has become necessary to undertake a complete revision of the preliminary edition, and it is to be hoped that the Register of Places of Detention will appear towards the end of 1975.

For several years now the Historical Section has been intensively engaged in the preparatory work for the planned BOOK OF REFERENCE

CONCERNING PLACES OF DETENTION. In this Book of Reference the theme of the concentration camps will be more extensively treated analytically. Plan, organization and administration of the camps will be dealt with in the first part. The other chapters will present details concerning the distribution of functions with special attention to regulations and orders for the carrying out of incarceration and the treatment of prisoners.

Furthermore, the Book of Reference will contain detailed information on individual questions such as the classification of concentration camps into camp levels according to the degree of rigorousness in the treatment of the prisoners, kinds of detention, permission to write, labour assignment and also concerning the treatment of death cases with consideration to the category of incarceration of the prisoners and to their nationality.

This information will be compiled from all known available decrees and ordinances as well as from various references found in registration records of prisoners. The Book of Reference will be supplemented by a geographical register of all known places of detention, which will include a schematic presentation of historical and statistical facts. In order to avoid any possible misunderstandings the places of detention depending on the Ministry of Justice shall also be mentioned therein, as well as the seats of the Gestapo, while according to experience, the prisons were often attached to these. For the establishing of the main part of the Book of Reference, numerous valuable newly acquired documents will be consulted.

Master Index

All names available in the documents of the International Tracing Service are entered on reference cards and inserted into the Master Index. In addition to the personal data and source of information, every reference card bears the file number plus a brief description of the document in which the name of the respective person appears. All incoming inquiries pass through the Master Index before they reach the various sections where they are processed.

CONCERNING PLACES OF DETENTION. In this Book of Reference the
names of the concentration camps will be more extensively treated than
usually. Their organization and administration of the camps will be dealt
with in the first part. The other chapters will present details concerning
the distribution of functions with special attention to regulations and orders
for the carrying out of incarceration and the treatment of prisoners.

Furthermore, the Book of Reference will contain detailed information on
technical questions such as the classification of concentration camps into
categories according to the degree of rigorosity in the treatment of the
prisoners, kinds of detention, partition to work, labor assignment and
the treatment of death cases with consideration to the
classification of the prisoners and to their nationality.

The information will be compiled from all known available sources and
checked as well as from various references found in registration records
of the camps. The Book of Reference will be supplemented by a geographical
index of all known places of detention, which will include a schematic
map of historical and statistical facts. In order to avoid any possible
misunderstandings the places of detention depending on the Ministry of Justice
will also be mentioned therein, as well as the seats of the Gestapo, while
concerning to experience, the prisons were often attached to these. For the
concerning of the main part of the Book of Reference numerous valuable
photographic documents will be consulted.

Master Index

All names available in the documents of the International Trading Service
are entered on reference cards and inserted into the Master Index. In addi-
tion to the personal data and source of information, every reference card
bears the file number plus a brief description of the document in which the
name of the respective person appears. All incoming inquiries pass through
the Master Index before they reach the various sections where they are
processed.

The Master Index is the alphabetical repertory of names as well as the key to every document. The cards are classified according to the phonetic-alphabetical system. This system, according to the experiences made, is continually being improved and has been adopted on account of the different spellings and deviating forms of surnames, above all in Slavonic and Oriental Jewish surnames which represent about 60% of the total. The use of this system prevents errors in writing, changes, modifications affecting the surnames, especially Slavonic surnames which were adopted into languages with the Latin alphabet.

The Master Index contains at present 39.700.000 cards concerning 12 to 14 millions of persons.

Besides the Master Index, auxiliary indexes were established in the different archives-sections in order to examine the content of the archives expediently.

The List of First Names with its manifold spellings according to the idioms is a valuable aid to the processing of inquiries received by the International Tracing Service. The first names that appear there are given under their various spellings and deviating forms and this in several languages. This list is continually extended based on daily practice. A preliminary list with 709 first names was already established in 1949. A second consisting of three volumes containing already 42.595 first names followed in 1958. This list has just been newly made up in 2 volumes and comprises 841 pages containing 48.096 first names or their variations.

The number of inquiries according to categories is expressed by the following per cents:

- Requests for Certificates of Incorporation	10%
- " " Certificates of Residence	3%
- " " Death Certificates	3%
- " " Medical Records and Medical Reports	2%

The Master Index is the alphabetical repository of names as well as the key to every document. The cards are classified according to the phonetic-alphabetical system. This system, according to the experience made, is continually being improved and has been adopted on account of the different spellings and deviating forms of surnames, above all in Slavonic and Oriental Jewish surnames which represent about 60% of the total. The use of this system prevents errors in writing, changes, modifications affecting the name, especially Slavonic surnames which were adapted into languages with different alphabets.

The Master Index contains at present 35,700,000 cards comprising 1,100 million of periods. In order to examine the content of the surnames, auxiliary indexes were established in the form of surnames-occurrences in order to examine the content of the surnames.

The list of First Names with the modified spellings according to the various languages is a valuable aid to the processing of inquiries received by the Jewish Agency. The first names that appear there are given in various spellings and deviating forms and also in several languages. The list is continually extended based on daily practice. A preliminary list of first names was already established in 1948. A second consisting of 42,700 first names followed in 1958. This list has just been newly made up in 3 volumes and comprises 84 pages.