

99077015057001, 99077015057001

# Submit application for shortening the term of protection for archival material

Heruntergeladen am 08.07.2025

<https://fimportal.de/xzufi-services/369626974/L100001>

| Modul                     | Sachverhalt  |
|---------------------------|--|
| Leistungsschlüssel        | 99077015057001, 99077015057001   |
| Leistungsbezeichnung I    | Submit application for shortening the term of protection for archival material |
| Leistungsbezeichnung II   |  |
| Typisierung               | 4 - Land: Regelung   |
| Quellredaktion            | Hessen   |
| Freigabestatus Katalog    | unbestimmter Freigabestatus  |
| Freigabestatus Bibliothek | unbestimmter Freigabestatus  |
| Begriffe im Kontext       |  |
| Leistungstyp              | Leistungsobjekt mit Verrichtung  |
| Leistungsgruppierung      | Kultur (077)   |
| Verrichtungskennung       | Verkürzung (057)   |
| SDG-Informationsbereich   |  |

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| Lagen Portalverbund           | Ausweise (1070100)  |
| Einheitlicher Ansprechpartner | Nein  |
| Fachlich freigegeben am       | 02.11.2020  |
| Fachlich freigegeben durch    | Hessian State Archives  |
| Handlungsgrundlage            | <a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7</a><br><a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP9">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP9</a><br><a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7</a><br><a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP9">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP9</a>  |
| Teaser                        | <p>The Hessian State Archives preserve over 150 kilometres of shelves of original documents from over 1200 years of Hessian, German and European history, including numerous documents of contemporary history. It is open to the general public for scientific and private research.</p>   |
| Volltext                      | <p>The archival material in the Hessian State Archives is generally open to inspection. It preserves over 150 kilometres of shelves of original documents from over 1200 years of Hessian, German and European history.</p> <p>In preparation for a visit or an enquiry, it is recommended to carry out a search in the online archive information system Arcinsys. Once you have registered in Arcinsys, you can pre-order the archival materials for consultation in the reading room of the archive. You can use already digitized holdings in Arcinsys online.</p> <p>In the reading rooms, you can, if legally possible and for reasons of preservation, take digital photographs yourself or, alternatively, commission the in-house scanning offices to take pictures. Inquiries to the State Archives can be sent by e-mail, post or telephone.</p> <p>The Hessian State Archives consist of four departments: the Hessian State Archives in Darmstadt,</p> |

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the Hessian State Archives in Marburg (with land register archive, civil status archive), the Hessian Main State Archives in Wiesbaden and the Central Institutions Department, which also includes the

Digitale Archiv Hessen and Archivberatung Hessen. Another branch is the Archive of the German Youth Movement, which is operated in cooperation with the Jugendburg Ludwigstein.

The Hessian State Archives Darmstadt are responsible for the records of the Darmstadt Regional Council and the subordinate state offices in the associated districts and independent cities. As a historical archive, it preserves the records of the former Landgraviate of Hesse-Darmstadt and the territories incorporated over the centuries (noble and ecclesiastical dominions, imperial cities), the Grand Duchy of Hesse (until 1918) and the People's State of Hesse (until 1945).

The Hessian State Archives in Marburg preserve the historical records from the territory of the Landgraviate/Electorate of Hesse, the secular and ecclesiastical dominions that were absorbed into it and the Principality of Waldeck. Outstanding documents are the records of the imperial abbeys of Fulda and Hersfeld. The Marburg State Archives are also responsible for the records of the regional councils of Kassel and Giessen as well as the subordinate state offices.

The Hessian Main State Archives in Wiesbaden are the central point of contact for all questions concerning Hessian history since 1945 and the Nazi era in the area of the federal state of Hesse. In addition to the documents on denazification procedures and compensation, the archives of the Hessian ministries as well as all authorities, courts and state institutions with responsibility for the whole of Hesse can be viewed here. At subordinate state offices, the Main State Archives are responsible for the independent cities and the districts in the district of the former administrative district of Wiesbaden.

As a historical archive, it preserves, among other

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|                          | things, the tradition from the territory of the Duchy of Nassau, the Landgraviate of Hesse-Homburg and the Prussian administrative district of Wiesbaden.   |
| Erforderliche Unterlagen | <ul style="list-style-type: none"> <li>• An application for shortening the term of protection can only be submitted if there is a valid application for use or a valid usage form.</li> <li>• No evidence, certificates or other documents from the user are required to register in the Arcinsys online archive information system, fill out a usage form and inspect archival material.</li> <li>• In the case of an application for shortening the term of protection, studies and university certificates or consents of data subjects may be required, depending on the research topic and the archival material to be used.</li> <li>• It may be necessary to present the identity card in the reading room.</li> </ul>             |
| Voraussetzungen          | <ul style="list-style-type: none"> <li>• There are no legal requirements for the user to register in the Arcinsys online archive information system, to fill out a usage form and to inspect archival material.</li> <li>• For the shortening of protection periods, there must be a public interest, the use must be necessary for a specific research project or there must be legitimate interests.</li> <li>• The interests of third parties or the persons concerned that are worthy of protection may not be impaired unless the persons concerned or their relatives as defined in the Archives Act have consented to their use or the public interest in carrying out a research project significantly outweighs them.</li> </ul> |
| Kosten                   | No fees are charged.  |
| Verfahrensablauf         | <p>You can submit an application for a shortening of the term of protection in the following way:</p> <ul style="list-style-type: none"> <li>• A valid application for a shortening of the term of protection requires a valid application for use or a valid usage form.</li> <li>• To do this, register on <a href="https://arcinsys.hessen.de">arcinsys.hessen.de</a> and fill out a usage form for the archive under "Apply", which stores the archive material to be used.</li> <li>• Order the archive material you want to use. If it is still</li> </ul>  |

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subject to protection periods (lock symbol), you will receive information.

- Contact the archive that holds the archive material to be used and name the items ordered. If you are in locked hidden holdings
- or if you would like to view archival material that cannot yet be ordered via Arcinsys, please let the archive know.
- The archive checks your orders and then creates an individual form for your request for shortening the term of protection. You will be informed of this by e-mail or post.
- You can access the form in Arcinsys under "Apply – My Requests for shortening the term of protection".
- Fill out the form online in Arcinsys and send it (online) to the archive.
- The archive will then review your application. An online notification will be issued about the approval or rejection of the application for shortening the term of protection.
- If you have already ordered archive material that is still subject to protection periods, it will be released for you to use in Arcinsys. Depending on the content of the request for shortening the term of protection, other archival materials or blocked holdings may also be released for you.

### Bearbeitungsdauer

Approx. four to six weeks.

### Frist

There are no legal deadlines to be able to use the service.

### weiterführende Informationen

#### Hinweise

<https://landesarchiv.hessen.de/nutzen-forschen>  
<https://landesarchiv.hessen.de/nutzen-forschen/hilfsmittel-links>  
<https://landesarchiv.hessen.de/nutzen-forschen/arcinsys>  
<https://landesarchiv.hessen.de/nutzen-forschen>  
<https://landesarchiv.hessen.de/nutzen-forschen/hilfsmittel-links>  
<https://landesarchiv.hessen.de/nutzen-forschen/arcinsys>

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| Rechtsbehelf      | <ul style="list-style-type: none"> <li>• Objection (in case of rejection of the application for shortening the term of protection)</li> <li>• Detailed information on how to file an objection can be found in the notice of shortening the term of protection.</li> </ul>  |
| Kurztext          | <ul style="list-style-type: none"> <li>• Archival material Shortening of protection periods</li> <li>• Users can submit a request for shortening of protection periods</li> <li>• Users can view archival material whose protection periods have been shortened in the reading room</li> <li>• Inquiries by e-mail, post or telephone to the archive are possible</li> <li>• responsible: Hessian State Archives and its departments</li> </ul>   |
| Ansprechpunkt     | <p>The department of the Hessian State Archives responsible for your application for shortening the term of protection results from the historical and administrative responsibility of the archive or the archival material stored in it. The archive is also recognizable by the archive abbreviation specified in the Arcinsys archive information system.</p> <p><a href="https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt">https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt</a></p> <p><a href="https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt">https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt</a></p> |
| Zuständige Stelle | <p>Hessian State Archives</p> <p><a href="https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt">https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt</a></p> <p><a href="https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt">https://landesarchiv.hessen.de/ueber-uns/adressen-kontakt</a></p>   |
| Formulare         | <ul style="list-style-type: none"> <li>• Forms: yes</li> <li>• Online procedure: yes</li> <li>• Written form required: no</li> </ul>  |
| Ursprungsportal   | <p>Submit application for shortening the term of protection for archival material,<br/>Schutzfristenverkürzungsantrag für Archivgut stellen</p>   |