

99077015109000, 99077015109000

# View archival material

Heruntergeladen am 08.07.2025

<https://fimportal.de/xzufi-services/9838457/L100001>

Modul	Sachverhalt
Leistungsschlüssel	99077015109000, 99077015109000
Leistungsbezeichnung I	View 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	Einsicht gewähren (109)
SDG-Informationsbereich	
Lagen Portalverbund	Studium (1030300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	09.05.2022

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Fachlich freigegeben durch	Hessian Ministry of Higher Education, Research and the Arts
Handlungsgrundlage	<p>Other regulations such as archive statutes and regulations for use</p> <p><a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7</a></p> <p><a href="https://www.gesetze-im-internet.de/barchg_2017/_10.html">https://www.gesetze-im-internet.de/barchg_2017/_10.html</a></p> <p><a href="https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7">https://www.rv.hessenrecht.hessen.de/bshe/document/jlr-ArchivGHE2022pP7</a></p> <p><a href="https://www.gesetze-im-internet.de/barchg_2017/_10.html">https://www.gesetze-im-internet.de/barchg_2017/_10.html</a></p>
Teaser	The public archives in Hesse preserve original documents from more than 1200 years of Hessian, German and European history, including numerous documents of contemporary history. They are open to the general public for scientific and private research.
Volltext	<p>The public archives in Hesse preserve original documents from more than 1200 years of Hessian, German and European history, including numerous documents of contemporary history. They are open to the general public for scientific and private research.</p> <p>In order to prepare an inquiry to the archive or a visit, it is recommended to find out about the responsibility and the collection profile of the respective archive. Many archives have now made their finding aids available online. If the one used</p> <p>If the archive software offers corresponding functionalities, you can pre-order the archival materials for inspection in the reading room of the archive holding them and use holdings that have already been digitised online. The three departments of the Hessian State Archives, numerous municipal and university archives and some private archives use the archive information system Arcinsys, which includes various search options as well as an order and a watch list function.</p> <p>As a rule, the archival material of the public archives must be consulted in the reading room of the archive</p>

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being stored. In most archives, you can commission the in-house or an external photo workshop to take pictures, make photocopies yourself or take digital photos yourself, provided that there are no legal or conservation reasons to the contrary.

Enquiries to the archives can be sent by e-mail, post or telephone.

The Hessian State Archives consist of four departments: the Hessian State Archives in Darmstadt, the Hessian State Archives in Marburg (with the Land Registry Archive, Civil Status Archive), the Hessian Main State Archive in Wiesbaden and the Department of Central Institutions, which also includes the Digital Archive of Hesse and the Archive Consultancy in Hesse. Another branch is the Archive of the German Youth Movement, which is run in cooperation with the Jugendburg Ludwigstein.

The Hessian State Archives preserve the records of the predecessor territories in the territory of today's federal state of Hesse, including those of the Landgraviate or the Electorate of Hesse, the Principality of Waldeck, the Landgraviate of Hesse-Darmstadt, the People's State of Hesse and the Duchy of Nassau, as well as those of the secular and ecclesiastical dominions and imperial cities that were absorbed into these territories.

In addition, the Hessian State Archives are responsible for the modern records of the Hessian ministries, state authorities, courts and state institutions as well as the regional councils of Kassel, Giessen and Darmstadt and subordinate departments. A special tradition is formed by the documents on denazification proceedings and compensation, which are kept centrally in the Hessian Main State Archive in Wiesbaden, as well as the land register and civil status archives in Neustadt (Marburg).  
[https://www.arcinsys.de/archive/archive\\_hessen.php](https://www.arcinsys.de/archive/archive_hessen.php)  
[https://www.arcinsys.de/archive/archive\\_hessen.php](https://www.arcinsys.de/archive/archive_hessen.php)

## Erforderliche Unterlagen

For the application for use and the inspection of archival material, the regulations in the archive statutes or the rules of use of the archive holding

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archive apply. They regulate whether and in what form proofs, certificates or other documents must be provided.

No proofs, certificates or other documents from the user are required for registration in the Arcinsys online archive information system, filling out a usage form or submitting an application for use and inspecting archival material.

If necessary, the presentation of the identity card is required in the reading room.

## Voraussetzungen

The requirements for inspecting archival material are laid down in the archive statutes or regulations of use of the archive that holds it.

In the online archive information system Arcinsys, which is used by the Hessian State Archives and numerous other archives in Hesse, there are no legal requirements for registration and filling out a usage form or submitting an application for use.

## Kosten

Fees for the use of the archival material (inspection in the reading room) are set out in the municipal fee statute or in the rules of use of the archive that holds it. In the Hessian State Archives, inspection is free of charge.

## Verfahrensablauf

The procedure depends on the archive being stored. In most archives, a valid usage request or form is required for use. You can find out how to submit the application for use or fill out the use form from the archive in which it is stored.

If the archive uses the Arcinsys archive information system and the user management implemented in it, proceed in the following way:

- Register on [arcinsys.hessen.de](https://arcinsys.hessen.de) and fill out a form for the use of the archive under "Request", which holds the archival material to be used.
- In Arcinsys, order the archival material you would like to use and indicate your earliest date of visit.
- The archival material will be available for inspection in

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	<p>the reading room on the date indicated.</p> <p>In many archives, you can order additional archival materials during your visit to the reading room. In the Hessian State Archives, orders are dug up three times a day at fixed times.  <a href="https://arcinsys.hessen.de">https://arcinsys.hessen.de</a>  <a href="https://arcinsys.hessen.de">https://arcinsys.hessen.de</a></p>
Bearbeitungsdauer	<ul style="list-style-type: none"> <li>• The processing time of the approval of the application for use and the provision of the archival material depends on the archive being stored and the archive software used.</li> <li>• Registration in Arcinsys and the completed usage form are valid immediately.</li> <li>• In the Hessian State Archives, orders outside the archive are usually processed for the next working day.</li> <li>• Orders in the reading rooms of the Hessian State Archives are processed at fixed times</li> </ul>
Frist	There are no legal deadlines to be able to claim the service.
weiterführende Informationen	
Hinweise	<p>Most archives offer information on performance on their own homepage or a subpage of the website of the municipality, institution or university.</p> <p>The Hessian State Archives have published the following information about its services:  <a href="https://landesarchiv.hessen.de/nutzen-forschen">https://landesarchiv.hessen.de/nutzen-forschen</a>  <a href="https://landesarchiv.hessen.de/nutzen-forschen/hilfsmittel-links">https://landesarchiv.hessen.de/nutzen-forschen/hilfsmittel-links</a>  <a href="https://landesarchiv.hessen.de/nutzen-forschen/arcinsys">https://landesarchiv.hessen.de/nutzen-forschen/arcinsys</a>  <a href="https://landesarchiv.hessen.de/nutzen-forschen">https://landesarchiv.hessen.de/nutzen-forschen</a>  <a href="https://landesarchiv.hessen.de/nutzen-forschen/hilfsmittel-links">https://landesarchiv.hessen.de/nutzen-forschen/hilfsmittel-links</a>  <a href="https://landesarchiv.hessen.de/nutzen-forschen/arcinsys">https://landesarchiv.hessen.de/nutzen-forschen/arcinsys</a></p>
Rechtsbehelf	Objection (in case of refusal of the request for inspection)
Kurztext	<ul style="list-style-type: none"> <li>• Archival material: inspect it</li> </ul>

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	<ul style="list-style-type: none"> <li>• Users can register or request access to archival material</li> <li>• Users can view archival material that they have registered to view in the reading room</li> <li>• Inquiries by e-mail, post or telephone to the archive are possible</li> <li>• Responsible: Hessian State Archives, municipal archives, university and college archives, other public archives</li> </ul>
Ansprechpunkt	
Zuständige Stelle	<p>Note: The "View archival material" service must be registered with the archive to be stored.</p> <p>In the Hessian State Archives:</p> <ul style="list-style-type: none"> <li>• Hessian State Archives – Dept. Hessian State Archives Darmstadt</li> <li>• Hessian State Archives – Dept. Hessian State Archives Marburg</li> <li>• Hessian State Archives – Dept. Hessian Main State Archive Wiesbaden</li> </ul>
Formulare	<p>Forms available: Yes (analogue, fillable PDF file or online; depending on the archive being stored)</p> <p>Written form required: No</p> <p>Informal application possible: No</p> <p>Personal appearance required: In some archives, the application for use or order form can only be filled out on site, others offer the forms on their homepage for download. It is not necessary to appear in person to register in the Arcinsys archive information system, to register or apply for use and to order archival material. Inspection of analogue archive material is only possible on site.</p>
Ursprungsportal	Archivgut einsehen, View archival material