

99077015109000, 99077015109000

Granting access to archive records

Heruntergeladen am 08.07.2025

<https://fimportal.de/xzufi-services/108541802/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99077015109000, 99077015109000
Leistungsbezeichnung I	Granting access to archive records
Leistungsbezeichnung II	
Typisierung	4 - Land: Regelung
Quellredaktion	Brandenburg
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	12.11.2020

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Fachlich freigegeben durch	Ministry of Science, Research and Culture of the State of Brandenburg
Handlungsgrundlage	User and cost statutes of the respective archive https://bravors.brandenburg.de/gesetze/bbgarchivg https://bravors.brandenburg.de/de/verordnungen-212099 https://bravors.brandenburg.de/de/verordnungen-211814 https://bravors.brandenburg.de/gesetze/bbgarchivg https://bravors.brandenburg.de/de/verordnungen-212099 https://bravors.brandenburg.de/de/verordnungen-211814
Teaser	You can view archive material if you have a legitimate interest.
Volltext	You can, for example, consult archive material in the relevant archive for scientific purposes, for local history questions, to research your own family or to clarify legal issues. You can find out which archive records are relevant to your question by consulting the relevant inventory overviews and finding aids, which the respective archive provides either on the Internet or on site. The archives can be used by any person who has a legitimate interest in inspecting archive records.
Erforderliche Unterlagen	If applicable, identity card, power of attorney
Voraussetzungen	In most cases, use of the archive is open to any citizen upon request. Assistance in reading and understanding old or foreign-language documents cannot usually be provided. If possible, you should be able to read these documents.
Kosten	Fees may apply. Please contact the responsible office.
Verfahrensablauf	You can send your request to the archive in writing, also by e-mail. You will receive a written reply from the archive. If you wish to use the archive directly, this is possible during opening hours. If possible, please register your visit in writing or by telephone in advance and reserve

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	a place in the reading room. You will fill out an application form on site and will be advised by an archivist if necessary. You select the archive records you wish to consult from the finding aids, order them for consultation on the order slips on display, receive the archive records for consultation in the reading room (possibly only after the necessary preliminary examination on a new date) and return them to the reading room supervisor after consultation. Please note: Archives are increasingly offering the possibility of online access to their holdings. Please enquire about this at the relevant office.
Bearbeitungsdauer	maximum 2 months
Frist	Pre-registration for a visit to the archive is recommended. Visitors who have not registered for an archive visit may have to accept longer waiting times or a repeat journey.
weiterführende Informationen	https://blha.brandenburg.de/ https://blha.brandenburg.de/index.php/service/brandenburgisches-archivportal/ https://blha.brandenburg.de/ https://blha.brandenburg.de/index.php/service/brandenburgisches-archivportal/
Hinweise	
Rechtsbehelf	Objection and legal action are admissible.
Kurztext	• Archive records - granting access • usually possible for any person with a legitimate interest • Register your visit to the archive in advance if possible • Application form required, will be filled out on site • The archive material can be viewed in the reading room • Copies can be ordered • Protection periods, data protection, copyright must be observed where applicable, • responsible: respective archive

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Ansprechpunkt	the respective archive or Brandenburg State Main Archive (BLHA)
Zuständige Stelle	the respective archive https://blha.brandenburg.de/index.php/service/brandenburgisches-archivportal/ https://blha.brandenburg.de/index.php/service/brandenburgisches-archivportal/
Formulare	Forms: Application form, Reproduction order
Ursprungsportal	Archivgut Einsicht gewähren, Granting access to archive records