

General introduction:

In principal, the archive collects and preserves historically important documents. In order to make these documents accessible for the posterity, the State Archive Law of Baden-Württemberg (Landesarchivgesetze Baden-Württembergs (LArchG BW)) is taken into account.

No longer needed files, so called **closed dossiers have to be offered to the archive** after the retention period. (This is duty by law!)

Primarily, the archive collects originals and no copies.

The appraisal of the records (taken into the archive or not) will be done by the archivist. In general, the archivist makes the decision with your assistance.

Every administrative file has its own retention period by law.

What will be collected?

Every DKFZ administrative record that is created might have to be archived.

The archive's aim is also to illustrate the history of the DKFZ so that it collects also personal files and items as long as they are brought in connection with the DKFZ and were produced while working at the DKFZ. So called **reference files** may be important, too.

What will happen to “my” records?

Every file that was created while working at the DKFZ is legally the property of the DKFZ!

All files that have been created while working at the DKFZ are the property of the DKFZ (for further information, please contact the Technology Transfer).

Records of archival value will be registered in an electronic finding aid.

The finding aid helps to find all records, because the archivalias are recorded by nummerus currens. This is an ongoing numeration without considering the provenance (creator).

Every record will get a unique request number.

After removing paper clips, any metal and plastic from the document, it will be tied together, put into an acid-free box, brought to our closed and locked stacks.

Is everyone able to access the records?

According to the State Archive Law of Baden-Württemberg (Landesarchivgesetze Baden-Württembergs (LArchG BW)) every person who has reasonable interest has the possibility to access.

But: in principle, every archived record will have a retention period of 30 years starting with the closure date.

For personal data the retention period is 10 years after the death or 99 years after the birth of that requested person. If the person is still alive, the user has to bring a declaration of compliance of that person.

How can I get access?

There are two ways:

- The delivering bureau will have access at any time.

- A retired employee is similar to an external user, so he/she has to make an application which the archivist has to proof.

If the user wants to have access to records which still are in the retention period, he has to make an application for releasing this retention period.

I do not want anybody to see or to be familiar with the records

Similar to a physician, the archivist has to handle the records confidentially. At least as long as there the retention period is still ongoing.

How do you preserve e-mails?

Long-term preserving of digital data is an urgent issue that to be addressed.

As long as no institute-wide document management system (DMS), aside from the systems used by the administration and human resources department, has been introduced, the archive preserves copies of printed e-mails.

What will happen to photographs and slides?

Each photograph and slide regarding the DKFZ is important.

It may show a laboratory, buildings, festivities or ceremonies.

Photographs with single persons are only free to access when the right to one's own picture is not offended or the person shown on the photo has given a permission.

For pictures of public gatherings, the right to one's own picture does not exist.

How about audio?

These records are also kept in the archive. At the moment the archive is able to convert analog media (VHSs) into digital media (CDs).

How can I classify my files according to the archival needs?

Nearly every cost center has a file plan. If not, it could be useful to create one because it is easier to open a file. It is also helpful if the notes in the file cover show the content of the file. The archivist will help you with these problems.

How can I deliver the records to the archive?

It is best to contact Mrs. Dierschke-Jancke by e-mail or phone in order to make an appointment.

She will discuss the best procedure with you.

In general, the driver will bring the boxes you have packed to TP4.

If you would like, you receive an access confirmation.

It will be easier for the archivist to proof the records if you can e-mail a list containing all the material you would like to deliver.

Thank you.

Got questions? Get answers!

I will stop by your office, collect your records and help you to “free” you bureau.

Library/Archive D128

Phone: 3655

Tue-Fri 9.00 a.m. - 12.00 noon



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