

## **Information for users of the Political Archive of the Federal Foreign Office**

1. The Political Archive contains records of the (Federal) Foreign Office, the Foreign Ministry of the German Democratic Republic and German missions abroad covering the period from 1867 up to the present day.

Under the Federal Records Act of Jan 6, 1988 (Federal Law Gazette I, p 62), as most recently amended on June 5, 2002 (Federal Law Gazette I, p 1782) and the Regulations for Users of the Political Archive of the Federal Foreign Office, records over 30 years old may be freely consulted upon application.

In principle, however, access to records relating to natural persons is restricted until 30 years after their death.

There is no access to classified documents.

2. Applications to use the Political Archive must be submitted to the Federal Foreign Office in writing, stating the topic, purpose, time and duration of the intended research as precisely as possible.

Applicants should make sure their applications arrive at least two or three weeks before their planned visit so that they can be notified whether their application has been approved and a work station in the Reading Room can be reserved accordingly.

Archive material may only be consulted once written approval has been received from the Federal Foreign Office.

3. The following catalogues, which can usually be found in major libraries or university history departments, provide an overview of the records covering the period up to 1945 that are stored in the Political Archive:

- a) A Catalogue of Files and Microfilms of the German Foreign Ministry Archives 1867-1920. The American Historical Association. Committee for the Study of War Documents (Oxford) 1959, reprint New York 1970.
- b) A Catalog of Files and Microfilms of the German Foreign Ministry Archives 1920-1945. Comp. and ed. by George O. Kent. Vols. I-III. Stanford, Ca. 1962-1966.

Further finding aids, also regarding files covering the period 1945 onwards, are available in the Reading Room.

4. A large number of Federal Foreign Office files are already available in print in the following publications, easily accessible at libraries:

- a) Die Große Politik der Europäischen Kabinette 1871 – 1914. Sammlung der Diplomatischen Akten des Auswärtigen Amtes. Ed. by Johannes Lepsius, Albrecht Mendelssohn Bartholdy, Friedrich Thimme. Vols. 1 – 40. Berlin 1922 - 1927.
- b) Die deutschen Dokumente zum Kriegsausbruch 1914. Vollständige Sammlung der von Karl Kautsky zusammengestellten amtlichen Aktenstücke, ed. by Graf Max Montgelas and Prof. Walter Schücking. Vols. 1 – 4. 2nd edition, Berlin 1927.
- c) L'Allemagne et les problèmes de la paix pendant la première guerre mondiale. Documents extraits des archives de l'Office allemand des Affaires étrangères. Publ. et ann. par André

Scherer et Jacques Grunewald. Vols. 1 – 4. Paris 1962 – 1978.

[original documents in German]

- d) Akten zur deutschen auswärtigen Politik 1918 - 1945. Aus dem Archiv des Auswärtigen Amtes. Baden-Baden: Imprimerie nationale/Frankfurt a.M./Baden-Baden: Keppler-Verlag/Göttingen: Vandenhoeck & Ruprecht 1950-1995.

Series A: 1918 – 1925 Vols. I – XIV

Series B: 1925 – 1933 Vols. I – XXI

Series C: 1933 – 1937 Vols. I – VI

Series D: 1937 – 1941 Vols. I – XIII

Series E: 1941 – 1945 Vols. I – VIII.

Supplementary volume for Series A-E (Index of persons, portrait photographs and career data).

- e) Supplement for a) to d):

Biographisches Handbuch des deutschen Auswärtigen Dienstes 1871-1945. Vol 1: A-F. Paderborn 2000. Vol 2: G-K, Paderborn 2005. Vol 3: L-R, Paderborn 2008.

- f) Akten zur auswärtigen Politik der Bundesrepublik Deutschland. Ed. on behalf of the Federal Foreign Office by Hans-Peter Schwarz. Munich 1989-90. Adenauer und die Hohen Kommissare. Vol. 1: 1949-1951; Vol. 2: 1952.

- g) Akten zur auswärtigen Politik der Bundesrepublik Deutschland. Ed. on behalf of the Federal Foreign Office by the Institut für Zeitgeschichte. Principal editor: Hans-Peter Schwarz. Munich 1994 ff.

To date volumes for the years 1949/50 to 1953 and 1963 to 1980 have been published.

[The series is continued yearly.]

5. Copy services are provided on a commercial basis by private companies. The Federal Foreign Office accepts no liability for such services. Order forms are available from the Reading Room supervisor (prices: EUR 0.30 per page on microfilm, EUR 0.50 per page for paper copies, EUR 0.45 per page/image on DVD, excluding forwarding and bank charges).

Records which have been wholly copied onto microfiche may only be duplicated as microfiches or reproduced from microfiche onto A4 paper (prices: EUR 1.59 per microfiche copy (containing up to 98 pages), EUR 0.35 per page for paper reproductions, excluding forwarding and bank charges).

6. The use of private digital cameras in the Reading Room requires special permission, to be obtained from the Reading Room supervisor.

7. The Reading Room is open Monday to Thursday from 8.30 to 16.30 h and on Friday from 8.30 to 15.00 h. It is located on the fourth floor of the Federal Foreign Office building at Kurstrasse 33 (entrance), D-10117 Berlin (between Werderscher Markt and Gertraudenstrasse).

Upon entering the building users must show on demand their letter of admission to the Political Archive. They should also have with them an identity card or passport that they can deposit in exchange for a visitor's pass.

Since there is no parking on the premises, the use of public transport is recommended:

- U 2 to Hausvogteiplatz or Spittelmarkt
- Bus 147 from S-Station Friedrichstrasse or Ostbahnhof to Werderscher Markt
- Bus 148 from S-Station Alexanderplatz or Potsdamer Platz to Spittelmarkt.

8. The use of scanners, typewriters, dictating machines and similar appliances is not allowed.

9. Postal address:

Auswärtiges Amt  
Politisches Archiv, Referat 117  
11013 Berlin

Tel.: +49-30 18 17-2159 (Secretariat)  
+49-30 18 17-**2179 (Reading Room)**

Fax: +49-30 18 17-3948

Email: [117-R@auswaertiges-amt.de](mailto:117-R@auswaertiges-amt.de)

Email senders are requested to always give their complete postal address as well

Website: <http://www.diplo.de/archiv>

