

Using Archion for German Research

Germany “How to” Guide, Beginner Level: Instruction

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GOAL

This guide will teach you how to register with Archion and begin viewing the records available at the website.

INTRODUCTION

Archion is a collaboration of most Evangelical church archives in Germany with the goal of publishing their records digitally online. Most archive collections are only partially available. New digitized parish registers are added regularly. The website is not available through FamilySearch, and a subscription is required to access the images. In some areas, “index only” collections available on Ancestry.com can be used in conjunction with the images found on Archion.

HOW TO

Archion has just added a new guide: “Research with Archion—Step-by-Step” on the English-language version of the website. You can find this guide by clicking on the globe icon in the menu at the top of the page, selecting English, and selecting **Step by Step** in the same menu.

Finding the parish records

The church records found in Archion are organized by parish name. If you need to find the parish for your locality, a helpful resource is the website www.meyersgaz.org. To learn how to use this website, check out the [Meyer’s Gazetteer Online: Meyersgaz.org “How to” Guide](http://www.meyersgaz.org).

Before creating an account, search first to see if your parish records are digitally available. Open the website, <https://www.archion.de>. In the top navigation bar, click on the world icon. Here you can select which language you would like to use the website in.

There are two ways to identify parish records:

Search option

To use the search option:

1. In the left corner of the dark navigation bar, click on **Search**. The search screen will appear.
2. Type in the name of your parish in the “location” field. The “location” field allows you to choose the entries for one specific parish. By pressing the space bar after entering the

parish name, a list of possible matches appears. Each match consists of two lines. The **bolded** line is the name of the archive; the second line states the name of the parish, preceded by the name of the *Kreis* or district where the parish is found. Click on the parish name, and it will automatically fill in the “location” section with the needed information. Note: if the place name in the “location” box only contains one name, rather than the name of the *Kreis* followed by the name of the parish, you have selected the *Kreis*, rather than the parish. You will get a list of results from **all** the parishes within that district.

In the search screen under the Source tab, the item “digitally available” is automatically selected. This will retrieve all digitized records. By clicking on the box next to “Register”, your results will include church records which have been inventoried but are not digitally available.

3. Click on the green search box to be taken to a list of all records for that parish.

Browse option

To use the browse option:

1. In the left corner of the dark navigation bar, click on **Browse**.
2. A list of all participating archives will now appear. Click on the archive where the church records are found.
3. A list will appear to the right of the archive containing the names of the *Kreise* or districts.
4. Click on the district where the church is found. A list of all parishes will appear to the right.
5. Click on the desired parish, and another list will appear to the right showing all available church records for that parish.

Any item that is green will have at least one digitized book associated with the *Kreis* / parish / parish record columns. If a location or parish listing has a white background, no records are available online, but at least one parish register is included in the online inventory.

Abbreviations

	KB = Kirchenbuch	Church books with multiple record types
	T, Tauf, Taufen, Taufregister	Baptisms
	TR, Trau, Ehen, Trauungen	Marriages
	B, Tote, Bestattungen, Beerdigungen	Burials
	Konf = Konfirmationen, Konfirmanden	Confirmations
varies	Reg = Register	Index

Source: www.archion.de.

Creating an account

With the language set to “English”, all the information needed for creating an account, choosing a subscription, and payment are available in English. It is important to check the boxes stating that you accept the current data protection provisions and terms and conditions. The legal text of these conditions is only available in German. You can use an online translation tool such as www.translate.google.com to translate them.

Subscriptions

Several options are available for subscriptions to Archion. To find the descriptions of these options, click on **The Portal** located in the top navigation bar of the website. Then click on **Passes** in the left sidebar. The following list for private researchers will help you identify the appropriate subscription:

- “1- month private use” for 19.90 Euro. This subscription lasts for 30 days from the date and time of login and allows up to 50 downloads.
- “3 - months private use” for 52.20 Euro. This pass allows the user access for 90 days starting from the date of the subscription and allows for up to 150 downloads.
- “1-year private use” for 178.80 Euro (14.90 Euro per month). This subscription lasts for 365 days from the date and time of login and allows for up to 600 downloads.
- “20 days private use” (contingent, 20 days over the space of one year), for 59.90 Euro (2.99 Euro per day). This subscription allows for twenty 24-hour periods of accessing the website and includes 50 downloads. The 24-hour time periods do not need to be consecutive, and each 24-hour time period begins at the time of log-in.

Once payment has been made, it may take some time before the account is activated and you are able to view images. Booking a new subscription is only possible after the current one has expired.

PRACTICE

Let’s practice finding a record on Archion. We will identify the marriage record of Johann Georg Felder and Margarete Maier, who were married in Hildrizhausen in April 1870.

1. Go to www.archion.de.
2. Click on the world icon on the top right and change the language to English.
3. Click on **Search**.
4. In the Location field, type “Hildrizhausen” and hit the space bar. In the menu, select the entry for Dekanat Herrenberg – Hildrizhausen.

You will see a list of 21 books that are digitally available. They are not necessarily listed in chronological order. Note that the book descriptions are in German. Using the key word list

above will help in identifying the record type. In this case, *Taufregister* – baptism book; *Eheregister* – marriage book; *Totenregister* – death book.

5. Scroll through the books until you identify the correct book. For the 1870 marriage, find the book *Eheregister 1865-1985 Band [volume] 9* should contain the record we need. Click on the description to open the book.

Note that, even though the book description states that it contains records from 1864 to 1985, the records are only visible through 1875. This is due to German rights-to-privacy laws. Each archive handles rights-to-privacy restrictions in its own way.

6. On the left side you can scroll down through the different pages using thumbnails. Once you select an image, it appears on the right. The light blue bar above and to the left of the main image allows you to choose between four levels of magnification. Other options include turning the image left or right and adjusting brightness and contrast.

The symbols above the magnification bar are used to see information about the book (i), send feedback (notepad), download the image (down arrow), bookmark the page (star), and create a permalink to a certain page (link symbol).

7. Scroll down and periodically check pages for the year. Records are typically (but not always) listed in chronological order. Search for the year 1870, then look for the marriage of Johann Georg Felder and Margarete Maier has been found. The record is found on image 27.

ACTIVITY

Now, test your skills you have learned in this “How to” Guide. The Activity is a way to check your knowledge and let you know you’ve mastered the Guide! [Click here](#) to try out the Activity.