Metryki.GenBaza.pl

Poland "How to" Guide, Intermediate Level: Instruction

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GOAL

This guide will teach you to use the website Metryki.GenBaza.pl to browse digitized records from various locations in Poland.

INTRODUCTION

The Polish archive system consists of many regional archives throughout Poland which are under the umbrella of the main Polish State Archive located in Warszawa (Warsaw). Metryki GenBaza currently hosts many records from the following regional and diocesan archives in Poland:

Regional State Archives [marked as **AP** in Metryki GenBaza]
- Gdansk (coverage description)
- Kielce
  - Sandomierz branch (coverage description)
- Koszalin (coverage description)
- Płock* (coverage description)
- Warszawa
  - Grodizsk branch (coverage description)
  - Mława branch (coverage description)
  - Pułtusk branch (coverage description)
  - Łowicz branch (coverage description)
- Łódź (coverage description)

Diocesan Archives [marked as **AD** in Metryki GenBaza]
- Kielce

*On Metryki.GenBaza.pl this archive is nested under the AP_Warszawa heading although it is currently a regional archive and hasn't been a branch of the Regional State Archive in Warszawa since the 1990s.

The regional archives do *not* correspond to modern voivodeships (provinces) in Poland and often cover parts of multiple voivodeships. For a map of approximate regional archive boundaries within the context of the modern Polish voivodeships, click here.

Keep in mind that records for border areas may be found in neighboring archives!

There are no indexes on Metryki.GenBaza for the records hosted there; however, indexes to some of the records are available through the following websites:

- http://geneteka.genealodzy.pl/ (see the "How to" Guide Geneteka: Indexed Records)
- https://ztgpomerania.pl (Pomeranian voivodeship)
- https://pommerscher-greif.de/greif-index.html (Pomeranian voivodeship)
- http://www.ptg.gda.pl/index.php/certificate/action/main/ (Pomeranian voivodeship)
- http://out.easycounter.com/external/lubgens.eu (Lublin voivodeship)
- http://www.basia.famula.pl/en/ (primarily for Greater Poland (Wielkopolskie) voivodeship)
- https://indeksy.projektpodlasie.pl/ (Podlaskie voivodeship)

The name of the town which created the record (such as the church parish or civil registration office) is necessary to successfully use this website, as records are listed under those locations. Additionally, you will need to know the Polish version of the town name.

If you do not know the name of the parish or civil registration office, or do not know the location of the place within modern Poland, consult the Poland Gazetteers article on the FamilySearch Wiki before continuing.

Once you have determined the name of the parish, civil registration office, Polish names and location, search https://szukajwarchiwach.pl/ to determine the archive in which the records you are interested are housed. (For instructions on how to use this website, please consult the "How to" Guide Polish State Archives Online.) Once identified, compare this archive to the list of archives included on Metryki.GenBaza.pl (found on page 1 of this "How to" Guide). If your archive appears, follow the steps below to determine if the records have been digitized.

HOW TO

Note: This website is in Polish, but, if desired, you can use the Google Translate feature. When using the Google Chrome browser, right-click anywhere on the screen and select the option *Translate to English*. You can also go directly to translate.google.com and change your language settings to translate from Polish to English. Copy the following link, http://metryki.genbaza.pl/, and paste it into the Polish box. Click on the link that appears in the English box and you will be taken to a translated version of the site.

There is a button at the top of the page that says, "English Version", but it does not change the website into English, so do not click it.

1. Before using http://metryki.genbaza.pl/ you must create an account at genpol.com. If you do not already have a GenPol account, create one by clicking here. You will need a valid email account. Upon registration, you will receive an email from GenPol. Click the link in the middle of the email to confirm your account.

2. Go to the link: metryki.genbaza.pl and click on the **Genbaza** tab on the top left.

3. Without logging in you can see records from the Regional State Archive of Warszawa; however, in order to view records for the other archives it is necessary to log in. To do so, click **Logowanie** (Log-in). Enter your username and *hasło* (password) then click **Zaloguj** (Sign-in).

4. Select the archive covering the area in which your town was located. A list of towns will appear. Town names listed under the Regional State Archives with no abbreviations

following often indicate they are civil records. Common abbreviations following town names are as follows:

- bab – Baptist church records
- ew – Lutheran church records
- kat – Catholic church records
- moj – Jewish records
- praw [sometimes pra]– Russian orthodox
- gm – gmina

5. Once you select a town you will see a new list showing years and record type. (Ex: 0012_1877_zg) The numbers on the left (0012) keep the list in order. The middle numbers are the year and the end abbreviations describe the record type. In this example the book contains death records.
Common record type abbreviations:

- al [sometimes a or aneksy] – alegata files [marriage supplements]
- cd – civil duplicate
- ur – birth
- konf – confirmation
- sl – marriage
- zg – death
- zap – marriage banns

6. The box to the right contains a list of numbered JPG files (scans of the original book from the archive). Click on any image to view that scan of the book. This will take you to a new screen where you can use the toggles on the left to zoom in or out. You can download the image by clicking the button labeled **Pobierz zdjęcie** (download image) located at the top left side of the screen. To move to the previous or next page in the book, look for the bar at the top right side of the page and click the scan numbers to the right or left of the gray box (indicating the scan you are currently looking at).

PRACTICE

For this practice we will be looking for the marriage entry for Tomasz Bator and his wife Agnieszka. We know they were married in 1856 in the town of Dzietrzniki. Records for this place are held at the Regional State Archives in Łódź.

1. Go to the link: metryki.genbaza.pl and click on the **Genbaza** tab on the top left.

2. Log-in. To do so, click **Logowanie** (log-in). Enter your username and *hasło* (password) then click **Zaloguj** (sign-in).

3. In the list on the left side of the screen, select **AP_Łódź**.

4. Scroll down the list until you find **Dzietrzniki_1469**, then click it.

5. On this new list, find 1856. Click on **1856_105**. This will bring you back to the top of the page and you will see a list of scans.

6. Choose the first scan (**_1071.jpg**) to see the cover of the book, which states that this book contains births, marriages, and deaths for this parish.

7. We are looking for marriage records, so we can jump several pages by clicking the numbers on the top-right side of the screen. If we click 7 we will see that we are still in the birth section and need to continue. Go to page 10 and we find the birth index which signals the end of the birth records for the year.

8. Since the marriage records will follow the birth index, and this appears to be a small book based on the number of scans, you may choose to move ahead in the scans one page at a time looking for the marriage index at the end of the section. To do so, select the number to the right of the gray box on the top-right. In this instance it is number 11. As you click through you will reach the marriage index on number 16 (on the top bar). According to the alphabetical index, 17 marriages occurred in 1856. Tomasz Bator and Agnieszka's marriage record is entry 6.

9. Click the box labeled 15 (to the left of your grayed box of 16) to move back one page. Continue to click the box to the left until you see entry 6. The marriage entry for Tomasz Bator and Agnieszka (entry 6) is located on page 12 (in the top-right bar) at the bottom of the right side. To see it you will need to click and drag the image up or zoom out.

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.