

Information sheet for the Request to Shorten Terms of Protection

This sheet explains the request form for shortening the terms of protection and provides assistance in filling it out.

The request requires details to be accurate and as comprehensive as possible. If the space provided is not sufficient for the required information, please use a separate sheet.

1. Requester and other parties involved
 - 1.1. Requester: first and last name, profession/scientific qualification/Address—phone number, e-mail address/co-user/s (including address/es)
 - 1.2. Ordering entity (institution, authority, community, research facility including supervising professor)

2. Details on planned access
 - 2.1. Purpose of access

If any of the purposes "scientific, official, publishing, educational, or others; please specify" apply, please tick the appropriate box in the top section and then answer the questions 2.2 to 4.4.

If "Pursuance of legitimate concerns predominantly of interest for another person or agency" applies, please tick the appropriate box in the bottom section and then answer the questions 2.2, 2.4 to 2.8, and 5.1. to 5.3.
 - 2.2. Subject of the project, details about objectives and methods
 - 2.3. If there are plans for publication, in which form will it be: monograph/essay/article, exhibition, lecture, documentation/edition (reproduction or literal copy of sources), student research project or examination paper, others; please specify.
 - 2.4. Have requests to shorten terms of protection been submitted to other Hessian state archives for the same reason and the same project? If yes, to which?
 - 2.5. Exact name/s, if known, of the archival material to be accessed
 - 2.6. Do you intend to impart information obtained from the archival material to third parties? If yes, to whom?
 - 2.7. Do you intend to make reproductions of the archival material? If yes, for which reason?
 - 2.8. Do you intend to pass on reproductions to third parties? If yes, to whom?

3. Request to shorten terms of protection
Explanation of public interest in shortening the terms of protection

4. Additional data when accessing personal archival material for scientific projects
 - 4.1. Name/s of the person/s concerned, if possible
 - persons concerned who are still alive
 - persons concerned deceased less than ten years ago (including dates of death and evidence where applicable)
 - persons concerned for whom the day of death cannot be ascertained, but who were born less than 100 years ago (including birth dates and evidence where applicable)
 - persons concerned for whom neither birth nor death dates are known

- 4.2. Was consent to the access obtained from the person/s concerned or from their surviving dependants?
 - 4.3. Will the research results be published or passed on to third parties without personal data or in a sufficiently anonymised form?
 - 4.4. In which way does the scientific purpose require publishing or imparting of the personal data? Merely stating a public interest is not a sufficient explanation.
5. Additional data when accessing personal documents for pursuing legitimate concerns predominantly of interest for another person or agency
- 5.1. Explanation of legitimate concerns. Why is it essential to access the archival material?
 - 5.2. Name/s of the person/s concerned, if possible
 - persons concerned who are still alive
 - persons concerned deceased less than ten years ago (including dates of death and evidence where applicable)
 - persons concerned for whom the day of death cannot be ascertained, but who were born less than 100 years ago (including birth dates and evidence where applicable):
 - persons concerned for whom neither birth nor death dates are known
 - 5.3. Was consent to the access obtained from the person/s concerned or from their surviving dependants? If yes, please enclose original of written consent. If no: Why was consent not obtained/not granted?