Regulations on the Use of the Parliamentary Archives

Annex in accordance with Section 4 (7) of the Archive Regulations of the German Bundestag

Section 1 – Scope

(1) These Regulations shall apply to the archival material held by the Parliamentary Archives and reproductions of this material.
(2) Different conditions of use may apply to the electronic use of archival material which is published in digital form, and of reproductions of such material.

Section 2 – Conditions of use

(1) The user must submit a request for each intended use. A form for this shall be provided on request. The processing of the personal data collected in this context shall take place in accordance with Article 6 (1) (c) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation). The data shall be erased after the expiry of the retention periods.
(2) The person submitting the request shall give a written undertaking to respect the personality rights, copyright and legitimate interests of third parties when using information obtained from archival material, and to indemnify the Parliamentary Archives against liability in the event of non-compliance.
(3) External persons shall receive access to the Parliamentary Archives on the basis of the provisions of the Internal Regulations of the German Bundestag and the Rules on Entry to and Conduct in the Bundestag's Buildings. The Central Passes Office shall be responsible for issuing rights of admission.

Section 3 – Permission to use archival material

(1) The Parliamentary Archives shall be responsible for granting permission to use archival material. Conditions and obligations may be attached to this permission in accordance with Section 4 (2) to (6) of the Archive Regulations.
(2) The Parliamentary Archives may deny or revoke permission or subsequently impose conditions if the user:
    1. has repeatedly or seriously breached the rules of the Archives,
    2. uses the material for a purpose other than that stated, or
    3. has not complied with conditions which were imposed.

Section 4 – Type of use

(1) The archival material shall be made available for use in the reading room of the Parliamentary Archives during its opening hours. Under Section 4 (3) of the Archive Regulations, a reproduction may be provided instead of the archival material if there is a compelling reason for this. A compelling reason can be, for example, the state of preservation

of the archival material or an adverse effect on the legitimate interests of data subjects mentioned in the archival material.

(2) In the case of parliamentary bodies and organisational units of the Bundestag Administration accessing documents they have transferred to the Archives in accordance with Section 6 (1) of the Archive Regulations, access may take place outside of the reading room.

(3) The documents provided shall be handled with the greatest possible care. The user may not damage or alter the archival material, put its state of preservation at risk or change its internal order. The user shall be liable for any damage caused.

(4) The Parliamentary Archives shall reserve the right to require the return of finding aids and archival material at any time during their use.

Section 5 – Reproductions

(1) The Parliamentary Archives shall decide whether and what type of reproductions may be made of archival material. The making of reproductions may be restricted on conservation, legal or capacity grounds.

(2) The Parliamentary Archives shall determine whether the reproductions are made by the Archives staff.

(3) Users may use the reproductions which are made only for the stated purpose and only for their own use. The consent of the Parliamentary Archives shall be required for reproductions to be passed on to third parties.

(4) Reproductions shall be provided free of charge to
1. Members of the German Bundestag for the exercise of their mandate,
2. the staff of Members, of the parliamentary groups and of the Administration of the German Bundestag for official purposes, and
3. federal and *Land* authorities for official purposes.

(5) In the case of the reproduction of documents which do not fall within the scope of subsection (4), the user shall be charged fees in line with the overview of fees for the reproduction of archival material held by the Parliamentary Archives of the German Bundestag.

Section 6 – Use of archival material and of reproductions

(1) The user may not manipulate reproductions of archival material or use them in a misleading context.

(2) The visual, audio or other presentation of archival material in publications shall require the written authorisation of the Parliamentary Archives. Section 2 (2) shall remain unaffected.

(3) When quoting and presenting archival material in publications, the source must be stated with all information required by the Parliamentary Archives.

Berlin, 22 July 2026

The President of the German Bundestag