

Guide to Using the Polish National Digital Archives (NDA)

Howard Fink
Digital Archives Coordinator
Jewish Records Indexing – Poland

September 2013

Overview

The Polish National Digital Archives (NDA) began to make files available in late 2009. Work began in earnest in 2013 with the plan to place 2.3 million scanned images online by the end of June. More images will be made available online by the end of 2013 with a goal of making images of all publicly accessible records available within 2 to 3 years. There is no timetable for the addition of specific collections.

While access to the images is free the NDA web site does not provide any index to the images beyond the titles of the collections being digitized. In cases where these records are Jewish vital records the Jewish Records Indexing – Poland organization (JRI-Poland) will be cross-referencing their indices of 5 million records to the corresponding images found on the NDA web site. This collaboration will benefit both organizations as well as researchers who previously had to go through multiple steps to locate the appropriate records, mail international orders (including complex foreign currency payments) and wait long periods of time for photocopies of records. If you would like to volunteer to help add image links to the JRI-Poland indices please send a message to Howard Fink, Digital Archives Coordinator at HowGen@verizon.net.

The NDA web site is primarily in the Polish language. There are plans to include English versions of the web pages (by clicking on the upper right flag icon), but initially these have been minimally implemented. While the image quality is excellent, and the quantity of images is enormous some of the site navigation and image manipulation tools may not be intuitive to all. This document is intended to help people learn how to use the NDA web site to search, navigate, view and download records.

Access



The home page of the NDA web site is:
<http://szukajwarchiwach.pl/>

In many cases JRI-Poland has already created links in its Database Search results to either the exact image, or to folders containing the appropriate collection of images on the Polish NDA web site. If your search on JRI-Poland does not yet provide either of these links you can use the above NDA web site to try to find records for your town.

The following example shows how JRI-Poland displays a link to the folders of collections when we do not yet have links entered to exact images:

<p>Kolo PSA Births 1811/27,43 Marriages 1811/24 Deaths 1811/25 Eventually all index records will be directly linked to their images, but in the meantime you can find folders with all currently available images HERE Kalisz Gubernia / Poznan Province (records in Fond 839 in Konin Archive) Located at 52°11' 18"37' Last updated April 2003</p>

When you click on the “**HERE**” link the NDA web site will display the various sets of records for that town:

Archival resources online  szukajwarchiwach.pl 

Search this collection [Advanced search >](#)

Collection: 54/839/0 Akta stanu cywilnego Okręgu Bózniczego Koło

Akta stanu cywilnego Okręgu Bózniczego Koło

[Archive](#) [Collection](#) [Series \[20\]](#) [Units \[142/142\]](#)

* [Refine by title of collection \(ascending\)](#)

* [Refine by reference code of collection \(ascending\)](#)

Units in the collection:: Number of units per page

Reference code	Title	Dates	Number of scans
54/839/0/1.1/2	Księga urodzeń	1826	20
54/839/0/1.1/5	Książka urodzenia	1827-1828	35
54/839/0/1.1/67	Duplikat księgi urodzeń	1870	0
54/839/0/1.1/69	Duplikat księgi urodzeń	1871	0
54/839/0/1.1/78	Księga urodzeń	1875-1878	188
54/839/0/1.1/82	Księga urodzeń	1878-1881	228
54/839/0/1.1/94	Księga urodzeń	1882-1889	0
54/839/0/1.1/100	Księga zgonów	1888-1896	0
54/839/0/1.1/108	Unikat Urodzenia	1895-1900	0
54/839/0/4.1/3	Księga małżeństw	1826	11
54/839/0/4.1/6	Książka małżeństw	1827-1828	16
54/839/0/4.1/74	Księga małżeństw	1869-1875	0
54/839/0/4.1/86	Księga małżeństw	1876-1882	224
54/839/0/4.1/127	Księga małżeństw	1898-1905	0
54/839/0/4.2/31	Dowody do akt małżeństwa	1826	0
54/839/0/4.2/32	Dowody do akt małżeństwa	1827	0
54/839/0/4.2/33	Dowody do akt małżeństwa	1828	0

Clicking on the Title that is appropriate for your record(s) of interest, and then the Digital Copies tab that appears will allow you to view thumbnails of the images in that collection. Note that entries with zero scans do not yet have any images online.

The typical titles will be of these types:

- urodzeń – birth
- zgonów – death
- małżeństw - marriage


NDA Web Site – Initial Setup

When you first visit the NDA web site there will be an overlay message describing the various sources of records at the NDA. If you want to suppress this message from appearing in the future, click the checkbox in the lower left corner before dismissing this overlay (by clicking the Close control in the top right corner).

Archival resources online
szukajwarchiwach.pl

Wszystko Akta Akta metrykalne Szukaj

Bazy danych w archiwach państwowych

 ARCHIWA PAŃSTWOWE	SEZAM Zawiera informacje o narodowym zasobie archiwalnym przechowywanym w archiwach państwowych i instytucjach współpracujących. Więcej...
	IZA Zawiera opisy jednostek archiwalnych pochodzące z różnych baz danych prowadzonych przez archiwa i instytucje współpracujące. Więcej...
	PRADZIAD Zawiera informacje o księgach metrykalnych i stanu cywilnego w archiwach państwowych i instytucjach współpracujących. Więcej...
	ELA Zawiera informacje o spisach ludności przechowywanych w archiwach państwowych. Więcej...

Nie pokazuj więcej

then close this overlay

first turn off this Sources list ...

Each time you visit the NDA site there will be a message across the bottom of your window that the site uses cookies to track statistical information. To suppress this message in the future, click the green **Zamknij** button on the right.

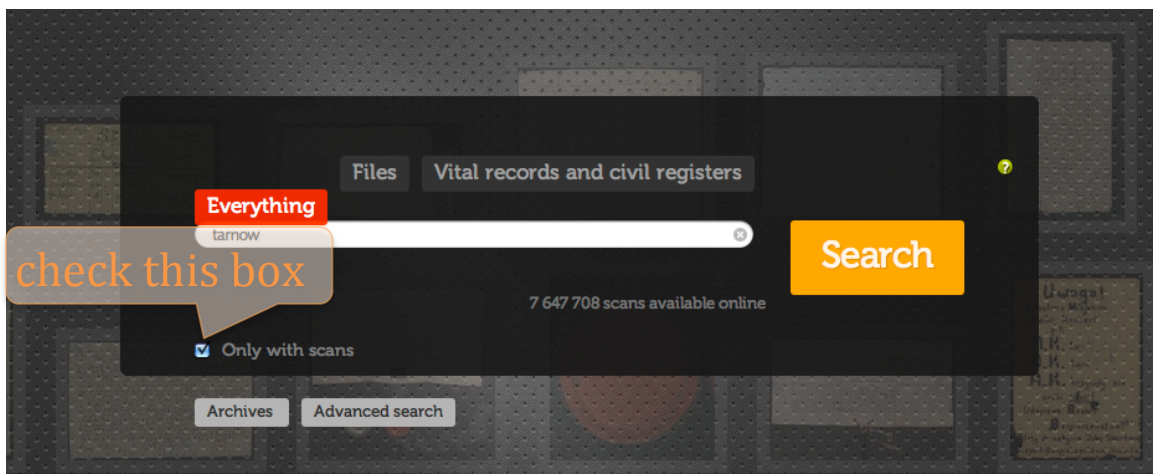
Strona wykorzystuje pliki cookie (tzw. ciasteczka) do prawidłowego działania lub w celach statystycznych. Ustawienia dotyczące plików cookie można zmienić w opcjach przeglądarki internetowej. **Zamknij**

turn off Cookies warning

Searching

Researchers may search the holdings of the NDA themselves. This is not necessary when using the JRI-Poland links into the NDA image records, but will be required when looking for records that have not been indexed, or whose index entries have not yet been linked.



Most searches will start with either a location (most likely town) or type of record (for instance, emigration). Not all records on the NDA web site contain digital images; to restrict your search to those that do you should restrict your search results by using the checkbox control that is either labeled “Only with scans” or “Digital Copies”.






Because there are many non-Jewish records on the NDA web site it is useful to add a word for Jewish to your search phrase. The above search for “tarnow” resulted in almost 2000 matches. Here are some words (or partial words) that may be useful:


- HEBRAJSKI
- HEBREW
- ISRAEL
- IZRAELICKIE
- JEWISH
- JUDEN
- MOJZESZ
- ZYDOW

When searching for “tarnow” and “israel” only 7 results were found:

Archival resources online  


tarnow israel  

Searching phrase: **tarnow israel**  Number of results: **7**

Search options 



- Collections
- Units +
- Items +
- Vital records and civil registers
- Only units/collections with scans


Refine

Filters 

-
-
-
-
-

Refine

15 results per page  Sort by accuracy 

Jednostka aktowa: 29/526/0/4.1/9	Digital copies: 49
"Israelitische Geburts Matrik Tarnow 1844 bis 1849" [księga urodzin].	
1844-1849	
Name of series	4: Izraeicki Okręg Metrykalny w Tarnowie; 4.1: Księgi urodzeń
Archiwum Narodowe w Krakowie	
	
Jednostka aktowa: 29/526/0/4.2/12	Digital copies: 97
"Tarnower Israel. Sterbe Matrik von 1830 bis 1844" [księga zgonów].	
1830-1844	
Name of series	4: Izraeicki Okręg Metrykalny w Tarnowie; 4.2: Księgi zgonów
Archiwum Narodowe w Krakowie	
Jednostka aktowa: 29/526/0/4.2/13	Digital copies: 102
"Tarnower Israel. Sterbe Matrik von 1844 bis 1849" [księga zgonów].	
1844-1849	
Name of series	4: Izraeicki Okręg Metrykalny w Tarnowie; 4.2: Księgi zgonów
Archiwum Narodowe w Krakowie	
Jednostka aktowa: 29/526/0/4.2/14	Digital copies: 239
"Tom 4. Tarnower Israelitische SterbeMatrik 1849 bis 1855" [księga zgonów].	
1849-1855	
Name of series	4: Izraeicki Okręg Metrykalny w Tarnowie; 4.2: Księgi zgonów
Archiwum Narodowe w Krakowie	
Jednostka aktowa: 29/526/0/4.1/7	Digital copies: 199
"Israelitische Geburts Matrik Tarnow 1808 bis 1838"[księga urodzin].	
1808-1838	

Clicking on the title of any of the results will display the details of that item. At this point you will see a page with a header bar that contains the expression **Digital copies** followed by the number of scanned images for that set of records.

The screenshot shows the search results page for the collection "29/S26/0 Gminy wyznaniowe izraelskie - zbiór szczątków zespołów". The specific record is titled "Israelitische Geburts Matrik Tamow 1844 bis 1849" [księga urodzin]. The breadcrumb trail includes Archive, Collection, Series [8], Units [4], and the current record 29/S26/0/4.1/9. The record details are as follows:

Archiwum Narodowe w Krakowie	
dokumentacja aktowa	Reference code: 9
Translated title: - brak danych -	
Date/Period of creation: 1844-1849	
Dates: 1844 - 1849	Languages: - brak danych -
Scope and content: - brak danych -	
Classification scheme code: - brak danych -	Former reference code: III/131 7, M3327
External physical form: księga	Internal physical form: - brak danych -
Physical condition: - brak danych -	
Number of pages: - brak danych -	Numbers of sheets: - brak danych -
Dimension: - brak danych -	Available: Tak
Microfilming: catkowicie	Microfilm code: J-2916
Additional information: - brak danych -	

Navigation

When a researcher accesses results through the JRI-Poland Database Search tool, if corresponding images are available and they have been cross-referenced, a link to display the high resolution version of the image on the NDA web site will be provided next to each result. There should be no further need for navigation, but the user can step to the Previous and Next image using controls on the NDA web page. Sometimes the NDA has multiple images of the same page, so it may be worthwhile checking the adjacent images.

When JRI-Poland has found a collection of images associated with an index we will provide a link to the appropriate collection on the NDA web site even if no volunteer has yet created links to the specific images for each record. In this case users will

have to browse the collection themselves in order to locate the appropriate image, but the hard work of finding the appropriate collection has been done.

Clicking on this tab will bring up the first page of thumbnail images. Normally 15 pages will displayed at a time, however you can change this to 30, 50 or 100 using the pull-down menu on the left just below the header bar.


Collection: 53/3579/0 Akta stanu cywilnego gminy żydowskiej Kórnik (pow. śremski) » Series: 1.1 Akta urodzeń » File/unit: 4

Geburtsliste

Archive Collection Series [20] Units [2] 53/3579/0/1.1/4 Digital copies [14] Indexes [0] Items [0]

Liczba skanów na stronie: 15

thumbnails per page



If the collection cannot be displayed on a single web page there will be numbers to navigate to other pages underneath the thumbnail image panel.

Archival
resources
online



szukajwarchiwach.pl



w tym zespole ✕ Search Wyszukiwanie zaawansowane >

Collection: [89/177/0 Urząd Stanu Cywilnego w Lesznie Górnym](#) » Series: [1 Księgi-pierwopisy](#) » File/unit: [50](#)

Sterbe-Neben-Register

[Archive](#) > [Collection](#) > [Series \[1\]](#) > [Units \[113\]](#) > [89/177/0/1/50](#) > **[Digital copies \[42\]](#)** > [Indexes \[0\]](#) > [Items \[0\]](#)

Liczba skanów na stronie:



jump to
other pages

1 2 3

Viewing


When a user hovers their cursor over a thumbnail image a frame will pop up around the image along with the file name / image number, for instance **9.jpg** for the 9th image.

Collection: 53/3579/0 Akta stanu cywilnego gminy żydowskiej Kórnik (pow. śremski) » Series:: 1.1 Akta urodzeń » File/unit:: 4

Geburtsliste

Archive > Collection > Series [20] > Units [2] > 53/3579/0/1.1/4 > **Digital copies [14]** > Indexes [0] > Items [0]

Liczba skanów na stronie: 15



The image shows a grid of 14 thumbnail images of a birth register. The 9th thumbnail is highlighted with a white border and a callout box containing the text "hover frame" and "File: 9.jpg".

Clicking on the thumbnail will bring up an overlay window with a medium sized view of that image.

Collectio...
Gebu...
Arc...
Liczba sk...

Nr	Wzrost i waga dziecka		Czas w którym żył	Czas w którym żył	Czas w którym żył	Czas w którym żył
	Stosunek	Wzrost				
27	Wojcik	Maria Wojcik	14. Oktobr. 22.	14. Oktobr. 22.	14. Oktobr. 22.	14. Oktobr. 22.
28
29
30
31
32
33
34
35
36
37

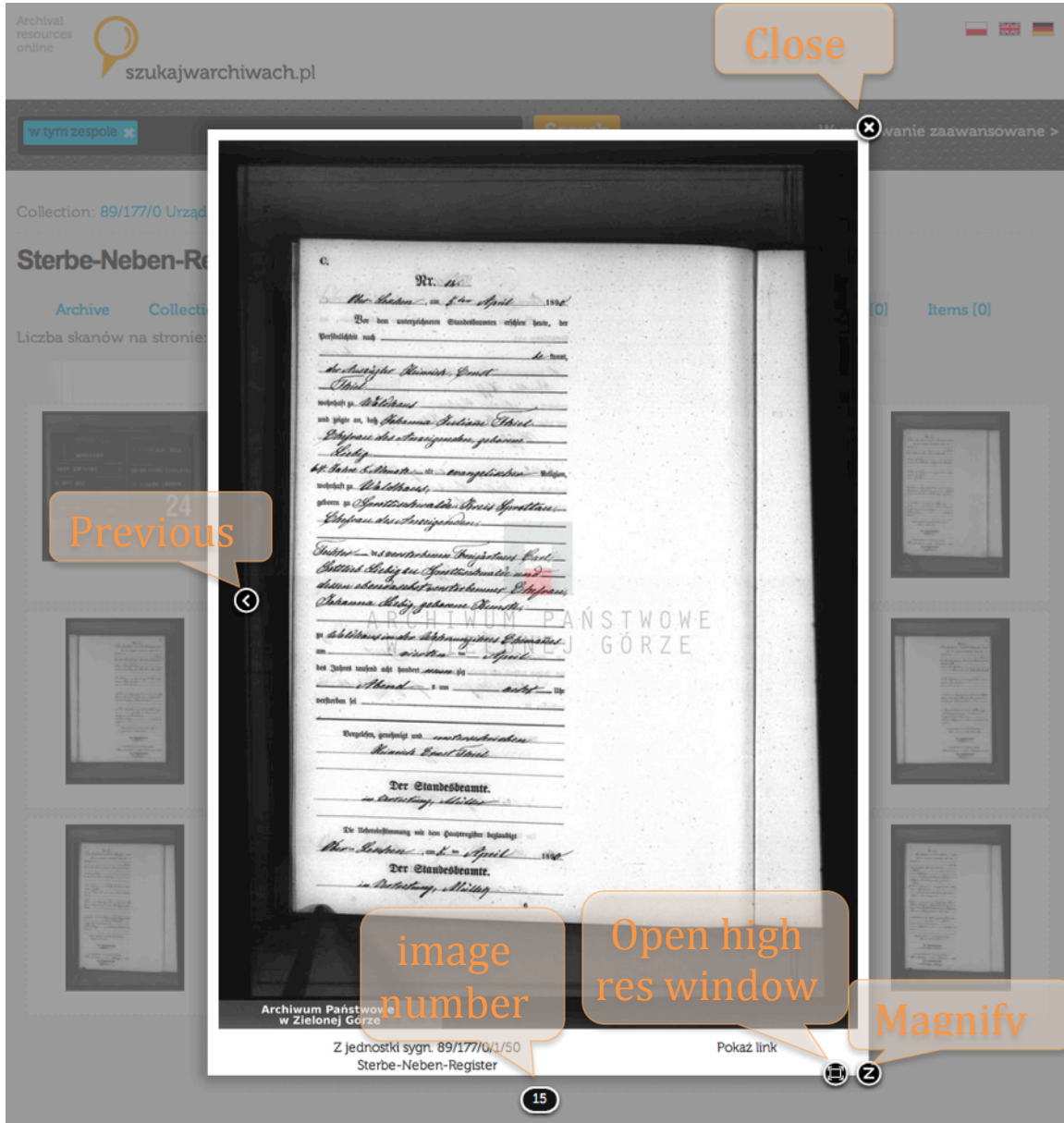
Archiwum Państwowe w Poznaniu

Z jednostki sygn. 53/3579/0/1.1/4
Geburtsliste

Pokaż link

5

This view lets the user step to the **Previous** or **Next** image as well as **Magnify** a section of the window, **Close** the window or **Open** a brand new window with the high resolution version of the image. The image number is displayed below the image.





w tym zespole

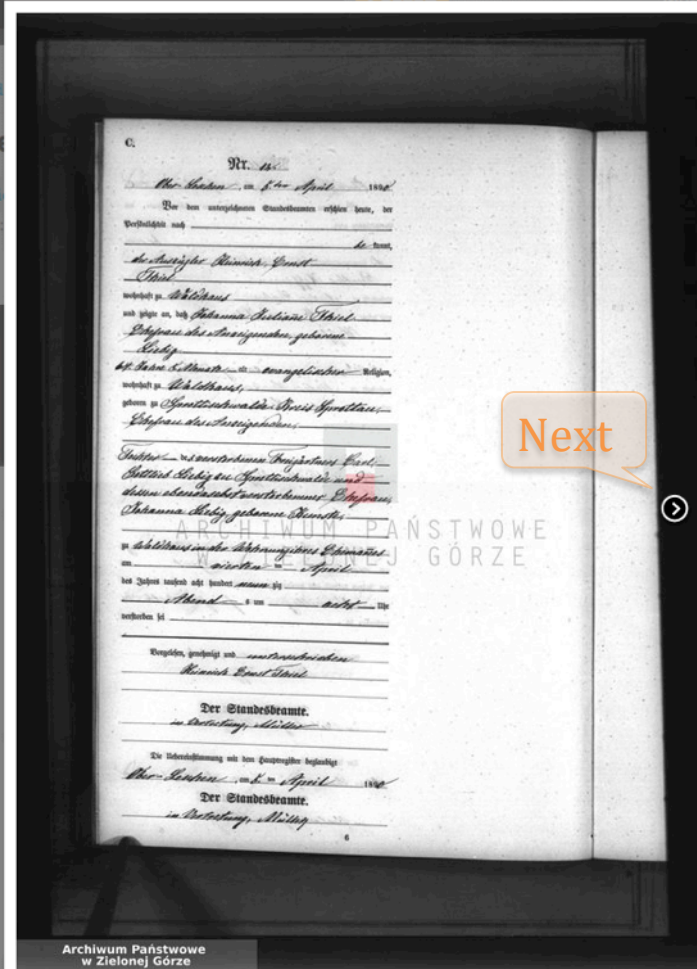
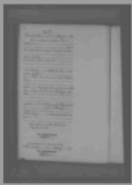
anie zaawansowane >

Collection: 89/177/0 Urząd

Sterbe-Neben-Reg

Archive Collect

Liczba skanów na stronie



Next

Archiwum Państwowe w Zielonej Górze

Z jednostki sygn. 89/177/0/1/50 Sterbe-Neben-Register

Pokaż link



W tym zespole

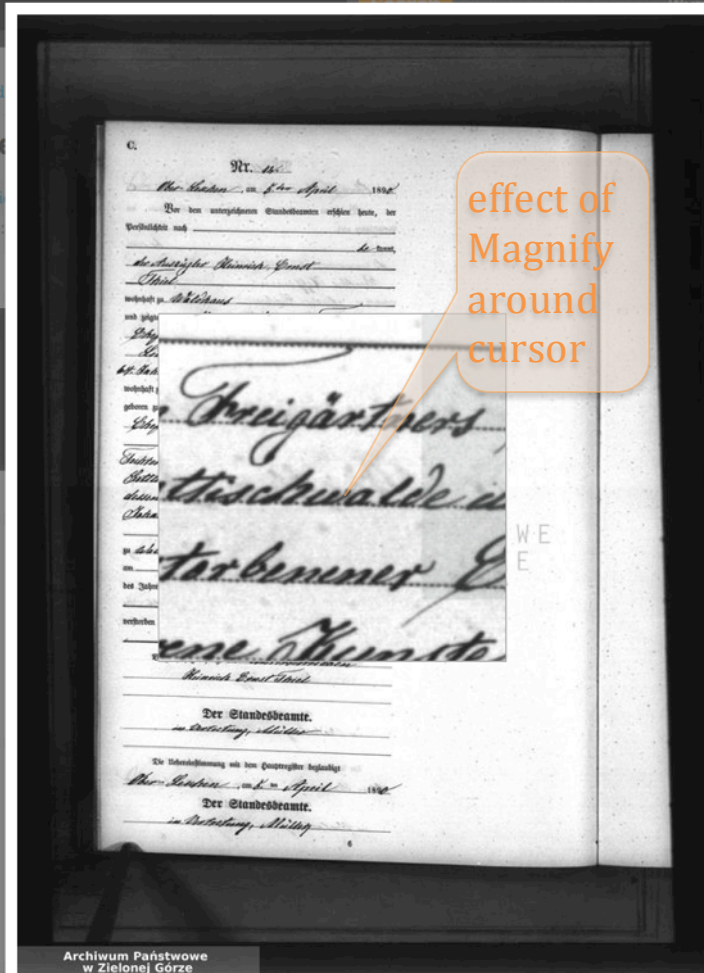
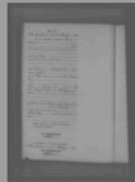
Widzenie zaawansowane

Collection: 89/177/0 Urząd

Sterbe-Neben-Reg

Archive Collect

Liczba skanów na stronie



effect of
Magnify
around
cursor

Archiwum Państwowe
w Zielonej Gorze

Z jednostki sygn. 89/177/0/1/50
Sterbe-Neben-Register

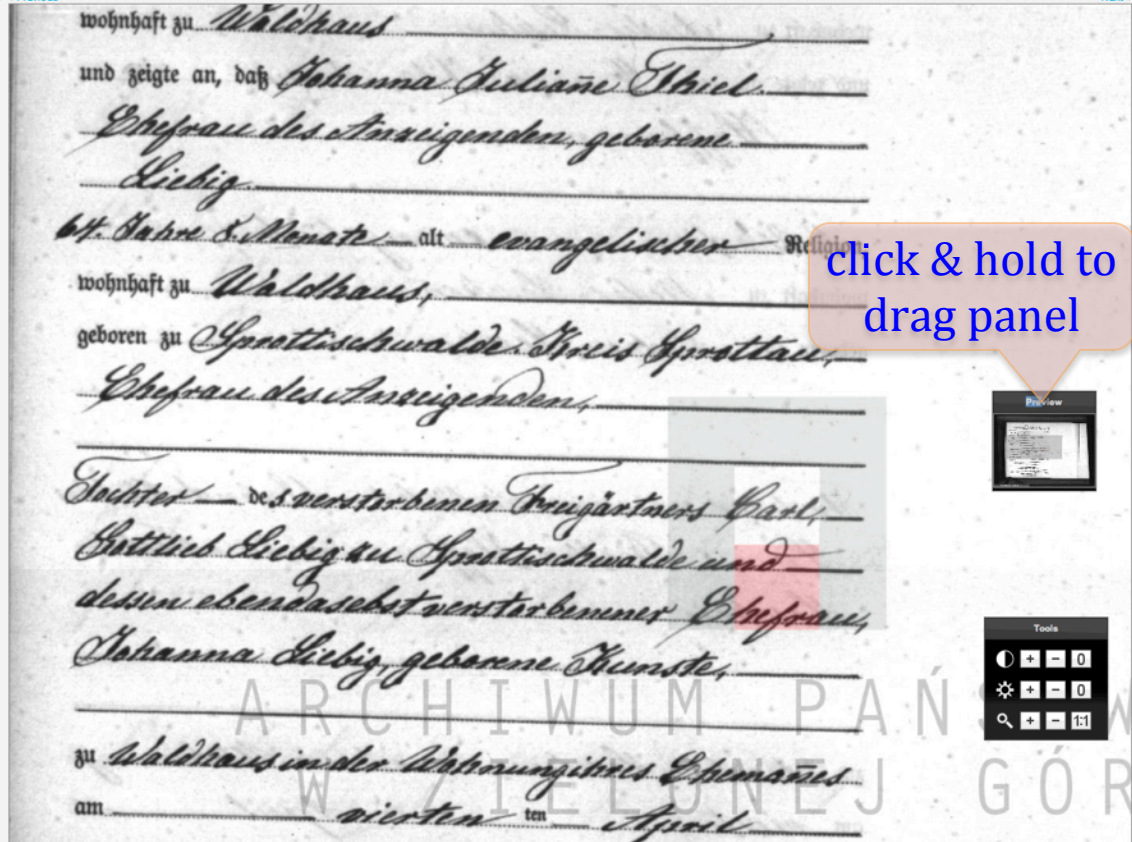
Pokaż link

When viewing the high resolution window there are two tool panels displayed:

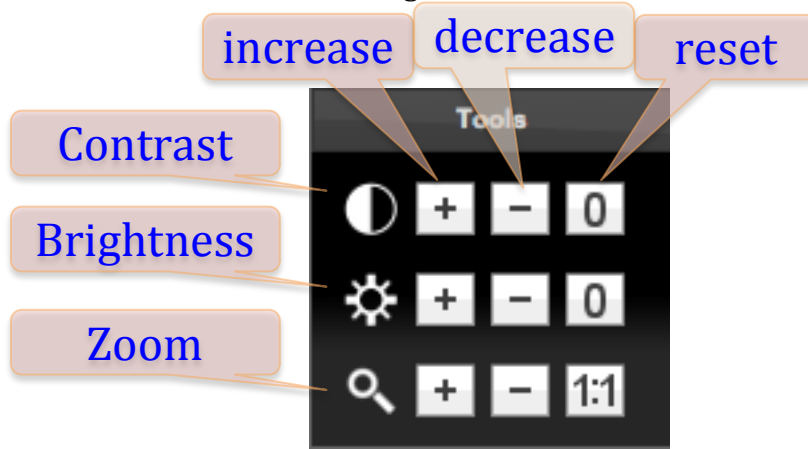
- **Contrast, Brightness and Zoom,**
- **Preview**



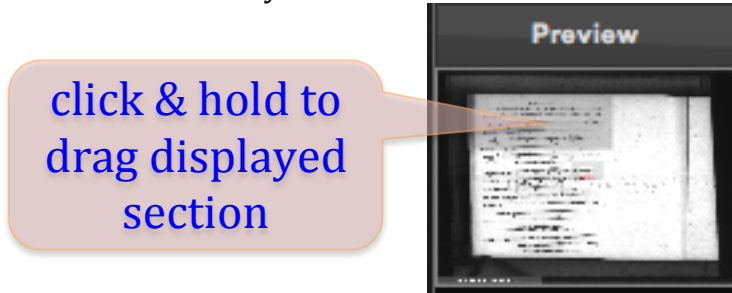
Both of these panels may be dragged around by clicking and holding on their title bar (in order to make sure that they do not obscure meaningful portions of a particular image).



The first column of buttons (after the function icons) in the **Contrast**, **Brightness** and **Zoom** panel will increase the corresponding feature, while the second column will decrease it. The third column cannot be entered to specify a value; rather it is used to reset each function to its original value.



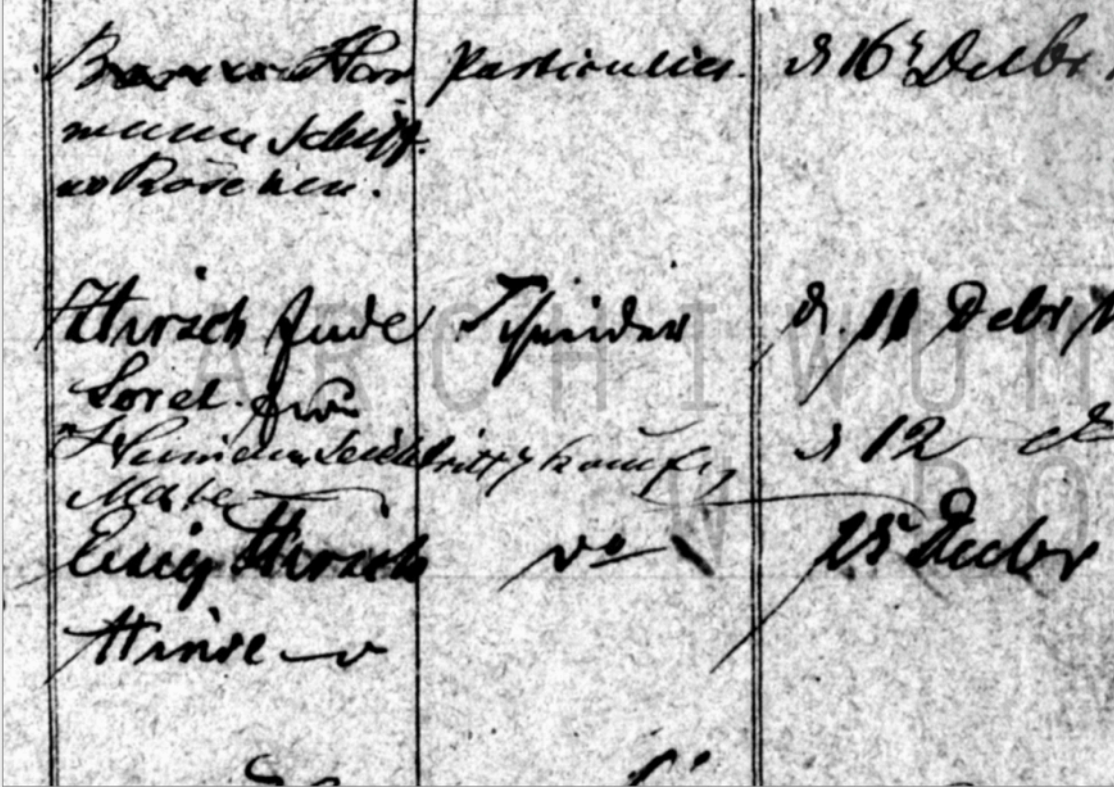
Unless the user's display is large enough to contain the entire high resolution image panning to different parts of the image are controlled by dragging the slightly darker gray rectangle around on top of the thumbnail in the **Preview** panel. The web site will accommodate the user resizing the window, but the **Preview** panel will normally be required in order to view the entire image unless the zoom control is lowered sufficiently.



At the top of the window are **Previous** and **Next** controls to step to adjacent images. Both above and below the image are the source citation of the collection, series and unit number, as well as the file name / image number.



A **Download** control at the bottom of the window will copy the entire high resolution file to your computer.



The image shows a page from a handwritten church register (Geburtsliste) with three columns. The text is written in cursive and includes names, dates, and locations. A large 'CTHIV' watermark is visible across the center of the page.

Column 1 (Name)	Column 2 (Date)	Column 3 (Location)
Bauer von Han particulars. mutter Schiff von Rosenau.	16 ^{ter} Decbr.	
Altrich Jude Tyndus	8. 11. Decbr.	
Sorel. für Heinrich Schmidt / Kaufm.	12. Decbr.	
Mate Ewig Throck	15. Decbr.	
Hinse		

<< Previous

53/3579/0/1.1/4: Geburtsliste

(obraz: 9.jpg)
[Download](#)

Next >>

Download