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|  | **Kirchengemeinde** | | | |  | | | | | |  |
|  | **Kirchenkreis** | | | |  | | | | | |  |
|  | **Sprengel** | | | |  | | | | | |  |
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| **Registratur, Archiv und Bücherei des Pfarramts** | | | | | | | | | | |  |
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| Die nachfolgenden Feststellungen wurden getroffen | | | | | | | | | | |  |
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|  | | bei der Visitation | |  | |  | | | | |  |
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|  | | bei der Übergabe/Übernahme der Pfarrgeschäfte | | | | |  |  | | |  |
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|  | |  | **durch den Pfarrstelleninhaber/die Pfarrstelleninhaberin:** | | | | | | | |  |
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|  | |  | **durch den Hauptvertreter/die Hauptvertreterin:** | | | | | | | |  |
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|  | |  | **durch den kirchlichen Archivpfleger/die kirchliche Archivpflegerin:** | | | | | | | |  |
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| **1.** | | **Unterbringung, Ordnungszustand:** | | | | | | | | |  |
|  | | Eignung der Räume (Größe, Lage, Klima – unbedenklich sind 40 - 60 % relative Luftfeuchtigkeit bei  10-200 Celsius), ausreichender Stellraum (Schränke, Regale)? | | | | | | | | |  |
|  | | | | | | | | | | |  |
|  | | 1.1 Registratur (und ggf. Altregistratur) | | | | | | | | |  |
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|  | | | | | | | | | | |  |
|  | | 1.2 Archiv | | | | | | | | |  |
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|  | | | | | | | | | | |  |
|  | | 1.3 Findbuch vorhanden? | | | | | | | ja |  |  |
|  | | **(Sofern ein Findbuch vorhanden ist, sind die Feststellungen zu den Punkten 3 - 9** | | | | | | | nein |  |  |
|  | | **mit dessen Hilfe zu treffen.)** | | | | | | | | |  |
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|  | - 2 - | | | | | | | | | | | | | | | | | | | | | Archiv | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |  |
| **2.** | **Registratur und laufende Geschäftsführung:** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | liegende Ablage | |  |  | Pendelregistratur | |  | | |  | | | Hängeregistratur | | | | | | |  |  | | |  |
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|  | 2.1 | Vollständigkeit, Ordnungszustand und zeitlicher Umfang der Ablage: | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 2.2 | Kirchenvorstandsprotokolle: Vorhanden von | | | |  | bis | | |  | | | **, gebunden bis** | | | | |  |  | | | | |  |
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| **3.** | **Akten der Repositur:** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | (Vollzähligkeit und Ordnungszustand; Überprüfung der Reihenfolge der Faszikel oder Aktenkartons mit Hilfe des Findbuches): | | | | | | | | | | | | | | | | | | | | | | |  |
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| **4.** | **Original-Urkunden (Überprüfung mit Hilfe des Findbuches; Anzahl, Zustand, Aufbewahrung):** | | | | | | | | | | | | | | | | | | | | | | |  |
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| **5.** | **Kirchenbücher** | | | | | | | | | | | | | | | | | | | | | | |  |
|  | 5.1 | (Überprüfung mit Hilfe des Findbuches; Schäden und Fehlstücke angeben; die seit Aufstellung des Findbuchs abgeschlossenen Bücher aufzählen): | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 5.2 | Übertritts- und Aufnahmebuch vorhanden für die Jahre | | | | | |  | | | **bis** | | | |  |  | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | 5.3 | Verzeichnis der Ausgetretenen vorhanden für die Jahre | | | | | | |  | | | bis | |  | | |  | | | | | | | | |  |  |
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|  | 5.4 | Sakristeibuch vollständig geführt | | | | | | | | | | | | | | | | | | ja | | |  |  |
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| **6.** | **Zivilstandsregister (Überprüfung mit Hilfe des Findbuches; Schäden, Fehlstücke angeben):** | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | - 3 - | | | | | | | | | | | | | | | Archiv | | | |
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| **7.** | **Kirchenrechnungen (Überprüfung mit Hilfe des Findbuches; Schäden, Fehlstücke angeben):** | | | | | | | | | | | | | | | | | |  |
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| **8.** | **Sonstige Handschriften (Überprüfung mit Hilfe des Findbuches; Schäden, Fehlstücke angeben):** | | | | | | | | | | | | | | | | | |  |
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| **9.** | **Bauzeichnungen und Karten (Überprüfung mit Hilfe des Findbuches; Schäden, Fehlstücke angeben):** | | | | | | | | | | | | | | | | | |  |
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| **10.** | **Geschichtliches Material** | | | | | | | | | | | | | | | | | |  |
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|  | 10.1 Die zu führende kirchliche Chronik ist vorhanden für die Jahre | | | | | | | | | |  | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |  |
|  | 10.2 Gemeindebrief erscheint regelmäßig | | | | | | | | | | | | | | ja | | |  |  |
|  | | | | | | | | | | | | | | | nein | | |  |  |
|  | | | Belegexemplar ist vollständig für die Jahre | | | | |  | | | **vorhanden** | | | | | | | |  |
|  | | | Belegexemplar ist nicht vorhanden | | | | | | | | |  |  | | | | | |  |
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|  | 10.3 Fotos | | | | | | | | | | | | | | | | | |  |
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| **11.** | **Pfarrbücherei (Aufbewahrungsort, Ordnungszustand, Schäden, Fehlstücke angeben):** | | | | | | | | | | | | | | | | | |  |
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|  | 11.1 Umfang (Regalmeter): | | |  | |  | | | | | | | | | | | | |  |
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|  | 11.2 Anzahl der Drucke vor 1800: | | | |  | |  | | | | | | | | | | | |  |
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|  | | **11.3 Rechtssammlung: Vorhanden bis Lieferung Nr.** | | | | | | |  | **, eingeordnet bis Lieferung Nr.** | | | |  | | |  | |  |
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| **12.** | **Amtssiegel:**    **Abdrucke früher verwendeter Amtssiegel:** | | | | | | | | | | | | | |  |
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|  | **Abdrucke derzeitig verwendeter Amtssiegel:** | | | | | | | | | | | | | |  |
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| Pfarrstelleninhaber/  Pfarrstelleninhaberin: | | | | | Hauptvertreter/  Hauptvertreterin: | |  | Archivpfleger/  Archivpflegerin: | | |  | Kirchenvorsteher/  Kirchenvorsteherin: | | |  |
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