



Gemeentebestuur
8980 Zonnebeke

The Passchendaele Archives Checklist and guidelines

The Passchendaele Archives is a project of the Memorial Museum Passchendaele 1917 in Zonnebeke, Belgium.

If you want contribute photographs, documents and artefacts to The Passchendaele Archives, please read the following list very carefully. This list is not complete. It is merely a checklist for the information we are looking for. Any other documents can be included in the soldier's file.

Checklist

I. Photographs, documents and artefacts

1. Photographs: (at least one photo is required)
 - a. Photo as a soldier
 - b. photo as a civilian
 - c. photo with family (brothers, sisters, parents, friends, children,...)
 - d. photo when he was a child
 - e. photo from work/school/society
 - f. photos from local newspapers
 - g. pre-war photos
 - h. photo of his grave
 - i. other photos

2. Documents:
 - a. related to his military career
 - i. service records
 - ii. official documents related to his death
 - iii. letters related to his death
 - iv. war diary
 - v. gallantry medal citation
 - vi. letters he wrote home and letters he received
 - vii. personal diary
 - viii. medical record
 - ix. newspaper articles/clippings
 - b. related to his civilian life
 - i. birth certificate
 - ii. education
 - iii. profession/daily occupation
 - iv. marriage certificate
 - v. other

3. artefacts:
 - c. medals
 - d. cap badges and insignia
 - e. wartime souvenirs

- f. other

II. stories and tales

- a. Where/Are there any stories going around in the family about the man (oral history)? Please write them down as detailed as possible.
- b. Family history (pre-war and post-war)
- c. other

Guidelines

Scanning photos and documents

The photos and documents that you are sending us could be used for publication in a new book or in the new Visitors Centre at Tyne Cot Cemetery. Therefore it is advisable to scan documents and photos at a high resolution. (at least 600 dpi). If you are not be able to scan photos or documents, you can send them to us. We will scan the documents at a high resolution and send them back to you with a digital copy)

Sending information to The Passchendaele Archives

There are several ways to forward your information to The Passchendaele Archives. You can scan the documents at a high resolution and send them by email to archives@passchendaele.be. If you do not have access to email, burn the scanned documents on a CD or DVD and send them by mail. If you do not have a scanner, send the documents by mail and we will scan them for you.

There is a form available to fill in with the information you have on the soldier. The entries vary from biographical facts, information about his service to entries related to the soldier's death.

This form is online available from archives@passchendaele.be and from <http://www.passchendaele.be> . It can also be requested by phone, fax or letter and sent to you by post.

Getting an answer from The Passchendaele Archives

If you send an email, it will be answered as soon as possible (not in weekends). Please mention the soldier's name in the subject line. Getting detailed information on your soldier will take some time. The project will research thousands of files and runs till 2007.

Questions?

Do you have any questions? You are not sure about something? You want to know more? Contact 'The Passchendaele Archives'.

Contact

The Passchendaele Archives
Attn: Jan Van der Fraenen
Memorial Museum Passchendaele 1917
Ieperstraat 5
8980 Zonnebeke
Belgium
Archives@passchendaele.be
<http://www.passchendaele.be> (will be updated by the end of March)
tel 0032 51 77 04 41
fax 0032 51 78 07 50