

# Guidelines for the Use of the Corporate Archives of DaimlerChrysler AG

The Corporate Archives of DaimlerChrysler AG are private archives. They are divided into four sections:

- Company archive
- Technological archive
- Media archive
- Library

**The archives are accessible to the public in accordance with the following guidelines for their use:**

Anyone who demonstrates a justified interest and agrees to adhere to the guidelines may use the records kept in the Corporate Archives of DaimlerChrysler AG.

Use of the archives is allowed once the user has registered and permission has been given by DaimlerChrysler AG.

Applications to use the archives must be made in writing to the Corporate Archives of DaimlerChrysler AG, with reference to the subject of the paper and the expected period of use.

Permission to use the archives applies in each case only to the stated subject of the paper and the confirmed period of use. If the user changes the subject of the paper or requires a longer period of use, this must be notified to the Corporate Archives in writing.

If a user wishes to employ assistants or representatives to help with his paper, they must be registered separately.

Permission to use the archives may be made dependent on the satisfaction of certain conditions if

- details in the application do not apply or no longer apply,
- the user breaches the guidelines for use,
- there is a suspicion that the records are being used with the intent to harm DaimlerChrysler AG.

Records may not be used if

- there are legal provisions which prevent their utilisation,
- they are subject to secrecy regulations,
- agreements to the contrary have been made with owners of records on loan or with previous owners (e.g. estates, family archives, reports of experiences, privately owned records).

Records of a confidential nature and documents relating to persons may only be inspected subject to the approval of the archives management.

The media archive and the library are not subject to any waiting periods.

The technological archive and the company archive are subject to a waiting period of 30 years from closure of the file. This period is calculated from the date of the most recent document or of the last registration of an archive record.

If the archive material was covered by regulations concerning secrecy, it may only be inspected 60 years after the creation of the document, at the earliest. If its intended purpose indicates that it relates to a natural person, the material may not be used until at least 10 years after their death.

When utilising knowledge gained from the records, the user is solely responsible for observing any copyrights and rights to privacy which may exist, as well as justified interests of third parties. If requested to do so, the user must make a corresponding written declaration.

Permission to use records which affect the rights and/or justified interests of certain persons may be made dependent on the consent of the person concerned or his/her legal successor being obtained by the user.

Paragraphs 1 and 2 also apply to search tools and reproductions of every type.

The presentation of records and search tools may be refused if

- it seems impractical owing to their high value or their state of preservation or order,
- locating or procuring a record requires a disproportionate amount of effort,
- insufficient information provided by the user makes location very difficult,
- the records are required temporarily for the purposes of DaimlerChrysler AG,
- the research aim can be sufficiently achieved by inspecting printed works or reproductions available in the Corporate Archives of DaimlerChrysler AG.

DaimlerChrysler AG endeavours to label and identify the records precisely; however, it does not assume any liability for the consequences arising from an error when presenting records and reproductions.

DaimlerChrysler AG, its legal representatives and its employees are only liable for damage or loss suffered by the user on the company premises if caused with intent or through gross negligence.

Photographic work, electrostatic copies and other work are carried out by DaimlerChrysler AG itself or by third parties on its behalf at the user's expense. The costs are published in a display poster and can be supplied on request.

It is not permitted for records or reproductions of them to be passed on to third parties.

The user undertakes to ensure the factually correct publication of information which is based on records from the Corporate Archives of DaimlerChrysler AG. In addition, the user is willing to submit appropriate passages of text from his paper before publication, if requested to do so. The request for submission to DaimlerChrysler AG does not require any reasons to be given for doing so.

Immediately after publication of papers which have been written using records or reproductions of records from the Corporate Archives of DaimlerChrysler AG, the user undertakes to send the Corporate Archives a reprint or copy free of charge. This applies also to unpublished papers, such as examination papers of every type.

Full details must be given in the paper of every source used.

The staff of the Corporate Archives of DaimlerChrysler AG are available to advise users to the best of their ability within normal business hours. Their advice extends only to pointing out the relevant records and literature and to presenting relevant search tools.

Records must be requested from the staff of the Corporate Archives of DaimlerChrysler AG. The records and search tools may only be used in the user rooms of the Corporate Archives of DaimlerChrysler AG intended for the purpose. They must be handled with extreme care. The documents must be left in the same order and state as they were presented. Before leaving the Corporate Archives of DaimlerChrysler AG, all the records and documents used must be returned to a member of the staff of the Corporate Archives of DaimlerChrysler AG.

The use of personal equipment (e.g. typewriter, PC, laptop, dictating machine, calculator) requires prior approval.

These guidelines come into effect on 1.7.1999.