



National Archives and Records Administration

THE NATIONAL ARCHIVES AT SAN FRANCISCO

To make the most of your time at our facility, please contact us at sanbruno.archives@nara.gov to schedule an appointment prior to your visit.

WHAT SHOULD I BRING TO MAKE COPIES OF RECORDS?

You may use a digital or still camera to photograph our records. You must disable the flash and any audio signals on your camera. For your convenience, the research room is equipped with a copy stand you can use to mount your camera.

You may bring also your own laptop and flatbed scanner. Not permitted are personal photocopiers, handheld scanners, drum scanners, and automatic feeder devices, nor is any equipment allowed that could potentially damage documents. You may not use your scanner with any document that is larger than a size that fits within the glass scanning bed glass of your scanner.

The research room has a Scan-to-USB Machine available for self-service use free of charge. You will need your own USB memory stick. The machine can scan between 100-300 dpi resolution, in PDF, JPEG, TIFF, or BMP file formats. No material larger than letter size may be scanned on this machine. You may wish to bring a laptop to preview the images you create using the self-service Scan-to-USB Machine.

To request permission to bring in any equipment not specified here, you must obtain written permission in advance. To request permission, send an email to sanbruno.archives@nara.gov and put "Attention Floor Manager" in the subject line. In your email, describe precisely what you are requesting to bring in and how you propose to use it.

Because our research room is small and is frequently filled to capacity, you may need to economize your workspace or wait to use the photocopiers or other NARA-provided equipment. If others are waiting to use NARA-provided equipment, researchers are required to limit their use of that equipment to 15 minute time slots.

Two self-service photocopiers are available to researchers. Only loose documents that are 11"x17" or smaller may be copied using these machines. The standard fee for self-service photocopies is \$0.20 per page. Payment can be made by cash, check, or credit card after you have completed your copying and counted the pages copied. Bound volumes may not be photocopied or scanned. If you wish to obtain an image of a bound volume, and the image you make using your camera with approved book supports is inadequate, contact staff, who will assist you with options. Consult with staff also if you wish an image of an oversize document.

Any items you bring in, including all equipment, are subject to inspection upon arrival and departure. We reserve the right to discontinue the privilege of bringing in equipment at any time without notice.

*For more information contact: The National Archives at San Francisco
1000 Commodore Drive, San Bruno CA 94066. tel: 650-238-3501, fax 650-238-3510
e-mail: sanbruno.archives@nara.gov*

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Stores and food:

Tanforan Mall

(Approx. 10 minute walk)
Large discount retailer; Department stores;
Dine-in restaurants, food court, fast food

San Bruno Towne Center

1202-1340 El Camino Real
(Approx. 15 minute walk)
Computers and electronics store; Supermarket;
Dine-in & take-out restaurants

Bayhill Shopping Center

Cherry Ave between Bayhill Drive and San Bruno Ave W
(Approx. 20 minute walk)
Supermarket; Drugstore and pharmacy; Electronics
store; Dine-in & take-out restaurants, fast food

United States Post Office (USPS)

1300 Huntington Avenue
(Approx. 25 minute walk)
Open weekdays 8:30am-5pm

Transit info: Bay Area Bus, Train, & Subway (BART) routes, schedules, fares, service areas, and current announcements: 511.org or by phone call "511"

San Bruno BART Station

www.bart.gov

Train/subway service to San Francisco, San Francisco International Airport, and the East Bay (including Oakland, Berkeley, Fremont). Connections to SF Muni bus and train service.

San Bruno CalTrain Station

www.caltrain.com

Train service to San Francisco, the Peninsula and South Bay (San Mateo, Palo Alto, San Jose). Connection to BART at Millbrae station.

Public bathrooms are located in the lobby. A drinking fountain is located outside the main door to the right as you exit the building. No cafeteria facilities are available. Public parking is available across Commodore Drive from the facility. Please watch carefully for traffic when crossing the street. Handicapped parking is available through the gate at the Commodore Drive delivery entrance, on the north side of the street. For archives, sign in at front desk with valid photo id then proceed down the ramp to archives sign-in.