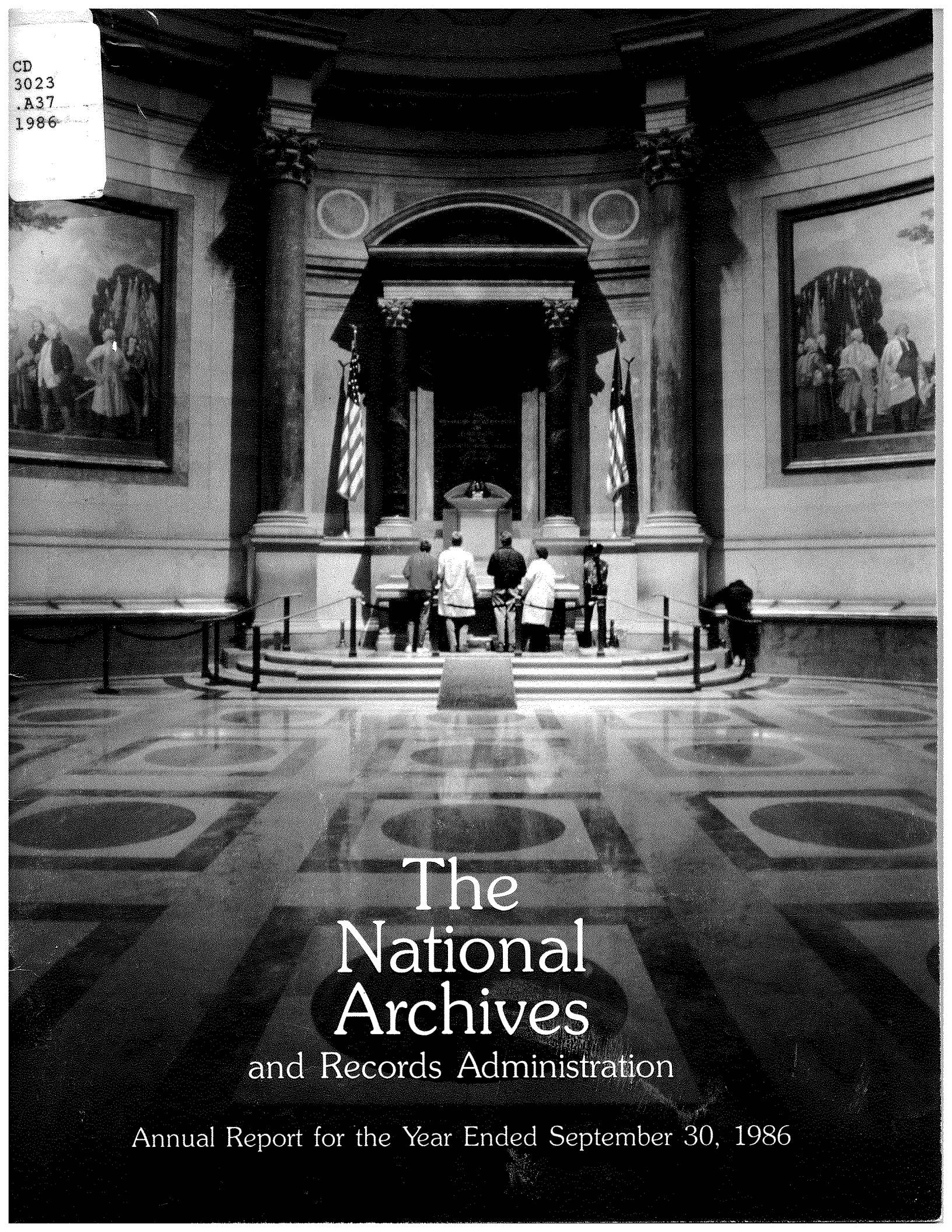


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# The National Archives

and Records Administration

Annual Report for the Year Ended September 30, 1986

Annual Report for the Year Ended September 30, 1986

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NATIONAL ARCHIVES LIBRARY

# 1986 Annual Report of the National Archives

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# Archivist's Overview



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Fountains flanking the Pennsylvania Avenue entrance to the National Archives Building were dedicated by the Pennsylvania Avenue Development Corporation (PADC) on May 28, 1986. The ceremony included a presentation of the Colors by the U.S. Navy Color Guard and remarks by Acting Archivist Frank G. Burke; Henry A. Berliner, Jr., Chairman of PADC; and Mrs. Van H. Seagraves, granddaughter of President and Mrs. Franklin D. Roosevelt.

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This annual report for 1986 is the first to cover a full year of the National Archives and Records Administration as an independent agency. Although we issued an annual report for 1985, the agency was independent for only the second half of that year; during the first half we were still a part of the General Services Administration. This report, then, reflects more fully than last year's the programs and progress of the National Archives on its own.

As one reads this report, a significant fact becomes apparent: the National Archives and Records Administration is truly a national agency. The chapters on the Office of the National Archives, the Office of Presidential Libraries, the Office of Federal Records Centers, the National Historical Publications and Records Commission (NHPRC), and the Office of Public Programs underline the fact that the National Archives is not just in Washington, DC, but across the country, in 14 Federal records centers, 11 Archives field branches, and 8 Presidential libraries. The NHPRC operates through a network of State historical records coordinators appointed by the Governor of each State. In addition, the Office of the Federal Register, which is the publishing arm of the National Archives, has extended its influence from coast to coast through workshops given in cities with a major Federal presence.

Among the significant facts in this report is one that indicates an interesting research trend. Figures on the use of records in National Archives repositories show that the National Archives in Washington, DC, and its satellite facilities in the suburbs, attracted 109,903 research visits during the year; the Archives field branches received more than 93,894 visits. If the Presidential libraries' research visits are added to the latter figure, the number of research visits in National Archives facilities outside Washington, DC, approximate those in the Washington, DC, area. It is also interesting to note that 66 percent of the National Archives staff is now located outside the Washington, DC, area.

These figures are not unexpected because the National Archives has expanded the availability of copies of original documents to researchers across the country. Our microfilming program has reproduced the most sought-after Government records—those of the Department of State, the Census Bureau, the Bureau of Land Management, the Continental and Confederation Congresses, the Immigration

and Naturalization Service, and other agencies. Much of this film has been distributed to our field branches, reducing the necessity for researchers to come to Washington to consult the records.

The field branches were established 20 years ago in an effort to retain at the point of origin those Federal records created outside of Washington, DC. Researchers in the Southeast interested in Tennessee Valley Authority records or researchers in the Southwest interested in Bureau of Indian Affairs records for southwestern tribes, for example, need not come to Washington, DC, to consult those records.

The Presidential libraries are also important for regional studies, as well as for the study of national and international policies. College and university professors and students, as well as members of research communities, close to each library have found the repositories to be a vast resource containing valuable original materials that have become the basis for books, dissertations, articles, and scholarly monographs. The reports received from scholars using the libraries state that these repositories are unparalleled sources for the study of recent history and contemporary affairs.

As we move into the year of the Bicentenary of the Constitution, this national network grows in importance. If the message for 1987 will be one of bringing the meaning of the Constitution to the people, then the National Archives with more than 30 facilities in 14 States is in a prime position to help. Over the years we have prepared many publications relating to the Founding Fathers, the writing of the Constitution, the establishment of the Federal Government, and the influence of the Government on daily life. These publications are now being publicized through programs in Washington, DC, in the field branches, and in the Presidential libraries. Exhibitions, lecture series, films, and other public events generated by the National Archives reach the States and communities of the Nation through this national network.

We see the slow shift of research from Washington, DC, to the Presidential libraries and Archives field branches as a trend that will grow in the future. This annual report documents the first notice of that trend; next year's, and those of succeeding years, will undoubtedly reaffirm the cultural impact of the National Archives nationwide.

FRANK G. BURKE  
Acting Archivist  
of the United States

# Office of the Archivist

The organization of the National Archives places within the Office of the Archivist a number of staff functions that relate to the agency as a whole. The six staffs—Archival Research and Evaluation, Audits and Compliance, Congressional Relations, Legal Services, Life Cycle Coordination Staff, and Public Affairs—are discussed in this chapter. The functions of another staff, Documentation Standards, were incorporated into the Office of Records Administration during the year.

The immediate Office of the Archivist includes the Deputy Archivist and other staff and support personnel. Early in the year, when it appeared that the White House did not intend to nominate an Archivist of the United States at once, Acting Archivist Frank G. Burke named Claudine Weiher, the Assistant Archivist for Management and Administration, to the position of Acting Deputy Archivist. He shares oversight responsibility for the day-to-day operations with the Deputy Archivist, which enables him to devote more time to professional and scholarly societies; the local academic community; government boards and commissions where he serves by law, regulation, or tradition; and the international archival community.

On May 7, the President nominated John Agresto, the Acting Director of the National Endowment for the Humanities, as Archivist of the United States. At the end of the fiscal year, the nomination was still pending. [On October 2, the Senate Governmental Affairs Committee met for the last time before adjournment and did not consider the nomination.]

In October, the Acting Archivist visited the People's Republic of China where he was the honored guest at a week-long symposium celebrating the 60th anniversary of the founding of the First Historical Archives of China. A second week was spent as guest of the Central Archives Bureau, visiting archives in Chengdu, Xian, and Quangchou. Shortly after his return, the International Conference of the

Round Table on Archives met for the first time in the United States at the Lyndon B. Johnson Library in Austin, TX, and the Acting Archivist participated in the program.

While the Round Table meeting prompted distinguished foreigners, such as Li Fenglou, Deputy Director of the State Archives Bureau of China, to visit the National Archives, a number of other well-known archivists were welcomed during the year. Archivists and those in charge of archives in Australia, Canada, Brazil, Israel, Korea, Taiwan, and Czechoslovakia, as well as such visitors as the Public Printer and future astronaut Barbara Morgan, were shown salient records of our Nation's documentary heritage.

## Congressional Activities

On March 18, the Acting Archivist testified before the Subcommittee on Treasury, Postal Service, and General Government of the House Appropriations Committee on the proposed 1987 budget for the National Archives. In his opening statement, he said: "As a result of independence and subsequent elimination of regional overhead, the National Archives has reduced duplicative support services

and improved overall management control of these functions."

The Acting Archivist also testified before the Government Information, Justice, and Agriculture Subcommittee of the House Committee on Government Operations. This hearing was a review of the access regulations for the Nixon Presidential materials. In his statement, he called the regulations "the best that can be achieved in the litigious context in which they must operate. They contain more explicit and formal protection against improper release of materials than that afforded to other Presidents whose materials we administer."

The Department of Defense authorization bill passed in 1985 contained a section on "Management of Military Records Maintained by the National Archives and Records Administration." This section mandated that a report from the Archivist of the United States be sent to the Congress by March 31, 1986, "for improving the management, maintenance, storage, and preservation of military records" and "for improving access to such records." The request for such a report was largely the result of the efforts of Joe Miller of Frankfort, KY, who grew concerned about the condition of



Acting Archivist Frank G. Burke is shown with Congressman Frank Horton (R-NY) in the latter's office on April 15. Horton is the ranking minority member of the House Government Operations Committee, which oversees the operation of the National Archives.



World War II records while using them for research and enlisted the aid of Senator Wendell Ford (D-KY). The findings of the draft report were shared with a distinguished body of military historians, public officials, Defense Department agencies, and veterans' organizations. Many of their revisions were incorporated into the final report.

The report discusses the nature, scope, and condition of military records in the National Archives; the major policies and procedures used in acquiring and preserving those records; the availability of the records to the public (and reference services provided); the obstacles to more efficient management of records holdings; and what the future holds for military records at the National Archives. The report concludes with recommendations for short-term and long-term plans for improvement.

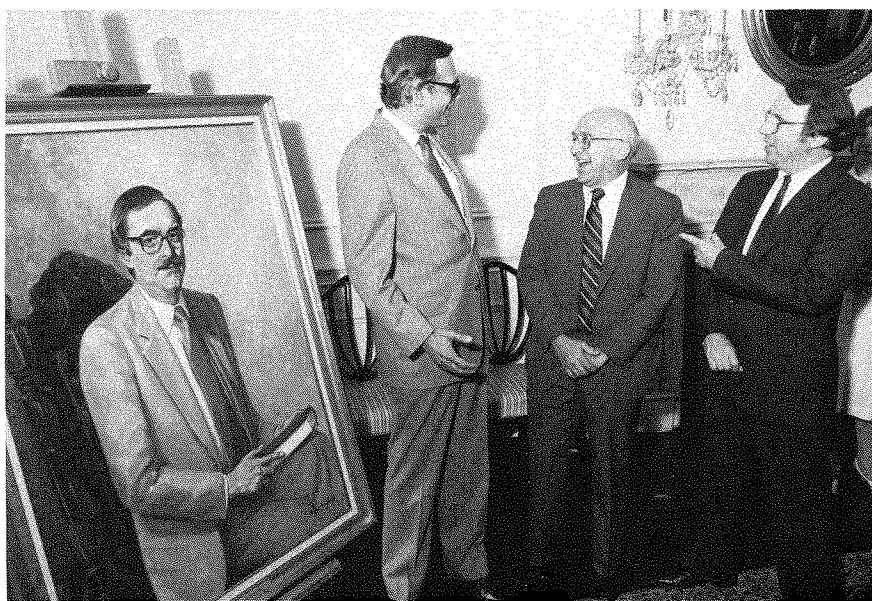
The short-term plan includes preservation, automated access, life cycle tracking, and the Optical Digital Image Storage System (ODISS). The three elements of the long-term plan are implementing the 20-year preservation plan and conducting systematic research into new techniques for preservation, increasing staff resources in the areas of appraisal and projects, and the construction of an additional archival storage facility.

The report recognizes that "all of the elements in the long-term plan will require substantial resources not currently available to the National Archives." Copies of the report, entitled *Military Records in the National Archives: A Plan for Their Preservation and Use*, are available from the Office of the Archivist.

Miller, in a letter to the Acting Archivist, called the report "excellent" and said: "most of all, [it] provides a sensible plan for the future of this nation's military archives. It is my intention to do whatever I can to help you secure the resources needed to carry this project forward."

## Professional Activities

The Acting Archivist attended a variety of meetings, including some held by the Woodrow Wilson Center, the Pennsylvania Avenue Development Corporation, the National Building Museum, and the Christopher



Former Archivists of the United States James B. Rhoads and Robert Warner with Acting Archivist Frank G. Burke at the unveiling of the portrait of Rhoads. About 150 friends attended the official presentation on June 6 of the James B. Rhoads portrait to the Government. Rhoads, who was the fifth Archivist of the United States, joined the Archives in 1952 and served as Archivist from 1968 to 1979. The portrait by Elizabeth Smily of Vancouver, BC, a gift of Rhoads' friends, is now hanging along the east staircase of the National Archives Building.

Columbus Quincentenary Jubilee Commission. He was also the honored guest at a special reception given by the National Genealogical Society and spoke at the Mid-Atlantic Regional Archives Conference, the Yivo Institute in New York, the Institute for the Editing of Historical Documents, and the annual meetings of the National Association of Government Archives and Records Administrators, the Society of American Archivists, and the Information Resources Management Conference. In addition, he addressed the Army Institute for Military History, the American Indian and Alaska Native Archives Conference, and a special New York State Preservation Conference. As always, the Acting Archivist was closely involved with activities associated with the National Historical Publications and Records Commission, as described elsewhere in this report. The dedication and opening of the new Maryland Hall of Records was the occasion for his special visit to and participation in ceremonies in Annapolis.

Two initiatives in 1985-86 were especially important. For the first time, a meeting with archivists of each of the 50 States was held at the National Archives. The agenda of the meeting included discussions on appraisal,

automation, conservation, and other matters of common concern. The joint session was so successful that the Acting Archivist stated his intention to make it an annual event. The second initiative—a luncheon for history department chairmen and library school deans from the colleges and universities in the Washington, DC, area—may also become an annual event at the National Archives.

A wide range of open meetings with the staff included a "State of the Archives" address on April 1, which was the first anniversary of the reestablishment of the National Archives as an independent agency. The Acting Archivist also participated in the Field Archives Directors Conference in Philadelphia, the Records Centers Directors Conference in Atlanta, and the Presidential Library Directors Conference, also in Atlanta and concurrent with the dedication and opening of the Jimmy Carter Library. He spoke to the National Archives Assembly at one of its quarterly meetings and attended program reviews, appointed and met with special task forces and working groups formed to aid in the solution of professional problems, and chaired the Archives Committee on Automation to coordinate progress in that area. In

addition, the Acting Archivist conducted an eight-session seminar on archival theory for the Career Intern Development System (CIDS) program, the training course required for professional archivists of the National Archives.

As the year ended, the American Council of Learned Societies requested the Acting Archivist to serve as the chairman of a delegation of archivists and scholars to visit the Soviet Union in December in an effort to establish a program of archival exchange with the Russians. In addition, he commenced plans for the 1987 events celebrating the 200th anniversary of the signing of the Constitution of the United States.

## **Archival Research and Evaluation Staff**

The Archival Research and Evaluation Staff carries out a three-fold mission to study and monitor technological evolution and innovations, assist other offices in the application of technology to their programs and operations, and provide technical consultation services within the National Archives. The staff conducts, or undertakes by contract, a program of applied technical research projects. The staff director is William Holmes.

The Archival Research and Evaluation Staff also includes Preservation Officer Alan Calmes. In addition to advising the Archivist on preservation matters and coordinating the overall preservation program, the Preservation Officer oversees research contracts in preservation-related areas.

For the activities of this staff, see the chapters on automation and preservation.

## **Audits and Compliance Staff**

The staff audits programs to ensure that resources are safeguarded and managed efficiently; funds are expended in a manner consistent with related laws, regulations, and policies; and programs achieve desired results and function efficiently. The staff is headed by George Henderson and includes four auditors.

This year, the staff completed the establishment of permanent files on the program offices as well as several audits and management assistance reviews. In each audit and review, officials agreed

to take appropriate action to improve internal controls and protect the interest of the Government.

Audit reports were issued in these areas:

- Audit of National Archives compliance with the Prompt Payment Act;
- Audit of the fee schedule at the National Personnel Records Center, St. Louis, MO;
- Audit of the National Archives financial control program;
- Audit of the Publications Division inventory;
- Audit of the National Archives' internal control program;
- Audit of the John F. Kennedy Library, Boston, MA.

## **Congressional Relations Staff**

The staff was created in November 1985 to establish working relations with Members of Congress, their staffs, and congressional committees. The director is Susan M. Chase.

During fiscal year 1986, the 2-person staff arranged 15 tours of the National Archives Building and the Nixon Presidential Materials Project in Alexandria, VA, for Members and staff. Programs to acquaint congressional staffs were developed to ensure that current House and Senate records are created and stored in a manner commensurate with their importance. For instance, with the assistance of the House and Senate Historians, a workshop on records maintenance and disposition was given for the staffs of both Houses at the National Archives.

In order to acquaint Members of Congress with the holdings of the National Archives, the staff distributed a wide variety of publications to congressional offices. These publications also helped answer inquiries from constituents on a range of reference questions. The staff responded to nearly 1,000 inquiries from congressional offices.

## **Legal Services Staff**

The activities of the Legal Services Staff during fiscal year 1986 included assistance in litigation and administrative actions for the agency. The acting director is Gary Brooks.

Perhaps the most visible event of the

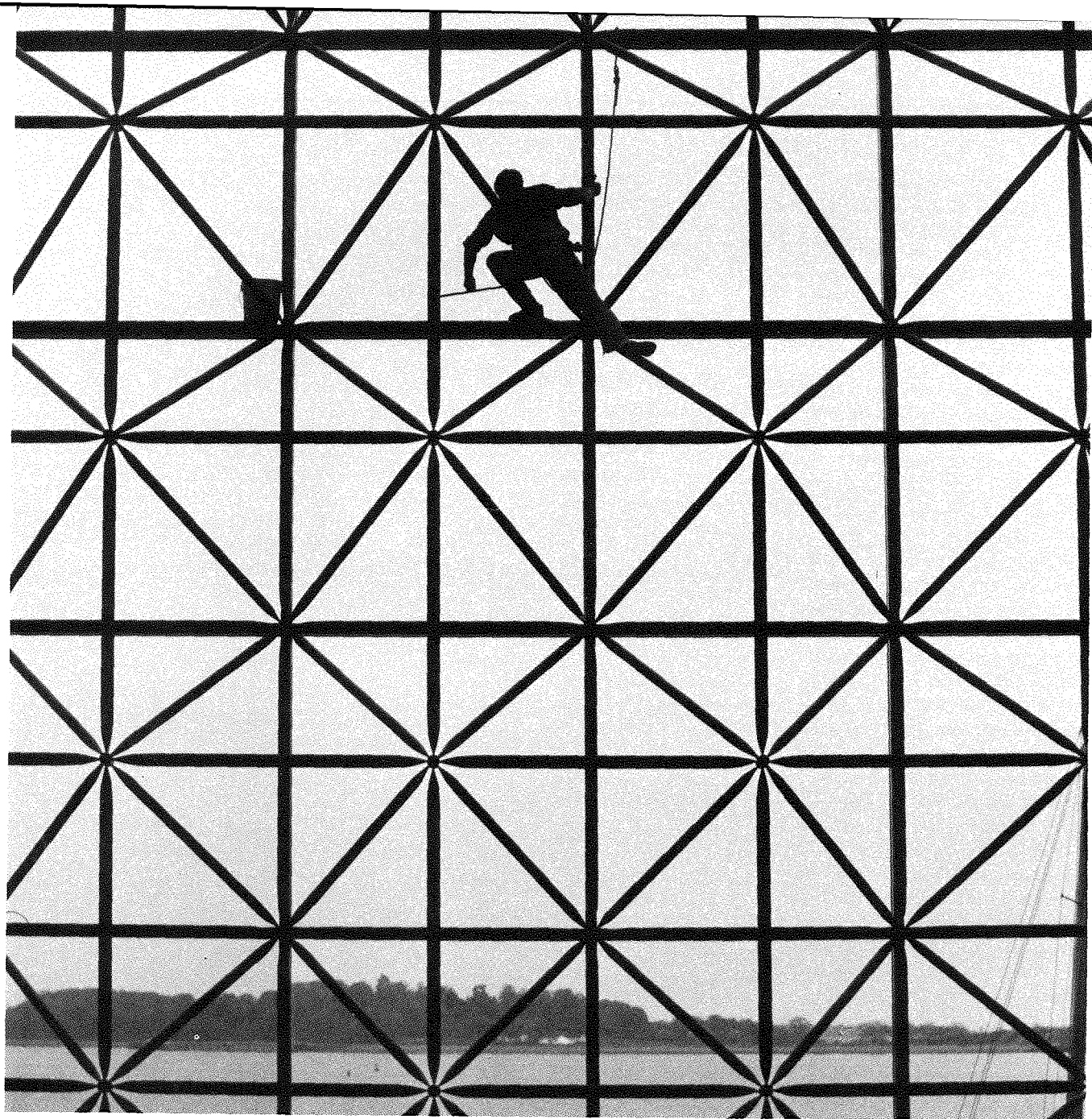
fiscal year was the promulgation and implementation of the sixth set of regulations governing public access to the Presidential historical materials of Richard Nixon. The year began and ended with the National Archives as the defendant in lawsuits brought by the Public Citizens Litigation Group. The first suit was settled by the publication by the National Archives of the sixth set of regulations. The second suit, which continues, challenges the legality of an opinion issued by the Department of Justice's Office of Legal Counsel. This opinion concludes that the incumbent President and the Archivist should honor any claims of executive privilege made by Nixon.

The past year also marked the resolution of the longstanding case of *American Friends Service Committee v. Webster*, which involved the National Archives retention plan for records of the Federal Bureau of Investigation. After extensive litigation, the U.S. District Court for the District of Columbia approved the 1981 records retention plan. The case, in which the Legal Services Staff again worked with Department of Justice attorneys, has now been concluded except for the issue of attorney fees.

On October 1, 1986, the Acting Archivist accepted the Jimmy Carter Library as the eighth Presidential library under Archives administration. The Legal Services Staff negotiated and helped draft the deed conveying to the National Archives the library building and certain other real property, the easements granting the National Archives interests in certain property owned by the group that built the library, and the agreements granting the National Archives the right to use the property involved.

## **Life Cycle Coordination Staff**

The MARC life cycle tracking study called for an ADP management policy on computer applications relating to life cycle systems and a three-person Life Cycle Coordination Staff. (For a full explanation, see the chapter on automation.) The staff is to ensure that an integrated automated system for the National Archives is developed and will identify and administer data elements, software architecture, and other technical standards that support this



Spring cleaning at the John F. Kennedy Library. The Audits and Compliance Staff conducted an audit of the Kennedy Library this year, one of six audits conducted by the staff.

activity. Recruitment of a staff is underway.

### Public Affairs Staff

The staff publishes the four periodicals, listed here, about the programs and holdings of the National Archives and coordinates the nationwide public information program. The Public Affairs Officer is Jill Brett.

During the year, the staff received 650 inquiries from the media about the National Archives. Press releases and public service announcements about activities at the National Archives

totaled 161. More than 300 news and magazine articles featured the National Archives prominently.

The following publications were issued during this fiscal year:

<i>Publication</i>	<i>Circulation</i>
Monthly Calendar of Events	13,000
Quarterly News From the Archives	450
Weekly Staff Bulletin	3,800
Annual Report	4,000
On The Record (occasional)	3,500

There are four professional members on the Public Affairs Staff, three full-time and one part-time.

# Office of Management and Administration

The Office of Management and Administration is responsible for agencywide program management and for all administrative services within the National Archives nationwide, which includes planning and administering the agency's financial, personnel, procurement, and information management systems. In addition, the Office administers analysis and evaluation programs for the National Archives. During the year, Deputy Assistant Archivist for Management and Administration James Megronigle was named acting head of this Office.

Financial services are achieved through a combination of in-house resources and interagency service agreements, most notably an agreement for payroll and accounting services with the General Services Administration (GSA). An additional responsibility is the oversight of the day-to-day activities of the National Archives Trust Fund Board staff, the nationwide procurement system, and liaison with the Office of Management and Budget and congressional appropriation committees.

## Sources of Operating Funds

The National Archives and Records Administration is funded through Federal appropriations, reimbursable income from agencies, and the National Archives Trust and Gift Funds.

In addition to the congressional appropriations, the National Archives receives significant funding from services performed for and reimbursed by other agencies. The largest reimbursable program is providing special services for other agencies' records in the custody of the Federal records centers, predominantly those of the Internal Revenue Service and the Social Security Administration.

The Trust Fund generates income through the sale of publications, reproductions, and services to other Government agencies and to the

public. The Gift Fund arises from donations, bequests, and gifts.

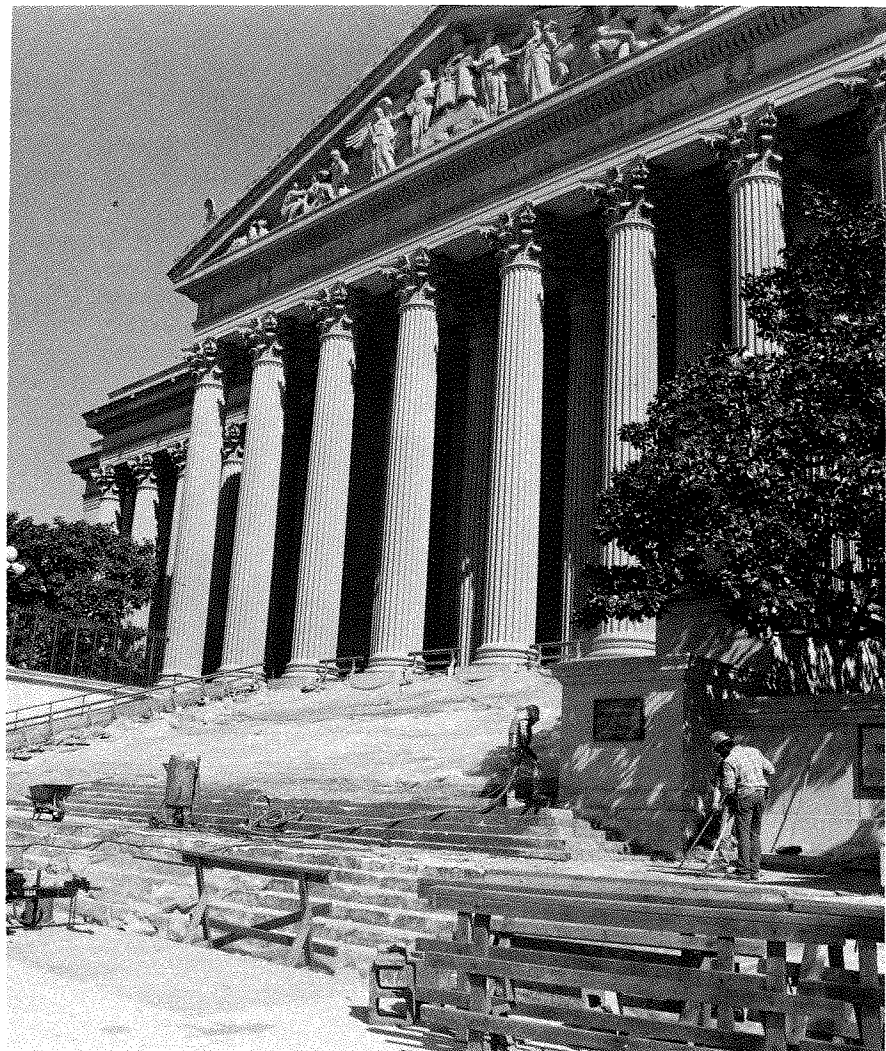
## Fiscal Year 1986 Summary

### Appropriations

Under PL 99-177, the Balanced Budget and Emergency Deficit Control Act of 1985 (Gramm-Rudman-

Hollings), the National Archives FY 1986 appropriation was reduced by 4.3 percent. In order to achieve these reductions, the National Archives implemented a hiring and promotion freeze, reduced equipment purchases, made adjustments in building services in a number of records centers, and reduced outlays for preservation.

The funding available to the National



This \$460,000 project to repair and waterproof the Constitution Avenue steps was one of several major building repair and alteration projects undertaken in FY 1986 by the Office of Management and Administration. The project was necessary to prevent water seepage into records storage areas and the moat, which would have eventually led to long-term structural damage. Other projects include major firesafety renovations and long-overdue cleaning of the internal marble and masonry surfaces. These repairs and alterations are part of a 7-year, \$12 million program to effect needed repairs to the building, which is now over 50 years old.



Archives in FY 1986 for direct operating expenses was \$93,176,000, a \$4,187,000 reduction from FY 1985. In addition, \$3,933,000 was available for grants, \$264,000 for the preservation of House and Senate records, \$5,200,000 for the design of improved access and archival storage space at the Kennedy Library, and \$2 million remaining in supplemental funds carried forward from previous years. This provided a total of \$104,573,000.

Of these funds available, \$36,658,000 was obligated by the records centers for the accessioning, storage, reference service, and disposal of records of the Federal Government; \$55,252,000 by the central office and field branches, the Office of Presidential Libraries, the National Audiovisual Center, and the Office of the Federal Register for operating expenses; and \$4,612,000 by the National Historical Publications and Records Commission for the award, review, and administration of records and publications grants.

The following table summarizes funds available and actual obligations for FY 1986:

<b>Fund</b>	<b>Availability</b>	<b>Obligated</b>
Operating Expenses, Direct	\$93,176,000	\$92,482,000 [1]
Grants	3,933,000	3,780,000 [2]
Preservation, House and Senate Records	264,000	127,000 [2]
Kennedy Library	5,200,000	133,000 [2] [3]
Supplemental	2,000,000	0 [2]
<b>TOTAL</b>	<b>\$104,573,000</b>	<b>\$96,522,000</b>

[1] Unexpended funds are only available for adjustments to obligations made in FY 1986.

[2] No-year funds. The balances at the end of the fiscal year carry over and are available for obligation in succeeding fiscal years.

[3] In FY 1985, \$5,200,000 was appropriated for improvements to the Kennedy Library. Of this amount, \$4,700,000 was deferred until FY 1986, and unexpended funds will be carried over into FY 1987. Of the total \$5,200,000, \$4,000,000 is planned for improved archival storage and educational space and the balance of \$1,200,000 is for construction of a boat dock to provide increased access to the library. To date, \$133,000 has been spent; \$120,000 of this was obligated this fiscal year for a feasibility and preliminary design study by the Army Corps of Engineers for the boat dock. Design and construction of the boat dock will proceed if the study concludes this is feasible.

Also in FY 1986, the GSA conducted a solicitation for an architectural and engineering firm to design additional archival space. After the design is completed, the balance of \$4,000,000 will be awarded for architectural design fees and construction.

## Reimbursements

During FY 1986, the National Archives received \$18,495,000 for reimbursable services provided to other Federal agencies. The major activity was the records centers program at a level of \$15,719,000. The Office of the National Archives, Presidential libraries, and declassification activities provided the balance of \$2,776,000.

## Funds

The National Archives Trust Fund earned \$9,156,000 in operating income. Actual expenses were \$7,705,000 for a net gain on operations of \$1,451,000. The Gift Fund had \$2,214,000 available in FY 1986. Expenditures of \$283,000 left a balance at the end of the year of \$1,931,000.

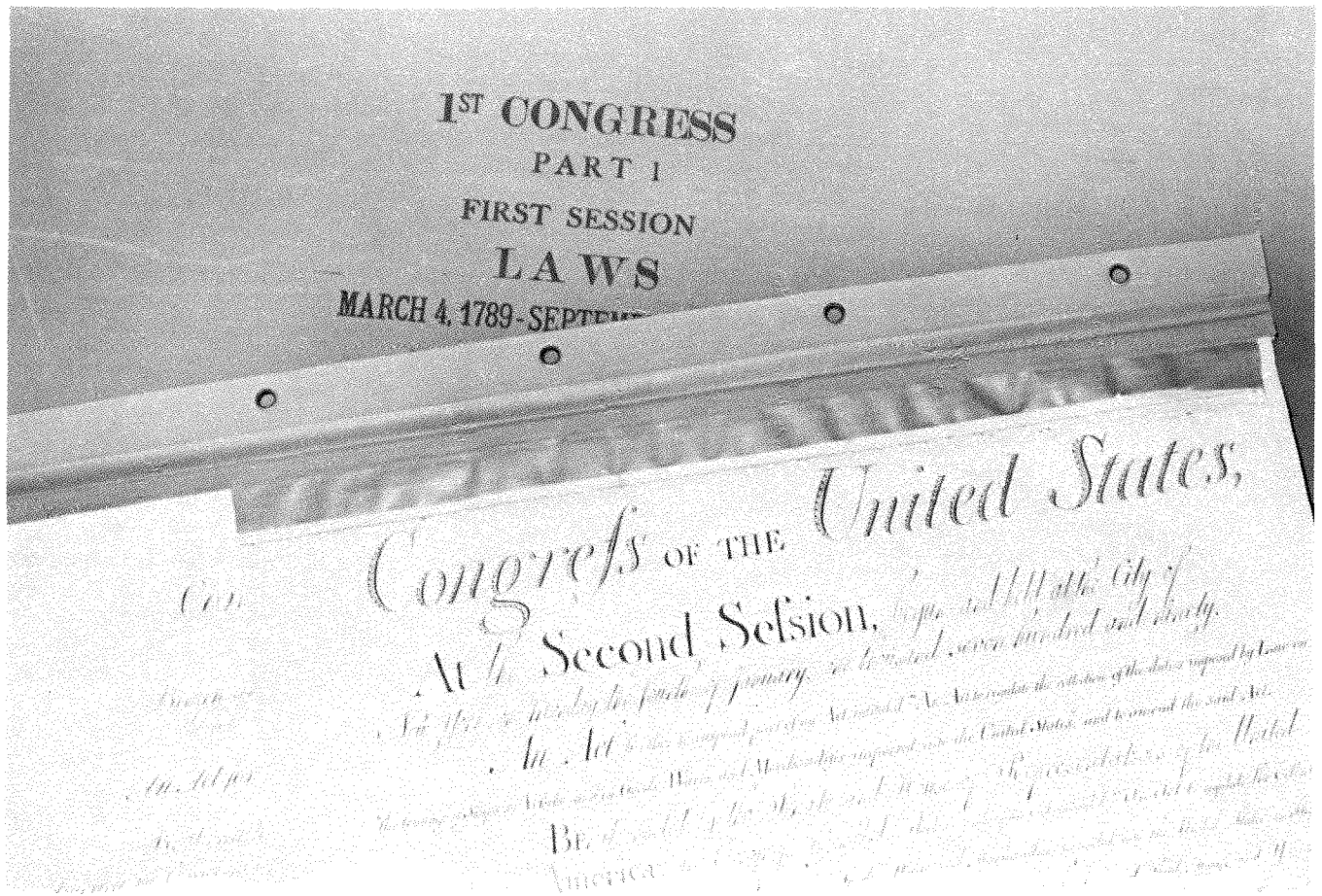
## Office of Management and Administration Staff

Assistant Archivist (Acting)	James Megronigle	523-3170
Deputy Assistant Archivist	James Megronigle	523-3076
Director, Program Policy and Evaluation Division	Adrienne Thomas	523-3214
Director, Budget and Finance Division	Patricia Dews	724-2730
Director, Personnel Services Division	Wilma Kriviski	724-1525
Director, Administrative Services Division	Lawrence Oberg	523-3225
Secretary, National Archives Trust Fund Board (Acting)	Ron Lawson	523-3047



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# The Federal Government and the National Archives



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The Legislative Archives Division performed reference services for 31 House and Senate offices and committees and loaned Congress 589 boxes of records during the year. The Division accessioned 136 cubic feet of records from the House of Representatives and 327 cubic feet of Senate records this year.

Highlights include the records of the Joint Atomic Energy Committee and the Senate Foreign Relations Committee. The National Archives holds more than 45,000 cubic feet of legislative records. The material remains in the legal custody of the two Houses of Congress.

# Office of Federal Records Centers

The Office of Federal Records Centers provides economical storage of and reference service on active and semiactive Federal records in 14 records centers located throughout the country. Although practically all Federal agencies receive services from the centers, the major users of these services are the Department of Treasury, primarily the Internal Revenue Service (IRS), and the Department of Defense. Most of the stored records are referred to infrequently by agencies, but the records must be maintained for specific periods to comply with legal, fiscal, or other administrative requirements. However, some records are requested more frequently, such as IRS tax returns and Social Security claim folders.

## Services to Federal Agencies

In fiscal year 1986, the records centers received 1.3 million cubic feet of records from Federal agencies. By storing these records in records centers rather than in offices, Federal agencies realized a cost savings of \$12.36 for each cubic foot retired to a records center. Therefore, the savings that resulted from transferring records to the records centers this year was \$16 million. Records centers also destroy records no longer needed by the agencies and transfer permanently valuable records to the National Archives in accordance with approved records disposition schedules. This year, the centers destroyed nearly 1 million cubic feet of records and transferred nearly 35,000 cubic feet to the National Archives for permanent retention. The centers responded to 26.5 million reference requests from agencies, of which 22.5 million pertained to IRS tax returns.

The centers also increased considerably the reimbursable micrographic services to agencies. Some 16.2 million images were filmed by the centers, 2.5 million more images than were filmed last fiscal year.

The centers offer files improvement

and records disposition workshops to agencies. These workshops are designed to assist professional and clerical staffs in proper files maintenance and disposition. This year, more than 2,000 Federal employees attended these workshops.

The National Personnel Records Center, housed in two separate locations in St. Louis, MO, stores the personnel records of former members of the U.S. Armed Forces and former Federal civilian employees. The military records amount to more than 1.5 million cubic feet of veterans personnel and medical files. The personnel and pay records of former civilian employees total nearly 550,000 cubic feet. The center answers millions of requests for information from former members of military services and former civil servants, and their families, each year; these inquiries often relate to claims for benefits.



Bob Flores, a Los Angeles Records Center employee, uses a conveyor system to move records efficiently. Conveyor systems are used at all of the records centers to aid in the placement and removal of records. The centers average 2,000 square feet in size and hold an average of 1 million cubic feet of records each.

## Reimbursable Agreements

Reimbursable agreements have been negotiated with several Federal agencies to provide additional services. These agreements provide that agencies will pay the National Archives the costs of storing and servicing their current, active files. Agreements are now in effect between the National Archives and the Internal Revenue Service, the Social Security Administration, the Veterans Administration, the Department of Justice, and the U.S. Postal Service.

The IRS agreement accelerates the transfer of tax returns to the records centers. In many of the records centers, tax returns are received only 6 weeks after being filed by the taxpayer. IRS reimburses the National Archives for all related storage and reference costs. Without this agreement, IRS would require extensive additional storage capacity and staffing at each of its service centers.

The Social Security Administration (SSA) agreement also lowers storage and servicing costs for the SSA service centers. Files normally would be transferred to a records center when all claim activity had ceased; however, since the activity at the SSA service centers has expanded beyond the capacity of their facilities, large blocks of active claim folders have been transferred to six records centers. In exchange, SSA reimburses the National Archives for all storage and document interfile costs at the records centers.

Similarly, the records centers assist the Veterans Administration (VA) in mortality studies of Vietnam veterans and the National Research Council (NRC) in various projects relating to mortality studies. Both of these reimbursable agreements require photocopies of death certificates from selected VA claim folders stored in the records centers.

## Courtesy Storage for Members of Congress' Papers

The Federal records centers provide courtesy storage for inactive papers of Members of Congress. The centers offer secure, economical storage of Members' personal papers during their terms of office. The centers also provide prompt retrieval of these papers on request. Since these papers are personal property, they are removed from the centers when a Member leaves office. However, records center staff is available to advise on the process of transferring these papers to permanent repositories.

## Management Study Completed

The Office of Management and Budget has established a Governmentwide policy that requires Federal agencies to obtain goods and services from the private sector when it is economical to do so (OMB Circular A-76). Under this directive, the National Archives is required to review certain internal functions in order to determine if they can be provided by the private sector at lower cost. Among these functions are the records storage and servicing activities of the Federal records centers.

To assist in this management study, the National Archives contracted with the accounting firm of Price Waterhouse. As part of the contract, the firm developed the Performance Work Statement (the statement of work against which private sector companies will prepare bids) and computed the agency's costs to provide these servicing activities. Price Waterhouse completed the management study this year and found that "records centers possess many qualities which could be favorably compared to their private sector counterparts." The study concluded that their recommendations for improvement were merely "fine tuning of an already efficient and effective organization."



The Seattle Records Center and Field Branch were host to members of a Chinese trade delegation on June 9, 1986. Mme Deng Xianfu, who is a sister of the Chairman of the People's Republic of China and is an official of the Sichuan Province, and Mme Xi Runhui, who served as personal aide, toured the Seattle facilities and examined records relating to Chinese immigration and commerce in the Northwest United States. Here they are shown with translator Kin Hung Luk; Field Branch Director Phillip Lothyan; and staff archivist Joyce Justice.



Employees at the National Military Personnel Records Center in St. Louis were recently awarded certificates of appreciation by the Social Security Administration. The award was presented "in recognition and appreciation of the timely processing of military information requests for the Social Security Administration." The Center receives approximately 500 requests each week for verification of the amount of military service time and the character of separation for Social Security applicants. Senior Social Security officials in Clayton, MO, initiated the award. This award marks the first time that the Social Security Administration has recognized an entire organization within the Federal Government, not just an individual employee.

## Office of Federal Records Centers Staff

Assistant Archivist _____	David F. Peterson	653-8450
Deputy Assistant Archivist _____	Raymond A. Mosley	653-8377
Director, Field Operations Division _____	Gregory A. Pomictor	653-8388
Director, Policy and Systems Division _____	Linda K. Schrier	653-8376
Director, Data Systems Division _____	Joseph Griffin	8-273-7152
Director, National Personnel Records Center _____	David Petree	8-273-7201
Director, Washington National Records Center _____	Ferris Stovel	763-7000

# Office of the Federal Register

This Office, which celebrated 50 years of uninterrupted publication of the *Federal Register* on March 14, 1986, publishes laws, administrative regulations, and Presidential documents. In addition to the *Federal Register*, the Office publishes the *Code of Federal Regulations*, *The United States Government Manual*, *the United States Statutes at Large*, the *Weekly Compilation of Presidential Documents*, and the *Public Papers of the Presidents*.

The Office assumes the responsibility of the Archivist for ensuring the accuracy of the official count of electoral college votes for President and Vice President and receives ratification documents from the States on constitutional amendments. The Office serves both the Federal Government and the public.

## Services to the Federal Government

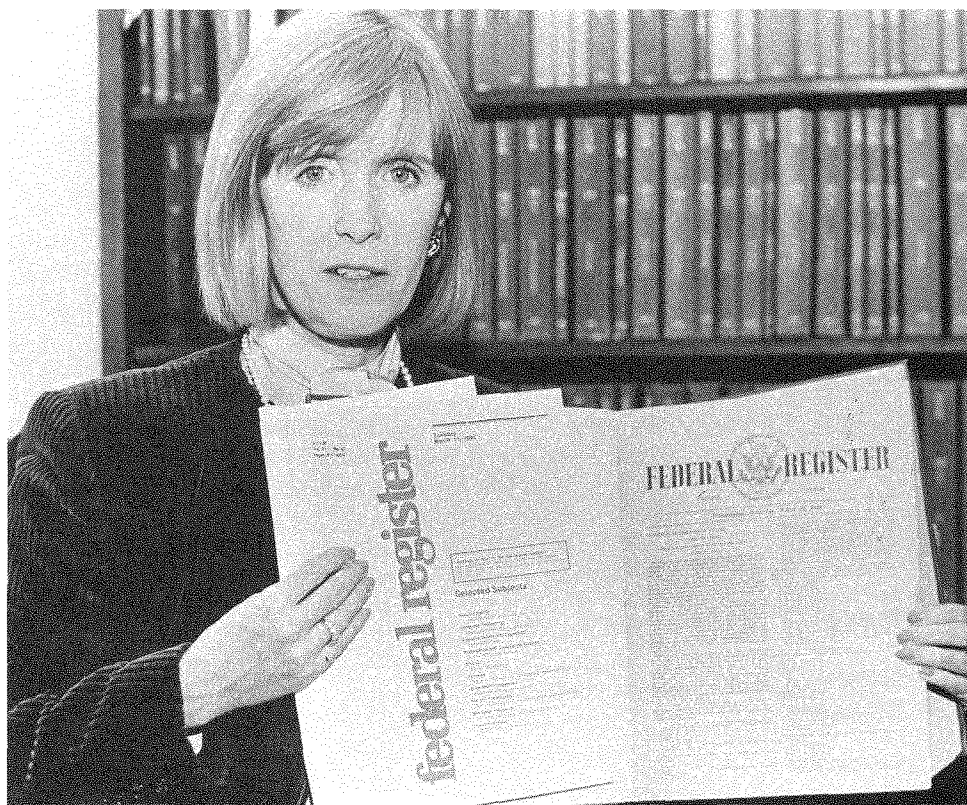
For the Government, it is the central publication point for laws, Presidential documents, proposed and final regulations, and official notices. All three branches of the Government receive their publications through an "official use" distribution system. Each Member of Congress, for example, receives 5 copies of the daily issue of the *Federal Register* and 12 copies of *The United States Government Manual*. Copies of the *Weekly Compilation of Presidential Documents* and the *Public Papers of the Presidents* are available to Members of Congress upon request. Congressional committees can obtain the *Code of Federal Regulations* books that they need.

The Office of the Federal Register also assists other Federal agencies in a variety of ways. It conducts workshops in drafting documents for publication in the Federal Register system for agencies needing specialized training. Sessions

were held during the year for more than 200 staff members of the Federal Communications Commission, the Labor Department's Mine Safety and Health Administration, and the Interior Department's Office of Surface Mining. In addition, the Office conducted two regulatory writing seminars as part of the Office of Personnel Management's Government Affairs Institute series for Federal employees. Because of its responsibilities for Presidential

documents, the Federal Register was able to assist the Office of Management and Budget (OMB) in the preparation of Executive Order 12553, which revoked numerous obsolete and inactive Executive orders.

On the basis of its update of the Government's organizational structure for *The United States Government Manual*, the Office of the Federal Register prepared an annual report for the Senate Committee on Governmental



Martha Girard, Director of the Executive Agencies Division of the Office of the Federal Register, displays the first *Federal Register*, published on March 14, 1936, in her left hand. In her right hand is the March 14, 1986, edition. The first issue was a modest 16 pages in which 7 documents were published, including an Executive order by President Franklin D. Roosevelt enlarging the Cape Romain migratory bird refuge in South Carolina. Fifty years later, on Friday, March 14, 1986, the *Federal Register* was going strong. In the 216-page issue of that date, 53 agencies published 142 documents—including 25 rules, 8 proposed rules, and 107 notices. In the half century of publication completed in 1986, the *Federal Register* has become an indispensable link between the Federal Government and those affected by its rules and actions.



Affairs entitled "Agencies and Functions Established, Continued, Abolished, Transferred, or Changed in Name by Legislative or Executive Action During Calendar Year 1985," which formed the basis for a committee print.

## Services to the Public

At the end of fiscal year 1986, the daily *Federal Register* totaled 48,343 pages of rules, proposed rules, Presidential directives, and official notices. Five nights a week, 34,000 copies of the *Federal Register* were printed for distribution the following day to Federal agencies, the Congress, the courts, depository libraries, and 20,000 subscribers.

The *Code of Federal Regulations* (CFR), which is updated by the daily *Federal Register*, stood at 96,905 pages in 174 books. The CFR is a main reference source for the legal profession, Government contractors, trade associations, and consumer organizations. Its importance is reflected in the annual sale of more than a million copies.

Because the regulatory information published through the Federal Register system affects so many areas of American life, public workshops are held to help users maximize use of the publications and their finding aids. This year, the Office held 22 public workshops. Ten of the sessions were conducted in seven cities: Atlanta, Philadelphia, St. Louis, Dallas, Denver, Seattle, and San Francisco. Ten workshops were held in Washington, DC, and two special sessions, sponsored by States, were conducted in Des Moines, IA, and Springfield, IL. This year the workshops were attended by more than 1,300 participants, including many librarians who help others use the Federal Register system.

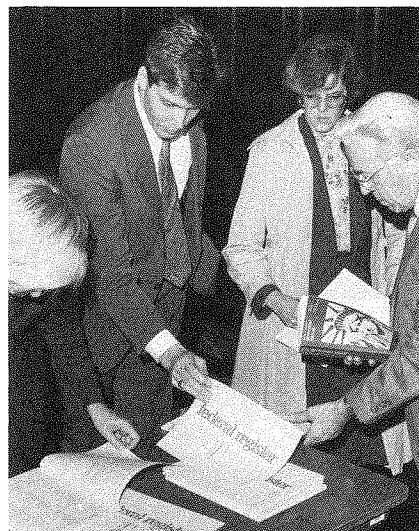
Fifty-two issues of the *Weekly Compilation of Presidential Documents* were published, and a new "Document Categories List" supplemented the subject and name indexes. The Office published the second volume of the 1983 *Public Papers of the Presidents*, and work on the first volume for 1984 was completed. To ensure the highest production standards for the prestigious *Public Papers* series, the Office of the Federal Register initiated a special quality control program at the Government Printing Office.

Also published were 2,346 pages of slip laws as well as the 1983 volume of the *United States Statutes at Large*. Preparation of the 3-volume 1984 *Statutes* was completed.

The 1986/87 edition of *The United States Government Manual* and a new edition of the *Codification of Presidential Proclamations and Executive Orders*, covering the period January 20, 1961-January 20, 1985, were published.

Work was completed on the five-volume 1985 *Privacy Act Compilation*, with publication expected during the first quarter of FY 1987. The *Compilation* contains descriptions of systems of records maintained on individuals by Federal agencies, and its publication by the Federal Register is required by law.

The *Guide to Record Retention Requirements in the Code of Federal Regulations* was published for the first time since 1981. Revised as of January 1, 1986, the 355-page *Guide* is a digest of regulations in the *Code of Federal Regulations* that set forth recordkeeping requirements for the public. This *Guide* tells the user which records must be kept, who must keep them, and how long they must be kept.



Students participating in a Federal Register workshop in Washington, DC. This year the Federal Register sponsored workshops in Washington, DC, and cities throughout the United States to familiarize the public with the use of publications in the Federal Register system.

## Office of the Federal Register Staff

Director	John E. Byrne	523-5240
Director, Executive Agencies Division	Martha Girard	523-5240
Director, Presidential Documents and Legislative Division	Robert E. Lewis	523-5240

# Office of Records Administration

Congress has placed increasing emphasis on developing more effective policies for managing recorded information throughout the Government. This Federal effort has become known as information resources management (IRM). The involvement of the National Archives reflects the importance of records management as a component of IRM.

The overriding purposes of records and information resources management are identical: to manage information so that Government officials can make informed and timely decisions. In addition, careful planning for the creation, use, and disposition of information throughout its life cycle is necessary to ensure that investments in information technology are cost effective.

In order to improve management of recorded information, the National Archives has expanded its guidance and services to agency officials to help manage the information explosion and to ensure adequate documentation of the Government's organization, policies, and activities.

## Appraisal and Disposition Activities

The Office of Records Administration is responsible for determining the appropriate disposition of all Federal records, regardless of physical form. The records appraisal process encompasses paper records, microforms, maps, charts, drawings, photographs, motion pictures, sound recordings, and electronic records, including tapes and disks. This appraisal effort involves reviewing the retention periods proposed by agencies for each series of records, deciding which records may be destroyed after specified retention periods have expired, advising agencies on the use of Federal records centers, and determining which records should be transferred to the National Archives.

Appropriate disposition of records through the scheduling process is the major element of records administration

programs of the Federal Government. Only those records needed for current business are retained in office space. Others that may require occasional reference, or that must be kept for a period of time for some other reason, are retired to a storage facility, generally a Federal records center. Most records are scheduled for destruction at the completion of their active use. However, the scheduling and appraisal process also identifies records of continuing value to be preserved in the National Archives to document the organization, policies, and activities of the U.S. Government or because they contain information with significant value for researchers. Determining which records should become part of the National Archives is one of the most challenging and important parts of an archivist's job.

During FY 1986, the appraisal of nearly 6,000 separate records series was completed. Some of the more important appraisal and disposition activities conducted during the year are highlighted in the sections that follow.

## Justice Department Litigation Case Files

Considerable progress has been made on the long-term project to appraise and schedule the 129,000 cubic feet of litigation case files of the Department of Justice. The project involves examination and analysis of a sample of records in each of the 200 classifications used by the Department for control and retrieval purposes. By the end of the fiscal year, the project staff had completed appraisal of three-fourths of the classifications, including those relating to World War II and postwar national security, civil rights, social security, and swine flu vaccination programs.

## Older Army Records

A long-term project to appraise approximately 53,000 cubic feet of army records dating from the 1950s and stored at the National Personnel Records Center in St. Louis reached 90 percent

completion. During FY 1986, an additional 11,000 cubic feet of records of army laboratories, proving grounds, and other field commands were appraised.

## FBI Records

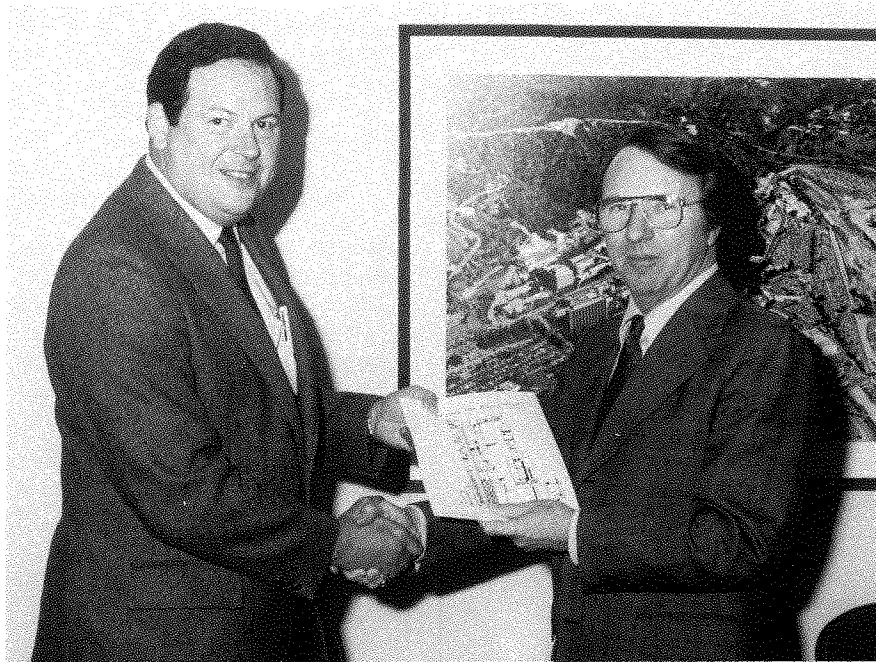
In September, U.S. District Court Judge Harold Greene issued a final ruling in a lengthy court case concerning the schedule for FBI records. The case originated in 1979, when the American Friends Service Committee and 46 other plaintiffs sought to halt the disposal of FBI field office investigative files. An 18-member task force appraised the records and developed a records schedule, which was submitted to the court in 1981. After further legal proceedings, Judge Greene decided in December 1985 that the retention plan developed by the National Archives in 1981 was generally acceptable.

However, final court approval was contingent on the examination of records in two additional FBI field offices and on modification of the plan providing for the permanent retention of certain records that had been appraised as nonarchival. The National Archives staff developed a revised report in accordance with the court's instructions. The judge's final decision accepts the revised records schedule and lifts the injunction imposed in 1980 barring the destruction of FBI files.

The National Archives is now updating the 1981 retention plan to develop disposition instructions for file classifications designated "Disposition Not Authorized" in the 1981 schedule and for classifications created since 1981.

## Navy Department Records

The Navy Department made notable progress in updating its outdated records disposition manual during the year. The National Archives has approved 5 (2 in FY 1986) of the 13 chapters of the Navy Department's new records disposition manual, and 4 others are undergoing archival review. The



Dr. Frank Burke presented the *Report on the Appraisal of NASA's Research and Development Records* to Robert Nysmith, Associate Administrator for Management, on November 22, 1985.

remaining chapters are in various stages of development within the Navy. National Archives appraisal archivists are working closely with Navy personnel to ensure the inclusion of all major electronic records systems in the revised manual. The cooperation and commitment of the Navy to this long-term project has been exemplary.

### ***Tennessee Valley Authority Records***

The Tennessee Valley Authority (TVA) submitted 13 records schedules covering photographs, drawings, and electronic records systems, as well as traditional paper files.

### ***Federal Highway Administration Records***

The Federal Highway Administration revised its schedules for records of its district and regional offices. These field offices had been using records disposition authorities dating back to 1962.

### ***Small Business Administration Records***

The Small Business Administration (SBA) prepared a comprehensive records schedule that was approved by the Archivist in September 1986. The schedule updates disposition standards developed in the 1960s and early 1970s

and provides standards for records series that have been created since that time. The implementation of this schedule will result in increasing efficiency through the timely disposition of SBA records.

### ***U.S. Information Agency Records***

Schedules for the U.S. Information Agency's specialized collections—including the photograph library, records relating to the Beirut Agreement, and records of the Board of Foreign Scholarships—were approved, and a schedule for the Voice of America's tape library was submitted.

### ***Army-Air Force Exchange Service Records***

The Army-Air Force Exchange Service conducted a thorough review of its records disposition manual during FY 1986 and submitted numerous changes to the National Archives for approval. The goal of the review was to ensure the shortest retention periods consistent with operational needs and the protection of rights and interests. This effort will result in increased economy of agency operations.

### ***Temporary Commission Records***

Records management assistance is provided to temporary commissions

established by Congress, the President, and Cabinet members. Upon termination of these commissions, records appraisal archivists are involved in the disposition of the records. Most nonadministrative records of such commissions have archival value. This year, records of the following major temporary commissions were appraised for transfer to the National Archives:

The Presidential Commission on the Space Shuttle *Challenger* Accident, established to determine the causes of the launch accident and chaired by former Secretary of State William P. Rogers.

The President's Blue Ribbon Commission on Defense Management, chaired by industrialist and former Department of Defense (DOD) official David Packard. This Commission analyzed overall DOD management, organization, and decisionmaking and recommended numerous changes for improvement.

The Attorney General's Commission on Pornography, established to analyze the effects of pornography, particularly its influence on crime.

The President's Commission on Organized Crime, which investigated labor racketeering, cocaine and heroin trafficking, gambling, and criminal activities of various groups.

The National Commission on Space, charged with developing goals for activities in space for the next 50 years.

The 1984 Inaugural Committee, a planning and operational group that arranged official inaugural activities.

Other important agency developments and significant collections of records that were appraised during FY 1986 are described in appendix N.

### ***Electronic Records***

The National Archives is responsible for appraising and for advising agencies on their management of all records, regardless of physical form. Nontextual records often have high research value, but agencies frequently find it difficult to control them adequately. Electronic

records pose particular problems because of the lack of well-defined policies on their creation, maintenance, and use; their fragility and erasability; and the ease of altering data. To address these problems the National Archives, in cooperation with agency officials, has undertaken several initiatives, including:

This year, the Bureau of the Census initiated a project to improve the maintenance of its electronic records. Part of the effort was an analysis of more than 43,000 computer tapes stored in a data storage center. One result of the initial inventory was the identification of more than 12,000 tapes of potential archival value. Hundreds of tapes have been offered to the National Archives, and further analysis of the remaining tapes is continuing. The Bureau is also studying proposals for revising procedures for managing electronic records, including early scheduling, tape maintenance, and transfer of confidential data to the National Archives.

After lengthy studies the Internal Revenue Service (IRS) requested approval for the disposition of records

created with state-of-the-art recordkeeping technology. Two pilot programs for tax processing were involved: conversion of tax returns and related documentation to optical disk format and electronic submission of tax returns by professional tax preparers ("Project Super"). The National Archives approved the disposition standards proposed by IRS.

The National Security Agency has been studying the application of electronic recordkeeping technology for all its records. A National Archives committee was established to advise the agency on technological implications and records management and archival concerns. This effort will also consider the use of artificial intelligence to identify the appropriate disposition for documents at the time of their creation.

Guidance was issued to agency records officers to facilitate the scheduling of electronic data systems by using a "systems approach" instead of addressing each part of the system separately. With this new approach, the information in most systems may be more quickly identified and appraised.

A briefing for agency personnel and

professional organizations on the management of electronic records has been developed in cooperation with the General Services Administration (GSA). Entitled "Avoiding Federal Amnesia, the Role of Electronic Records," the presentation reviews the tools needed to manage electronic records and the respective roles of ADP, information resources, and records managers. The briefing has been presented to more than 1,200 employees of more than 30 agencies.

An introductory information package on managing electronic records was developed. The package answers the most commonly asked questions about the policy of the National Archives on this subject.

A staff member was appointed to a special task group of the Interagency Committee on Information Resources Management (IAC/IRM) to identify policies and procedures for the effective implementation of electronic records systems. The group examined systems in six agencies and recommended actions for agencies to take to ensure that records management requirements are met in electronic systems.

## Information Programs

In an effort to improve records management in the Federal Government through wider dissemination of information, the Office of Records Administration has instituted an ambitious information program. The principal elements of this program are the development of information resources to assist agencies in carrying out their records responsibilities and to increase their awareness of records administration issues and related National Archives programs.

## Publications


National Archives publications provide guidance to agencies on recorded information management. This year more than 15,000 copies of these publications were provided to Federal

**RECORDFACTS** is a new publication prepared by the Records Administration Information Center that provides a basic introduction to recordkeeping responsibilities of Federal employees.

### OUR RECORDS


Our government needs good records.

Records can take many forms:




### YOUR RESPONSIBILITIES

**1. Create records that you and others need to do business.**



**2. Take care of your records.**



**FOR MORE INFORMATION:**

- Ask your supervisor
- See your agency records officer
- Write or call the National Archives Records Administration Information Center for the free pamphlet **RECORDFACTS** that provides answers to many of your questions, or for assistance with your specific records problems.

National Archives and Records Administration  
Office of Records Administration  
Records Administration Information Center  
Washington, DC 20408  
Telephone: 202-724-1471

**Our government must have good records to operate. Your responsibility as a federal employee is making and keeping records of your work.**

The staff of the National Archives and Records Administration has prepared this brochure to answer questions you may have about your role in your agency's records program.

#### WHAT ARE RECORDS?

Records are any written information that is created or received by your agency in the course of its business. They include letters, reports, forms, and other documents. They also include electronic data, such as computer tapes and optical disks. Records are the way your agency keeps track of what it does and how it does it.

#### OUR RECORDS

##### WHY DO YOU NEED GOOD RECORDS?

**IT MAKES SENSE.** Good records help you and your agency to do your job better. They provide a permanent record of what you have done and how you have done it. They also provide a way for you to find out what has happened in the past and what is happening now.

**IT'S THE LAW.** Federal law requires that certain records be kept for a certain length of time. If you do not keep these records, you may be in violation of the law.


#### YOU HAVE RESPONSIBILITIES

**You have two basic obligations regarding federal records:**

1. To create records that you and others need to do business.
2. To take care of your records.

**Here's what happens to your records:**

When you create a record, you are responsible for making sure it is accurate and complete. You are also responsible for making sure it is kept in a safe place and that it is not lost or destroyed. When you are finished with a record, you should let your supervisor know so that it can be properly disposed of.



agencies. The publications serve many different audiences, including records managers, program officials, senior executives, agency historians, and support staff.

"RECORDFACTS," issued this year, explains in simple terms the basic recordkeeping responsibilities of every Federal employee. The pamphlet is designed for use in orientation packages for new employees, but it has also been used by several agencies as a reminder for current staff. The pamphlet is complemented by a poster with a similar message.

### ***The Records Administration Information Center***

The Records Administration Information Center was established in January 1986. The Center serves as a clearinghouse for Federal employees and others with records management responsibilities by collecting and disseminating materials on the management of recorded information. The Center provides a variety of services, including response to telephone inquiries. Since its opening, the Center has responded to 265 requests for information from 110 Federal agencies, State and local governments, businesses, and other groups.

### ***Training***

Programs to educate Federal employees about records and information management include formal training courses, symposiums, and briefings for records and information management professionals. Educational activities are diversified to appeal to many different audiences.

### ***Training Courses and Symposiums***

The National Archives offers two workshops, "Files Improvement" and "Records Disposition," to acquaint agency personnel with policies, principles, and procedures on establishing and maintaining effective records maintenance and disposition programs. The workshops were presented six times this year. Tailored workshops, reflecting the files maintenance and records disposition procedures of a single agency, were presented for the Panama Canal

Commission and the Central Intelligence Agency.

In addition, a 1-day seminar on the management of nontextual records—including micrographics, electronic records, cartographic records, and audiovisuals—was offered for the first time.

Occasional symposiums are presented on selected records and information management issues for records officers, information resources managers, archivists, and agency historians. More than 200 people attended a symposium in April that provided a review of new initiatives of the Office of Records Administration.

### ***Training Review***

As the result of a study of the records administration training program, highest priority has been assigned to the development of a new course in managing electronic records and designing a short records and information management module for use in general training courses for Federal employees, such as those offered by GSA and the Office of Personnel Management. Other plans include preparing a records and information management briefing for Federal program managers, serving as a consultant to records management trainers in other agencies, developing new courses in caring for permanent records and managing a vital records program, and improving the current introductory workshops.

### ***Other Training Services***

The National Archives cannot train all Government employees with an interest in records management. Therefore, this year the National Archives compiled the second annual directory of records administration training programs in the Washington, DC, area, provided consulting services to several agencies in planning their own classes, and began collecting and creating materials that can be loaned to others.

### ***Agency Guidance and Assistance***

The oversight responsibilities of the National Archives require the evaluation of agency records management programs and the development of appropriate

regulations. However, agencies also need specialized assistance if their records administration programs are to continue to improve and adjust to changing technologies. In many cases, staff members provide technical consultation on a case-by-case basis.

### ***Standards and Guidelines on Records Administration***

To assist agencies in establishing and operating their records administration programs, the National Archives issues regulations and advisory information and provides day-to-day, informal guidance. Regulations relating to adequate and proper documentation, files maintenance, records disposition, micrographics, electronic records, and vital records are published in 36 CFR 1220-1239 (subchapter B). In 1986 the National Archives developed new regulations for inclusion in the CFR concerning the creation, management, and disposition of audiovisual, microfilm, and electronic records. Bulletins and memorandums were issued on such topics as agency closedown procedures and revisions to the General Records Schedules.

### ***Evaluations***

The National Archives is authorized under 44 USC 2904 to conduct records management studies and inspections or surveys of the records and the records management practices within and between Federal agencies. Agency evaluations focus on records schedule coverage and application, adequate and proper documentation, files maintenance, and vital records. Evaluation findings and recommendations are sent to the agency, which must respond with an action plan for implementing recommended improvements.

This year two evaluations were completed. A joint National Archives/GSA team evaluated files maintenance at the Social Security Administration (SSA). They also evaluated parts of the directives system governing the Retirement and Survivors Insurance (RSI) and enumeration (SSN card) programs. The final report is in preparation. In addition, the National Archives and GSA conducted a review of ADP procurements and of records management issues in the Office of Personnel Management—particularly the



manner in which computers were used to create, maintain, and dispose of records.

### **Agency Archives**

Another important part of the oversight responsibility of the National Archives is monitoring the status of records of archival value that are still in agency custody. In FY 1986 a program was begun to identify these collections of records and to work with agencies to ensure timely transfer of these records to the National Archives and to ensure that proper procedures are followed until such transfer takes place.

### **Technical Assistance**

A major part of the records administration program is providing technical assistance to agencies on specific information management systems and issues. This is done without cost to the agency in response to agency requests and in response to a perceived need. Assistance provided to agencies in 1986 included helping the DC Government plan for automating its

birth certificate filing, briefing the Civil Rights Commission and the Office of Revenue Sharing on closedown procedures, and cooperating with the Environmental Protection Agency to develop a prototype for a records management information system.

### **Vital Records**

A major responsibility of the National Archives is helping Federal agencies establish and operate programs to identify and safeguard records that

ensure the continued operation of the Government in case of emergencies that result in destruction or lack of access to an agency's regular records. As a first step in expanding the vital records program, a panel of agency officials was organized to advise the National Archives on revising a handbook on vital records, which has not been updated since 1979. In addition, some agencies have been asked to supply copies of their vital records directives to use in developing a model for the use of other agencies.

### **Office of Records Administration Staff**

Assistant Archivist_____	James Moore	724-1453
Deputy Assistant Archivist _____	Frank Evans	724-1453
Director, Agency Services Division_____	Mary Ann Wallace	724-1453
Director, Records Appraisal and Disposition Division_____	Kenneth Rossman	724-1457

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# The Public and the National Archives



*Previous Page.*

Young people attending the Summer Cultural Fun Camp visited the National Archives in August. More than one million visitors came to the Rotunda and the Circular Gallery this year.

# Office of the National Archives

The Office of the National Archives is responsible for accessioning (accepting custody of), preserving, describing, and making available for use by the public and Federal agencies those records of the U.S. Government that have been determined to have sufficient historical or other value to warrant their continued preservation. This material is known as the National Archives of the United States.

The Office has a total of 520 employees in the Washington, DC, area and 83 employees in 11 field branches across the country.

## Accessioning

The holdings of the National Archives continued to grow during this fiscal year. The staff acquired, or accessioned, more than 43,000 cubic feet of additional material into the National Archives. Among the more interesting acquisitions were the records of the Presidential Commission on the Space Shuttle *Challenger* Accident, the famous "Pumpkin Papers," a major collection of World War II photographs, and sound recordings of oral arguments before the Supreme Court during the 1978-84 terms.

In August, the National Archives arranged for the transfer of the permanently valuable records of the Commission on the Space Shuttle *Challenger* Accident. The main body of documents is on paper and microfilm, but the collection also includes a variety of audiovisual materials, such as recordings of the Commission's hearings and the craft's brief flight, which served as evidence of the disaster. The Commission also acquired computer tapes that contained digital information on every aspect of the flight. The variety of media and the need to link information coherently made the task of making these records available to the public especially difficult.

The National Archives also accessioned the famous "Pumpkin Papers." These papers are actually five



Freshman Congressman Richard Nixon, member of the House Un-American Activities Committee (HUAC), and HUAC Chief Investigator Robert Stripling examine the "Pumpkin Papers" microfilm, December 6, 1948. The five rolls of microfilm were transferred to the Archives from the Justice Department this year. They contain images of State Department and Navy Department documents and were introduced as evidence in a criminal court case against Alger Hiss, a former State Department employee, accused of providing classified information to the Soviet Union. The microfilm has been duplicated and is available for research and sale.

rolls of microfilm offered as evidence in the famous court case *United States v. Hiss*. (The case files are in the National Archives—New York Branch). The film was originally given by witness Whittaker Chambers to the U.S. House of Representatives Committee on Un-American Activities in 1948. Subsequently, the film was turned over

to the Department of Justice, which used the film in the prosecution of Alger Hiss in the U.S. District Court for the Southern District of New York. In 1975, the film was returned to the Department of Justice, where it remained until the Department offered it to the National Archives for accessioning in August 1986. Only two

rolls of the film contain legible images. These images were duplicated on one roll for preservation purposes, and reference copies are now available. There are a total of 58 images of documents from the State and Navy Departments on the single roll of reference microfilm.

The Department of the Army transferred from the Anacostia Naval Air Station some 450,000 still pictures dating from the late 1930s through 1954. These Army Signal Corps photographs cover the military in World War II, the postwar period, and the Korean war.

The Supreme Court of the United States transferred to the National Archives sound recordings of oral arguments heard by the Court for the 1978 through 1984 terms. Audio recordings of earlier oral arguments, beginning with the 1955 term, were previously transferred to the National Archives.

Significant cases in the 6-year period covered by the new accession include: *United States v. Caceres*, which ruled that evidence obtained in violation of agency regulations may be admitted in a criminal prosecution; *United States v. Bob Jones University*, which ruled that the Internal Revenue Service correctly interpreted the tax code in denying tax exempt status to a university that discriminated on the basis of race; and *United States v. Upjohn Co.*, which ruled that a corporation's attorney-client relationship may protect certain written and verbal communications between a corporation's counsel and lower level employees of the corporation.

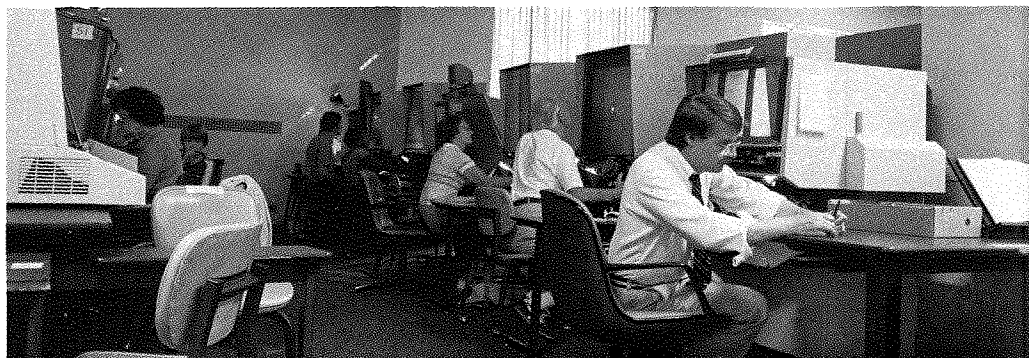
Reference copies of the tapes of the arguments are available for research in the Motion Picture Research Room. The Supreme Court permits copies of the recordings to be sold or copied in the research room for private research and teaching purposes only. Use of the tapes for broadcast purposes is not permitted by the Court.

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John Taylor, archivist in the Military Reference Branch who has worked with military records at the National Archives since 1945, serves an average of 17 researchers a day. This year 326 archivists and archives technicians answered 277,277 letters and 203,797 walk-in requests.

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The Microfilm Research Room is the busiest research room at the Archives. This year 58,000 researchers used its 92 readers to examine census records, passenger arrival lists, military pension files, and many more selections from the more than 2,000 microfilm publications that are available. (The publications are also available for sale.)



## Reference

Staff members of the Office of the National Archives provide reference service on records by:

- responding to requests for information from or about records,
- making records available to researchers,
- providing researchers with copies of records,
- preparing microfilm publications of heavily used series of records that researchers may purchase or use in Archives research rooms.

During the year the nationwide staff responded to 677,483 oral and written requests for information about the holdings.

The Office of the National Archives recorded 203,797 daily visits to its research rooms during the year: 109,903 in the Washington, DC, area and 93,894 in the 11 Archives field branches.

To promote access through microfilm publications, the National Archives completed 37 microfilm publications. These consisted of 661 rolls of microfilm and over 7,000 microfiche sheets. The records cover a wide range of Federal activities, from diplomatic





relations with Latin America and the 19th-century records of the U.S. Senate to technical documentation relating to the data base operated by the Presidential Clemency Board appointed by President Gerald Ford.

On two occasions, research service made headlines. The first occurred when a researcher from New South Wales uncovered a Department of the Army report on the Ang Mga Maharlika. This was the World War II guerrilla unit that Ferdinand Marcos led in opposition to the Japanese occupation of the Philippines. The Army's report cast doubt on Marcos' claims about his role as a resistance leader. The researcher released the report to the press just 2 weeks before the Philippine Presidential election, and its contents received widespread media coverage. The next round of headlines concerned the Austrian Presidential campaign of Kurt Waldheim. The controversy revolved around World War II records concerning the activities of the German Army in the Balkans. The documents indicated that Waldheim may have had an active role in Germany's efforts against the resistance movement and were highlighted by the press during Waldheim's campaign for President of Austria.

David Kepley, Chief of the Reference Branch of the Legislative Archives Division, shows Congressman John D. Dingell (D—MI), Chairman of the House Committee on Commerce and Energy, and Rebecca Rogers, of the committee staff, original petitions submitted to the House of Representatives, June 6, 1986. Dingell commissioned a study, published as *Petitions, Memorials and Other Documents Submitted for the Consideration of Congress March 4, 1789 to December 14, 1795*, for a bicentennial project, which is based on legislative records at the National Archives.

The Office of the National Archives initiated at the beginning of the fiscal year a program for increased efficiency in responding to reference inquiries about military service records. The processes involved in answering these requests were closely examined and a performance standard for each type of request was established. This performance standard determined the number of requests that an archives technician should be able to process in 1 work day. Each employee's daily work is now rated on both quality (number of major errors) and quantity (number of minutes required to process a series of requests). As a result of this approach, 11,735 more requests were processed this year by the same number of employees.

Much of the substantial increase in productivity appears directly tied to the awards system implemented on the date the standards went into effect.

To improve security of the records,

the Office of the National Archives has initiated a program to limit the personal belongings that researchers may bring with them into research rooms. The announcement of these new research regulations generated initial opposition from some researchers, especially because the new rules ban the use of portable paper-to-paper copiers. Responding to these concerns, the National Archives added additional coin-operated machines in the research rooms. The Office also installed two debit-card operated self-service copiers that make it more convenient for researchers to copy a large volume of material. These efforts to expedite self-service copies allayed many of the initial objections, and the program has succeeded in increasing research room security with only minor inconvenience to the patrons. Because of its success, the effort will be expanded to research rooms in some field branches.

## Legislative Archives Division

The Legislative Archives Division of the National Archives completed its first full year during 1986. The Division responded to significantly increased reference inquiries and began an outreach program to publicize the information resources within the records of Congress at the National Archives.

### Reference

During FY 1986, the Division's Reference Branch received 585 letters and orders for reproductions of original records and replied to 2,086 oral requests for information about records of the U.S. Senate and House of Representatives. A total of 4,471 items (boxes, bound volumes, and folders) were furnished to researchers in the National Archives Building or loaned to congressional committees for use in current business. In addition, 14,269 copies (most of which were electrostatic copies) of original congressional materials were provided at cost. In response to research requests for access to more recent Senate records, the Branch screened 136,707 pages of documents. A total of 6,982 hours of staff time was spent in fulfilling these reference activities.

The Division serves as the institutional memory of the Congress and does an active business in lending records back to committees to support their current administrative needs. The two House committees that borrowed the greatest number of archival materials were the Committee on Post Office and Civil Service and the Committee on Interior and Insular Affairs. The Permanent Subcommittee on Investigations of the Senate's Government Affairs Committee was by far the greatest user of its historical records, followed by the Senate Committee on the Judiciary.

The Division received several requests from congressional staff members about impeachment precedents in the preparation for the impeachment and trial of Judge Henry E. Claiborne of Nevada. The requests generally concerned a very specific procedural question, such as who should sign a summons or what sort of journal should be kept. In addition to supplying a variety of legal documents,



The Department of the Army turned over to the National Archives more than 400,000 images from the U.S. Army Signal Corps, 1940-54. Included are 6,600 albums of black-and-white prints, an unusual collection of more than 9,000 color photographs, and hundreds of thousands of negatives. Signal Corps photographers ensured documentation of interesting subjects, such as Japanese-American troops, spies and saboteurs, Presidential inaugurations, D-day and the Battle of the Bulge, political demonstrations in Japan and Korea, and the Korean armistice talks.



the staff also located a summary of the exact procedures that the Senate employed during the trial of Judge Halsted Ritter in 1936

### **Outreach**

Director R. Michael McReynolds and the two branch chiefs visited the offices of the Secretary of the Senate and Clerk of the House, discussed the work of the Division with the staffs of the Congressional Research Service and Architect of the Capitol, and spoke on program plans at a number of conferences. Law librarians were a particular interest group that invited members of the Legislative Archives Division to talk before several meetings during the year. Specifically, they wanted to learn how to use the unpublished sources at the National Archives for legislative histories.

In conjunction with the Congressional Relations Staff director and members of the Motion Picture and Sound and Video Branch of the National Archives, the Legislative Archives Division staff briefed Senate and House staff members on the disposition of the videotapes of the floor proceedings of both Houses.

An information sheet on the videotapes was written and given to interested staff members in the hope that resolutions would be passed on the disposition and public availability of the historic tapes. Neither House passed a resolution on the matter in the 99th Congress; it is hoped that the 100th Congress will take action.

The Division Director also testified at a hearing on the 50-year rule for public

access to House records before the House Subcommittee on the Rules of the House on September 17, 1986. The Senate has a 20-year rule on most of its records, and the National Archives is seeking to reduce the disparity of access between the two. The chairman of the subcommittee, Joe Moakley (D-MA), stated his interest in reducing the access rule to 30 years, which may be considered by the 100th Congress.

U.S. Army Signal Corps



U.S. Army Signal Corps



### **Records Declassification**

The Office of the National Archives performs two kinds of declassification activities:

#### **Systematic Review**

Pursuant to Executive Order 12356, the staff reviews security classified records and donated historical materials in the custody of the National Archives using guidelines prepared by the Federal agencies having jurisdiction over the information. These guidelines provide the National Archives with the authority to review systematically for declassification of most records more than 30 years old. When dealing with records from the mid-1950s, the staff frequently confronts bodies of records with classified information scattered throughout. These materials require a page-by-page review.

#### **Researcher-Initiated Review**

When researchers are confronted with the withdrawal of security classified information, they may formally request a declassification review. These requests are filed under the provisions of the Freedom of Information Act or under

Executive Order 12356. The National Archives refers to the responsible agency the security classified records in question. The agency then reviews the documents for possible release in whole or in part.

Researchers may request an informal review of records not previously examined for declassification.

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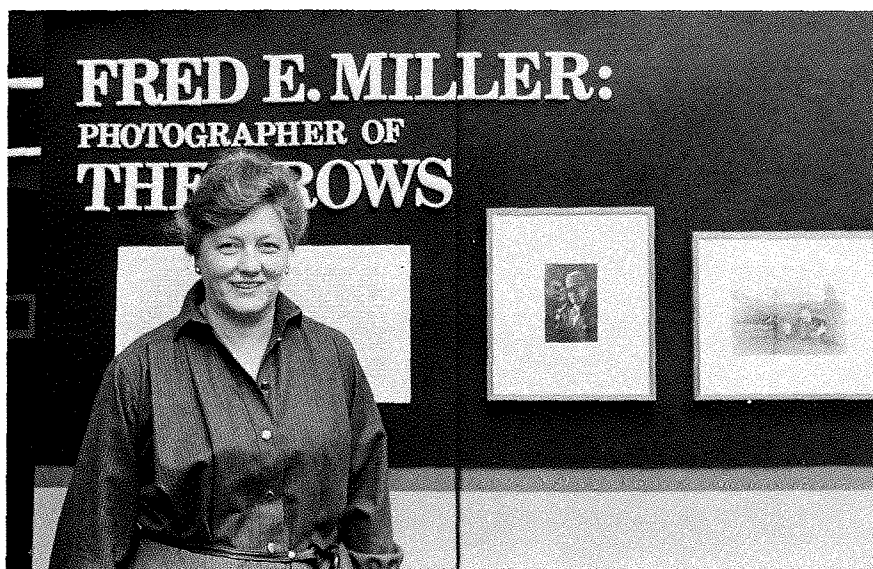
	<i>Pages Reviewed</i>	<i>Pages Withdrawn</i>	<i>Pages Declassified</i>
Systematic	7,453,195	338,156	7,115,039
FOIA Review	52,461	10,232	42,229
E.O. 12356 Review	4,677	3,110	1,567
Totals	7,510,333	351,498	7,158,835

The large volume of declassifications this fiscal year is attributable to three unusual circumstances.

(1) More than 2 million pages resulted from bulk declassification actions on naval district records and required just 14 work days.

(2) Two million pages of Office of Strategic Services (OSS) "Operational Archives" were reviewed during the year. The OSS was a U.S. intelligence agency during World War II. Because OSS was the predecessor of the Central Intelligence Agency (CIA), reviewers from the CIA for the last 10 years have been identifying documents that were still sensitive and tabbing them. Thus the review by the National Archives required only about 3 work years and was accomplished in 1 calendar year.

(3) More than 1.6 million pages were reviewed in the course of projects relating to records from the Department of State and the Agency for International Development. These agencies funded more than two-thirds of the workforce employed in these projects.



Nancy Fields O'Connor, granddaughter of Fred Miller and wife of actor Carroll O'Connor, organized a unique exhibition of photography chronicling a Native American tribe at the turn of the century. "Fred E. Miller: Photographer of the Crows," consisting of 102 prints of Crow Indian life, opened at the Seattle Field Branch on December 15, 1985.

The National Archives field branches opened five exhibitions this year, ranging in subject from the Works Progress Administration (WPA) to Buffalo Bill. The field branches also displayed, or loaned for display, several exhibitions, including "Presidential Trivia," "German-American Tricentennial," and "Martin Luther King, Jr." More than 200,000 visitors saw these exhibitions.

## National Archives Field Branches

The Office of the National Archives operates 11 field branches in Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, and Seattle. Each of the branches provides a full range of archival activities and programs to the public. From Federal offices across the country, these repositories accession records that relate to the local and regional history of a particular area, the Tennessee Valley Authority, for instance, or the Government of American Samoa. They regularly include records of the U.S. district courts and courts of appeals and of U.S. attorneys and marshals.

During this fiscal year, branches accessioned more than 13,000 cubic feet of these locally significant records. This brings the total holdings of the field branches to 346,000 cubic feet.

To make the holdings of the National Archives as accessible as possible, the branches have reference copies of National Archives microfilm publications that are most in demand. These publications include all population census schedules, selected military service and pension records, records relating to the adoption of the Constitution and the initial establishment of the Federal Government, and records relating to exploration and development of the Western States. Currently, each branch has about 48,000 rolls of microfilm records. Because of these locally and nationally significant records and microfilm copies, the field branches attract a large number of researchers.

The field branches have developed a number of public outreach activities, often in coordination with the Office of Public Programs. This year, the branches conducted 90 genealogical workshops for 1,657 people. They also conducted 13 workshops for 281 teachers to explain how the materials from the National Archives can be used in curriculum development. In addition, the staff delivered 147 speeches to colleges, genealogical groups, schools, and professional associations; sponsored 146 tours and open houses of their repositories for 3,071 people; and provided technical assistance 67 times to Federal, State, and local agencies and to private organizations. During the year, the field branches displayed exhibitions

at 48 locations, including the branch repositories and other governmental, educational, or cultural institutions. Across the Nation, an estimated 300,000 people saw these exhibitions.

In short, the field branches have lived up to their motto, "You don't have to go to Washington, DC, to visit the National Archives."

### Field Branch Directors and Locations

Director: James K. Owens  
**National Archives—Boston Branch**  
380 Trapelo Road  
Waltham, MA 02154  
617-647-8100

Director: Joel Buckwald  
**National Archives—New York Branch**  
Building 22—Military Ocean Terminal  
Bayonne, NJ 07002  
201-823-7252

Director: Robert J. Plowman  
**National Archives—  
Philadelphia Branch**  
9th and Market Streets  
Philadelphia, PA 19107  
215-597-3000

Director: Peter W. Bunce  
**National Archives—Chicago Branch**  
7358 South Pulaski Road  
Chicago, IL 60629  
312-581-7816

Director: Gayle P. Peters  
**National Archives—Atlanta Branch**  
1557 St. Joseph Avenue  
East Point, GA 30344  
404-763-7477

Director: R. Reed Whitaker  
**National Archives—  
Kansas City Branch**  
2312 East Bannister Road  
Kansas City, MO 64131  
816-926-7271

Director: Kent Carter  
**National Archives—  
Fort Worth Branch**  
501 West Felix Street (building address)  
P.O. Box 6216 (mailing address)  
Fort Worth, TX 76115  
817-334-5525

Director: Joel Barker  
**National Archives—Denver Branch**  
Building 48, Denver Federal Center  
Denver, CO 80225  
303-236-0818

Acting Director: Melvin Menegaux  
**National Archives—  
San Francisco Branch**  
1000 Commodore Drive  
San Bruno, CA 94066  
415-876-9009

Director: Diane Nixon  
**National Archives—  
Los Angeles Branch**  
24000 Avila Road (building address)  
P.O. Box 6719 (mailing address)  
Leguna Niguel, CA 92677-6719  
714-643-4220

Director: Phillip E. Lothyan  
**National Archives—Seattle Branch**  
6125 Sand Point Way NE  
Seattle, WA 98115  
206-526-6507

### Office of the National Archives Staff

Assistant Archivist (Acting) _____	Trudy H. Peterson	523-3130
Deputy Assistant Archivist (Acting) _____	Kenneth Harris	523-3130
Director, Field Archives Division _____	John Scroggins	523-3032
Interagency Liaison _____	Sharon Thibodeau	523-3032
Director, Records Declassification Division _____	Edwin A. Thompson	523-3165
Director, Civil Archives Division _____	Daniel Goggin	523-3108
Director, Central Information Division _____	Patricia Andrews	523-3141
Director, Legislative Records Division _____	R. Michael McReynolds	523-4185
Director, Military Archives Division _____	Gary Ryan	523-3230
Director, Preservation Policy and Services Division (Acting) _____	Kenneth Harris	523-3159
Director, Special Archives Division _____	William Cunliffe	523-3277



# Office of Presidential Libraries

The Office of Presidential Libraries administers eight Presidential libraries and the Nixon Presidential Materials Project. The libraries preserve and make available for research the papers and other historical materials of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Ford, and Carter. Included among the materials in each library are the President's White House files, papers donated by individuals associated with the President, materials accumulated by the President before and after his Presidency, audiovisual materials, oral histories, and three-dimensional objects. Taken together, the holdings of the Presidential libraries are a rich source of information on all aspects of the Presidency in recent American history. The libraries aim at the widest possible use of their holdings by the scholarly community. In addition, there are programs for the general public that give visitors a better understanding of individual Presidents, the institution of the Presidency, and the American political system as a whole.

## Passage of the Presidential Libraries Act

On May 27, 1986, President Reagan signed into law the Presidential Libraries Act of 1986 (PL 99-323). As a result of this law, the Archivist of the United States will, for the first time, have the legal authority to approve the design and construction plans for Presidential libraries beginning with the Reagan Library. Moreover, the law requires that each library to be built for a future President's materials must be a single-building facility, limited in size to 70,000 square feet, and endowed with an amount equal to 20 percent of the cost of the land and building. The endowment income is to be used to defray expenses connected with operating and maintaining the library building. Any new library that exceeds 70,000 square feet of floor space must have additional endowment funds to pay for costs associated with the extra

space. The purpose of the Presidential Libraries Act of 1986 is to enable the Federal Government to control the cost of operating and maintaining Presidential libraries by controlling their size.

## Move of Carter Materials to New Library

This fiscal year marked the move of the Carter Presidential Materials Project from a Federal building in downtown Atlanta to the new Jimmy Carter Library, two miles east of downtown. In the 5 years since the Carter materials were transported to Atlanta from Washington, DC, a staff of archivists attached to the Office of Presidential Libraries has seen to their preservation and readied them for release to the public. In the meantime, the Carter

Presidential Center, Incorporated, a private organization, raised funds for the construction of a Presidential library to permanently house the materials. Ground for the Carter Library was broken on October 1, 1984, and construction proceeded thereafter. By June of this year, the building was near enough to completion for the staff of the Carter Project to begin moving in the materials. The actual move of 33,000 cubic feet of archival materials and equipment took 22 days. On June 30, the Carter Project was formally designated the Jimmy Carter Presidential Library. The library building was ready by September 30 to be turned over by the Carter Presidential Center, Incorporated, to the Archivist of the United States. Opening of the Carter materials to researchers has been set for January 1987.



The Jimmy Carter Library viewed from its Japanese garden, Atlanta, GA. The Jimmy Carter Library, built on Copen Hill, is part of a complex that houses the former President's office, the Carter Center of Emory University, and charitable foundations associated with President Carter. The library will house 27 million pages of materials relating to the Presidency, more than 1.5 million still photographs, 600 hours of videotape, 300 hours of audiotape, and 40,000 three-dimensional objects (gifts given to the Carters by everyone from visiting heads of state to American citizens).

## Implementation of Nixon Public Access Regulations

Regulations governing public access to the Nixon Presidential materials went into effect on June 26, 1986. This was the sixth set of regulations proposed by the National Archives since 1978. The first four were modified or rejected by the Congress. The fifth set, accepted by the Congress and implemented in 1980, was declared void in 1983 because the law under which it had been issued contained a provision allowing for a one-House veto, which was ruled unconstitutional.

Publication of the sixth set of regulations in the *Federal Register* on February 28, 1986, marked the culmination of more than 2 years of legal and administrative review. Hearings on the regulations were held on April 29 before the Government Information, Justice, and Agriculture Subcommittee of the House Committee on Government Operations. The regulations took effect following a 60-day review period without action by the Congress. On September 15, the National Archives gave notice of its intention to open for research on December 1 selected segments of the White House central files, totaling 1.4 million pages. The selected files, which reflect the diverse activities of the President and his staff, include White House correspondence with Government officials and members of the public, policy papers, and routine administrative documents on a wide range of primarily domestic policy issues.

## Reagan Materials

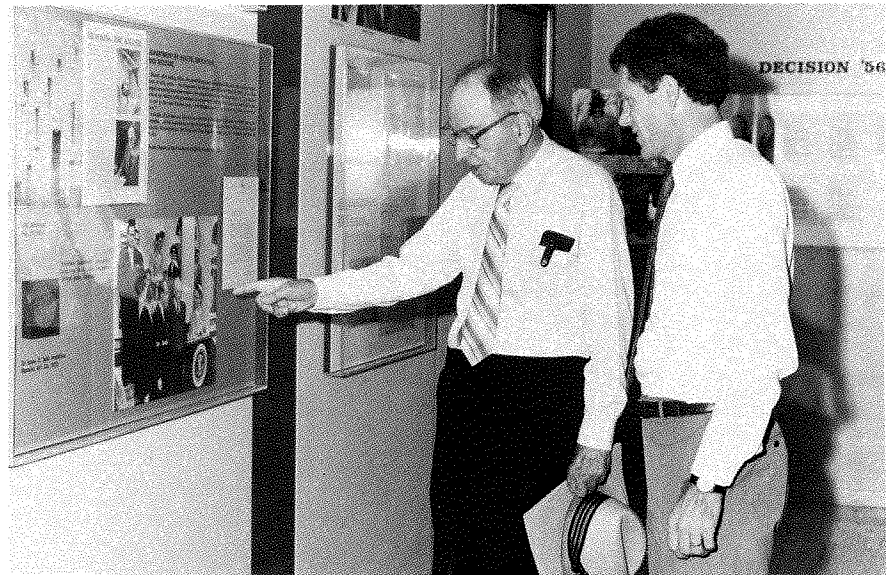
The Office of Presidential Libraries has provided storage space and custodial care in the National Archives Building for parts of the Reagan administration's White House central files that are no longer in daily use. In addition, the Office of Presidential Libraries has received, packed, and stored the many gifts given to President and Mrs. Reagan by American citizens and foreign heads of state. The Reagan manuscript material in storage at the National Archives was 12 million pages at the end of FY 1986. There are also 20,000 Reagan Presidential gifts stored in the National Archives Building.

## Accessions

The Presidential libraries continually conduct an active solicitation program to acquire additional materials related to their holdings. Noteworthy among this year's accessions of manuscript collections were the papers of Arthur S. Flemming, former Secretary of Health, Education, and Welfare, accessioned by the Eisenhower Library. The Johnson Library acquired the courtroom files of the Capital Legal Foundation, which acted as Gen. William C. Westmoreland's counsel in his lawsuit

## Newly Opened Records

In an effort to make as many records as possible available for research, the Presidential libraries reviewed more than 2.5 million pages of manuscript material this year. Among the items opened for research were 8,500 audiotapes and videotapes of public events during the Nixon administration that were made by the White House Communications Agency. These tapes are now available at the Nixon Presidential Materials Project in Alexandria, VA.



Arthur Flemming, who served as Secretary of Health, Education, and Welfare (HEW) during the Eisenhower administration, is shown here with Assistant Director Martin Teasley at the Eisenhower Library's exhibition on HEW. Flemming is one of 300 former associates of President Eisenhower who have donated their personal papers to the library. The library's collection of records numbers 19,918,743 pages and is an invaluable source of material on the World War II and postwar periods.

against CBS, Incorporated. The files include 212 videotapes. Additional papers of Lewis L. Strauss, documenting his work with the Atomic Energy Commission, were brought into the Hoover Library. The Roosevelt Library increased its collection of the papers of economist and Presidential adviser Alexander Sachs. There were also major accretions to the Kennedy Library's collections of the papers of Robert F. Kennedy and Senator Edward M. Kennedy (D-MA). This year's accessions brought the Presidential libraries' total holdings to 202 million pages of manuscript material, 3 million still photographs, 13 million feet of motion picture film, and 43,000 hours of audio and video recordings.

Two items of interest to researchers using the Ernest Hemingway collection at the Kennedy Library were acquired and opened this year: the manuscript material for Hemingway's early novel *The Garden of Eden* (posthumously published in 1986) and a group of letters written to Hemingway in the 1920s by his first wife, Hadley. The Truman Library brought in and opened the papers of White House aides David Niles and Kenneth Hechler, and of State Department official Howland Sargent, that provide information respectively on civil rights, political campaigns, and cold war propaganda during the Truman era.

The Johnson Library accessioned and opened for research the papers of former State Department official

William P. Bundy, including a 1,000-page unpublished manuscript on the development of U.S. policy in Vietnam. By the end of this year, the Hoover Library had examined and opened 90 percent of the papers of First Lady Lou Henry Hoover.

Besides reviewing material for release to the public, the Presidential libraries provided reference service to 2,600 researchers on 8,500 separate occasions. They also responded to 32,900 mail and telephone inquiries for information relating to the libraries' holdings.

## Grants and Awards

For the encouragement of research in Presidential libraries' holdings and of the publication of works based on such research, the libraries are indebted to the organizations of private donors that support their programs. This year, these auxiliary organizations disbursed a total of \$104,480 in research grants to scholars and graduate students. In addition, the Harry S. Truman Institute awarded \$5,000 for the best book on the Truman period published during 1984-85 to D. Clayton James for his book on Gen. Douglas MacArthur. The D. B. Hardeman Prize of \$1,500 for the best book on the U.S. Congress in the 20th century, funded by a grant from the Lyndon Baines Johnson Foundation, went to David M. Oshinsky for his study of Senator Joseph McCarthy. The book, entitled *A Conspiracy So Immense: The World of Joe McCarthy*, was published by The Free Press.

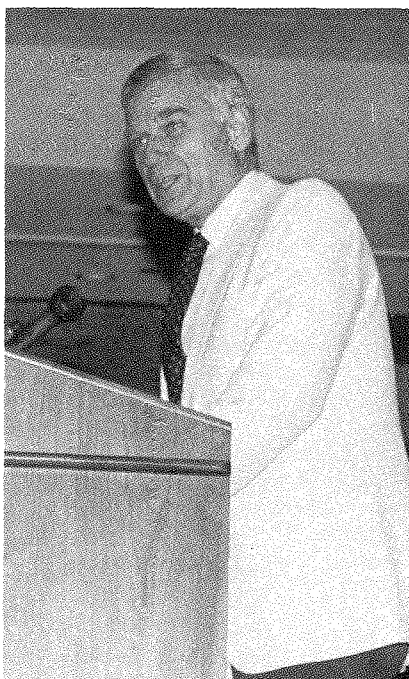
## Programs for the Public

The Presidential libraries displayed some of the 197,700 three-dimensional objects among their holdings in exhibitions on the lives and times of the Presidents and significant events in the Nation's history. This year, 1,285,000 visitors came to the libraries' museums to see a wide range of exhibitions, including one at the Truman Library on the Berlin blockade of 1948-49 and one at the Eisenhower Library on President Eisenhower's two Presidential campaigns.

The Hoover Library displayed photographs taken in the U.S.S.R. in the 1930s by Margaret Bourke-White, the first foreign journalist to be permitted into the Soviet Union after



Steve Green, a member of the Nixon Presidential Materials Project Staff, reviews tape from the collection of the White House Communications Agency. This group of 8,500 audiotapes and videotapes recorded during the Nixon administration was opened to the public this year at the Nixon Project in Alexandria, VA.



The Herbert Hoover Library commemorated the 112th anniversary of President Hoover's birth on August 10. Events included the annual banquet, held on August 9, featuring Senator Mark Hatfield and Nobel Laureate Norman Borlaug, a native Iowan and internationally known agronomist. Senator Hatfield, who is a Hoover scholar, said: "I'm here to pay tribute to my political hero, Herbert Hoover the Radical." The weekend festivities concluded with a community picnic that attracted 800 current and former West Branch residents, which followed the traditional wreath-laying ceremony at the Hoover gravesite.

the Bolshevik revolution. The Johnson Library collaborated with the National Portrait Gallery to mount a major exhibition on Ulysses S. Grant in observance of the centenary of his death in 1885. The 150th anniversary of the founding of the Texas Republic was recognized at the Johnson Library with a gala opening attended by Prince Charles and an exhibition on the four Presidents who were instrumental in bringing Texas into the Union. Another exhibition at the Johnson Library, organized by the International Center of Photography, featured 160 pictures, taken by combat photographer Robert Capa, of the Spanish Civil War, World War II, and the Mideast and Indochina conflicts.

Other public programs at the libraries—including conferences, lectures, films, commemorative events, and seminars—attracted 39,000 persons this year. The wide range of major conferences held at the libraries included the fourth annual public policy conference, cosponsored by the Office of Presidential Libraries and the Domestic Policy Association. Representatives of citizen forums met at the Ford Library in Ann Arbor, MI, to discuss U.S.-Soviet relations, taxes, and welfare with Government officials and public affairs analysts. There was also a well-publicized conference at the Ford Museum in Grand Rapids, MI, on Presidential humor, hosted by President

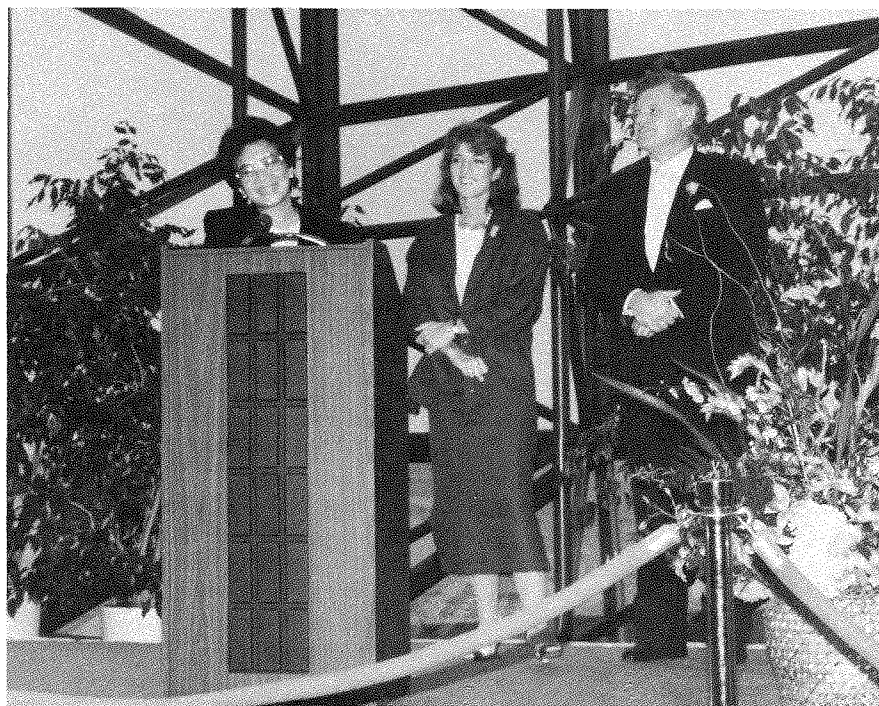
Ford, that dealt not only with lighter moments at the White House, but also with the role of editorial cartoonists in influencing political decisions.

Lecture and film series offered at the libraries included a lecture series at the Kennedy Library in Boston on the experiences of various ethnic groups in America. The Great Decisions lecture series at the Ford Museum featured an address by Congressman Paul Henry (R—MI) on the making of U.S. policy in Central America. The Johnson Library's annual Frank C. Erwin, Jr., Lecture was delivered this year by former Ambassador Robert S. Strauss, speaking on international trade issues.

Several commemorative gatherings took place at the libraries on the



Thomas P. (Tip) O'Neill, Jr., Speaker of the U.S. House of Representatives, is presented with the Harry S. Truman Public Service Award by Barbara J. Potts, Mayor of Independence, MO, at the Harry S. Truman Library on May 9, 1986. Congressman O'Neill was chosen because he best typified the qualities of "dedication, industry, ability, honesty, and integrity that distinguished Harry S. Truman in his years of public service," according to the ordinance creating the award. Past honorees of the award include Henry Kissinger, Gen. Matthew Ridgway, former President Jimmy Carter, Coretta Scott King, and the late Martin Luther King, Jr.



Corazon Aquino, President of the Philippines, addressed more than 300 guests at a reception in her honor at the Kennedy Library in Boston on September 20th. Senator Edward Kennedy was the host for the reception. President Aquino remarked that she had visited the library "at least ten times" during the 3 years she lived in exile in Boston. With her on the podium were Senator Kennedy and Caroline Kennedy Schlossberg.

anniversaries of important events in the lives of the Presidents. On March 1, 1986, 1,600 former Peace Corps members and their families came to the Kennedy Library for a day-long observance of the 25th anniversary of the establishment of that organization by President Kennedy. Guests at the event included current Peace Corps Director Loret Ruppe and past Director R. Sargent Shriver. Truman Week 1986, observed each May at the

Truman Library in honor of the President's birthday on May 8, featured a wreath-laying ceremony on the President's grave in the courtyard of the library and the presentation of the Truman Public Service Award by the City of Independence to retiring House Speaker Thomas P. (Tip) O'Neill, Jr. (D—MA). At the 1986 Hoover birthday commemoration, Senator Mark Hatfield (R—OR) was the featured speaker at the banquet in honor of President

Hoover, while the principal speaker at graveside ceremonies on August 10 was internationally known agronomist and Nobel Laureate, Dr. Norman Borlaug.

The libraries worked closely with nearby colleges and secondary schools to develop curriculum topics based on the libraries' holdings and to encourage students to use the source materials. For example, 65 members of the Kansas History Teachers Association, an organization made up mainly of college and university professors, held their annual meeting this year at the Eisenhower Library. Library staff members described the major manuscript and audiovisual collections and suggested possible subjects of research for their students. Summer institutes for high school teachers of history and social studies were held at the Roosevelt, Truman, and Kennedy Libraries. In each case, the teachers learned what archival materials were available and did original research. The libraries also worked directly with high school students. At the annual Kennedy Library Workshop for Young Politicians, 25 Massachusetts high school students who had been selected by the State's major political leaders came to the library to discuss current issues with elected officials and to examine some of the Kennedy materials to get an idea of the kinds of records produced by the White House. High school students in Hyde Park, NY, saw newsreels from the Roosevelt era, toured the archival storage area of the library, and did research on topics that the library staff and the teachers



had developed in advance.

An important part of the libraries' public programs is the tour program. Tours are specially designed for classes of elementary school children, senior citizens' groups, and convention groups. At several of the libraries, the tours are conducted by volunteers from the community with an interest in American history who enjoy making library holdings meaningful to visitors; more than 100 volunteers gave guided tours of the Johnson Library this year. At the Kennedy Library, staff members trained students from the nearby middle and high schools to give tours each Wednesday afternoon to nursing home residents who had been visiting the library. The students participating in "Eldertours," as the program was called, were honored at a special ceremony by Massachusetts Governor Michael Dukakis.

In the summer issue of *Prologue, the Journal of the National Archives*, Dr. Frank Burke described the public benefits of Presidential libraries and "the vitality these libraries contribute to the intellectual life of the surrounding communities." His article was reprinted in the *Congressional Record* of September 27 at the request of Senator Mark Hatfield, who called the libraries "rich storehouses of information benefiting scholars and laypersons who seek to understand the Presidency, our system of Government, and the process of our international relations."

As the fiscal year ended, the Presidential libraries system prepared to open its eighth fully developed library, the Jimmy Carter Library in Atlanta, GA, and assisted the Ronald Reagan Presidential Foundation, which is raising funds and formulating plans for a Reagan library in California. Both researcher and general public interest remained at relatively high levels, and the libraries continued to expand their mission of "taking the Presidency to the people," in the words of the Acting Archivist.

## Statement on the Museum of the Presidents

The American people have a strong and continuing interest in the Presidents and in the history of the Presidency. Evidence of this interest can be found in many forms, but most particularly in the growing numbers of



The Prince of Wales shares a quiet moment with Mrs. Johnson during his visit to the LBJ Library. He was in Austin to help launch the Texas Sesquicentennial Celebration. The Johnson Library in Austin, TX, sponsored 17 lectures, exhibitions, and conferences this year. Public events involving the local community are a major part of the Presidential libraries' efforts to make their resources available to a wide audience.

citizens who annually visit Presidential memorials, birthplaces, and libraries in the Nation's Capital and around the country.

Each year millions of citizens travel to Washington, DC, with the expectation of visiting the White House and seeing the various state rooms and historical artifacts. Unfortunately, not everyone who would like to visit the Executive Mansion can do so. Even though the White House tour can accommodate more than 1.4 million visitors annually, there is always a waiting line for tickets.

Other Presidential sites with fewer restrictions attract even more visitors. The Jefferson and Lincoln Memorials, for example, average more than 2.2 million visitors each year. Outside of Washington, DC, millions of citizens annually visit the Presidential birthplaces administered by the National Park Service and the Presidential libraries administered by the National Archives.

In 1986, the Congress requested that the Archivist of the United States

conduct a study to determine the feasibility of establishing and operating a national museum of the American Presidents. The legislation asked for specific details on the cost, space, and program requirements for such a museum. Congress also asked for information on the feasibility of establishing and operating such a museum exclusively with nonfederal funds. In conducting this study, the Archivist was to consult with officials at the Smithsonian Institution, the National Capital Planning Commission, and other appropriate Federal agencies.

Because the intentions of Congress were not specific, the National Archives report explores only one prototype of a variety of options and possibilities. Primary attention was given to the prospects for establishing a major full-scale museum with some minor discussion of the prospects for establishing a White House visitors center.

The study team devoted most of its time to the feasibility of establishing a



full-scale museum of the Presidents. Such a museum would collect, maintain, and exhibit original objects, artifacts, and memorabilia related to the Presidency. In addition to curatorial and exhibition programs, a full-scale museum would include a library for researchers and a theater for films and conferences.

It was clear from the start that there would be serious difficulties in establishing a full-scale museum with permanent collections for research and exhibition. The vast majority of historically significant artifacts and memorabilia of the American Presidency are already in the care of other museums. It is very unlikely that these institutions would willingly donate their Presidential items to a new museum. Even long-term loans were thought to be unlikely. The study team thus abandoned the idea that a full-scale museum would be a viable possibility.

More optimism was shown for a modest exhibition program as part of a White House visitors center. The new facility might include a variety of exhibitions on selected aspects of the Presidency; each exhibition would utilize photographs, facsimiles, films, audiotapes, and other nonpermanent materials to educate and entertain citizens visiting the center. Planning and mounting such exhibitions would require significant amounts of imagination, determination, and diligence, but the challenge could be met by a first-rate staff of curators and educators.

The study team also agreed that other programs would make a new museum/visitors center more valuable to the various groups of scholars, students, and tourists who visit and work in Washington, DC, each year. A library, a conference center, a theater, a museum store, and eating facilities might be included to make the complex a resource center for different groups interested in the Presidency.

Because of the particular emphasis of such a center on White House visitors, the study team recommended that the National Park Service, with its experience conducting White House tours and administering Presidential birthplaces, manage the new complex. Only if a full-scale museum were established would it be appropriate for the Smithsonian Institution or the

National Archives to administer the center.

The study team also addressed fundamental questions about site, space, and funding, particularly as they would apply to a full-scale museum. Perhaps the most difficult problem identified by the study team was location. All of the officials interviewed by the study team agreed that any museum or visitors facility must be as close to the White House as possible. Among the sites suggested were one or more of the Government-owned townhouses bordering Lafayette Park, the Great Hall in the Commerce Building, a vacant tract known as Great Plaza, and the Ellipse south of the White House. The study team agreed that there are substantial problems in acquiring any and all of these sites.

The study team found that the site problem was exacerbated by the need for substantial space. Calculations indicate that up to 250,000 square feet would be needed for a major, full-scale, multipurpose Presidential museum. Even if the facility were scaled down to a modest visitors center, space near the White House will be very difficult to find unless the facility is in part underground.

The cost of a new facility will vary substantially depending on its purpose. Even if Federal land were donated, the study team estimated that capital costs for construction, equipment, furnishings, and related materials of a full-scale, major Presidential museum would be in excess of \$75 million, construction costs would be even greater if the facility were underground. If the land for a full-scale museum had to be purchased, an additional \$20 million to \$30 million would be needed. Operating costs for a multipurpose museum were estimated at more than \$11 million annually. Although no specific cost estimates were projected for a modest visitors center, it is likely that these costs would be in the \$10s of millions.

The study team agreed that virtually all the costs related to the establishment, construction, and operation of such a museum/visitors center would have to come from the Federal Government. After discussing the matter with various officials, the study team came to the conclusion that it would not be feasible to raise sufficient private funds—a dollar amount approximating the funds collected for the restoration of the



Art Buchwald, Mark Russell, Chevy Chase, and former President Ford at the Gerald R. Ford Museum in Grand Rapids being interviewed on "Good Morning America." The museum sponsored a 3-day symposium entitled "Humor and the Presidency" in September, which brought together politicians, satirists, comics, and cartoonists to consider the role of wit in the Presidency. Topics included: "A History of Humor and the Presidency," "The Cartoonist: What Would They Do Without the Presidency?" and "The Presidents and Would-Be Presidents Speak." Other conferences held at the Ford Library and Museum this year dealt with U.S.-Soviet relations, taxes and welfare reform, and Great Lakes environmental issues.

Statue of Liberty—to cover all or even a significant part of the costs related to a new museum.

The final report on a national museum of the American Presidency includes the following recommendations:

1. Specific studies to assess the need for increased White House visitor services should be undertaken by the appropriate agencies, particularly the National Park Service and the National Capitol Planning Commission in consultation with the White House Curator.

2. Congress should authorize and fund the National Park Service, in conjunction with the National Capital Planning Commission, to prepare a full-scale feasibility study for a visitors center to be located within the immediate vicinity of the White House. This study should include architectural drawings, traffic impact studies, and other pertinent information.

3. The Smithsonian Institution, the Library of Congress, the National Archives, the National Park Service, and the White House History Association should explore ways of cooperating to enhance the history of the Presidency through exhibitions in existing museums.

4. The National Archives, through its Office of Presidential Libraries, should plan for increased information services on the history of the Presidency to be provided to scholars and other interested citizens.

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## Office of Public Programs

For the Office of Public Programs, 1986 was a year of expanded outreach activities. Through a wide variety of volunteer efforts, educational workshops, lectures, and publications, public awareness of the National Archives as a nationwide cultural institution was heightened.

### Exhibitions

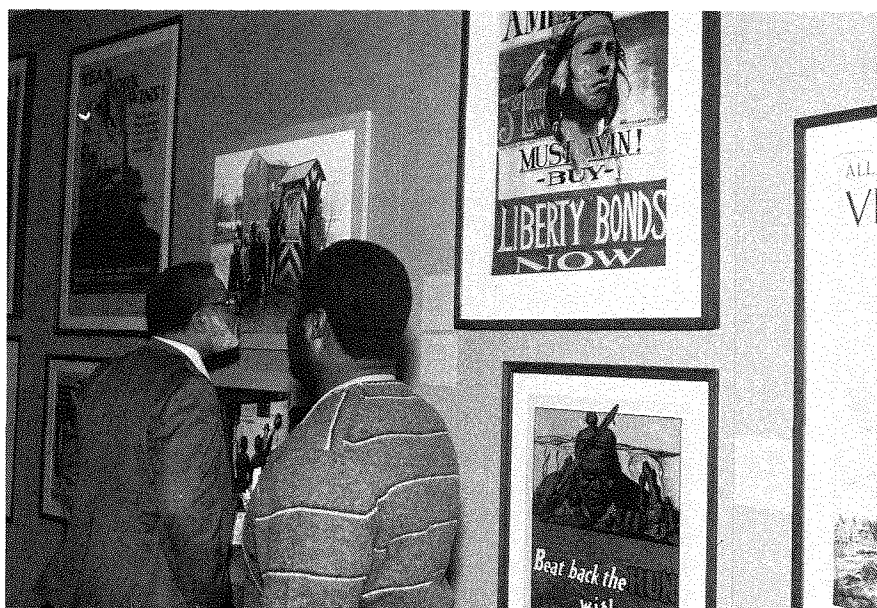
In the Circular Gallery surrounding the Rotunda of the National Archives Building in Washington, DC, "Uncle Sam Speaks: Broadside and Posters from the National Archives" opened with widespread press and television coverage. This exhibition, produced by the Exhibits and Educational Programs Division, vividly documented 200 years of communication from the Government to the people in colorful and descriptive broadsides and posters. Carefully selected from a collection of more than 15,000 in the Archives holdings, these 117 items reflected not only the major milestones in American history but also the development of social, cultural, and artistic trends in the United States. Highlights of this exhibition included a 1775 broadside proclamation by King George III for

suppressing rebellion and sedition in the Colonies; a broadside proclaiming the Northwest Ordinance, which established the procedures for admitting territories into the Union as States; and World Wars I and II posters used to mobilize citizens for the wars. An audiovisual station featured a series of film spots with famous actors and characters, such as John Wayne, Bing Crosby, and Bugs Bunny, selling Treasury bonds.

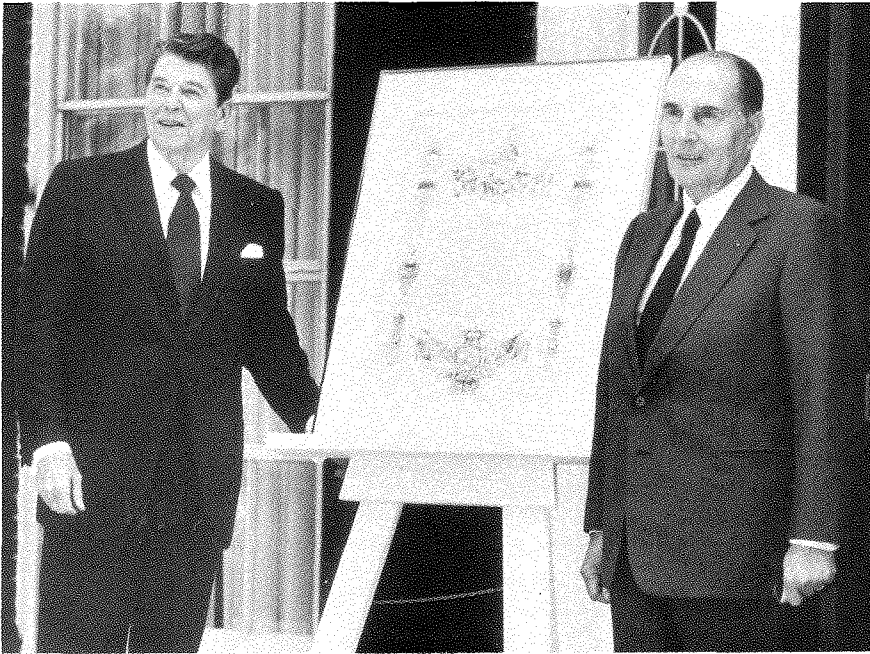
Special events relating to the exhibition included several performances of an Archives-commissioned play, "Dear Uncle Sam," based on Archives records and performed in the Archives Theater. This 1-hour production, which showed how citizens communicated with the Government, featured letters sent to the Justice Department during the Red Scare of the 1920s, descriptions of Ku Klux Klan activities from these same files, and a collection of poignant letters written by women to the Children's Bureau of the Labor Department from 1915 to 1920.

Smaller displays mounted during the year included an exhibition honoring Martin Luther King, Jr., on the occasion of the first national holiday honoring King's contributions to the civil rights movement. The show traveled to many of the field branches as did the exhibition "Presidential Trivia," initially mounted in 1985 for the Presidential inauguration.

The exhibition program reaches beyond Washington, DC, serving other major cultural institutions nationwide and overseas through loans of original maps, photographs, and documents from Archives holdings. Loans during 1986 were made to many institutions, including the Museum of Natural History, United Nations, New York Public Library, Prussian Archives, Pennsylvania Academy of Fine Arts,



Staff members Melvin Bishop from the ADP Management and Technical Assistance Branch and Johnny Pierce from the Motion Picture and Sound and Video Branch examine posters at the staff opening on February 21, 1986, of "Uncle Sam Speaks," a major exhibition in the Circular Gallery.



President Reagan and President Mitterrand flank the original deed of gift for the Statue of Liberty, loaned by the National Archives. On July 4, 1986, the deed was temporarily displayed at Governor's Island as part of the centennial celebration for the Statue of Liberty.

Cooper-Hewitt Museum, and Philadelphia's Independence Park. A cooperative effort between the National Archives, National Park Service, and Operation Sail allowed President Francois Mitterrand, to re-present the French Government's deed of gift for the Statue of Liberty to President Ronald Reagan on July 4. The National Archives was the largest lender to the National Building Museum's inaugural exhibition, "Building Our National Image."

Twenty-one workshops for 815 educators were held, several in conjunction with other Constitution-related programs and other institutions. Serving educators both in Washington, DC, and across the Nation, these workshops train teachers in the use of primary resources in the classroom. As one coordinator of secondary social studies said: "I know of no other educational 'support' program that has had the impact in the classroom of your program."

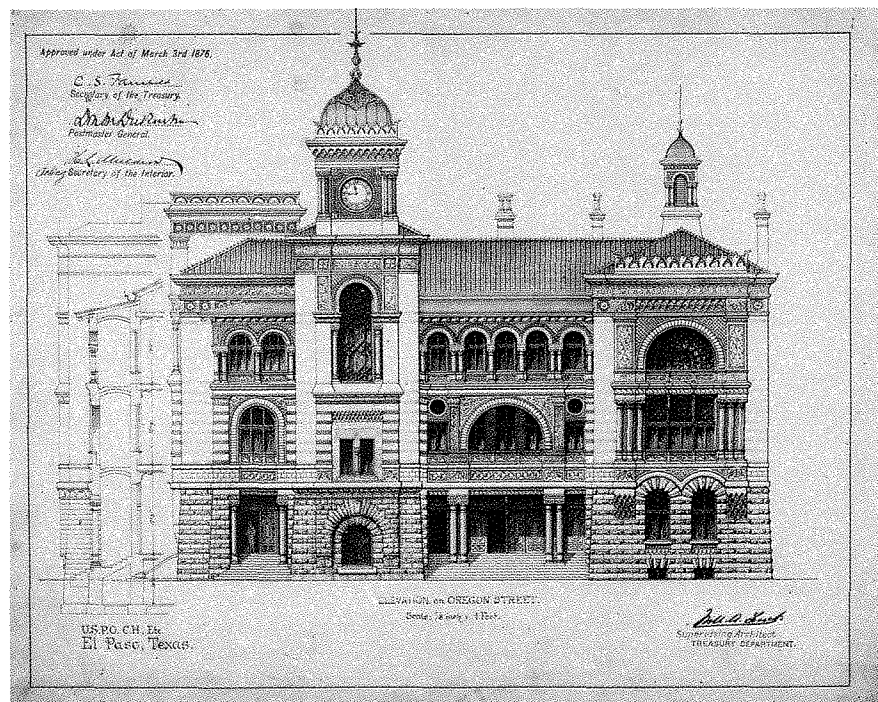
Another supplementary teaching tool used by the Office to reach as wide an educational audience as possible is the journal of the National Council for the Social Studies. Four issues of this journal, *Social Education*, featured a series of articles, called Teaching with Documents, written by Archives education specialists and designed to introduce students and teachers to the use of primary sources in the classroom. Education specialists also served as consultants for the 18-part series on the Constitution that appeared in the nationally syndicated children's newspaper column "The Mini Page."

The Exhibits and Educational Programs Division also offers workshops to assist new researchers in the use of archives, to highlight special records, and to satisfy the public's curiosity about the National Archives. Thirty courses for 627 individuals were offered in 1986. A new course, "Introduction to Genealogy," was added for the novice while the popular "Going to the Source: An Introduction

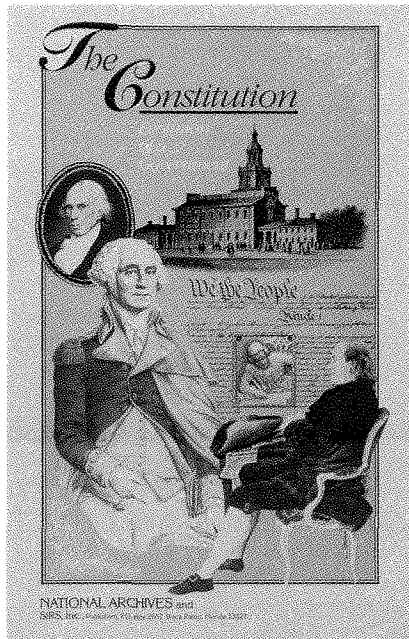
## Educational Programs

In addition to the outreach benefits of its exhibition program, the National Archives also reaches a large audience through its educational program. The Office of Public Programs was busy during the year fulfilling the nationwide demand for teacher training workshops on Constitution-related projects. The documentary teaching unit *The Constitution: Evolution of a Government* quickly became a "best seller," and workshops focusing on its teachers guide and facsimile documents were very much in demand in 1986.

This 1890 rendering of the U.S. courthouse and post office in El Paso, TX, is one of 48 from the Cartographic and Architectural Branch of the National Archives lent to the National Building Museum for its opening exhibition this year. During the year, 125 original documents were on loan to 23 institutions and Government agencies nationwide for exhibition purposes.







Cover of *The Constitution: Evolution of Government*, the seventh in a series of teaching units published by the National Archives. The Constitution unit, produced as part of the Archives celebration of the Bicentenary, introduces such enduring issues of American government as federalism, voting rights, and the national debt. Included in the packet are facsimiles of well-known documents, among them the Northwest Ordinance, the Articles of Confederation, and George Washington's copy of the Constitution in draft form.

to Research in Archives" entered its 10th year. The National Archives also continued to cosponsor the "National Institute on Genealogical Research," intended for experienced genealogists.

Fiscal year 1986 also marked the introduction of two new outreach series. The Archives Alive, or Theater-from-the-Records, series began with "Dear Uncle Sam," the live performance described previously. A second commissioned play, "Absent-Minded Sweethearts," highlighted the records of the Council on National Defense and explored the variety and diversity of women's roles during World War I. In conjunction with a local writers group, the Division cosponsored a workshop on playwriting using the records in the National Archives holdings. Its success has prompted plans for readings of the first group of plays and a second session of the workshop during FY 1987.

The second new series, From the Record, focuses on the adult learner. It is aimed at students in community colleges, universities, and continuing education institutions. Drawing on archival records that can be used in courses from accounting and aviation technology to criminology and public health, the National Archives is developing teaching materials that will stress the use of primary sources to supplement traditional textbooks.



Deirdre Lavrakas, Christopher Hurt, Joni Lee Jones, and Reginald Metcalf rehearsing for "Dear Uncle Sam," an original theater production based on records at the National Archives. Produced by Paradise Island Express, a Washington-based theater company, this production was the first original piece ever commissioned by the Archives and received attention from National Public Radio's "All Things Considered," *The Washington Post*, and *The New York Times*.



## Archival Training

The "Modern Archives Institute: Introduction to Modern Archives Administration" training course, offered for the last 41 years, continues to offer an introduction to archival theory and practice for participants who hold positions working with archives, manuscripts, or special collections, or who are preparing to enter those fields. Held twice yearly for 2 weeks, the format includes lectures, discussions, workshops, and visits to the Manuscript Division of the Library of Congress and various units of the National Archives. This year, 66 participants representing a wide variety of public and private archives attended the course.

## National Audiovisual Center

The National Archives National Audiovisual Center, located in Capitol Heights, MD, is the Federal Government's central distributor for all federally produced audiovisual programs. Operating as a self-supporting entity, the Center offers for sale or rental in videotape, film, slide/tape, and audiotape formats more than 2,800 titles on topics as diverse as public health, industrial safety, and foreign-language instruction.

In 1986 the Center filled, through a new microcomputer system, an increasing demand for such materials faster and less expensively than in the past. Government agencies at all levels, as well as the general public, have been informed about the Center's services and holdings through the distribution of more than 511,000 copies of brochures and catalogs in the past year.

## Working with Federal Agencies

The National Audiovisual Center also provides Governmentwide assistance in the area of Federal audiovisual management policy. It publishes annually the report entitled *Federal Audiovisual Activity* to provide information on purchases, production, and duplication to Congress, the Office of Management and Budget (OMB), executive agencies, and the private sector. The Center worked closely with the General Accounting Office (GAO) throughout the year on the GAO's review of the effectiveness in monitoring Federal agencies' costs of audiovisual activities and agencies' compliance with OMB policies and procedures in managing such activities. The GAO review characterized the Center's efforts as positive and as the best available method for collecting Federal audiovisual cost data.

## Special Events

The National Archives traditionally holds two major public ceremonies to honor the Charters of Freedom—a public reading of the Declaration of Independence on July 4 and a naturalization ceremony on Constitution Day, September 17. This year, on July 4, the fifth great-grandson of Thomas Jefferson, Rob Coles, read the Declaration, following stirring patriotic music by the Old Guard Fife and Drum Corps. The ceremony concluded with a demonstration of Revolutionary War military tactics on Constitution Avenue.

Constitution Day 1986 marked the first time all four pages of the Constitution were on display in the permanent Charter cases. (These four pages previously have been displayed on this day only in special temporary cases.) Judge Charles Richey of the U.S. District Court for the District of Columbia presided over the naturalization ceremony and, following the ceremony, Congressman Thomas Lantos (D—CA), himself a naturalized citizen, gave an inspiring speech to the new citizens. A rousing noon concert of patriotic music was presented by the U.S. Army Field Band and Soldiers Chorus. For both occasions a joint services honor guard flanked the documents.

Other special events held at the National Archives during the year included a reception given by the National Archives for over 150 jurists and constitutional scholars representing 22 foreign countries at the American Enterprise Institute for Public Policy Research's International Conference on Constitution Writing. The U.S. Commission on the Bicentennial of the U.S. Constitution held two 1-day public programs in the National Archives Theater for more than 200 participants.

The popular film series, drawn from the National Archives and other major video and film collections, included films focusing on two themes during 1986—"American Lives" and "The History of Filmmaking." More than 8,000 people attended one or more of these showings. Special film screenings for school and tour groups were added during the year.



Students at the Modern Archives Institute examine original records in a workshop on conservation and preservation methods. In fiscal year 1986, 66 participants from as far away as Alaska and Brazil attended the Institute to learn about preservation of documents, arrangement and description of records, reference service, and other archival functions.

## Publications

The Publications Division of the Office of Public Programs produces printed publications that both educate and inform the many constituents of the National Archives about the Federal documentary heritage. In 1986 the Division published a wide variety of books, guides, catalogs, booklets, leaflets, and periodicals for a diverse audience. During the year nine major titles appeared in print—*Guardian of Heritage: Essays on the History of the National Archives*; *Posters and Broad-sides From the National Archives* (a catalog complementing the exhibition "Uncle Sam Speaks"); *Military Service Records: A Select Catalog of National Archives Microfilm Publications*; *Guide to Genealogical Research in the National Archives* (revised edition); *National Archives Microfilm: Resources for Research*; *Story of the Constitution*; *Framers of the Constitution*; *The Union: A Guide to Federal Archives Relating to the Civil War*; *The Confederacy: A Guide to the Archives of the Confederate States of America*; and *Diplomatic Records: A Select Catalog of National Archives Microfilm Publications*. In addition, two new series of publications were introduced—*Milestone Documents from the National Archives* (brief pamphlets on individual documents) and *The Federal Documentary Heritage* (books that highlight National Archives holdings for selected time periods and subjects). This year the Division staff produced the first catalog of National Archives books in almost a decade—*Publications from the National Archives*.

The National Archives continued to produce microfilm publications of historically important records to preserve them and to make them more readily available to the public. In this fiscal year, the microform publications included: *Post Office Department Reports of Site Locations, 1837-1950*; *Records of the Northern Superintendency of Indian Affairs, 1851-1876*; and the *Nuremberg Trial Records Register Cards for the NI Document Series, 1946-1949*.

During 1986, *Prologue: Journal of the National Archives* continued to include a wider variety of essays and features to appeal to the Archives' diverse constituency. It included such topics as celebrating the Constitution,



In 1937, the United States commemorated the 150th anniversary of the Constitution. The head of the Sesquicentennial Commission was Congressman Sol Bloom of New York. His commemorative book, *The Story of the Constitution*, was published in 1937 and has been reprinted by the National Archives in anticipation of the bicentennial celebration in 1987. In a new introduction to this classic volume, constitutional scholar Daniel J. Elazar writes that Congressman Bloom worked tirelessly to get the book into the homes of millions of Americans during the sesquicentennial year of 1937. "The understanding of the origins of the American constitutional system by these citizens" adds Elazar "was due in no small part to the drive and determination of Sol Bloom. By bringing *The Story of the Constitution* back into print after almost half a century, the National Archives honors Bloom and his deep commitment to the Constitution. It is a commitment that we should all strive for during the bicentennial year of 1987 and thereafter."



The National Archives relies heavily on the service of volunteers. Field branches, Presidential libraries, and the National Archives in Washington, DC, have developed programs for recruiting and training docents to serve as guides, information aides, and collection assistants. Mrs. Johnson is pictured with nine volunteers who have served at least 5 years at the Johnson Library.

the destruction of slavery, adventurers and explorers, and the Civil War within the Confederacy.

Through its publications sales program, the Publications Division informs the public about the availability of publications. The program concentrates on the compilation of book catalogs and brochures, the submission of publications to appropriate periodicals for review, display of publications at scholarly and professional meetings, and copublishing and distribution arrangements with other publishers. Reviews of National Archives publications appeared in *Library Journal*, *American Libraries*, *The American Archivist*, and other professional periodicals. In addition, the Division established copublication and/or distribution agreements with four print and microform publishers, which has led to the increased distribution of publications.

## Museum Shop

Through its museum shop program, the Publications Division of the Office

of Public Programs produces and distributes useful and educational materials for the approximately one million annual visitors to the National Archives Building. Items available include books, posters, teaching materials, and other memorabilia that educate the public about the holdings and activities of the National Archives.

During 1986 the Division implemented a plan to improve the image of the Museum Shop and to increase the number, variety, and quality of items available. Almost 600 new items have been introduced in the last 2 years, 60 percent of which have been books. In addition, the staff has worked with the private sector to introduce a line of custom-designed Archives items for the shop. To date, 60 National Archives items have been introduced, with others in development. Emphasis during the year has been on items complementing the exhibition "Uncle Sam Speaks" and relating to the Bicentenary of the Constitution. The Division has sought to improve the display of new items and to improve customer service.

## Volunteer Services

Volunteers within the Office of Public Programs extend the public service of the National Archives in Washington, DC, in many ways. They provide behind-the-scenes tours, offer outreach programs for students and community groups, pursue research projects for custodial units, and provide information to genealogists and other researchers and to the general public by staffing the fourth-floor Genealogical Orientation Room and the Information Desk in the Exhibition Hall. A total of 147 volunteers contributed 23,095 hours to the National Archives during the year, a 28 percent increase over 1985.

More than 4,600 visitors, ranging from school children and families visiting the National Capital to constituents referred by congressional offices, enjoyed these tours in 1986; this represents a 21 percent increase from 1985. Special visitors this year included members of the 4-H Council summer program; foreign visitors from New Zealand, Norway, the Camaroons, Burma, and Czechoslovakia;

participants in the Annual Lutheran Church Youth Leadership Conference; and journalism students in town to interview Chief Justice Warren Burger on the Bicentenary of the U.S. Constitution. Docents also presented more than 120 programs—ranging from “An Introduction to the National Archives” to workshops on the Constitution—to more than 3,870 participants from schools and community groups.

In cooperation with the Office of the National Archives, 22 new volunteers with special genealogical experience were trained to staff the Genealogical Orientation Room on a 6-day-week basis. During this successful first year, they assisted 11,000 visitors interested in pursuing genealogical research at the National Archives.

Volunteer staff aides helped archivists in projects as diverse as preparing finding aids for OSS World War II operational records, cataloging the USIA collection of still pictures from 1948 to 1968, preparing indexes of U.S. marshals and of lighthouse personnel, and organizing and describing records of the Commission on Wartime Relocation and Internment of Civilians.

Since 1982 the National Archives Volunteers Constitution Study Group, chaired by volunteer Ralph Pollock, has offered public lectures in celebration of the Bicentenary of the Constitution. Speakers for the 12 programs in the series this year, made possible by a grant from the DC Community Humanities Council, have included Dr. Norman Ornstein, Professor Robert F. Drinan, Professor Michael Kammen, Professor Robert Rutland, Ed Yoder, and other distinguished historians and public figures.

## Plans for the Bicentenary of the Constitution

Programs and events in a number of different areas already are underway to celebrate the 200th anniversary of the U.S. Constitution. The Constitution has been on display at the National Archives since 1952.

Publications available this year include: *The Constitution: Evolution of a Government* (documentary teaching unit); the fall 1985 issue of *Prologue* on “Celebrating the Constitution”; *The Story of the Constitution*; *The Framers*

*of the Constitution*; Teaching with Documents articles in *Social Education*; “The Mini Page” issues on the Constitution; and a pocket-size edition of the Constitution.

Publications planned for 1987 include the fall 1986 issue of *Prologue* on “Documenting the Constitution” and *The Man Behind the Quill: The First Biography of Jacob Shallus, Calligrapher of the Constitution*.

Exhibitions are a major part of the celebration. “The American Experiment: Creating the Constitution” opened in the Rotunda of the Exhibition Hall in October 1986. This is a documentary exhibition that tells the story of our young country, its successes and problems under the Articles of Confederation, and the struggle to write a new Constitution.

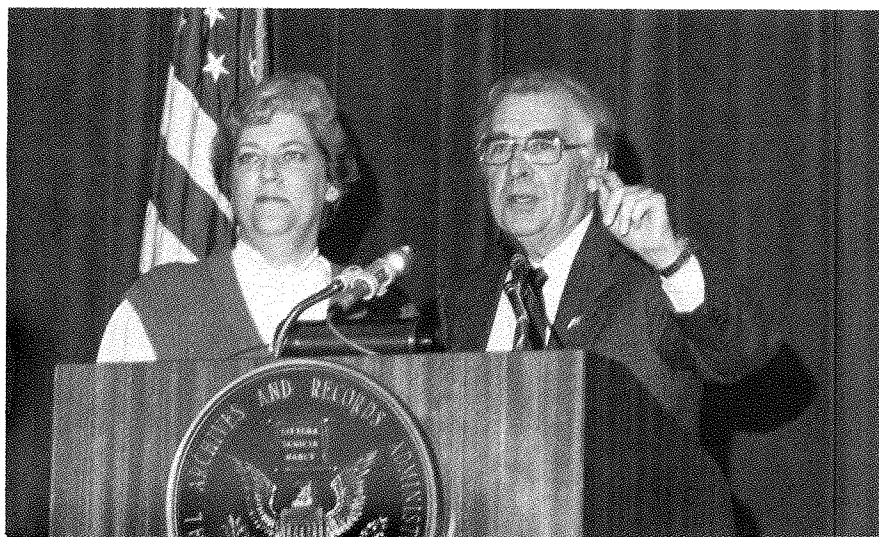
A second exhibition, “The American Experiment: Living with the Constitution,” will open in the Circular Gallery of the Exhibition Hall in April 1987. It will emphasize to visitors how the Constitution affects their daily lives by exploring three constitutional issues: Who has the right to vote? Which branch of Government has the power to make war? What are the rights of the States and the Federal Government in school desegregation? An epilogue will show proposed, but unratified, amendments to the Constitution.

A third, packaged, exhibition, “’Tis Done! We Have Become a Nation,” contains reproductions of 19 documents on 20 posters and tells the story of the conception, creation, and implementation of the Constitution. This set is available to schools, libraries, historical societies, and other organizations or groups for a small fee.

All three exhibitions and the documentary teaching unit have been endorsed by the Commission on the Bicentennial of the U.S. Constitution.

A fine reproduction of the Constitution and its companion Charters of Freedom documents, the Declaration of Independence and the Bill of Rights, will be produced in poster format (37 $\frac{1}{16}$  by 24 $\frac{1}{4}$  in.). The Document Conservation Branch staff set meticulous standards and supervised the reproduction process to ensure faithfulness to the original documents.

Another special event planned for 1987 and endorsed by the Commission on the Bicentennial of the U.S. Constitution is the 87-hour vigil to commemorate the signing of the Constitution on September 17, 1787. The vigil will begin the afternoon of September 13 and end the morning of September 17. During this period all four pages of the Constitution will be on display and a variety of public



Ralph Pollock, Chairman of the National Archives Constitution Study Group, introduces Dorothy S. Ridings, President of the League of Women Voters of the United States, April 16, 1986. Mrs. Ridings' lecture, entitled “Women and the Constitution: If Only John Had Listened to Abigail,” was the 34th in the Bicentennial '87 lecture series focusing on substantive issues relating to the Constitution.



events will take place. In addition, an interactive computerized poll will survey visitors to the National Archives Rotunda and to the Archives field branches on the Preamble of the Constitution.

Film festivals will be held at the Archives in Washington, DC, and at field branches across the country during the summer of 1987. The festival in Washington will include documentary and historical films that explore some aspect of constitutional history or the role of the Constitution in shaping our system of laws. Concurrently with this, a program of fiction films dealing with the theme "Trial by Jury" will be presented.

The National Archives also is planning a series of conferences on constitutional issues to be held at the Archives in Washington, DC, at the Archives field branches, and at the Presidential libraries. Those in Washington will focus on the three themes of the major exhibition, "Living with the Constitution." Those in the field will include the influence of the Constitution on particular regions of the country, constitutional holdings of the field branches, women's rights and the Constitution, Harry S. Truman and the Constitution, and Gerald Ford and the Constitution. The popular Constitution Study Group/Bicentennial '87 lecture series will continue at the National Archives Building in Washington through September 1987.

The Archives celebration of the 200th anniversary of the Constitution will be the first of many celebrations honoring the formation of the Federal Government. The celebrations will extend through 1991, the 200th anniversary of the ratification of the Bill of Rights.

## Office of Public Programs Staff

Assistant Archivist _____	Linda N. Brown	523-3216
Volunteer Coordinator _____	Patricia Eames	523-3183
Archival Training _____	Linda Henry	523-3892
Director, National Audiovisual Center _____	John H. McLean	763-1872
Assistant Director, National Audiovisual Center _____	R. Kevin Flood	763-1860
Director, Exhibits and Educational Programs Division _____	Edith James	523-3097
Director, Publications Division _____	Charles W. Bender	523-3221



# Automation

This report has so far been organized to represent the office structure of the National Archives and Records Administration. There are activities, however, that cross organizational lines. Such an activity is automation, which is described in this chapter.

Automation in the National Archives takes many forms. It provides administrative support through a network of more than 200 terminals that link offices so that they can share word processing documents, budget and financial spreadsheets, electronic mail systems, address and telephone directories, and appointment calendars of key administrators.

Other computerized processes tell archives management about production efficiencies in the Federal records centers, help to locate veterans records in our mammoth facility in St. Louis, keep track of thousands of cans of motion picture film, and assist in processing records that themselves are created by computer.

Systems now under development will permit researchers to query the archival automation system for information about the existence and location of Presidential papers, manuscript collections from individuals, and official federal agency records that are available for research in any of the Archives' 20 research facilities from coast to coast. That automated system should be available for use within the next 5 years.

Details of these activities are presented on the following pages.

## Systemwide Network

The Office Automation Network of the National Archives provides basic administrative support—word processing, spreadsheets and electronic mail, and data base management applications—for the National Archives. The network was significantly expanded during fiscal year 1986 and now serves all field locations as well as the several Archives facilities in the Washington, DC, area.

The network consists of a large LAN (Local Area Network) in the National Archives Building and the Patrick Henry Building, which supports 217 work stations and smaller LANs at all other facilities. The LANs supporting the National Personnel Records Center in St. Louis, MO, were enhanced to provide direct support for the Center's reference service activities. This expansion provided 75 new work stations in St. Louis. The LANs in other locations range in size from 4 to 12 work stations. Each LAN can access the main Archives Building network as offsite terminals and most can support file transfer functions. The entire network consists of 468 work stations, with 170 Megabytes of main memory and 4.8 Gigabytes of disk storage.

## Trust Fund Service Order System

During fiscal year 1986 the National Archives implemented the Service Order System (NATFS-1) to process orders for reproductions of archival materials. This system consists of 36 personal computers linked to a central minicomputer. The system is designed to facilitate order processing and to provide timely data on order status. In the near future, the system will be converted from an overnight batch-oriented system to an online system that will further improve services to the public. Most of the personal computers used in this system can also access the Office Automation Network.

## Automated Data Processing

In September, the National Archives adopted a new strategic plan for information systems. This new plan incorporates the entire life cycle of records, from original appraisal and scheduling in the Office of Records Administration, to storage in the Office of Federal Records Centers, then to accessioning by the Office of the National Archives. The plan also

includes the creation of a shared reference data base that will contain reference data on the holdings of both the Office of the National Archives and the Office of Presidential Libraries. Under the plan all new system development will use standard data elements and communications protocol. By the early 1990s, a single life cycle/shared reference system should be operational. A report on the 18-month MARC/Life Cycle Tracking project is available from the Archival Research and Evaluation Staff (NSZ).

## Archival Research and Evaluation Staff

This staff, part of the Archivist's Office, is engaged in several ambitious automation studies. The most significant is a pilot test to evaluate the feasibility of an Optical Digital Image Storage System (ODISS). A contract was awarded in September to the System Development Corporation of Los Angeles, CA. The purpose of the ODISS project will be to evaluate its capability to effect image enhancement for documents in poor condition; improve reference service to the public through use of automated search, retrieval, and replication techniques; and aid in preservation of original documents by enabling their retirement from active usage to an environmentally stable storage area. The project will also evaluate which methods are best for achieving efficient workflow processes and conversion speed. The staff will collect statistics for a cost/benefit analysis of whether or not a full-scale system is justified.

The ODISS contractor will fabricate and install the system during fiscal year 1987; the project tests will begin in FY 1988. At the conclusion of the tests, the ODISS will be made available to various State archives that have expressed an interest in using the system on a reimbursable basis.

In conjunction with the general interest of Federal agencies in the evolution of digital image technology,

the National Archives continues to sponsor the Digital Image Applications Group (DIAG), a forum for the exchange of information between users and vendors of the technology. DIAG meets bimonthly at the National Archives to watch equipment demonstrations and learn about the status of project efforts at various Federal, State, and local agencies. There are now 600 members of DIAG.

### **MARC/Life Cycle Tracking Project**

The MARC/Life Cycle Tracking project was completed this year. This 18-month research and pilot test project sought to determine the implications of developing an automated system for controlling Federal records throughout their life cycle, from the time of creation in a Federal agency through permanent preservation in the National Archives. The project also evaluated the capability of the Machine Readable Catalog format for Archives and Manuscripts Control (MARC AMC) to carry information for both control of and access to Federal records as well as the desirability of using a nationwide public information network to meet the access and control requirements of the National Archives.

The study concluded that the development of a life cycle tracking system would permit unprecedented access to information about the status and content of Federal records and would enable the National Archives to more efficiently perform its archival and records management missions. The MARC AMC format was judged adequate for carrying descriptive information about records, but was judged less capable of handling the full range of process actions for a repository so large and complex. A full report on this study and its recommendations and conclusions is available from the Archival Research and Evaluation Staff.

### **Finding Aid Conversion**

The vast majority of National Archives archival finding aids exist only in typed, printed, or handwritten forms. Access to these finding aids would be greatly facilitated if they could be converted to machine-readable form and placed in data bases where they could be searched and manipulated



The National Archives has thousands of reels of computer tape in its holdings. Special preservation techniques and storage facilities are required to maintain them properly.

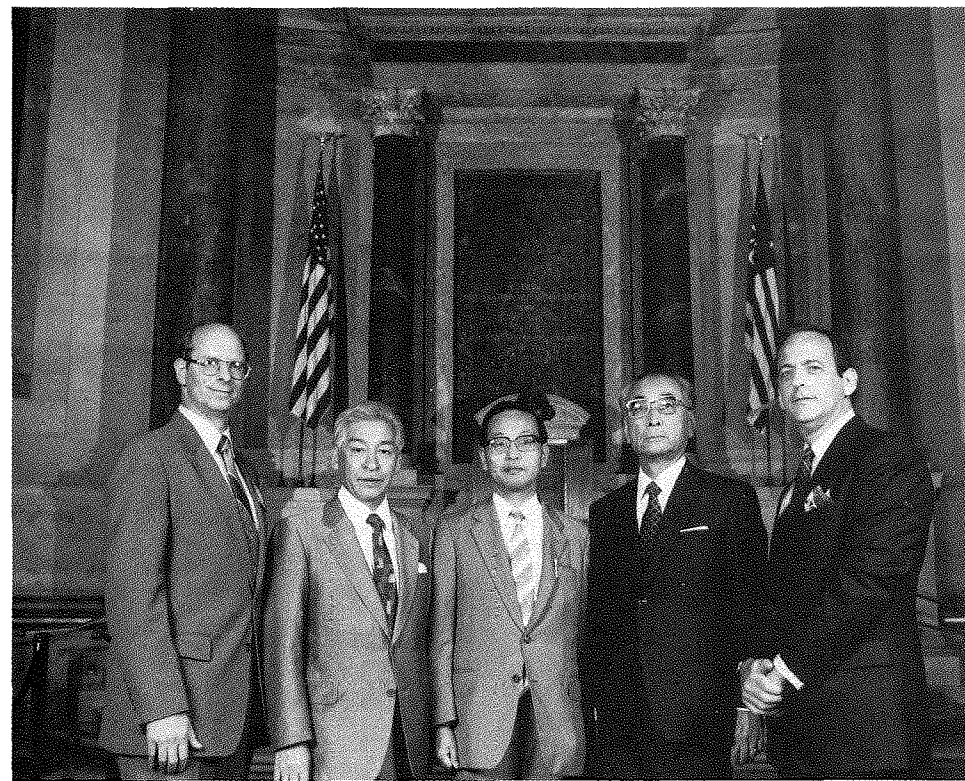
using computer-based techniques.

Over the past 2 years, the Archival Research and Evaluation Staff has been seeking the most advanced optical character-recognition conversion equipment, software, and services with the goal of determining the feasibility and cost of finding aid conversion. The staff has concluded that relatively inexpensive desktop readers are sufficient for materials recently typed or printed. Typed or printed materials with poor quality, contrast, or resolution can be converted with reasonable success by some of the more expensive "intelligent" readers. However, it appears that only a single company, a British firm, can handle all types of materials, including handwritten manuscripts.

Further pilot experiments have shown that after finding aids have been converted to machine-readable form, they are easily organized for use with computer-based text retrieval software. This software permits searches by any combination of words or phrases, including proximity relationships (e.g., "Lincoln" within the same paragraph as "Grant").

## Expert Systems Project

This year also saw the conclusion of the artificial intelligence, or "expert systems," project. Undertaken through a contract with American Management Systems, Inc., this project explored the prospect of developing automated systems that could emulate the knowledge, judgment, and decisionmaking of an experienced professional archivist. The project, which involved a prototype model housed on a microcomputer, was judged highly successful. The study report recommended that the National Archives consider the use of expert systems as aids to support reference activities or as training tools for novice archivists. A limited number of copies of the study report are available from the Archival Research and Evaluation Staff. Planned projects for fiscal year 1987 include an evaluation of the 4.72-inch compact disk as a possible preservation and distribution medium for audio archives. A second project will evaluate the ISO 8211 international standard for data descriptive files as a possible solution in the search for a universally acceptable format for



storage of machine-readable archives. The ISO 8211 standard is independent of other media and systems and, in theory, would enable archives to accession and store machine-readable records without regard to hardware or software.

## Federal Records Centers

Since 1966, the Office of Federal Records Centers has implemented several automated data systems for better management of the records centers and their holdings. The automated inventory system, known as NARS-5, provides control of agency records by series and box number throughout the records centers. The system contains all of the information needed by center officials in accessioning and disposing of records received from Federal agencies and provides control of the 14.7 million cubic feet of records stored in the centers. NARS-5 is constantly being improved and has proven to be an effective records management tool.

A second major system that uses existing NARS-5 data is the Space Information System (SIS). This system uses each center's numbering system

William Holmes, head of the Archival Research and Evaluation Staff, is pictured here (left) with leaders of Japanese industry in the Rotunda of the National Archives on August 26. The Japanese were attending a briefing on "expert systems" at the National Archives given by American Management Systems, Inc. (AMS), and National Archives staff. The expert system pilot project at the National Archives was one of several this year that explored the possibility of adapting advanced technologies to support archival functions. From left to right are: Toshio Misaki, Mitsubishi Motors Corporation; Yoshio Kubota, Tokyo Electric Power Company; Takayoshi Makajima, JMA Consultants; and Ivan Selin, founder and chairman of the board of AMS.

and shelving configurations to indicate exact locations and amounts of space available within a center. This information allows centers to determine long-range space availability and process incoming records more efficiently.

The National Personnel Records Center uses three registry systems to control the locations of military, civilian, and X-ray records. These registry files cover more than 86 million entries and are searched more than 25,000 times per day to respond to reference inquiries and to update the files.

The newest system developed for the

records centers, the Employee Unit Accomplishment System, known as TASK, was fully implemented in the records centers this fiscal year. This system collects information on production and hours worked by employees at the centers. Reports are used to determine performance ratings, evaluate a center's effectiveness, and provide statistical reporting data. A major innovation at the National Personnel Records Center this year was the implementation of a system to receive requests on magnetic media from the Veterans Administration, the largest user of military records. The system is designed to expedite the flow of requests by eliminating the time needed to sort and thereby shortening the response time.

The automation capability of the centers was increased substantially by purchasing additional terminals, personal computers, and software. This equipment is used extensively for data transmission, electronic mail, and spreadsheet analysis, and it has markedly boosted efficient communication at the centers.

## Office of the Federal Register

Computer systems at the Federal Register were installed 10 years ago and are owned and maintained by the Government Printing Office (GPO). These are text editing systems that enable legal publications specialists to do editorial work at terminals and produce a typesetting data base on magnetic tape. The tapes are processed by GPO to produce several Federal Register publications.

During FY 1986, these computer systems were expanded by GPO to include storage and editorial production capacity. With this additional computer capacity, online composition of *Federal Register* indexes and other finding aids was instituted in January 1986. The Federal Register also was able to meet its goal of a currently updated *Code of Federal Regulations* (CFR) data base. Editors are now able to add *Federal Register* amendments to the CFR on a daily basis. Another successful project has been the implementation of new automated procedures for keeping track of bills passed by the Congress and for preparing lists of laws signed by the President.

During the past year, experiments have been conducted in receiving machine-readable documents for *Federal Register* publication. The goal is to capture the keystrokes at the point of origin in the agencies. While these experiments have been limited, the Federal Register and GPO will continue to pursue this concept to further automate editorial production.

The current computer systems and software are designed only for text editing and production of a typesetting data base. In the coming fiscal year, resources permitting, the Office of the Federal Register plans to experiment with restructuring the data bases to support additional production-related and information uses.

## Presidential Libraries

The Office of Presidential Libraries conducted a study from 1983 through 1985 to determine whether an automated system could improve access to information about library holdings, standardize descriptive practices throughout the system of Presidential libraries, and improve productivity of archival work. The study determined that automation of archival functions would support all of these objectives.

As a result of the study, the Office prepared a system concept describing the capabilities of the planned information system and a preliminary design providing the programming specifications for implementing the system. Initial implementation was planned to aid archivists in the tasks of acquiring, processing, and providing reference on the paper holdings of the libraries.

In fiscal year 1986 the Office of Presidential Libraries built an operational prototype of the Manuscript Processing and Reference System (PRESNET). This prototype, developed on a Prime 2250 minicomputer using the Prime Information and SEEK software systems, supports the following functions:

*Solicitation*—Tracks solicitation activities, creates files that can produce mailing lists, and accepts preliminary descriptions of historical materials.

*Accessions*—Establishes initial administrative controls on materials received and permits revision of data input during solicitation.

*Processing Management*—Tracks the

processing status of each collection and the volume of work assigned to individual archivists.

*Description, Arrangement, and Movement*—Provides an online environment for preparing, editing, and printing finding aids and will accept data previously entered during accessioning; establishes links between collection, series, and folder-level descriptions; provides means for sorting and arranging materials; and supports the processes of item withdrawal, transfer, and disposal.

*Authority Files and Tables*—Assures consistency of information entered into the system and facilitates the retrieval process.

*Public Reference*—Searches the data base for materials on subjects requested and sorts and/or prints retrieved information.

*MARC Interface*—Converts selected collection- and series-level information about records into the MARC AMC format for transmittal to external systems.

PRESNET was designed by American Management Systems, Inc. (AMS), during the fall and winter of 1985-86. In March 1986 the computer and the software were installed in the Gerald R. Ford Library in Ann Arbor, MI, for a 3-month operational test. During this test, the staff of the Ford Library entered data for a large number of collections, testing all the functions except the MARC interface. The staff kept detailed logs, noting occasions when the system did not perform adequately, and experimented with converting existing finding aids to automated form.

The overall conclusion drawn from the test was that PRESNET meets the needs of Presidential libraries for an automated manuscript processing and reference system. Online entry and editing of data will provide significant gains over the manual system of preparing finding aids since data must be entered only once and revisions require rekeying only the changed data. Stricter standards for data entry will permit more accurate and complex retrievals as well as providing uniform descriptions of library holdings. Improved user access to information about holdings at the libraries and at other institutions will be major benefits of the system.

PRESNET is now in its second, less formal testing period. The Ford Library



staff will continue to enter data about the holdings, to experiment with the conversion of finding aids and with data entry conventions, and to further develop controlled vocabularies.

The next steps in developing PRESNET are to design a declassification review and tracking system, an audiovisual materials processing and reference system, and a museum objects description and tracking system.

In FY 1986, a general plan for implementing PRESNET in all libraries was developed. This plan calls for development of communication protocols, modifications of the system design to accommodate a common data base for all Presidential libraries finding aids, and development of specifications for hardware and software. Once the hardware and software are selected, PRESNET will be installed in half of the libraries in FY 1988 and in the remaining half in FY 1989. In FY 1990 we will develop the central data base design and implement it in FY 1991. This plan is part of the agency's 5-year ADP plan.

However, before PRESNET is ready for implementation, the staff must address the fact that automating archival functions changes the work environment in a Presidential library. These changes

include higher processing standards that may increase processing time, the duplication of work during the transition period, changes in staffing patterns required to provide personnel to enter data and maintain authority files and to accommodate technical personnel, and demands for physical alterations in the libraries to meet the needs of computers. The conversion of existing finding aids will be a complex and lengthy task, raising a number of additional questions. We can expect other questions to arise as experimental work continues.

In developing PRESNET the Office of Presidential Libraries has worked with National Archives coordinating groups, such as the Data Element Study Group and the ADP Oversight Committee, and other offices to ensure consistency with other planned systems. Efforts to standardize automated systems throughout the National Archives will require some modifications to PRESNET.

## Office of the National Archives

The Office of the National Archives uses automation extensively to manage its archival holdings. Data base systems maintain basic descriptive and statistical

information about the records in all its repositories nationwide. Other automated systems help the National Archives track security classified documents; report on records being transferred to the National Archives by Federal agencies; record the location of original microfilm maintained in a special offsite underground storage facility; maintain inventory control over motion picture film; index several key collections of records, such as certain military pension files; and prepare and publish inventories and guides that describe the archival records.

In addition to these centralized systems, staff members are applying computer technology to their individual work assignments. This is the result of the rapid increase of word processing equipment throughout the Office of the National Archives. During 1986, more than 30 additional personal computers were acquired to support individual tracking, reference, reporting, and descriptive applications.

Looking toward the future, the National Archives contracted in 1985 with American Management Systems, Inc., to study the archival and administrative information requirements of the Office of the National Archives. This study has been completed and some preliminary alternatives and costs for automated systems were developed. During 1986, the contract continued with the analysis of several issues and the development of a document that outlined an automated system based on the requirements identified during the first part of the contract.

The next phase of the study will refine the key parts of the system, examine different equipment alternatives, and analyze the costs. The final system will be developed and acquired over the next 6 to 10 years. During 1987 this task continues with a survey of possible hardware and software systems and the development of detailed specifications. Ultimately, these activities will lead to contracts during 1988 and 1989 for the acquisition of the first parts of the system, the preparation of the final design, and the implementation of a pilot system. Once this new system is fully operational, it will replace the current centralized data bases that maintain the basic descriptive and statistical information about the holdings of the National Archives.



Participants from the Conference of Ibero-American Archivists attended an all-day briefing on automation initiatives at the National Archives on June 5. Topics included "Automating Access to Records" and "Automating Records Themselves." An informal reception hosted by Dr. Burke, Acting Archivist of the United States, followed the meeting.



# Preservation

Preservation, like automation, is an activity that is not confined to the activities of one office. Preservation relates to many functions within the archival system. In a sense, the first decision to retain records permanently, made by the appraisal staff of the Office of Records Administration, is an obvious preservation measure. Moving records out of agency office space, where they might be inadvertently destroyed, and placing them in one of the Archives Federal records centers is another.

Once the records are under archival control, their proper housing in fireproof facilities under close to ideal temperature and humidity conditions, and the care with which they are boxed, described, and served to researchers, contributes to their longevity.

Specific preservation activities—such as holdings maintenance, laboratory treatment, or producing copies to substitute for fragile originals in research rooms—in the National Archives and the eight Presidential libraries are aimed at ensuring long life for the documents in the Archives care.

The following section shows that some progress has been made in all of these areas and that work is going on to develop even more advanced methods to ensure that yesterday's and today's important documentation of our society will be available to tomorrow's researchers.

## Research and Development

### National Academy Study

Several years ago the National Archives commissioned the National Academy of Sciences to investigate and make recommendations on the advisability of transferring information from original paper records to media having acceptable permanence (including media with limited life but capable of being recopied). The Academy's Committee on Preservation of Historical Records concluded that



Stanley Barkin of the National Academy of Science's National Research Council; Alan Calmes, Preservation Officer at the National Archives; and Norbert S. Baer, technical advisor, at the official presentation of the NAS-published report *Preservation of Historical Records*, August 19, 1986. Written by the Academy's Committee on Preservation of Historical Records, the study evaluates the risks and options of copying paper records as opposed to maintaining them in original form and offers recommendations on mass treatments, environmental control, archival copying, and preservation strategy.

the media appropriate for archival preservation are paper and photographic film using archivally standard electrophotographic processes for paper and silver-based micrographic processes for film.

The Committee also recommended, among other things, that the National Archives should promote the development of archival standards for magnetic tape and optical disks before they can be considered as preservation media.

In a letter to all State archivists about the study, the Acting Archivist of the United States noted:

We sought the independent and impartial scientific and technical counsel of the Academy either to support or alter our Twenty-Year Preservation Plan. The findings of the Academy panel substantially support our plan and call for continued research to improve archival storage techniques. With the prestige of the National Academy of Sciences advocating actions to preserve historical

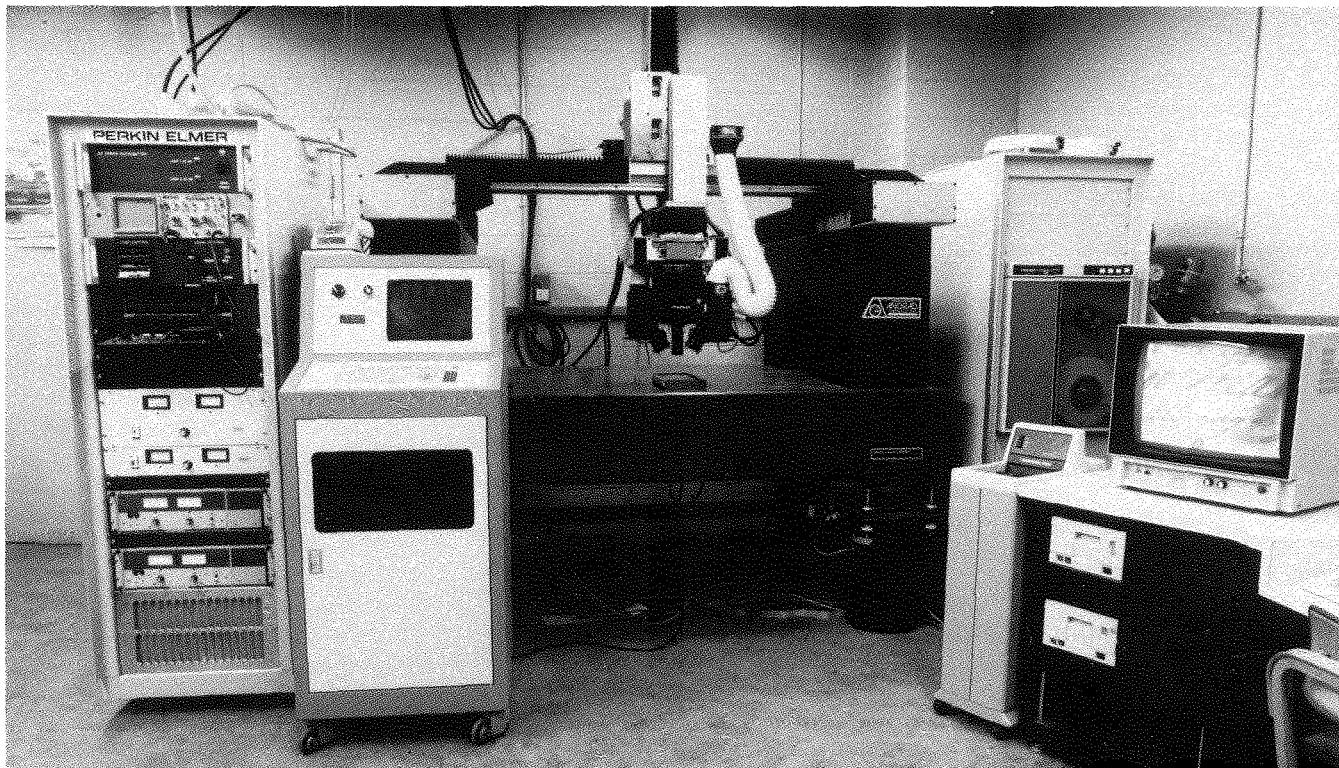
records, we have a better chance of convincing the Government and others to support our preservation efforts.

Copies of the report, *Preservation of Historical Records*, are for sale from the National Academy Press, 2101 Constitution Avenue NW., Washington, DC 20418.

## Charters of Freedom Monitoring System

The National Archives contracted with the Jet Propulsion Laboratory (JPL) to design and build an electronic camera to monitor the condition of the Declaration of Independence, the Constitution, and the Bill of Rights. This project is in the 4th year of its 5-year span.

The electronic imaging system (a spinoff from JPL's space research) will take precise pictures of the documents through two layers of glass (the documents will not be removed from their sealed glass-covered cases).



Computer imaging equipment at the Perkin Elmer Co. Optics Laboratory in Danbury, CT, that will be moved to the National Archives to monitor the condition of the Charters of Freedom. The documents will be placed on the 3-ton optics table pictured in the center. The table is supported by granite risers on either end and four legs filled with nitrogen to isolate the surface of the table from vibrations of the Earth. The electronic camera, above the table, has five "precautions" to ensure accurate positioning. The rest of the equipment belongs to the computer support system that operates the camera and stores the images.

The picture-elements (pixels) will be interpreted in digital code and analyzed by computer. The system is so precise that comparisons of pictures over time will detect the subtlest changes in a document. The equipment (camera, table, computers, and recording devices) will take up an entire room in the Archives Building.

The system will also serve as an analytical conservation tool for documents other than the Charters. In addition, because the images it produces are also a sort of "finger-print" of valuable originals, the system can be used for authentication, if and when required. The system is unique and may be able to help other institutions as well as the Archives.

The camera will be capable of very high resolution, as much as 1,000 pixels per inch. Each pixel can record a thousand variations in reflectance. The camera will not only see more than the human eye, it will be able to study the data by computer and store the data digitally for future comparisons. The

light levels used will be low and the actual imaging time very brief.

The machinery is scheduled to be installed this winter. There will be a 1-year trial and training period. We expect to have the first set of images of the Charters by September 1987.

### ***Stability of Film and Magnetic Tape***

Since 1980, the National Archives has been funding research at the National Bureau of Standards (NBS) into the aging of polymeric materials used in the manufacture of recording media. The most recent NBS progress report, *Prediction of the Long Term Stability of Polyester-Based Recording Media* (NBSIR 84-2988), indicates that polyester film, which supports the information-bearing material of both photographic film and magnetic tape, will last about 1,000 years if stored at 70° F and 50% relative humidity (RH).

Many years of actual experience with silver-gelatin, the information-bearing

material of photographic film, suggest that film with a polyester substrate will have a long lifetime if given adequate care. Magnetic tapes, however, hold their information in a layer of magnetic particles dispersed in polyurethane. The lifetime of tapes with a polyester substrate would be limited because of the relative instability of the polyurethanes. The current work of NBS is to develop a test method for evaluating tape degradation.

NBS is monitoring the actual performance of tapes being aged under mildly accelerated aging conditions. Tapes are being subjected to peel tests in which the force required to remove the polyurethane binder layer from the substrate may be measured. The separation of the two layers involves adhesive, cohesive, or mixed modes of failure. These observations form the basis of a possible method of estimating tape lifetime. It is noteworthy that, so far, tests demonstrate little correlation between a manufacturer's grading of a tape and its actual performance; some

of the cheaper grades outlasted some of the more expensive grades.

## Microfilm

The NBS Institute for Computer Sciences and Technology is assisting the National Archives in revising the Federal Government regulations (FPMR) on micrographics. This involves a comprehensive review of all current standards.

The NBS Statistical Engineering Division is developing a statistically valid random sampling procedure for inspecting microfilm for signs of deterioration. The results of this work will affect the regulations on micrographics.

The NBS Operations Research Division published a report in June 1986 entitled *Cost Comparison of Selected Alternatives for Preserving Historic Pension Files* (NBSIR 86-3335). The study evaluates the costs and benefits of converting pension files in the Archives from paper originals (290 million sheets of paper) to microfiche. The study includes a calculation of the costs of retrieving the fiche by a computer indexed and assisted electro-mechanical device. If the papers are to be maintained and retrieved for reference, they must be placed in acid-free containers, and they would have to be stored in environmentally controlled space. If converted to fiche, they would have to be prepared, photographed, and verified for quality control; the originals would have to be shipped to low-cost, offsite storage facilities. Costs were projected over a 25-year period and calculated on the basis of constant (uninflated) dollars discounted by 10 percent to present value. Actual costs were also computed at constant dollars to indicate actual outlay of funds required. Comparisons are presented below:

During a 25-year period, therefore, it appears to be more cost effective to keep the files in the original paper form rather than to convert them to fiche. This is especially true because the benefits of microfiche conversion would not be realized for many years, until enough records could be copied to allow reference service to switch to a microfiche system. An important element in reaching these conclusions was the low rate of actual use of individual pension folders: an average of once every 65 years.

## Electrostatic Copiers and Toners

The National Archives commissioned the Government Printing Office to study electrostatic copiers and toners and identify those that produce archival quality copies.

GPO evaluated the most widely used copiers and toners and plans to work with manufacturers in identifying possible problem products and will ultimately produce a quality control manual for copy machine operations.

## The National Archives Annual Preservation Conference

The National Archives held its first annual conference on preservation on December 10, 1985, at the National Archives Building. Two hundred and twenty registrants from all over the United States and Canada attended the 1-day meeting. The second conference is scheduled for December 9, 1986, and will focus on "Preservation Photocopying."

Four major topics were covered in the 1985 conference, with two speakers addressing each topic. The first topic, "Indoor Air-Pollution Control," featured Norbert S. Baer of the Conservation Center of the New York University

Institute of Fine Arts, who discussed indoor pollutants and their sources, and James Megronigle of the National Archives Office of Management and Administration, who reported on a comprehensive architectural study done of the National Archives Building and described the proposals under consideration to meet environmental standards.

The second topic was "Film as a Preservation Medium." William Leary of the National Archives Agency Services Division presented the advantages and disadvantages of microfilm as a preservation medium. Doug Munson, Chicago Albumen Works, addressed the production of duplicate negatives as a preservation method.

"Evaluating Conservation Treatment Proposals," the third topic, was addressed first by Norvell Jones of the National Archives Document Conservation Branch, who outlined the steps taken by a conservator in drawing up a treatment proposal. Lois Price, Conservation Center for Art and Historic Works, spoke on the importance of communication between the conservator and the custodian.

Finally, Preservation Officer Alan Calmes concluded the conference with a presentation on "Research and Development" and discussed how the National Archives 20-year preservation plan made use of research.

## Office of the National Archives

One important aspect of the 20-year preservation plan is the holdings maintenance program, designed to provide stable housing for records and defer or eliminate the need for laboratory treatment of many records. Extensive holdings maintenance work continued this past year, providing improved acid-free housing and storage containers for 69,047 cubic feet of records. More than 180 Archives staff members received formal training conducted by professional conservators with followup sessions to answer questions on projects in process. The Research and Testing Lab of the Document Conservation Branch provided quality assurance testing as holdings maintenance supplies were received to verify that the thousands of archival boxes, folders, and other material put into service were of the high quality specified.

### Preservation and Access of 19th-Century Pension Files

(in millions)

Cost Calculation	Paper	Fiche
1985 Dollars Discounted by 10%	\$5,600,000	\$36,100,000
1985 Dollars Not Discounted	13,600,000	50,800,000

## Conservation Treatment

Staffing in the Document Conservation Branch remained fairly steady throughout the year, allowing the National Archives to capitalize on the addition of four professional conservators the preceding year.

Significant progress was made in the conservation of early congressional records that are being systematically reviewed and treated. One notable item that received attention this year was an 1836 petition to the House of Representatives from residents of New Salem, IL, containing what is thought to be the earliest Abraham Lincoln signature. Progress also continued on treatment of the Papers of the Continental Congress and on treatment and rehousing of the treaties of the United States.

Several documents, which were loaned by the National Archives following conservation work, received national attention. The parchment deed of gift for the Statue of Liberty was cleaned and matted for safe display in

New York City during the July festivities honoring the restoration of the statue. The Treaty of Ghent, ending the War of 1812, was mounted by conservators for a 1-day viewing at the Octagon House by the Prince of Wales. President James Madison had signed the ratification of the treaty at the Octagon House when it served as the President's residence after the burning of the White House in 1814.

Many important pre-Federal documents received conservation attention in preparation for the exhibition "The American Experiment: Creating the Constitution." A wide range of posters received treatment in the laboratory in preparation for the popular Circular Gallery exhibition "Uncle Sam Speaks," which received nationwide press commendation.

In anticipation of the Constitutional Bicentenary, the engrossed copies of the U.S. Constitution, the Declaration of Independence, and the Bill of Rights were removed from the vault, where they are normally stored, to permit

preservation photography. Each leaf was photographed within its helium-filled enclosure for the first time since 1942, when the documents received conservation treatment at Fort Knox. These photographs were also used for production of high-quality facsimiles of the Constitution, the Declaration, and the Bill of Rights.

The Chief of the Document Conservation Branch, Kenneth E. Harris, represented the United States on the Committee on Conservation and Restoration of the International Congress on Archives this year. The Committee's work focuses on improving the exchange of information relating to archival preservation among member states.

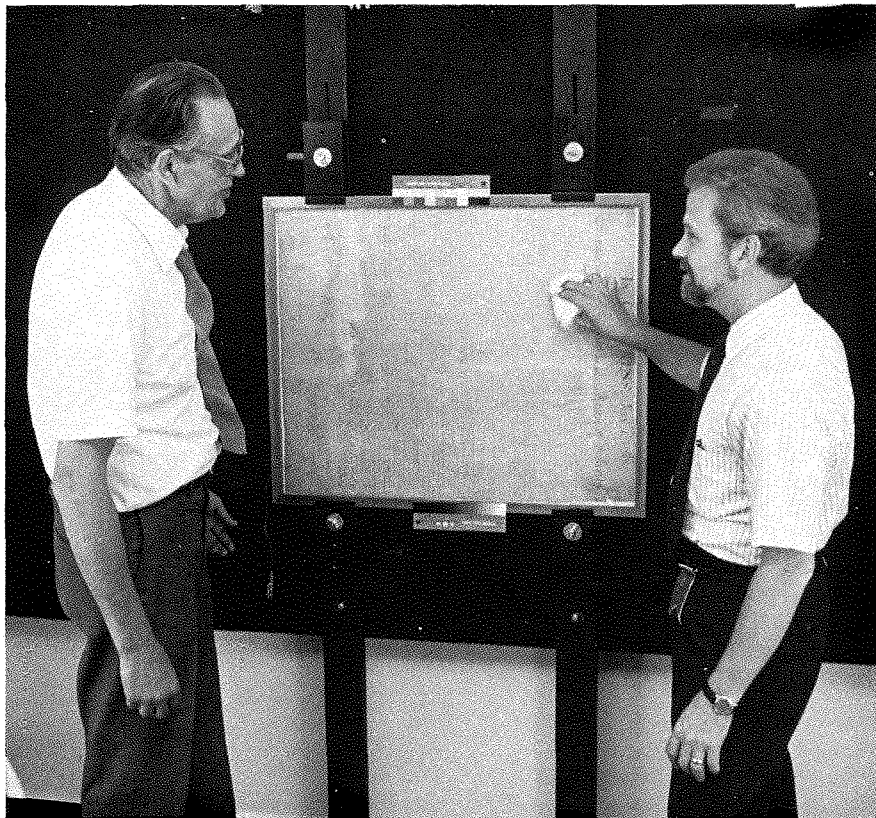
## Special Media Preservation

During the year, efforts to ensure the preservation of film, photographs, and other nontextual holdings through duplication, inspection, and improved housing continued.

This past year, more than 14 million feet of motion picture film were inspected by a commercial contractor for signs of deterioration.

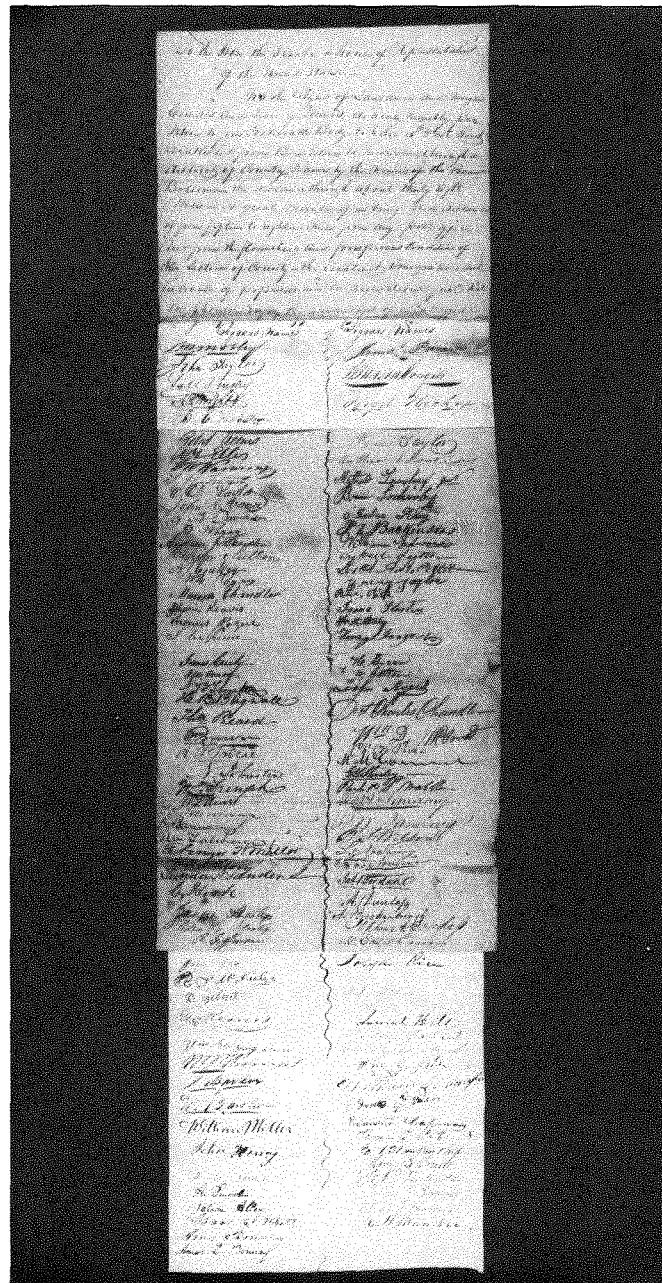
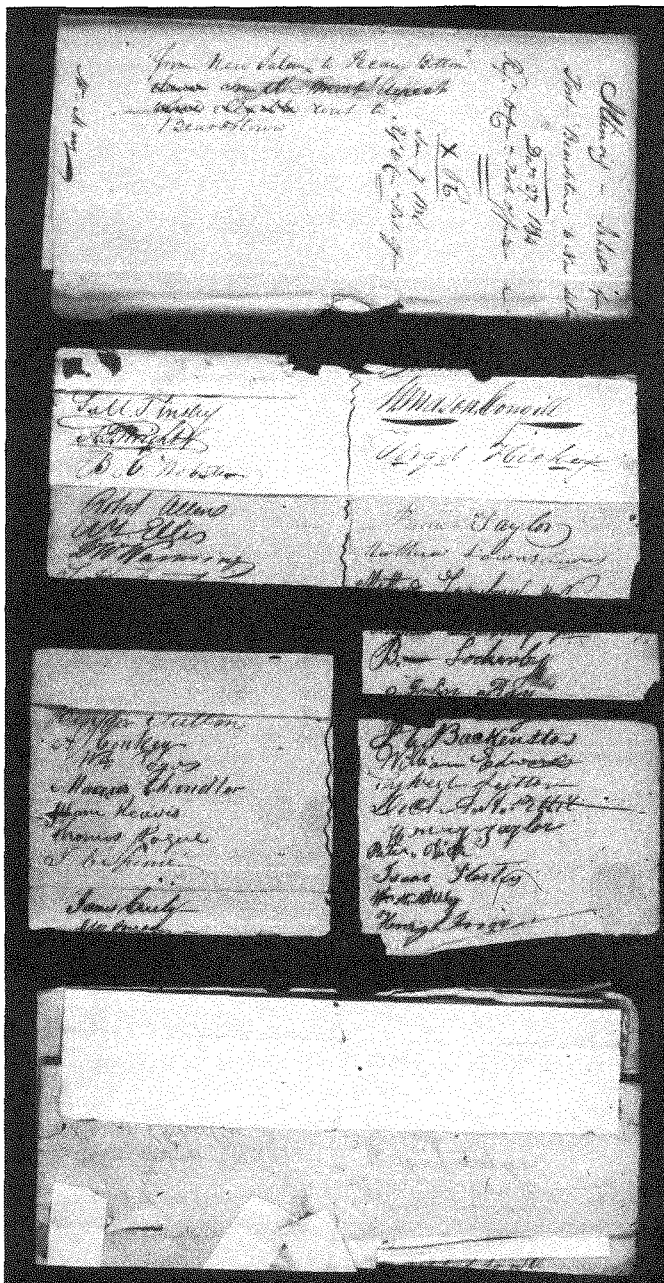
Duplication efforts covered 1 million feet of motion picture film, including footage from the Ford Film Collection and World War II Signal Corps films. The still photography laboratory produced 113,000 preservation negatives and prints of photographic holdings. The preservation program produced 135,000 minutes of audio and video recordings, including Voice of America holdings. The microfilm camera laboratory, whose physical plant was completely renovated during the year, filmed about 3.5 million images of original records.

Color motion picture film and other materials whose preservation is enhanced by specialized environmental storage were transferred to the cold storage vaults at the Pickett Street Annex in Alexandria, VA. At this facility the Motion Picture and Sound and Video Branch has instituted bar code technology to implement its Audio-Visual Information System (AVIS), which provides automated location and inventory control for audiovisual records. The improved housing and laboratory treatment of the valuable collodion wet plate glass



Richard Youso, photographic technologist, and Kenneth Harris, Chief of the Document Conservation Branch, carefully clean the glass protecting the Declaration of Independence in preparation for the photographing of the Charters of Freedom, June 17, 1986. This was the first time since 1942 that the documents have been removed from permanent exhibition for preservation photography.





"Before" and "after" photographs of a 1836 petition to the House of Representatives from residents of Salem, IL., containing what is thought to be the earliest Abraham Lincoln signature in the holdings of the National Archives. The document was treated in the conservation lab this year. It was part of an ongoing project to preserve 19th-century records of Congress with funds from special 1983 appropriations. The conservation laboratory treated 116,292 documents and bound records this year.

negatives and photographic prints composing the vintage Ansel Adams collection and the collection of 19th-century photographs of the American West by Timothy H. O'Sullivan, William Henry Jackson, Carlton Watkins, and others received great attention. Many of these materials will soon be housed in a vault in the National Archives Building that is being readied to provide for their specialized

environmental and physical storage needs. The custom-designed, room-sized vault is being furnished with a separate air conditioning purification and filtering system as well as a Halon fire protection system. The vented cabinets, constructed to National Archives specifications, and paints and other materials used in the storage areas have been subjected to photoactivity and other analytical tests

to safeguard the permanent preservation of these invaluable materials.

In addition, an outside firm was hired to mat the Ansel Adams prints and the large and fragile albumen prints of the above-mentioned American West collection. Interpositive, shadow masks, and duplicates of Mathew Brady and Western Survey collodion negatives were made.



developed by Eastman Kodak for the National Archives was expanded this year. The process was used to duplicate an additional 57,000 photographs from the Mondale materials documenting the Carter Presidency.

## Future Challenges

In the summer 1985 issue of *Prologue*, Acting Archivist Frank G. Burke addressed a major preservation problem confronting the National Archives.

"What we are now confronted with is the use of a fifty-year old building, classic in its size and architectural design, that is falling far short in its capability to provide proper storage for the varieties of present-day documentation. The building is difficult to maintain at a reasonable constant temperature and humidity. The inadequacies of office space have forced the Archives to station staff members in the stacks, which is an intrusion on the rigid storage qualities necessary for documents. The technical facilities of the building are inimicable to large film processing areas, the maintenance and use of electronically created records, and rapid internal communications. The public areas were designed for minimal outreach activities, while the role of education as a function of archives has grown and demanded more training, lecture, and exhibit space. It has been necessary to move many records off-site, to facilities in Alexandria, Virginia, or Suitland, Maryland. The Archives is currently leasing space in five buildings in addition to the main Archives building and the Suitland records center.

All of these conditions are relevant to the preservation question. If it is going to assure the availability of federal information to future generations, the National Archives must now seriously address questions other than just chemical preservation, microfilming and other copying, and better finding aids—it must also address the question of housing for the material. This will be the key preservation initiative for the next decade."



Archivists William Seibert (left) and Marvin Kabakoff undertook a significant project to salvage about 100 cubic feet of army personnel records that were damaged when water poured on them from a flooded machinery room on the floor above. After spreading out the individual documents to dry, the archivists wiped off visible mold and then sprayed with a solution of orthophenylphenol in methylchloroform to kill any remaining mold and to prevent future development of mold after the records were restored. The spray needed to be effective, but at the same time safe to use on paper and ink. The chemicals and amount of concentration were recommended by Susan Lee-Bechtold, supervisory chemist in the Document Conservation Branch.

# The National Historical Publications and Records Commission

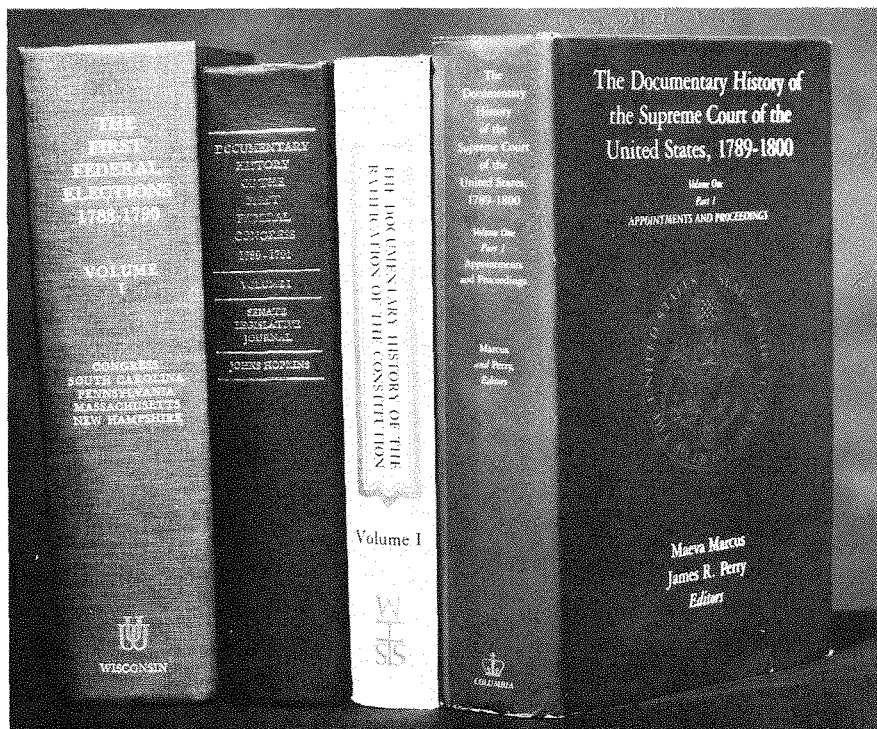
## Publications Program

The National Historical Publications and Records Commission has supported more than 250 documentary publication projects since 1951. These documentary editions cover U.S. history in all its facets, including our foundation as a democratic republic, women's history, Afro-American history, Native American history, and the history of politics, the military, business, reform movements, and labor. Together, these projects have produced 504 printed volumes, 7,413 microfilm reels, and 1,847 microfiche.

On May 30, 1986, several editors, historians, publishers, and a librarian participated in an all-day meeting at the National Archives to review the publications program. The meeting had a dual purpose: to discuss the possibilities of the future publications program and to strengthen certain areas of the present program. The agenda included the selection of new documentary publication projects, the Commission's role in obtaining outside funding for current projects, the marketing and distribution of Commission-sponsored volumes, and the adoption of new technology in the publication of documentary history.

The meeting endorsed a proposal by Raymond Smock, Historian for the House of Representatives, for a "National Endowment for America's Documentary Heritage." With a principal of \$100 million, half appropriated by Congress and half acquired from private sources, the endowment would have available approximately \$12 million each year to support documentary publication projects. The meeting participants agreed that the NHPRC should take an active role in fundraising and adopt this suggestion for an endowment.

The Commission appointed William Slany, Director of the Historical Office of the Department of State, and commissioners Carol K. Blesser, Ronald P. Formisano, and Larry E. Tise to study the meeting's conclusions.



Volumes relating to the 200th anniversary of the Federal Government, published this year, which were made possible by grants from the NHPRC.

During 1986, important progress was made across the spectrum of the Commission's publications program. The first volume of the *Documentary History of the Supreme Court of the United States, 1789-1800* was published by Columbia University Press. The microfilm edition of the papers of the pioneering environmentalist John Muir was published by Chadwyck-Healey on microfilm and microfiche. The papers of social reformer Jane Addams, assembled like the other projects from many repositories around the world, were published on microfilm by University Microfilms International. This year, the Commission-supported projects produced 27 volumes, 140 microfilm reels, and 53 microfiche.

The Commission's work was not confined to financial support of these publications. The Research Staff assisted many project editors in

performing the searching and researching necessary to maintain high scholarly standards.

In addition to its policy and grantmaking functions, the Commission sponsored a wide range of educational activities and programs during the year, including fellowships in archival administration and in advanced historical editing, an annual 2-week editing institute, and a free periodic newsletter. The fellowships and the editing institute are supported largely from gift funds donated by the Andrew W. Mellon Foundation. *Annotation*, the Commission's newsletter, has been effective in announcing publications and records grants, promulgating Commission policies, publicizing newly published documentary editions, and otherwise informing the public about recent developments in documentary preservation and publication.

## Publications Grants

**American Historical Association**, Washington, DC: \$50,000 for John Franklin Jameson and the Development of Humanistic Scholarship in America.

**American University**, Washington, DC: \$9,985 for The Papers of Frederick Law Olmsted.

**Baruch College, CUNY**, New York, NY: \$40,000 for The Papers of Albert Gallatin.

**Baruch College, CUNY**, New York, NY: \$18,000 for a Documentary Editing Fellow for The Papers of Albert Gallatin.

**Claremont Graduate School**, Claremont, CA: \$52,500 for The Papers of Salmon P. Chase.

**Clark University**, Worcester, MA: \$35,150 for A Documentary History of George Rapp's Harmony Society, 1700-1916.

**Duke University**, Durham, NC: \$35,000 for The Papers of Jane Addams.

**Filson Club**, Louisville, KY: \$15,000 for The Correspondence of Constantine Rafinesque.

**Florida State University**, Tallahassee, FL: \$20,900 for The Papers of Black Abolitionists.

**Florida State University**, Tallahassee, FL: \$18,000 for a Documentary Editing Fellow for The Papers of Black Abolitionists.

**Fordham University**, Bronx, NY: \$23,297 for The Diary of Elizabeth Drinker.

**George C. Marshall Research Foundation**, Lexington, VA: \$55,000 for The Papers of George Catlett Marshall.

**George Washington University**, Washington, DC: \$115,000 for A Documentary History of the First Federal Congress.

**Institute of Early American History and Culture**, Williamsburg, VA: \$12,000 for The Papers of John Marshall.

**Johns Hopkins University**, Baltimore, MD: \$8,550 for The Papers of Dwight David Eisenhower.

**Martin Luther King, Jr., Center for Nonviolent Social Change**, Atlanta, GA: \$44,000 for The Papers of Martin Luther King, Jr.

**Maryland Historical Society**, Baltimore, MD: \$28,000 for The Papers of Benjamin Henry Latrobe.

**Massachusetts Historical Society**, Boston, MA: \$66,500 for The Adams Papers.

**National Trust for Historic Preservation**, Washington, DC: \$68,000 for The Daniel Chester French Papers.

**New Jersey Historical Commission**, Trenton, NJ: \$20,000 for The Papers of William Livingston.

**Pennsylvania State University**, University Park, PA: \$9,500 for The Papers of Martin Van Buren.

**Phillips Exeter Academy**, Exeter, NH: \$8,000 for The Journal of Benjamin Brown French.

**Pomona College**, Claremont, CA: \$23,000 for The Correspondence of Charles Sumner.

**Princeton University**, Princeton, NJ: \$66,500 for The Papers of Thomas Jefferson.

**Queens College, CUNY**, Flushing, NY: \$27,000 for The Papers of Robert Morris.

**Rhode Island Historical Society**, Providence, RI: \$49,400 for The Papers of General Nathanael Greene.

**Rice University**, Houston, TX: \$35,000 for The Papers of Jefferson Davis.

**Smithsonian Institution**, Washington, DC: \$40,000 for The Papers of Robert Mills.

**South Carolina Historical Society**, Charleston, SC: \$31,350 for The Papers of Henry Laurens.

**Supreme Court Historical Society**, Washington, DC: \$66,000 for A Documentary History of the Supreme Court of the United States, 1789-1800.

**Texas A&M University**, College Station, TX: \$8,550 for The Papers of John Paul Jones.

**Ulysses S. Grant Association**, Carbondale, IL: \$39,900 for The Papers of Ulysses S. Grant.

**University of Arizona**, Tucson, AZ: \$27,550 for The Documentary Relations of the Southwest.

**University of California**, Berkeley, CA: \$42,000 for The Papers of Emma Goldman.

**University of California**, Los Angeles, CA: \$31,350 for The Marcus Garvey and Universal Negro Improvement Association Papers.



At a reception in the Russell Senate Office Building honoring the publication of volumes 4, 5, and 6 of the *Documentary History of the First Federal Congress* are, left to right, Lloyd H. Elliott, President of George Washington University, the project's sponsoring institution; Charlene Bickford, editor of the project; Lindy Boggs, Congresswoman from Louisiana and Commission member; Jack G. Goellner, Director of The Johns Hopkins University Press; and Frank G. Burke, Acting Archivist of the United States.

**University of Kentucky**, Lexington, KY: \$20,000 for The Papers of Henry Clay.

**University of Maryland**, College Park, MD: \$23,000 for The Charles Carroll of Carrollton Family Papers.

**University of Maryland**, College Park, MD: \$60,800 for The Freedmen and Southern Society Project.

**University of Maryland**, College Park, MD: \$57,000 for The Samuel Gompers Papers.

**University of New Mexico**, Albuquerque, NM: \$25,500 for The Vargas Project.

**University of South Carolina**, Columbia, SC: \$22,500 for The Papers of John C. Calhoun.

**University of Tennessee**, Knoxville, TN: \$42,883 for The Papers of Andrew Jackson.

**University of Tennessee**, Knoxville, TN: \$57,000 for The Papers of Andrew Johnson.

**University of Virginia**, Charlottesville, VA: \$66,500 for The Papers of James Madison.

**University of Wisconsin**, Madison, WI: \$103,550 for A Documentary History of the Ratification of the Constitution and A Documentary History of the First Federal Elections.

**Vanderbilt University**, Nashville, TN: \$28,000 for The Correspondence of James K. Polk.

**Yale University**, New Haven, CT: \$35,000 for The Frederick Douglass Papers.

**Yale University**, New Haven, CT: \$66,500 for The Papers of Benjamin Franklin.

## **Records Program**

The records program began its second decade this year with a series of important changes affecting both the grant program and the role of State historical records advisory boards and coordinators. At the first meeting of the fiscal year, the Commission adopted a series of recommendations proposed by a joint committee of 4 Commission members and 12 State coordinators. Subsequently, the Commission began implementing the recommendations and convening other groups to discuss some of the more complicated issues.

In particular, the Commission agreed

that the network of State boards and coordinators should become more active and that the Commission itself should promote this activism through small travel and meeting grants to the boards, continued support for the Coordinators Steering Committee, and an annual meeting of State coordinators. During the year, 13 State boards applied for and received small travel and meeting grants, and 42 State coordinators joined Commission members for a 2-day meeting in Washington, DC, to discuss national and State records issues.

One of the most important recommendations of the joint committee concerned national planning and strategy. With the support and encouragement of Commission members, the Commission staff organized a series of meetings to discuss likely components of a national records program.

In January 1986, the key issues of what a national historical records program is and how it could be implemented were addressed at a Commission meeting attended by State archivists, records managers, and representatives from the Society of American Archivists, the National Coordinating Committee for the Promotion of History, the National Archives, and the NHPRC. Such a national program would extend well beyond the scope of a grant program into the areas of coordination, leadership, standards, and information services.

George Vogt, the Director of the Records Program, conferred an additional 2 days with the Steering Committee of the State coordinators. The following initiatives were proposed: a clearinghouse for records information, a national public information office, major media projects designed to increase the general public's knowledge of historical records, and a development office to obtain new sources of funding.

At its February 1986 meeting, the Commission endorsed these and other recommendations and directed the staff to cooperate with the principal organizations to advance these ideas.

A complex, evolutionary process has begun, a process in which the Commission plays the important early role of stimulator and coordinator. As the year ended, the list of program

elements was receiving much attention by various groups and professional associations as a possible basis for legislation in the 100th Congress.

Other major changes affected the grant program directly. Beginning in June 1986, the records program began accepting proposals by category, with some categories considered only once a year. The new system of deadlines places the most important (and, usually, the most expensive) proposals on the Commission's agenda early in the fiscal year and permits members to examine proposals of similar type as a group. The Commission also began a re-grant program to be administered by State boards. Under the new program, State boards may apply for \$150,000 or more on a three-to-one matching basis to use in a State-based grant program. As the year ended, the Commission had already received three re-grant proposals and indications of future interest from a dozen more States.

## **Records Grants**

(Alphabetized by State)

### **State and Territorial Agencies**

**America Samoa Government**, Pago Pago, AS: \$6,422 to analyze the current condition of historical records in American Samoa, identify problems, and recommend possible solutions.

**California State Archives**, Sacramento, CA: \$18,000 for the salary and fringe benefits of an archival fellow. (Subsequently withdrawn.)

**Delaware Bureau of Archives and Records Management**, Dover, DE: \$49,562 for a 2-year project to develop a comprehensive local public records program for Delaware. Included are plans to survey local records holdings, develop general records schedules, publish a manual, and conduct training workshops.

**Massachusetts Supreme Judicial Court**, Boston, MA: \$24,218 to prepare a guide to the archival records of the courts of the Commonwealth of Massachusetts, 1630 to date.

**Minnesota Department of Administration**, St. Paul, MN: \$75,142 for the second year of its local government records program.





World War II soldiers, still wearing old-fashioned helmets, march at the Alabama State Docks, Mobile. A 1986 NHPRC grant to the University of South Alabama will help preserve and make available for research 3,000 negatives of photographs, such as this one in the S. Blake McNeely collection, documenting the city of Mobile during the Depression and early WW II years.

**Minnesota Historical Society, St. Paul, MN:** on behalf of the NHPRC State Coordinators' Steering Committee, \$4,000 to convene a 2-day planning meeting of organizational representatives, Commission members, and NHPRC staff to review comments and suggestions about a proposed national historical publications program.

**Minnesota Historical Society, St. Paul, MN:** on behalf of the NHPRC State Coordinators' Steering Committee, \$35,000 to convene a national meeting of State coordinators to discuss steps for a nationwide historical records program and ways to improve the NHPRC records grants process.

**Minnesota Historical Society, St. Paul, MN:** a supplemental grant of \$4,970 for the society's project to gather and analyze data about current standards of practice of State and local governments in creating archival-quality microfilm and in maintaining quality assurance programs.

**Missouri Historical Records Advisory Board, Jefferson City, MO:** \$25,000 to assess and report on the current status and future directions of historical records programs in Missouri.

**New Mexico State Records Center and Archives, Sant Fe, NM:** \$16,000 to re-microfilm the Surveyor General/Court of Private Land Claims records, 1854-1912, for preservation purposes.

**New York State Education Department, Albany, NY:** \$69,425 for the second year of the New York Historical Records Program Development project.

**Oregon State Archives, Salem, OR:** \$67,892 to improve the records management and archival program for Oregon State Government records. Project activities include an inventory of all records, revision and expansion of current records schedules, and training of agency records officers.

Grants were made to historical records advisory boards in the following States for travel and meeting expenses to allow the State boards to carry out their grant review and Statewide archival planning missions:

Colorado	\$9,999
Idaho	5,000
Iowa	5,000
Minnesota	9,000
Montana	4,921
Nevada	7,500
North Dakota	5,000
Oklahoma	4,692
Oregon	4,330
Pennsylvania	5,907
South Carolina	3,500
Virginia	5,000
Washington	5,000





Unemployed men line up in May 1933 for free groceries from the Tampa (FL) Emergency Relief Council. The institution was typical of the relief efforts established by communities across the country during the depths of the Depression. The image is one of 8,500 nitrate negatives that the Tampa-Hillsborough County Public library proposes to duplicate onto safety film. The Commission endorsed the library's duplication proposal at its February meeting. This is one of 85 records projects supported by the Commission this year.

## Local Governments

**Alpine County Historical Records Commission**, Markleeville, CA: \$27,000 to establish an archives program for the county's public records. Many of the records date back to Alpine County's founding in 1864.

**City of San Diego**, CA, Office of the City Clerk: \$72,588 to continue the development of a city records program. The project will focus on the completion of a comprehensive survey and schedule of the city's records.

**Troup County Archives**, LaGrange, GA: \$10,955 for the second year of a project to develop an archival program for Troup County and the city of LaGrange.

**City of Boise**, ID, Office of the City Clerk: \$27,852 for the second year of a project to establish a records management and archival program for the city of Boise.

**City of Boston**, MA: \$40,000 for Boston's municipal archives program.

**Westchester County Clerk's Office**, White Plains, NY: \$13,500 for the second year of a project to survey records in the county records center and to initiate an archival program for those of historical value.

**North Dakota Association of Counties**, Bismarck, ND: \$34,828 for a Statewide county records project to survey current recordkeeping practices, revise existing records retention schedules, and prepare a records management manual.

**MacArthur Memorial**, City of Norfolk, VA: \$42,768 to begin preservation microfilming of the papers of Gen. Douglas MacArthur in the holdings of the memorial.

**City of Seattle**, WA: \$21,934 for the second year of a project to survey city records and establish an archival facility for those of historical value.

**King County**, Seattle, WA: \$4,975 for a consultant to assist the county in planning an archival program for its permanently valuable records. King County, Washington's most populous county, includes Seattle and part of the Puget Sound area.

**City of Charleston**, WV: \$45,075 to establish a municipal archival and records management program.

## Colleges and Universities

**University of South Alabama**, Mobile, AL: \$10,840 to preserve and make available 3,600 photo negatives in the S. Blake McNeely collection. McNeely, a freelance photographer, documented the physical environment and the social and economic events of the Depression and early war years in Mobile (1934-43).

**University of Arkansas at Little Rock,** Little Rock, AR: \$19,789 to arrange, describe, and make available the papers of J. N. Heiskell, publisher, editor, and owner of the Arkansas Gazette between 1902 and 1972. The grant also will support preservation of a 19th-century Arkansas history collection of manuscripts, maps, and photographs.

**San Francisco State University,** San Francisco, CA: \$55,012 to preserve and make available newsfilm produced from 1967 to 1980 by San Francisco public television station KQED. The film is unusual in providing indepth coverage of significant local events in a format similar to the present-day "MacNeil/Lehrer Newshour."

**Central Connecticut State University,** New Britain, CT: \$59,640 to support the establishment of the Connecticut Polish-American Archive and Manuscript collection at the university. Project staff will survey, accession, arrange, and describe records documenting the Polish-American experience.

**University of Florida,** Gainesville, FL: \$35,688 for the second year of a project to establish a university archives and records management program.

**University of Idaho,** Moscow, ID: \$27,500 to appraise, arrange, and describe the records of more than 50 mining companies from the Coeur d'Alene region of northern Idaho. The project will also develop general appraisal guidelines for the records of hard rock mining companies.

**University of Kansas,** Lawrence, KS: \$36,156 for the first year of a project to survey, accession, arrange, and describe materials that document the black American experience in Kansas.

**Kentucky State University,** Frankfort, KY: \$59,610 for a 2-year project to develop archives and records management programs for the university and to begin collecting historical materials documenting the education of blacks in the upper South.

**Asbury Theological Seminary,** Wilmore, KY: \$21,265 for the second year of the seminary's records management and archives project.

**The Johns Hopkins University School of Medicine,** Baltimore, MD: \$44,896 for the second year of a 3-year project, in cooperation with the university's Alan Mason Chesney Medical Archives, to initiate a records management program for the four major Johns Hopkins medical institutions.

**Michigan State University,** East Lansing, MI: a supplemental grant of \$5,000 for a project to develop computer software for the manipulation of data in the MARC format for Archives and Manuscripts Control.

**Northern Michigan University,** Marquette, MI: \$2,891 for consulting services to plan for manuscript collection and to develop short- and long-term archival goals for the university.

**University of Minnesota/Sons of Italy in America,** St. Paul, MN: \$26,636 for the second year of a project by the Immigration History Research Center to survey, accession, arrange, and describe the records of the Order Sons of Italy in America.

**University of Southern Mississippi,** Hattiesburg, MS: \$18,000 for the salary and fringe benefits of an archival fellow.

**Washington University School of Medicine,** St. Louis, MO: \$2,600 for consultation on the school's historical photographs and architectural drawings. Washington University has the Nation's oldest medical school west of the Mississippi River.

**Cleveland State University,** Cleveland, OH: \$2,285 for consultation on processing and preserving three existing collections and for developing an expanded collection program.

**Benedict College,** Columbia, SC: \$44,068 to establish an archives for the college's permanently valuable records. Founded in 1870, Benedict College is a historically black, independent, liberal arts institution of higher education.

### ***Public and Special Libraries***

**Davenport Public Library,** Davenport, IA: \$14,941 for the second year of a project to develop an archives and records management program for the city's records.

**Worcester County Library,** Snow Hill, MD: \$21,287 to arrange and describe the William D. Pitts surveyors collection. The collection contains extensive land records for this Eastern Shore county from 1748 through 1980.

**Grand Rapids Public Library,** Grand Rapids, MI: \$20,000 for the second year of a project to process historical collections held by the public library and the Grand Rapids Public Museum.

**St. Louis Mercantile Library Association,** St. Louis, MO: \$15,000 to preserve nitrate negatives in the John W. Barriger III collection on American railroads. The negatives provide unusually valuable documentation of 20th-century U.S. railroad history.

### ***Museums and Historical Societies***

**San Joaquin County Historical Museum,** Lodi, CA: \$2,740 for consultation to assist the museum in planning an archives and manuscript program. Among its holdings are rich sources for the study of the history of the Stockton-San Joaquin area, one of the most productive agricultural regions in the world.

**Los Angeles County Museum of Natural History,** Los Angeles, CA: \$9,443 to preserve and make available glass negatives in the Fred H. Maude collection; the negatives provide a wide-ranging view of the American Southwest at the turn of the century.

**Sonoma Valley Historical Society,** Depot Park Museum, Sonoma, CA: \$1,350 for a consultant to assess the historical value and archival needs of the society's collection of visual documentation.

**Historic St. Mary's City,** MD: \$10,959 to provide security and reference copies of textual records, drawings, and photographs created during archaeological excavations of St. Mary's City. The city was Maryland's first European settlement and its seat of government from 1634 to 1694.

**Nantucket Historical Association,** Nantucket, MA: a supplemental grant of \$2,989 to inventory, identify, and store 200 reels of microfilm discovered during an earlier grant project.

**Peabody Museum of Salem, MA:** \$21,000 to preserve and make available the museum's maritime history manuscript collections. The collections document the participation of Salem and New England in the lucrative trade with Africa, Asia, and Oceania from the late 17th century through the 19th century.

**Peterborough Historical Society,** Peterborough, NH: \$9,750 to arrange and describe the manuscript holdings of the society. The materials relate to Peterborough's history since 1700 and include Revolutionary War documents and early 19th-century textile mill records.

**The Brooklyn Museum,** Brooklyn, NY: \$14,575 for the second year of a project to initiate an archival program for the museum.

**Buffalo Society of Natural Sciences,** Buffalo, NY: \$2,667 for consultation on developing an archival and records management program for the museum and providing access to its photographic collections.

**Oregon Historical Society,** Portland, OR: \$6,960 for the second year of a 2-year project to catalog and properly store documentary films in the Society's Pacific Northwest Film Archives.

**Chester County Historical Society,** West Chester, PA: \$36,700 for a 2-year project to arrange, describe, and preserve the records of the Chester County Court of Quarter Sessions, 1681-1969. The records document such subjects as criminal activity, indentured servitude, and road and bridge construction in the county.

### **Native American Organizations**

**National Congress of American Indians (NCAI),** Washington, DC: \$22,215 to convene a national conference to promote interest in and awareness of Native American records programs. NCAI is the country's largest organization of Native Americans.

**Smithsonian Institution,** Washington, DC: \$5,630 to support a meeting to assess needs and recommend actions for improved preservation and availability of Native American records. Attendees included key Native American leaders from the West and Alaska, as well as archival specialists.

**Reno-Sparks Indian Colony,** Reno, NV: \$27,740 for the second year of a project to preserve the permanently valuable records of Indian governments in Nevada.

**The Chickasaw Nation,** Ada, OK: \$6,300 for consultation to develop archival programs for the Chickasaw Nation, the Delaware Tribe of western Oklahoma, and the Seminole Nation of Oklahoma.

**Colville Confederated Tribes,** Nespelem, WA: \$70,951 to establish an archival and records management program for the tribes. The Colville Indian Reservation, in the eastern part of the State of Washington, was founded in 1872.

### **Other Nonprofit Organizations**

**Southwest Oral History Association,** Bryn Mawr, CA: \$11,289 to develop an online data base of information for oral history collections in the Southwest and to prepare and publish a guide to the collections.

**Research Libraries Group, Inc.,** Stanford, CA: \$88,014 to complete payment for the first year of a 2-year project to create a national data base of public records information. The project involves seven State archives: Alabama, California, Minnesota, New York, Pennsylvania, Utah, and Wisconsin.

**Society of American Archivists,** Chicago, IL: \$17,260 to support the work of its Standing Committee on Goals and Priorities, the successor to the SAA's Goals and Priorities Task Force.

**National Association of Government Archives and Records Administrators,** Frankfort, KY: a supplemental grant of \$7,500 for NAGARA's project to prepare a systematic study of the preservation needs of the Nation's State archives and to prepare a report that can be used as the basis for further planning and national action.

**American Society for Microbiology,** Linthicum, MD: \$31,500 to continue development of a records program for the society. The project will provide access to historical records and implement a records management system for the society's current records.

**Society of Photographic Scientists and Engineers,** Irvington, NJ: \$5,000 in partial support of the new Image Permanence Institute, cosponsored by the Rochester Institute of Technology and the SPSE. To be located at RIT, the institute will study the longevity and image quality of photographs and other copy processes.

**American Association for State and Local History,** Nashville, TN: \$149,577 to continue the work of NICLOG, the National Information Center for Local Government Records. The project will publicize educational materials on local government records, created under an earlier grant, and assist in the development of local public records programs.

**American Alliance for Health, Physical Education, Recreation, and Dance,** Reston, VA: \$27,800 for the second year of a project to create an archival program in AAHPERD's central office and its State and regional affiliates.

**Midwest Archives Conference,** Madison, WI: \$7,075 to plan, implement, and evaluate a group of special "hands-on" workshops, to be held during MAC's fall meeting. Topics to be covered include archival automation, slide/tape and video production, basic conservation, and microfilm techniques.

### **Commission Membership**

By statute, the Commission consists of 17 members who represent the Congress, the judiciary, the public (two Presidential appointments), two Government departments, the Library of Congress, the National Archives and Records Administration, and four national historical and archival associations. The members at the end of fiscal year 1986 were:

#### **National Archives and Records Administration**

Frank G. Burke, Acting Archivist of the United States ex officio chairman (pro tempore)

#### **U.S. Supreme Court**

William H. Rehnquist, Chief Justice

#### **U.S. Senate**

Mark O. Hatfield of Oregon

**U.S. House of Representatives**

Corinne C. Boggs of Louisiana

**Department of State**William Z. Slany, Director,  
Historical Office**Department of Defense**Alfred Goldberg, Historian,  
Office of the Secretary**Library of Congress**James H. Hutson, Chief,  
Manuscript Division**Presidential Appointments**Albert J. Ossman, Jr., Professor of  
Political Science/Public Policy,  
Bethany College  
William A. Schambra, American  
Enterprise Institute**American Historical  
Association**Carol Bleser, Professor of History,  
Clemson University  
Ronald P. Formisano, Professor of  
History, Clark University**Organization of American  
Historians**Richard L. Watson, Jr., Professor of  
History, Duke University  
Louis R. Harlan, Professor of History,  
University of Maryland**Society of American Archivists**Helen W. Samuels, Archivist,  
Massachusetts Institute of Technology  
Edward C. Papenfuss  
Maryland State Archivist**American Association for State  
and Local History**H. G. Jones, Curator of the North  
Carolina Collection,  
University of North Carolina  
Larry E. Tise, Executive Director,  
Pennsylvania Historical and  
Museum CommissionDuring 1986, Albert J. Ossman, Jr.,  
Carol Bleser, and Helen W. Samuels  
were reappointed to the Commission.**Commission Staff**

Executive Director (Acting)	Richard Jacobs	523-5384
Records Program Director	George Vogt	523-5386
Publications Program Director	Roger Bruns	523-3092

**Staff Expenses**

Personnel	\$559,500
Travel of Commission members and staff	27,600
ADP equipment and services	30,000
Other operating expenses	57,300
Total	\$674,400

**Publications and Records Grant Funding by State****NORTHEAST**

CONNECTICUT	\$161,140
DELAWARE	49,562
MASSACHUSETTS	189,857
NEW HAMPSHIRE	17,750
NEW JERSEY	91,500
NEW YORK	214,190
PENNSYLVANIA	56,807
RHODE ISLAND	49,400

**NORTH CENTRAL**

ILLINOIS	71,134
IOWA	19,941
KANSAS	36,156
MICHIGAN	27,891
MINNESOTA	89,112
MISSOURI	42,600
NORTH DAKOTA	39,828
OHIO	2,285
WISCONSIN	103,550

**SOUTH**

ALABAMA	10,840
ARKANSAS	19,789
FLORIDA	74,588
GEORGIA	54,955
KENTUCKY	115,875
LOUISIANA	5,883

MARYLAND	285,992
MISSISSIPPI	18,000
NORTH CAROLINA	35,000
OKLAHOMA	30,792
SOUTH CAROLINA	108,918
TENNESSEE	127,883
TEXAS	43,550
VIRGINIA	193,614
WEST VIRGINIA	45,075

**WEST**

ARIZONA	27,550
CALIFORNIA	334,983
COLORADO	9,999
IDAHO	60,352
MONTANA	4,921
NEVADA	35,240
NEW MEXICO	41,500
OREGON	79,182
WASHINGTON	102,860

**DISTRICT OF COLUMBIA  
AND TERRITORIES**

AMERICAN SAMOA	6,422
DISTRICT OF COLUMBIA	358,385
NATIONAL PROJECTS	383,632
REGIONAL PROJECTS	18,364
TOTAL	\$3,896,847

# The National Archives Trust Fund

## Overview

The National Archives Trust Fund had a net gain from current year operations of \$1,450,650. This increase was due to a 15 percent increase in sales, while expenses actually decreased by 3 percent. This decrease was primarily a result of reductions in personnel costs. Net income, after adding investment and miscellaneous income and writing off inventory adjustments for previous years, amounted to \$518,396.

## Total Trust Fund

(in thousands)

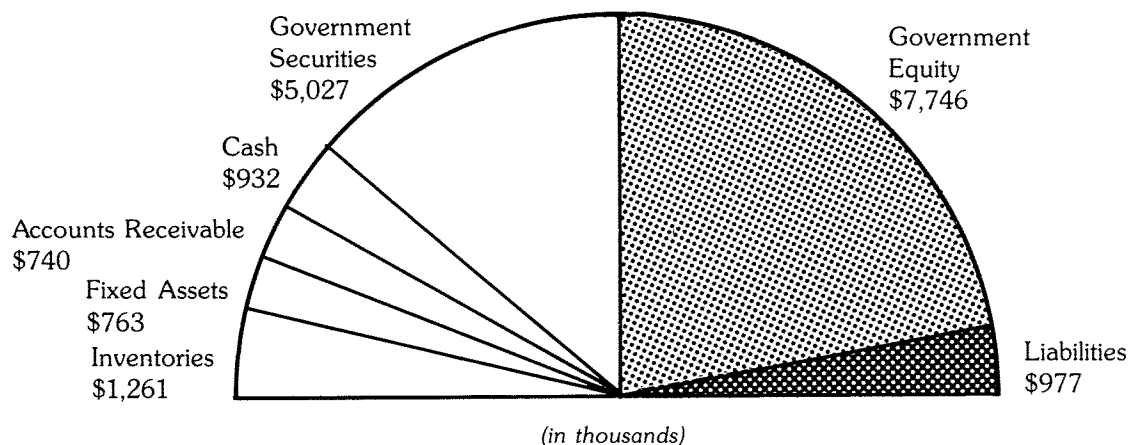
	1986 *	1985
Gross Sales	\$9,156	\$8,022
Total Expenses	7,705	7,943
Net Operating Income	\$1,451	\$ 79
Investment/Other Income	394	350
Prior Year Income (Expense)	1,327	(318)
Net Income	\$ 518	\$ 111

\*Preliminary Report

## Financial Condition

Assets increased by \$204,000 in FY 1986 from the previous year. Liabilities decreased by \$885,000, primarily because of a reduction to annual leave liability. Government equity increased by \$1,089,000.

## Total Assets \$8,723





## Income and Expenses

Revenues increased by \$1,133,650 from FY 1985. This increase reflects a 25 percent increase in electrostatic copy sales, a 22 percent increase in museum shop sales and Presidential libraries admissions, and an 18 percent expansion of microfilm sales.

The National Archives appropriated funds reimbursed the Trust Fund \$358,884 to cover its costs to produce electrostatic copies for administrative use.

Payments were made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff in the following areas:

### Office of the National Archives

\*Reproduction laboratory services \_\_\_\_\_ \$623,140  
\*Archival handling and reproduction services \_\_\_\_\_ 299,254

### Office of Public Programs

\*National Audiovisual Center \_\_\_\_\_ 602,849  
\*Publication development and fulfillment services \_\_\_\_\_ 322,718

### Office of Federal Records Centers

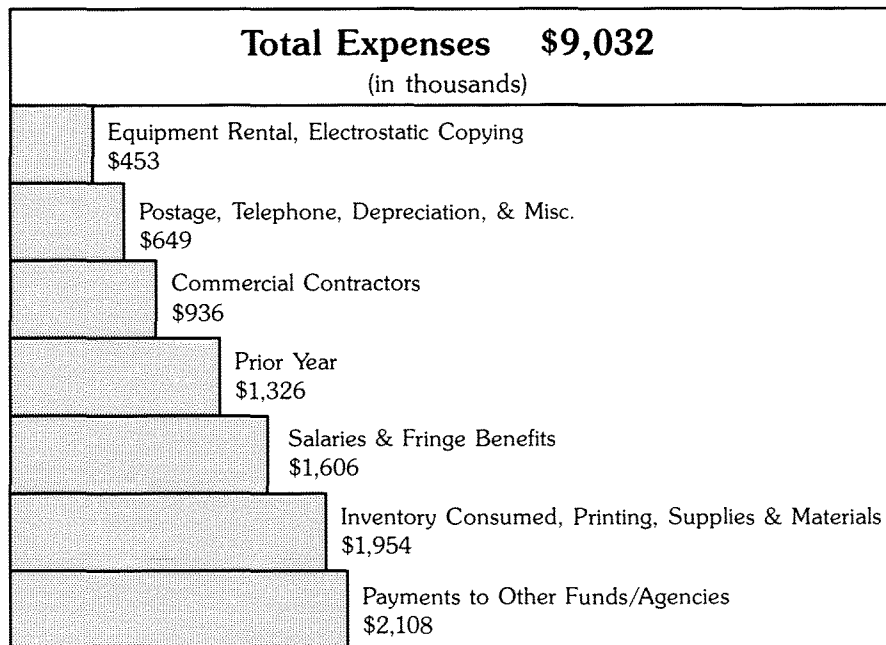
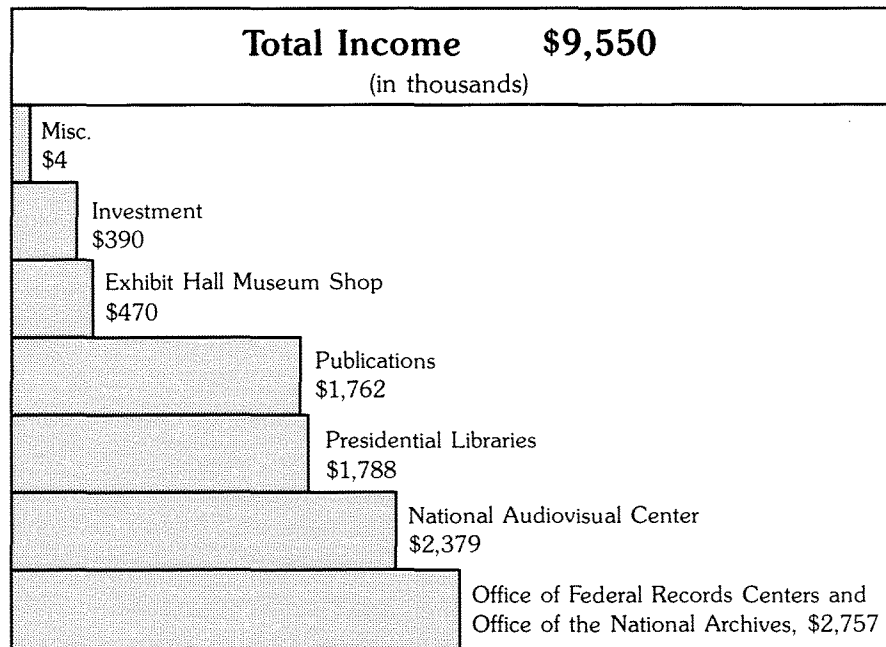
\*Reproduction services \_\_\_\_\_ 100,532

### Office of Presidential Libraries

\*Reproduction and museum sales related services \_\_\_\_\_ 143,829

### Office of Management and Administration

\*Administrative services \_\_\_\_\_ 15,375  
\$2,107,697



## Program Highlights

Reproductions of records held in the form of photographs, motion pictures, sound recordings, and microfilm all increased slightly during FY 1986. Electrostatic copier reproductions, however, increased by more than 25 percent over FY 1985. This increase was due primarily to the addition of three self-service copiers (for a total of six) that led to 400,000 additional copies.

The Exhibition Hall Museum Shop continued to improve its sales income. Sales increased 45 percent over FY 1985. Since 1984, over 600 new items, 60 of which were specifically developed for the Archives, have been introduced in our sales area. Many new items were related to the Bicentenary of the Constitution.

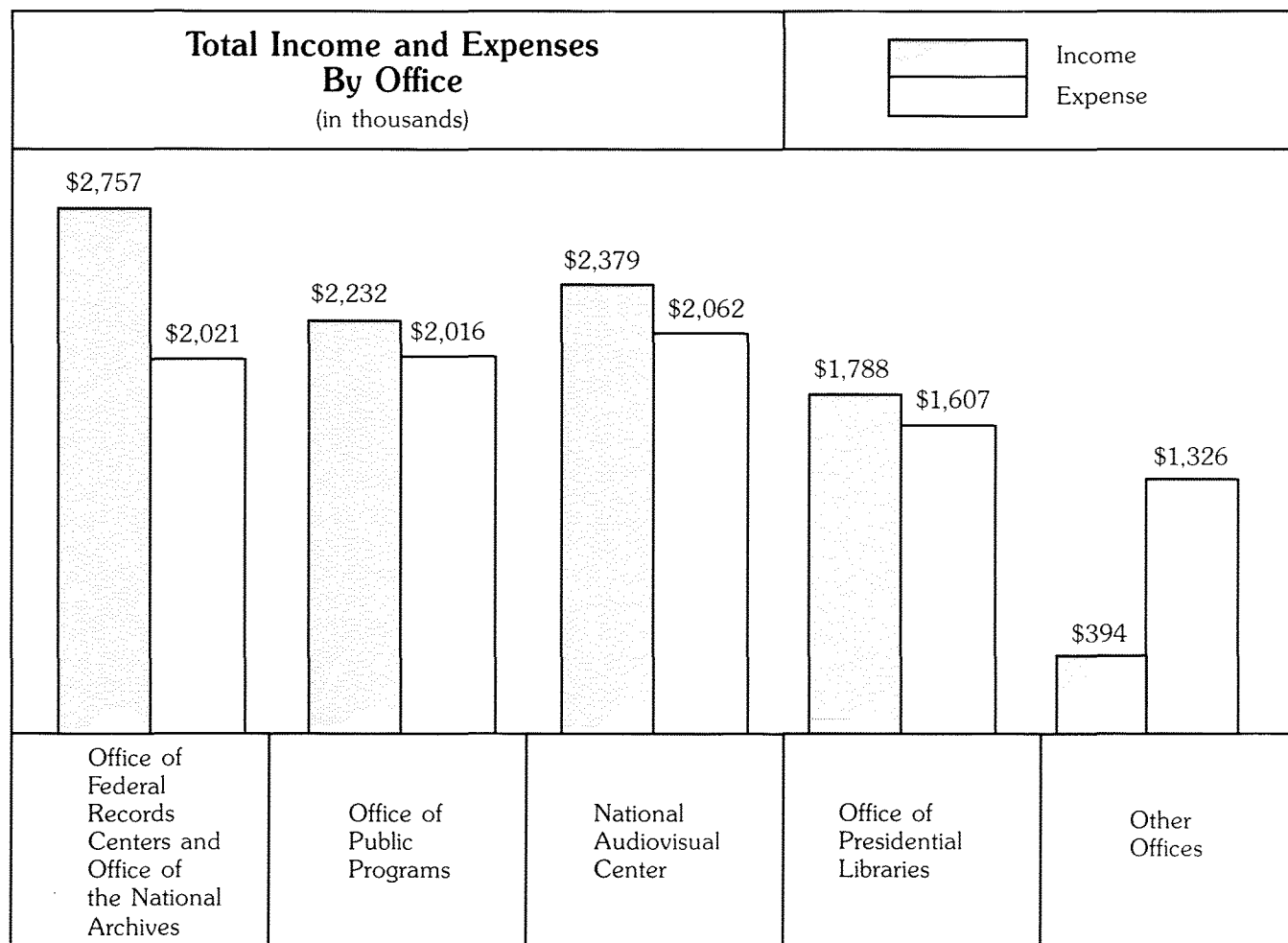
The 18 percent rise in microfilm sales reflects an increased public awareness

of our microfilm publications. Three new microfilm catalogs were published in FY 1986, and the commercial distribution program was accelerated.

FY 1986 was a productive year for the Publications Division of the Office of Public Programs. Nine major titles were published during the year: *Guardian of Heritage: Essays on the History of the National Archives*; *Posters and Broadside from the*

*National Archives; The Story of the Constitution; Framers of the Constitution; The Confederacy: A Guide to the Archives of the Confederate States of America; The Union: A Guide to Federal Archives Relating to the Civil War; National Archives Microfilm: Resources for Research; Military Service Records: A Catalog of National Archives Microfilm; and Diplomatic Records: A Catalog of National Archives Microfilm.* In addition, the publication series Milestone Documents—which includes *Washington's Inaugural Address of 1789, The Emancipation Proclamation, The Bill of Rights, and The Great Seal of the United States*—was inaugurated.

The Presidential libraries enjoyed an increase in sales for FY 1986. Raising the admission fee at the Kennedy Library from \$1.50 to \$2.50 generated much of the increase. The Truman Library redesigned its sales desk area and added new product lines, thus increasing sales.



## Public Outreach

The Trust Fund continues to provide funding for a variety of public awareness and educational programs. The most prominent are:

**The Calendar of Events**, with a circulation of 13,000, provides information about lectures, workshops, films, exhibition openings, recent accessions, new publications, and other items concerning the National Archives.

**Prologue: Journal of the National Archives**, with a circulation of 5,000, is published quarterly to inform researchers and visitors about the documentary and audiovisual resources of the National Archives.

**Supplementary school units** are marketed on behalf of the National Archives by Social Issues Resources Series, Inc. These consist of a teachers guide and reproductions of textual and audiovisual materials from the holdings of the National Archives, packaged in a format appropriate for classroom or media center use. The Trust Fund received royalty payments of \$17,902 during FY 1985 from the sale of these kits, an increase of 33 percent over FY 1986 sales.

## Investment Program

FY 1986 was the first full year in which ASB Capital Management, Inc. (American Security Bank), acted as the Trust Fund's investment portfolio manager. As of the end of FY 1986, ASB was investing \$6.4 million (\$4.7 million from the Trust Fund and \$1.7 million from the Gift Fund) for the Trust Fund. The average rate of return for FY 1986 was 9.2 percent. The Trust Fund also holds \$300,000 in U.S. Treasury Bills, which yielded 6.7 percent in FY 1986. ASB's annual fixed income investment performance, which includes market value and interest earnings, increased by 13.1 percent as of September 30, 1986. This is 0.9 percent above the Shearson-Lehman Government/Corporate Bond Index of 12.2 percent.

## Operational Improvements

On October 22, 1985, a contract was awarded to Automation Engineering, Inc., for the design and implementation of the new Service Order System (NATFS-1). The system became operational on June 9, 1986. We can now more efficiently track and process reproduction service orders, as well as generate the necessary general ledger accounting entries. Further enhancements are planned for FY 1987 to improve system efficiency.

Corliss Credit Services, under General Services Administration contract, was assigned the debt collection duties for overdue Trust Fund accounts. Although most accounts were not turned over to Corliss until the 4th quarter, nearly \$11,000 was collected in FY 1986.

# Trust Fund Income Statement

FOR PERIOD ENDED  
SEPTEMBER 30

	1986 *	1985
Revenues:		
Reproduction Services.....	\$4,049,566	\$2,709,461
Over-the-Counter Sales.....	2,061,697	1,692,422
Publications .....	210,707	881,793
NAC Sales and Rentals.....	2,379,102	2,364,536
Reimbursable Income.....	13,259	33,213
Other Revenues .....	441,327	340,583
Total Revenues .....	9,155,658	8,022,008
Cost:		
Cost of Goods and Services .....	7,705,009	7,943,307
Income or (Loss) for Operations.....	1,450,649	78,701
Other Incomes:		
Prior Year Income .....	20,403	(211,186)
Interest Income .....	390,262	348,048
Other Income .....	4,080	1,661
Total Other Income .....	414,745	138,523
Other Expenses:		
Prior Year Expenses .....	1,346,611	103,437
Other Expenses .....	387	3,078
Total Other Expenses .....	1,346,998	106,515
Net Income or (Loss).....	\$ 518,396	\$ 110,709

\*Preliminary Report



# Trust Fund Balance Sheet

AS OF  
SEPTEMBER 30

	1986*	1985
<b>ASSETS</b>		
Current Assets:		
Cash.....	\$ 931,960	\$ 481,411
U.S. Government Securities .....	300,000	300,000
ASB Investments.....	4,727,459	3,477,813
Accounts Receivable, Net of Allowance for Uncollectable Accounts of \$262,734 (FY 86) and \$84,632 (FY 85) .....	689,596	908,057
Advances to Other Agencies or Funds .....	38,755	244,876
Advances to Employees.....	1,904	1,102
Inventories:		
Held for Sale.....	1,223,231	1,517,535
Operating Supplies .....	5,861	994,646
Prepaid Expenses .....	31,392	1,992
Total Current Assets .....	7,950,158	7,927,432
Property and Equipment, at Cost Less Accumulated Depreciation of \$2,429,666 (FY 86) and \$2,248,527 (FY 85) .....	762,682	571,857
Long-Term Accounts Receivable.....	9,981	19,970
Total Assets .....	<u>\$8,722,821</u>	<u>\$8,519,259</u>

\*Preliminary Report

# Trust Fund Balance Sheet

AS OF  
SEPTEMBER 30

	1986*	1985
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable .....	\$ 526,334	\$ 369,746
Advances from Other Agencies.....	26,154	54,343
Deferred Income .....	24,096	344,493
Total Current Liabilities .....	576,584	768,582
Long-Term Liabilities:		
Annual Leave Liability .....	84,373	515,153
Deferred Credits .....	316,172	578,163
Total Long-Term Liabilities .....	400,545	1,093,316
Total Liabilities .....	\$ 977,129	\$1,861,898
<b>INVESTMENT OF U.S. GOVERNMENT</b>		
Retained Earnings (Deficit) .....	\$7,822,175	\$7,130,111
Provision for Unamortized Annual Leave Liability .....	(84,373)	(501,110)
Total Retained Earnings (Deficit) .....	7,737,802	6,629,001
Appropriated Capital .....	2,000	2,000
Donated Capital .....	5,890	26,360
Total Investment of U.S. Government.....	7,745,692	6,657,361
Total Liabilities and Investment of U.S. Government.....	<u>\$8,722,821</u>	<u>\$ 8,519,259</u>

\*Preliminary Report

## Gift Fund

The three major areas of activity in the National Archives Gift Fund continue to be cultural and archival programs sponsored by the National Archives, the Presidential libraries, and the National Historical Publications and Records Commission. The highlights of FY 1986 follow.

### Programs

The "Modern Archives Institute: Introduction to Modern Archives Administration" was held in January and again in June 1986. A total of 66 people attended the 80-hour, 2-week course, which is intended for current or future managers in the areas of archival records, manuscripts, and special collections. Lectures, discussions, workshops, and tours place an emphasis on public records and archives and touch on private archives and manuscripts. Fees totaled \$25,200.

During FY 1986, more than 250 individuals donated almost \$8,400 for the portrait of former Archivist of the United States James B. Rhoads. This brought the total contributions to \$13,410. The portrait was unveiled at a reception held at the Archives on June 6, 1986.

The first annual NARA Preservation Conference was held on December 10, 1985, with over 150 people in attendance. The Conference addressed a general program on the preservation of documents, including microfilm, still pictures, paper document conservation, environmental control, and the aging characteristics of recording material. Registration fees totaling \$3,600 were collected to cover expenses.

The National Commission on Library and Information Science (Department of Agriculture) has donated \$20,000 as cosponsor for a cooperative training program for foreign conservators to be held in FY 1987.

### Presidential Libraries

The annual investment income from the bequest of the late Professor George Beeke-Levy, of Pittsburgh, PA, to the Franklin D. Roosevelt Library Gift Fund amounted to \$6,218. The income is paid biannually to the Franklin D. Roosevelt Four Freedoms Foundation for support of that part of the foundation's grant-in-aid program denominated as

Beeke-Levy Fellowships by its Grants Award Committee.

Individual donations accumulated by each library amounted to less than \$10,000 per library.

## National Historical Publications and Records Commission

During FY 1986, major foundation grants were received and administered by NHPRC. They include:

<b>The Andrew H. Mellon Foundation</b> .....	\$ 25,000
Editing Institute 1986-1989	
<b>The Rockefeller Foundation</b> .....	100,000
Afro-American Editing Consortium	
<b>The Skaggs Foundation</b> .....	10,000
Emma Goldman Papers	
<b>The John M. Olin Foundation</b> .....	10,000
Documentary History of the Supreme Court	
<b>The Ford Foundation</b> .....	50,000
Martin Luther King, Jr., Papers	
	<hr/>
	\$195,000

Grants were made by NHPRC for scholarly projects to the following:

<b>Arizona State University</b> .....	\$18,000
Fellowship in Archival Administration	
<b>Jean Vance Berlin</b> .....	9,000
Papers of William Thornton	
<b>Yale University</b> .....	50,000
Frederick Douglass Papers	
<b>University of California</b> .....	20,000
The Marcus Garvey and Universal Negro Improvement Association Papers	
<b>Martin Luther King, Jr., Center</b> .....	70,000
The Martin Luther King, Jr., Papers	
<b>Florida State University</b> .....	15,000
The Black Abolitionist Papers	
<b>University of Massachusetts</b> .....	20,000
Papers of Elizabeth Cady Stanton and Susan B. Anthony	
<b>Supreme Court Historical Society</b> .....	10,000
Documentary History of the Supreme Court of the U.S., 1789-1800	
<b>University of California</b> .....	65,055
Emma Goldman Papers	
	<hr/>
	\$277,055

# Gift Fund Statement of Availability

AS OF  
SEPTEMBER 30

	1986*	1985
Balances Available October 1 .....	\$1,736,354	\$1,402,442
Increases of Availability:		
Grants.....	195,000	462,008
Donations .....	101,991	142,607
Interest on U.S. Securities .....	148,238	121,952
Other Donations.....	32,736	21,094
Total Available.....	\$2,214,319	\$2,150,103
Decrease of Availability:		
Travel and Transportation .....	7,769	8,235
Supplies and Materials.....	8,367	11,252
Equipment Rental.....	0	1,152
Printing and Reproduction .....	1,244	1,435
Payments to Commercial Contractors .....	91,846	129,501
Payments to Other Agencies or Funds .....	(11,160)	6,716
Commercial Telephone and Toll.....	11	59
Grants Issued .....	185,273**	254,369
Total Decrease.....	\$ 283,350	\$ 412,719
Adjustments to Prior Years Operations.....	0	(1,030)
Ending Balances Available.....	<u>\$1,930,969</u>	<u>\$1,736,354</u>

\*Preliminary Report

\*\*Does not include \$88,000 disbursed in September, 1986, but not posted to the general ledger until October 1986 (FY 1987).



# Gift Fund Balance Sheet

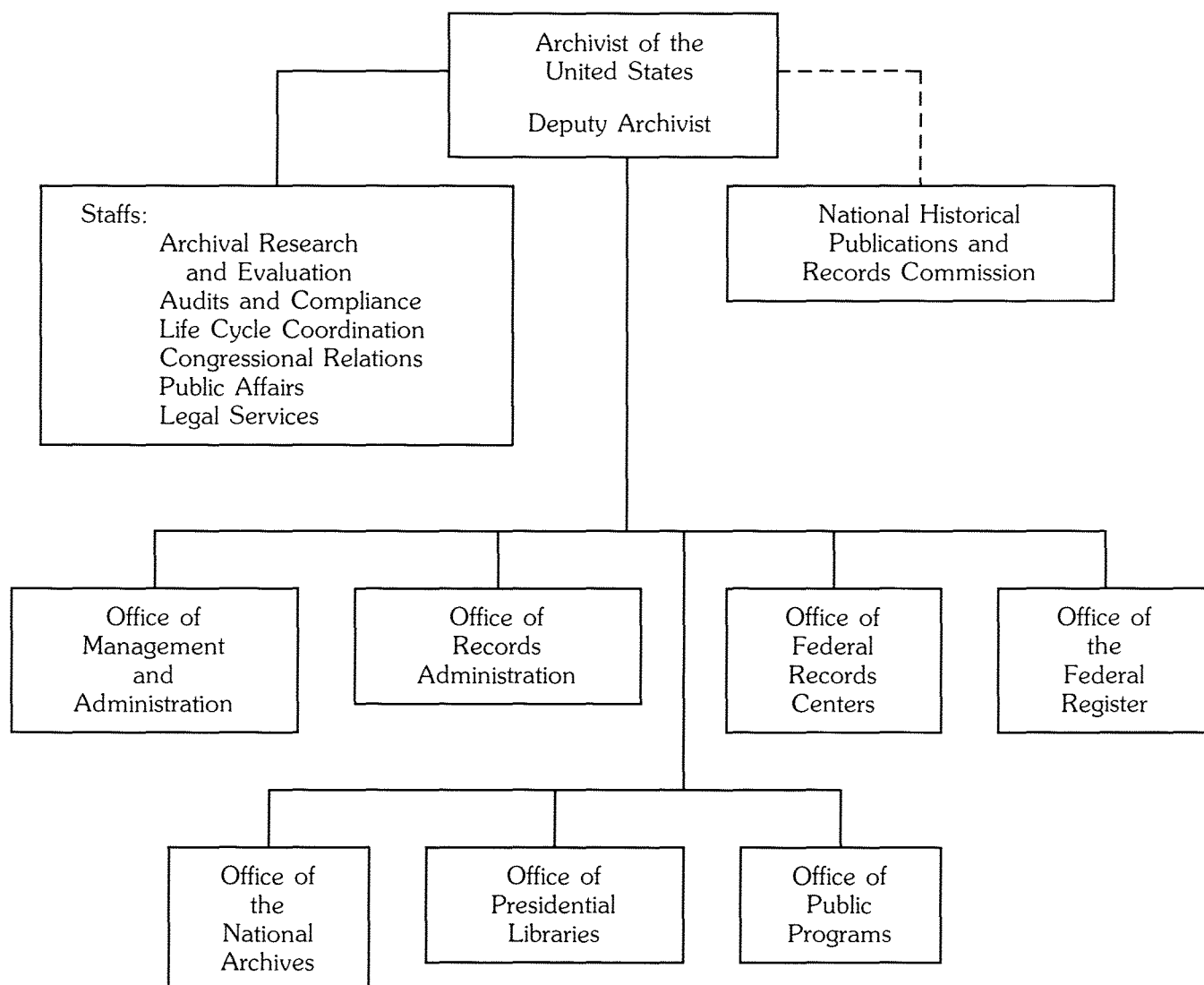
AS OF  
SEPTEMBER 30

	1986 *	1985
<b>ASSETS</b>		
Current Assets:		
Cash.....	\$ 215,706	\$ 397,923
ASB Investments.....	1,710,553	1,339,507
Accounts Receivable.....	27	0
Accrued Interest Receivable.....	6,067	2,275
Advances.....	100	0
Prepaid Expenses.....	(149)	(360)
Total Current Assets.....	1,932,304	1,739,345
Total Assets.....	<u>\$1,932,304</u>	<u>\$1,739,345</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable—Trade.....	\$ 1,921	\$ 2,991
Total Liabilities.....	<u>\$ 1,921</u>	<u>\$ 2,991</u>
<b>FUND</b>		
Fund Balance.....	<u>\$1,930,383</u>	<u>\$1,736,354</u>
Total Liabilities and Fund Balance.....	<u>\$1,932,304</u>	<u>\$1,739,345</u>

\*Preliminary Report

## Appendix A

### Organization Chart for the National Archives



## Appendix B

### Personnel on Board

All Funds

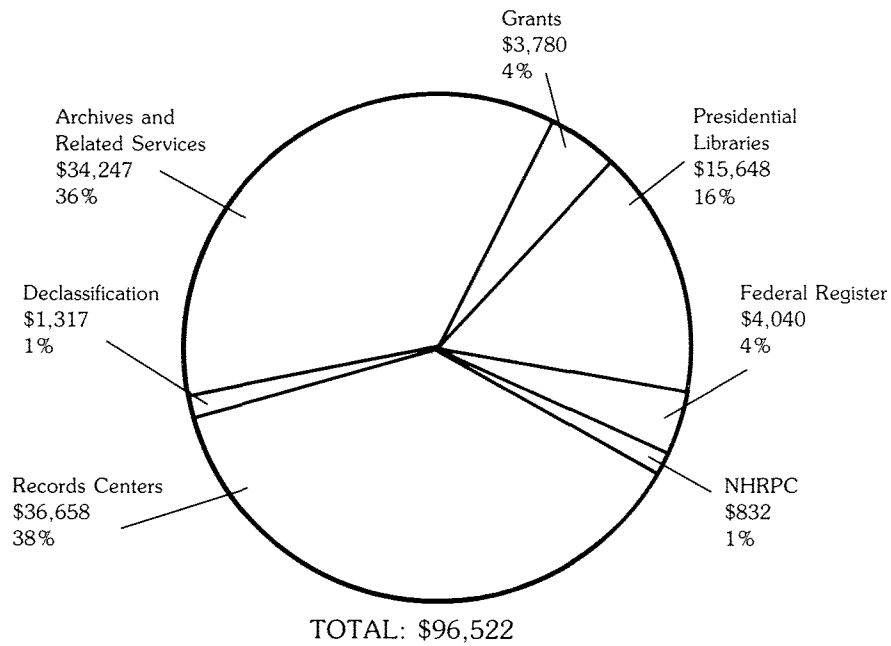
As of September 30, 1986

	WASHINGTON, DC			FIELD OFFICES			NATIONWIDE		
	AREA						TOTAL		
PROGRAMS:	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	156	36	192	659	988	1,647	815	1,024	1,839
Archives & Related	493	49	542	60	21	81	553	70	623
Public Programs	86	6	92	0	0	0	86	6	92
Records Administration	40	1	41	0	0	0	40	1	41
Presidential Libraries	52	7	59	165	49	214	217	56	273
Federal Register	75	2	77	0	0	0	75	2	77
Records Declassification	36	14	50	9	0	9	45	14	59
National Historical Publications & Records Commission	15	1	16	0	0	0	15	1	16
TOTALS	953	116	1,069	893	1,058	1,951	1,846	1,174	3,020

## Appendix C

### Obligations by Program Area

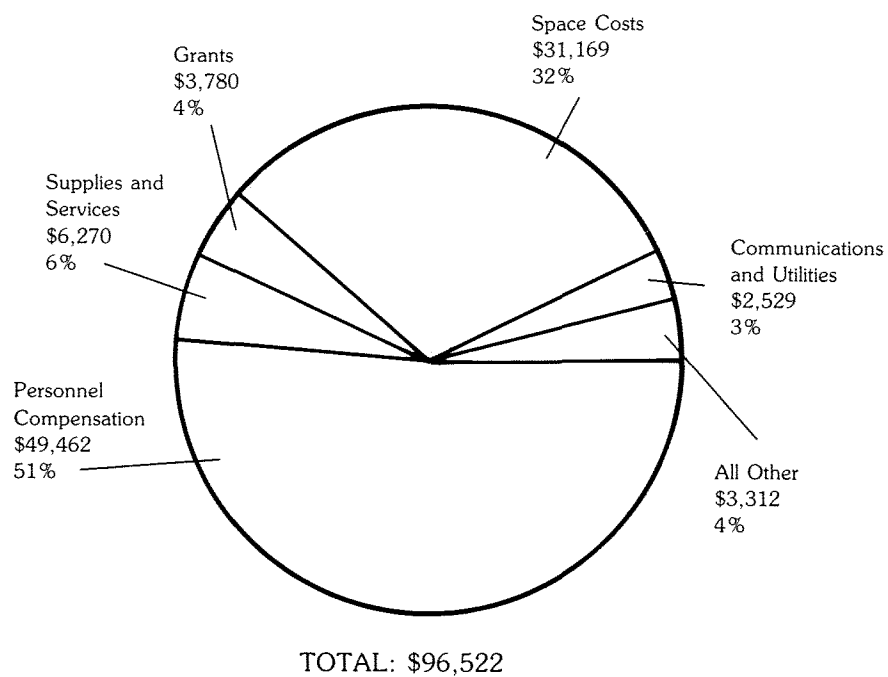
(in thousands)



## Appendix D

### Obligations by Major Elements

(in thousands)



# Appendix E

## Obligations by Object Classification

Direct Operating Expenses  
(in thousands)

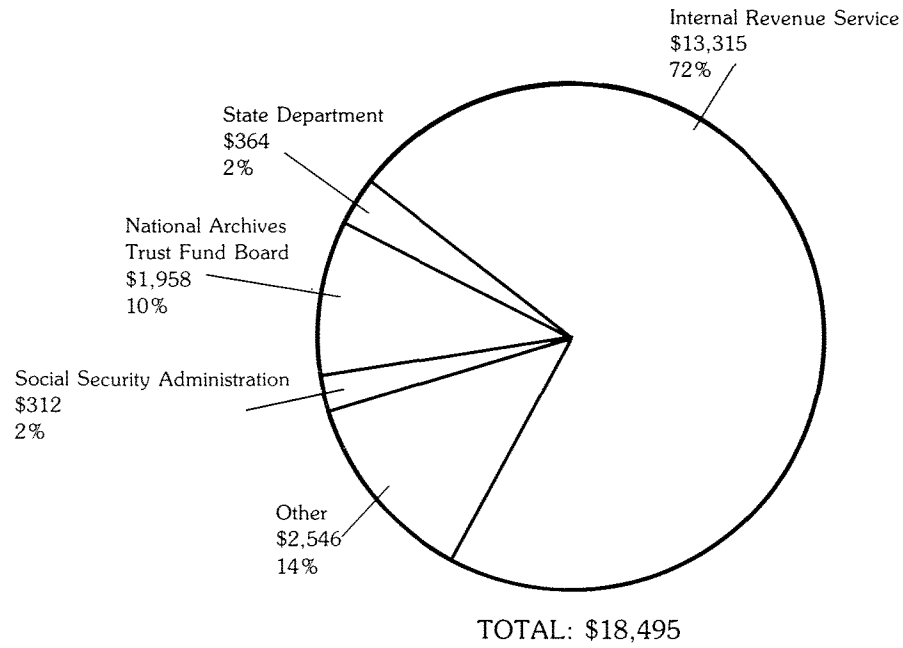
Full-Time Permanent Employees' Salaries _____	\$39,856
Other Than Full-Time Permanent Employees' Salaries _____	3,415
Other Personnel Compensation _____	586
 Total Personnel Compensation _____	 43,857
 Personnel Benefits _____	 5,605
 Travel and Transportation of Persons _____	 280
Motor Pool Travel _____	62
Transportation of Things _____	177
Standard Level User Charges _____	19,011
Communications, Utilities, & Maintenance _____	2,542
Printing & Reproduction _____	1,687
NARA Building Operations & Other Rent _____	3,335
Presidential Libraries' Operations & Maintenance _____	6,409
Recurring Reimbursable Space Costs _____	949
Nonrecurring Reimbursables _____	753
Preservation Services _____	641
Other Services:	
Commercial Contracts _____	1,874
ADP Studies & ADP Maintenance Services _____	1,013
Accounting & Payroll Services _____	995
Supplies & Materials _____	1,839
Equipment _____	1,380
Land & Structures _____	333
Grants, Subsidies, & Contributions _____	3,780
Insurance Claims & Indemnities _____	0
 TOTAL, Direct Obligations _____	 96,522



## Appendix F

### Customer Reimbursements

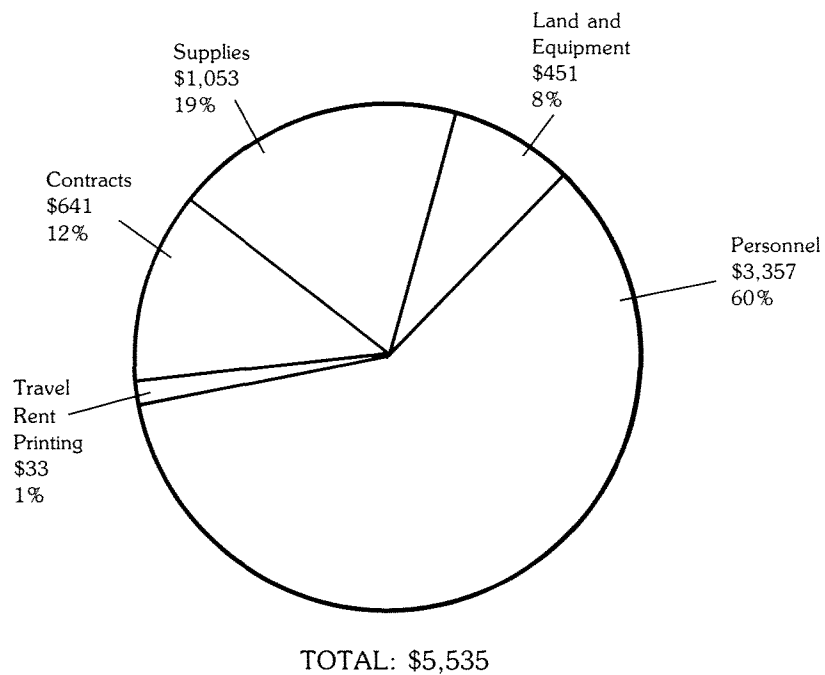
(in thousands)



## Appendix G

### Preservation Obligations

(in thousands)



## Appendix H

### Archival Holdings by Unit

Total Holdings (Cubic Feet)

Unit	Balance 9/30/85	Accession	Accretion	Other Increase
Central Office				
Diplomatic Branch	93,153	4,630	2,771	2
Judicial, Fiscal, Social Branch	215,916	16	4	707
General Branch	112,883	1,819	357	15
Scientific, Economic, and Natural Resources Branch	139,839	1,793	94	0
Library and Printed Archives	19,985	0	0	3
Legislative Archives Division	0	0	0	48,272
Military Field Branch	186,468	10,090	9,853	421
Military Projects Branch	230,330	1,609	4	576
Military Reference Branch	4,788	0	0	0
Military Service Branch	75,917	0	0	0
Cartographic and Architectural Branch	22,451	0	0	9
Motion Picture and Sound and Video Branch	36,187	410	409	1
Still Picture Branch	11,882	188	51	143
Machine-Readable Branch	219	1	2	0
Central Office Totals	1,150,018*	20,556	13,545	50,149

\*Last year reported in error as 1,150,016 cubic feet.

## Appendix I

### Archival Holdings by Number of Items

TRANSACTION	Still Pictures	Motion Pictures	Sound Recording	Video Recording
BALANCE, 9/30/1985	5,066,992	128,318	141,677	9,791
Accession	11,783	1,666	515	1,389
Accretion	500	2	8,298	0
Transfer In	362	3	161	16
Other Increase	163,970	1	108	0
TOTAL INCREASE	176,615	1,672	9,082	1,405
Disposal	0	20,056	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	362	38	161	16
Other Decrease	0	2	0	0
TOTAL DECREASE	362	20,096	161	16
BALANCE, 9/30/1986	5,243,245	109,894	150,598	11,180

<u>Total Increase</u>	<u>Disposal</u>	<u>Other Decrease</u>	<u>Total Decrease</u>	<u>Balance 9/30/86</u>
7,403	0	48,274	48,274	52,282
727	16	691	707	215,936
2,191	0	58	58	115,016
1,887	60	131	191	141,535
3	0	0	0	19,988
48,272	159	0	159	48,113
20,364	348	2,468	2,816	204,016
2,189	4	710	714	231,805
0	30	0	30	4,758
0	0	0	0	75,917
9	0	0	0	22,460
820	2,381	9	2,390	34,617
382	0	0	0	12,264
3	0	2	2	220
84,250	2,998	52,343	55,341	1,178,927

<u>Film Strips</u>	<u>Machine Read Items</u>	<u>Map &amp; Charts</u>	<u>Arch &amp; Eng Plans</u>	<u>Aerial Photos</u>	<u>Artifacts</u>
71	1,263	1,593,158	289,222	9,748,580	1,411
0	6	443	81	0	99
0	9	60	0	0	0
36	0	573	405	2	0
0	0	13	0	2	0
36	15	1,089	486	4	99
0	0	0	0	250	0
0	0	0	0	0	0
0	0	491	52	2	0
0	0	0	0	0	0
0	0	491	52	252	0
107	1,278	1,593,756	289,656	9,748,332	1,510

# Appendix J

## Holdings of Presidential Libraries by Unit

	<u>HOOVER</u>	<u>ROOSEVELT</u>	<u>TRUMAN</u>	<u>EISENHOWER</u>
<b>ACCESSIONS &amp; HOLDINGS</b>				
<b>PAPERS (Pages)</b>				
Personal Papers	6,484,940	16,243,208	13,354,024	19,225,243
Federal Records	108,167	716,000	709,600	688,700
Presidential Records	0	0	0	0
<b>MICROFORMS (Rolls/Cards)</b>				
Personal Papers	703	657	3,221	965
Federal Records	663	13	32	0
Presidential Records	0	0	1	0
<b>AUDIOVISUAL</b>				
Still Pictures (Images)	32,981	131,042	84,088	189,844
Film (Feet)	151,591	309,476	325,094	601,145
Video Tape (Hours)	14	28	68	29
Audio Tape (Hours)	240	1,024	262	876
Audio Discs (Hours)	73	1,107	240	232
<b>ORAL HISTORY</b>				
Pages	11,245	3,120	45,784	30,754
Hours	0	84	1,332	766
<b>MUSEUM OBJECTS</b>	4,488	23,272	22,917	28,143
<b>PRINTED MATERIALS</b>				
Books (Volumes)	24,374	44,533	41,281	21,190
Serials	27,589	33,213	75,150	34,721
Microform	1,401	2,457	1,378	5,141
Other	1,446	85,962	91,610	23,834

<u>KENNEDY</u>	<u>JOHNSON</u>	<u>NIXON</u>	<u>FORD</u>	<u>CARTER</u>	<u>TOTAL HOLDINGS TO DATE</u>
26,079,416	25,384,104	784,000	16,751,140	26,096,380	150,402,455
629,800	2,837,888	912,000	338,000	0	6,940,155
4,000	0	44,414,000	0	131,000	44,549,000
447	572,729	0	23	0	578,745
1,972	5,962,000	0	0	0	5,964,680
0	0	5,312	0	0	5,313
125,958	601,837	435,000	311,179	1,500,000	3,411,929
6,979,172	824,743	2,200,000	778,100	1,120,080	13,289,401
984	6,482	3,900	1,068	1,434	14,007
6,831	12,271	1,490	1,049	2,000	26,043
705	789	0	3	0	3,149
36,437	49,899	2,200	173	606	180,218
1,654	2,187	228	8	148	6,407
15,775	37,484	21,750	3,286	40,000	197,115
70,650	15,143	9,000	8,672	1,175	236,018
11,579	3,777	0	40	2,610	188,679
3,589	3,732	0	545	6,150	24,393
10,293	10,894	0	2,004	6,575	232,618



## Appendix K

### Use of Presidential Libraries\*

1986

	<u>Researchers</u>	<u>Researcher Daily Visits</u>	<u>Museum Visitors</u>
Hoover	312	564	51,958
Roosevelt	868	1,358	193,150
Truman	832	975	176,578
Eisenhower	404	779	101,232
Kennedy	2,359	1,834	222,327
Johnson	1,133	1,673	447,714
Nixon	295	427	0
Ford	438	977	92,516
Total	<u>6,641</u>	<u>8,587</u>	<u>1,285,475</u>

\*Carter Library not yet open to the public during FY 1986.

## Appendix L

### Actual Costs: Presidential Libraries

(in thousands)

<b>LIBRARY</b>	<b>Program Costs</b>	<b>Operations &amp; Maintenance Costs</b>	<b>Repair &amp; Alteration Costs</b>	<b>Recurring and Nonrecurring Reimbursables <sup>1</sup></b>	<b>Common Distributable <sup>2</sup></b>	<b>Standard Level User Charge (SLUC)</b>	<b>Total Costs</b>
Hoover	\$515	\$ 217	\$ 0	\$ 0	\$ 0	\$ 0	\$ 732
Roosevelt	563	522	0	0	0	0	1,085
Truman	700	712	351	0	0	0	1,763
Eisenhower	684	709	162	0	0	0	1,555
Kennedy	779	1,270	133	0	0	185	2,367
Johnson	913	1,405	10	0	0	0	2,328
Nixon	682	0	0	47	0	57	786
Ford	665	918	13	0	0	0	1,596
Carter	513	0	0	280 <sup>4</sup>	0	129	922
Central Office, Planning & Direction, & White House Liaison	992	81	0	0	362	276	1,711
<b>TOTALS</b>	<b>\$7,006</b>	<b>\$5,834</b>	<b>\$669 <sup>3</sup></b>	<b>\$327</b>	<b>\$362</b>	<b>\$647</b>	<b>\$14,845</b>

Less:

NARA Operations & Maintenance	- 81
	<u>\$5,753</u>

<sup>1</sup> Building services in addition to SLUC

<sup>2</sup> Proportionate share of central office support services

<sup>3</sup> Repair and alteration includes \$133K for Kennedy Library from the 114X account

<sup>4</sup> Nonrecurring costs for Carter Library security system

# Appendix M

## Publications of the Office of the Federal Register

### ***Federal Register***

251 issues  
48,343 pages

### ***Code of Federal Regulations***

174 books  
96,905 pages

### ***The United States Government Manual***

1986/1987  
940 pages

### ***Codification of Presidential Proclamations and Executive Orders***

January 20, 1961–January 20, 1985  
967 pages

### ***Weekly Compilation of Presidential Documents***

52 issues  
2,725 pages

### ***Public Papers of the Presidents Ronald Reagan 1983 Vol. II***

1,809 pages

### ***Slip Laws***

2,346 pages

### ***United States Statutes at Large 1983***

1 book  
1,696 pages

### ***Privacy Act Issuances***

1 book  
813 pages

### ***Finding Aids***

27 issues  
5,464 pages

### ***Guide to Record Retention Requirements***

Revised as of January 1, 1986  
355 pages

# Appendix N

## RECORDS SCHEDULING AND APPRAISAL

In addition to the significant agency scheduling activities described in the body of this report, several agencies developed records schedules covering records of important programs or updated older schedules and submitted them to NARA for approval. Agencies also offered for transfer to the National Archives valuable collections of records.

### Agency scheduling accomplishments:

The Department of Commerce developed and submitted a comprehensive records disposition schedule for the Office of Worlds Fairs and International Expositions of the International Administration.

The Joint Chiefs of Staff records managers developed and submitted a revised comprehensive records disposition schedule.

The Department of Justice prepared an update for the Office of Justice Programs records schedule, which now includes permanently valuable electronic records relating to the Public Safety Office benefit program.

The Department of the Interior, Minerals Management Service, submitted a comprehensive records schedule for records documenting offshore natural resources, sale of leases for exploitation of resources, monitoring of the exploitation, and payment of royalties on oil and gas produced through leasing.

### Records appraised for transfer to the National Archives:

National Science Foundation records relating to Project Mohole, an effort to gather information about the Earth by drilling a hole through the ocean floor. The project, also known as the race for inner space, was abandoned due to budget constraints.

Federal Bureau of Investigation Crime Records Division files documenting J. Edgar Hoover's personal background and activities as FBI Director and agency accomplishments under his tenure.

Centralized microfilm collection of all messages sent to or from the Army Message Center in the Pentagon, 1942-80.

National Wetlands Inventory manuscript maps (approximately 7,000) from the Fish and Wildlife Service, providing a wealth of information on ecology and habitat of wetland areas throughout the United States.

Panama Canal Railroad Company records of the New York office, 1849-1961, documenting the ownership and operation of railroad facilities, hotels, and other business services.

Motion picture film documenting the July 16, 1945, "Trinity" test of the Fat Man plutonium bomb developed by the Manhattan project at Los Alamos, NM.

Bureau of Land Management photographs of the preconstruction and construction phases of the Trans-Alaska Pipeline system.

Microfilm and photographs constituting the "Pumpkin Papers" provided by Whittaker Chambers to the House Un-American Activities Committee in 1948 as evidence of the treason of Alger Hiss and other, acquired from the Justice Department.

Electronic records of a GAO study of the effect of Reagan administration budget cuts on welfare recipients.

Immigration and Naturalization Service (INS) central office correspondence files, 1906-57, comprising nearly 4,000 cubic feet, and an INS motion picture film showing the operation of the alien enemy internment camp at Crystal City, TX, during World War II.

Records of the special assistants to the Secretary of State for disarmament and atomic energy matters, including records of the Disarmament Staff Commission created under Harold Stassen, Special Assistant to the President, 1955-58.

Army Corps of Engineers survey report files, documenting the planning and approval of civil works projects, and World War II central files.

Office files of Gordon Gray, Special Assistant to President Truman, whose staff prepared the "Report to the President on Foreign Economic Policies."

Records maintained by the Executive Secretariat, Department of State, documenting policies developed and executed by Secretaries of State Dean Acheson and George C. Marshall, 1947-53.

Papers of Ray Marshall, Secretary of Labor throughout the Carter administration.

Department of State records relating to the Sinai Support Mission, an outgrowth of the Camp David accords.

Department of the Interior records relating to enforcement of the Connally "Hot Oil" Act in Texas, 1938-63, documenting not only enforcement activity but also land and oil interests in the initial heyday of the Texas oil boom.

Records of the U.S. Postal Service Electronic Computer Originated Mail System (E-COM), failed project so unprofitable that it attracted no buyers when offered for sale.