

# The National Archives

and Records Administration

Annual Report for the Year Ended September 30, 1988



*Cover: A memorable occasion for the National Archives took place on December 4, when the seventh Archivist of the United States, Don W. Wilson, was sworn in during a ceremony in the Rotunda. The Honorable Dick Cheney, Member of the U.S. House of Representatives, presided. Greetings were extended by David Mathews, president of the Kettering Foundation, and Robert M. Warner, Dean of the School of Information and Library Studies at the University of Michigan and the sixth U.S. Archivist. The principal remarks were presented by Ronald Reagan, President of the United States. In his response, the new Archivist laid out his plans and priorities for the future of the National Archives. Later in the day he greeted employees at a reception sponsored by the National Archives Assembly, an organization of staff members. (Photograph by Cynthia Johnson.)*

Edited by Jill Brett and Shelby Bale  
Photography editor Susan Cooper

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Annual Report for the Year Ended September 30, 1988

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*Washington, DC*

# 1988 Annual Report of the National Archives

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# Archivist's Overview



*Previous page: The Honorable Dick Cheney administers the oath of office to Dr. Wilson as Mrs. Wilson and President Reagan look on, December 4, 1987. (Photograph by Cynthia Johnson.)*

When I became the seventh Archivist of the United States on December 4, 1987, about one quarter of the fiscal year had passed. Nevertheless, in the weeks that preceded the swearing-in ceremony, beginning with the submission of my name by the President to the Senate for "advice and consent," Dr. Frank G. Burke, who served for 32 months as Acting Archivist, was most generous about informing and educating me. Thus, I feel I can proudly claim this as the first annual report of my tenure as Archivist.

December was occupied with the formulation of some thoughts on the National Archives and the directions in which I wished to move the agency. By April 1, 1988, the third anniversary celebration of the reestablishment of the independence of the National Archives, these thoughts had developed into 10 specific points that I wanted to achieve, in cooperation with the staff members, for the National Archives in the years leading to the 21st century. These points were widely reported at the time, and all of them need not be recounted here. Two of them, however, have assumed such significance that they deserve special comment.

The first, to "plan, design, and develop archival facilities to meet the critical space needs of the National Archives for the 21st century," has occupied much of the time of the staff of the Office of Management and Administration and the Office of the National Archives during this year. On the pages that follow, the reader will see something of the major accomplishments they have achieved in a very short time. The development of the building we now call Archives II promises to be a significant activity for this agency in the years ahead.

The second point of particular importance is to "foster and encourage greater creativity, cooperation, and effectiveness in the management and administration of the National Archives throughout the United States, particularly in the field

operations." A great many people are unaware that the National Archives is truly a national cultural agency—with employees, programs, and buildings all across our Nation. Indeed, about half the staff is employed outside Washington, and almost half of the research is conducted at our branches and Presidential libraries.

It has been my observation that many Americans, more than one might think, are interested in, even excited by, their Nation's history. For that reason, I concluded that the Archives' regional branches, records centers, and Presidential libraries across the country were in an excellent position to emphasize their ability to assist people in their quest for information about their country, their government, and their families. My part in this process, during my first year in office, was to visit as many of these field operations as possible, both to encourage them in their work and to seek visibility for the agency through speeches to groups of all kinds.

I have often told staff members at the National Archives that the greatest pleasure during my first months as Archivist of the United States was getting to know and appreciate the staff. Just as the National Archives has a unique and important mission within the Federal Government, so too does it have a unique and highly qualified staff to carry out its work. I proudly point to substantial achievements made during the past year—delineated in the pages that follow—and I know that all these accomplishments are the products of a truly dedicated group of people. It has been a privilege to work with them in providing important services to the American people.

Don W. Wilson  
Archivist of the  
United States

*From left to right: U.S. Senator James R. Sasser (D-TN), Mrs. Don W. Wilson, and U.S. Archivist-nominee Don W. Wilson at Dr. Wilson's confirmation hearings before the Senate Governmental Affairs Subcommittee on Government Efficiency, Federalism, and the District of Columbia, October 20, 1987. (Photograph by Nancy Olds.)*



# Office of the Archivist

For the first 2 months of this fiscal year, the agency was under the skilled direction of Frank G. Burke as Acting Archivist of the United States. Dr. Burke returned to his previous position as Director of the National Historical Publications and Records Commission on December 4, the day on which Dr. Don W. Wilson was sworn in as the seventh Archivist.

In the course of his first year in office, Dr. Wilson made a number of senior appointments, which included:

Claudine J. Weiher as Deputy Archivist;

James C. Megronigle as Assistant Archivist for Management and Administration;

Linda Brown as Assistant Archivist for Public Programs;

Richard A. Jacobs as Director, External Affairs Staff;

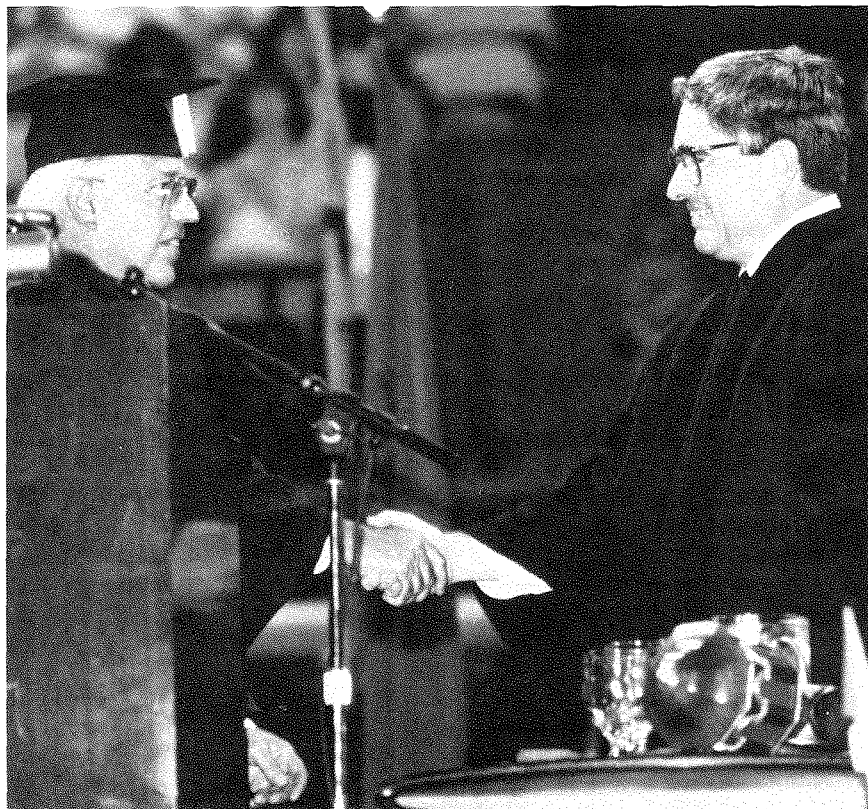
Gary Brooks as General Counsel;

William J. Stewart as Executive Assistant to the Archivist; and

Reed W. Whitaker as Special Assistant to the Archivist (for regional outreach programs).

Much of the year was spent in getting acquainted with the people and facilities that make up the National Archives system around the country. By the end of the year, the Archivist had visited or inspected 31 National Archives facilities.

The Archivist also began the process of meeting with members of the archival and historical professions around the Nation and the world. He spoke to a wide variety of professional historical and archival organizations, including: the 50th Anniversary Celebration of the Arizona State Archives, the Black Archives of Mid-America, the National Council on Public History, the Kansas



*Joseph A. Steger, president of the University of Cincinnati, congratulates U.S. Archivist Don W. Wilson, who received an honorary Doctor of Letters from the university, June 12, 1988. (Photographer unknown.)*

State Historical Society, the Mid-Atlantic Regional Archives Conference, the Society of Southwest Archivists, the State Historical Society of Iowa, the American Association for State and Local History, the Society of American Archivists, and the Mid-America Conference on History. In addition, he participated as a keynote speaker at the National History Day celebration.

The third meeting with the archivists of the 50 States was held in July. As in the past, this day-long session proved an excellent forum for the discussion of common archival and management issues.

In the international sphere, Dr. Wilson served as unofficial chairman of

the U.S. delegation attending the quadrennial meeting of the International Council on Archives in Paris, France. At the conclusion of the sessions, he was named to its Executive Committee.

The agreement signed by the American Council of Learned Societies (ACLS) and the Main Archives Administration of the U.S.S.R. Council of Ministers in 1987 called for a joint American-Soviet symposium on documentary preservation to be held at the U.S. National Archives during the year. The week-long visit of four Soviet archivists was arranged to coincide with the National Archives annual Preservation Conference; the remaining 4 days were spent in discussions about



the preservation practices and procedures at the National Archives and the Library of Congress. Dr. Wilson was named chairman of the commission established by the ACLS to arrange a program of additional archival exchanges with U.S.S.R. archivists.

As the representative of the National Archives, the Archivist of the United States serves on the boards or advisory groups of many other cultural organizations. Among these nonarchival organizations are the Woodrow Wilson Center, the Pennsylvania Avenue Development Corporation, the National Building Museum, the Federal Council on the Arts and the Humanities, and the Christopher Columbus Quincentenary Jubilee Commission.

Much of the work of the Office of the Archivist is naturally concerned with the administration of a complex and geographically dispersed organization. This chapter sets forth the major work performed this year by the staff of the Archivist.

## Archival Research and Evaluation Staff

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

For the activities of this Staff, see chapters 9 and 10.

## Audits and Compliance Staff

The Audits and Compliance Staff audits programs to determine whether resources are safeguarded; funds are expended in a manner consistent with related laws, regulations, and policies; and the programs achieve desired results and function efficiently. Headed

by George O. Henderson, the staff of four auditors performs both program and financial audits.

At the request of the Archivist, the Staff completed the following audits:

- Audit of telecommunication resources;
- Audit of long-distance calls;
- Survey of the Office of the Federal Register;
- Audit of Central Research Room security;
- Review of compliance with OMB Circular A-123, "Internal Controls";
- Review of compliance with OMB Circular A-127, "Financial Management Systems";
- Review of time and attendance recordkeeping;
- Observation of the taking of physical inventory by the Publication Services Branch;
- Followup on audit findings;
- Audit of Department of Labor unemployment payments;
- Survey and audit of the Christopher Columbus Quincentenary Jubilee Commission;
- Auditability survey of a selected division within the Office of Records Administration;

- Audit of the Institute of Research in History, a recipient of a grant from the National Historical Publications and Records Commission; and
- Audit of the Dwight D. Eisenhower Library.

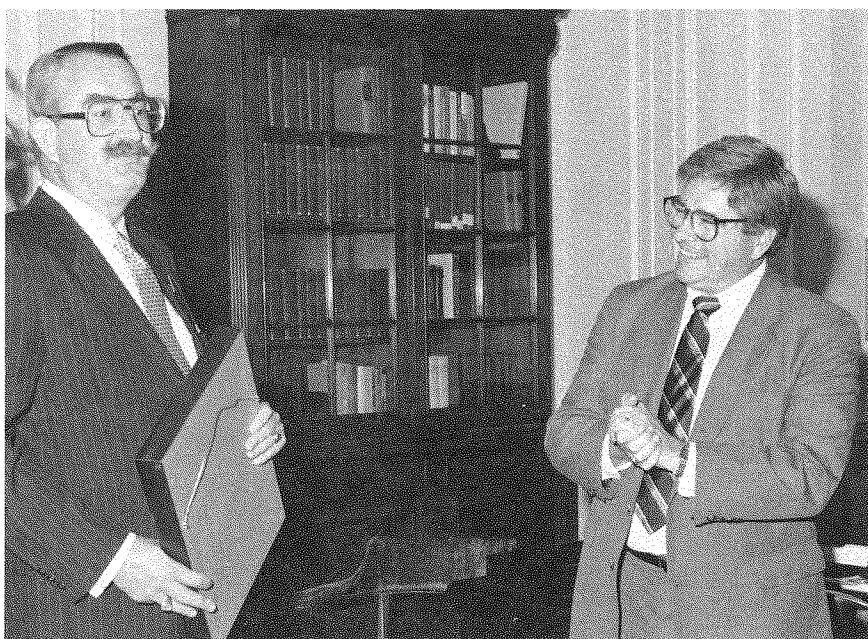
A new guide and computer software for paperless audits are now in use and have greatly facilitated the audit process.

## External Affairs Staff

This unit was created early in the year, combining the functions and staff of congressional affairs, public affairs, and scholarly and professional liaison activities under External Affairs Staff Director Richard A. Jacobs.

## Congressional Relations Staff

Interest in the National Archives among Members of Congress as well as visitors to Washington remained high, as reflected in special events and tours arranged through congressional offices. Nearly 200 congressional staff members visited the National Archives this year. Requests and inquiries numbered more than 1,200.



*The Honorable Donald K. Anderson, Clerk of the House of Representatives, left, and U.S. Archivist Don Wilson, right, before a ceremony honoring National Archives staff members for their superior professional performance in carrying out the arrangement and description of the records of the U.S. House of Representatives Select Committee to Investigate Covert Arms Transactions with Iran, July 29, 1988. (Photograph by Susan Amos.)*

The Staff paid courtesy visits to each standing committee of both Houses to discuss processing and preservation procedures for records of the committees scheduled to be transferred to the National Archives. The staff of two is headed by Susan Chase.

## Public Affairs Staff

This Staff, headed by Jill D. Brett, coordinates the nationwide public information program for the National Archives. The Staff informs the general public of National Archives activities through a variety of publications. *News from the Archives*, a quarterly journal, is distributed to 510 institutions and scholars and is subsequently reprinted in *Prologue: Quarterly of the National Archives*. The free monthly Calendar of Events is sent to 15,000 subscribers and distributed to an additional 4,000 visitors each month. The Staff also issues public service announcements used by area radio stations and press

releases mailed to more than 480 newspapers and radio/TV stations; offers press previews of exhibitions and other special projects; and contacts journalists with specialized interests. During this year, the Staff received 981 inquiries about the programs and holdings of the National Archives from the media. More than 663 news and magazine articles featured the National Archives prominently. The Staff escorted more than 60 film crews working on stories related to records here.

The Staff, comprising three full-time employees and one part-time employee, began discussions this year with major corporations and cultural institutions that are committed to sponsoring educational and historical programs. These alliances could provide much-needed support to underwrite National Archives public programs that would serve to broaden the base of appeal of the National Archives and would not be possible otherwise.

The following publications were issued during this fiscal year:

Publication	Circulation Per Issue
Commemorative booklet on the swearing-in of the seventh Archivist of the United States	1,000
Monthly Calendar of Events (published by the National Archives Trust Fund Board)	19,000
Quarterly News From the Archives	510
Weekly Staff Bulletin	3,800
Annual Report	2,500



A CBS news crew filmed photo conservator Constance McCabe as she examined an Ansel Adams photograph under a stereo microscope, April 7, 1988. More than 60 crews filmed at the National Archives this year. (Photograph by Susan Amos.)



## Scholarly and Professional Affairs

Organized contact with professional peers in the academic, Federal, and international spheres is an essential element of National Archives programs. Robert Brookhart serves as liaison with the international community, and George C. Chalou serves as interagency liaison with historical offices in the Federal Government and with professional organizations.

These contacts included sponsorship of the third annual meeting with State archivists to discuss common issues, participation in the quadrennial meeting of the International Congress on Archives in Paris, and discussions with archivists visiting from the Soviet Union. The Archivist has signaled the agency's support for the celebration of National History Day by establishing two awards at the high school level, one for a student and one for a teacher. Liaison activities with historical offices in Federal agencies have resulted in cooperative ventures with the Departments of State and Army, the Marine Corps, and the Federal Bureau of Investigation.

## Legal Services Staff

The General Counsel of the National Archives, Gary Brooks, advises the Archivist and other agency officials on matters involving the interpretation of law and regulation; represents the National Archives before the Equal Employment Opportunity Commission (EEOC), the General Services Board of Contract Appeals (GSBCA), and the Comptroller General; and serves as the liaison between National Archives officials, the Department of Justice, and other Federal agencies when the National Archives or its employees become involved in judicial proceedings. The General Counsel also serves as the Designated Agency Ethics Official (DAEO), coordinating the development, implementation, and enforcement of the National Archives ethics program. Assisting him are two attorneys and two paralegal support personnel.

During the past year, the National Archives was involved in both civil and criminal litigation. The most visible of these actions was *United States v. Mount*, a criminal case in which Charles Merrill Mount was charged with

transporting in interstate commerce Federal records stolen from the National Archives Building. Following a 3-week trial in Boston, MA, a Federal jury convicted Mount of these charges; on May 23, 1988, Judge Rya Zobel sentenced him to 3 years in prison and 5 years of probation.

The General Counsel and his staff provided liaison services for National Archives officials with the U.S. attorney's office in Boston and the Federal Bureau of Investigation before and during *United States v. Mount*. This support included helping National Archives staff members called as witnesses prepare their testimony.

Mount is presently awaiting trial in the District of Columbia on additional criminal charges arising out of his alleged theft of Federal records from the National Archives Building. No trial date has been set.

In April of 1988, the U.S. Court of Appeals for the District of Columbia Circuit affirmed a lower court's holding in *Public Citizen v. Burke*, a case involving the Presidential Recordings and Materials Preservation Act (PRMPA) of 1974. The court of appeals held that the Archivist is not constitutionally required to honor claims of executive privilege raised by former President Richard Nixon under the PRMPA. The PRMPA is the statute governing access to the White House records of the Nixon administration. This decision left intact the PRMPA regulations promulgated by the National Archives, but negated the Department of Justice opinion interpreting the regulations. The Archivist may have the opportunity to exercise his discretion in the future as the National Archives proceeds with making Nixon Presidential historical materials available to the public for research.

In addition to the above cases in which the Department of Justice represented the National Archives before the Federal courts, the General Counsel and his staff represented the agency directly before the EEOC, the GSBCA, and the Comptroller General on administrative and contractual matters.

During the past year, several civil suits were brought by individuals seeking access to Federal records under the Freedom of Information Act (FOIA). There also were a number of claims for

money damages brought by individuals under the Federal Tort Claims Act (FTCA) and a civil suit filed by the Islamic Republic of Iran against the National Archives' National Audiovisual Center. Iran's suit involved films ordered from the National Audiovisual Center in 1977 but never delivered because of the freeze of Iranian assets that occurred after American citizens were taken hostage at the U.S. Embassy in Tehran. The suit was resolved by providing, through the Department of State, copies of films previously ordered.

In addition to his litigation activities, the General Counsel was involved in a number of activities more directly affecting the internal operations of the National Archives. These activities included assisting the Office of Presidential Libraries to prepare a report to Congress on the planned Reagan Presidential library. This report, which is required by Congress as part of its fiscal oversight activities, includes information about the location of the library, its size, its projected completion date, and the expected cost to the Government of maintaining the library after completion if, as expected, title to it is transferred from the Reagan Library Foundation to the Government.

In his role as the DAEO, the General Counsel, assisted by his staff, drafted standards of conduct for National Archives employees that will be sent to the Office of Government Ethics (OGE) and the Office of Personnel Management (OPM) for their review following negotiations between National Archives officials and the American Federation of Government Employees, the bargaining agent for Archives employees.

In addition to working on standards of conduct, the General Counsel and his staff counseled a number of National Archives employees over the past year concerning their responsibilities under the Ethics in Government Act and the existing standards of conduct. He and his staff also prepared a revised list of senior employee designations for the OGE, reviewed the Public Financial Disclosure Reports filed by the senior National Archives employees included on this list, and reviewed confidential statements of employment and financial interests filed by other National Archives employees.

## **Life Cycle Coordination Staff**

The Life Cycle Coordination Staff continued developing data standards for automated archival systems in the National Archives. The principal purpose of these standards is to ensure that archival data bases within the agency are compatible with one another. The Staff compiled a manual that defines the data elements critical in

descriptions of Federal records and donated historical materials throughout their life cycle. This manual also establishes basic technical standards and controlled vocabularies that the National Archives will use in its data bases. Among the controlled vocabularies are a 1,400-term subject thesaurus and an authority list of Federal agency names.

The Staff has drafted a revision of Standard Form 258, Agreement to Deposit Records in the National

Archives, which clarifies the data requirements of the National Archives and implements the standard life-cycle terminology published in the data elements manual. The Life Cycle Staff also provided technical assistance to the Office of the National Archives, Office of Presidential Libraries, and the Office of Records Administration as those offices continued development of their automated systems. Thomas F. Soapes is the director of the Staff.

# Office of Management and Administration

The Office of Management and Administration provides nationwide administration services to the agency. This includes planning and administering the financial, personnel, procurement, and facilities and information management programs. In addition, the Office acts as liaison with the Office of Management and Budget and with congressional appropriation committees and oversees the day-to-day operations of the National Archives Trust Fund Board staff. The Office also evaluates the effectiveness of program management and administrative procedures throughout the agency.

## Financial Operations

Funding available to the National Archives in FY 1988 by continuing resolution for direct operating expenses was \$106,000,000. In addition, \$4,283,000 was available for grants by the National Historical Publications and Records Commission, \$6,000,000 for the facility design of Archives II, \$4,582,000 for the design of improved access and additional archival storage at the Kennedy Library, and \$2 million remained in supplemental funds carried forward from previous years. This provided a total of \$122,865,000.

Of the funds available, \$38,797,000 was obligated by the Office of Federal Records Centers to accession, store, provide reference service, and dispose of records of the Federal Government. The Office of the National Archives obligated \$36,402,000 to accession, preserve, describe, and make available to the general public, scholars, and Federal agencies the permanently valuable historical records of the Federal Government. The Office of Records Administration obligated \$2,536,000 to establish standards on the creation and maintenance of adequate and proper documentation of Government activities and to appraise records in order to identify those that warrant continued

preservation. The Office of Presidential Libraries obligated \$17,658,000 to operate the eight existing Presidential libraries, to retain and process the Nixon Presidential materials, and to acquire and process Reagan Presidential materials. The Office of Public Programs obligated \$2,903,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$4,203,000 to edit, compile, and publish, among others, the *Federal Register*, *Code of*

*Federal Regulations*, *U.S. Statutes at Large*, and weekly and annual compilations of Presidential documents. The records declassification program obligated \$1,451,000 to review Federal records for possible declassification. Also, \$5,081,000 was obligated by the National Historical Publications and Records Commission in grants and to administer grants.

The following table summarizes funds available and actually obligated in FY 1988:

Fund	Availability	Obligated
Operating Expenses, Direct	\$106,000,000	\$104,845,000 <sup>1</sup>
Grants	4,283,000	4,123,000 <sup>2</sup>
Archives II Design	6,000,000	0 <sup>3</sup>
Kennedy Library	4,582,000	63,000 <sup>4</sup>
Supplemental (Funds Carried Forward)	2,000,000	0 <sup>3</sup>
<b>TOTAL</b>	<b>\$122,865,000</b>	<b>\$109,031,000</b>

<sup>1</sup>The difference between available funds and obligated funds is unexpended funds. Funds appropriated by Congress for use during the fiscal year remain available only for adjustments to obligations made during the year.

<sup>2</sup>Funds appropriated for grants are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

<sup>3</sup>These funds are available until expended.

<sup>4</sup>In FY 1985, \$5,200,000 of "no-year" funds was appropriated for improvements to the Kennedy Library. Four million dollars of the total was planned for improved archival storage and educational space, and the balance of \$1,200,000 was to improve access to the library. Of the total, \$681,000 has been spent, including the \$63,000 obligated in FY 1988 for an architectural and engineering services contract for the building extension.

During FY 1988, the National Archives received \$19,236,000 in reimbursable income for services provided to the Trust Fund and other Federal agencies. The most significant reimbursable activity, in terms of payment received, was providing reference services on the records of other agencies that are stored in Federal records centers. During FY 1988, \$16,599,000 was received for these services. The Offices of the National Archives and of Presidential Libraries, declassification activities, and a prior-year grants adjustment provided the balance of \$2,637,000.

## Financial Subsystems

As required by OMB Circular A-127, all financial subsystems were evaluated, no major deficiencies were found, and a report was sent to the President indicating the subsystems were in compliance with Office of Management and Budget and General Accounting Office standards.

## Other Financial Programs

The National Archives implemented two new cash management initiatives involving credit cards. Through an

interagency agreement with the Department of Commerce's National Bankcard Center (NBC), the Archives issued Mastercards to selected employees to be used in making small purchases. Use of the credit cards simplified procurements and reduced the use of imprest funds, purchase orders, and certified invoices.

The Archives also implemented the acceptance of credit cards for sales to the public at museum shops at Presidential libraries and the National Archives Building. Charges are processed electronically. All sales are preauthorized electronically, income is transferred daily so that the Archives receives credit the next day, and accounting entries are quickly generated through computer interfaces.

## Building Plans

Throughout the year, the Office of Management and Administration continued to address two pressing space problems confronting the National Archives: insufficient space for storage of archival records and an outdated building in need of major renovations. The age and size of the National Archives Building are the crux of the problem. The building was completed in 1934 and reached its records storage capacity of more than 800,000 cubic feet in the late 1960's. Since that time, more than 500,000 cubic feet of archival records have been diverted to federally owned space, primarily the Washington National Records Center in Suitland, MD, and leased buildings in the Washington suburbs. None of these temporary facilities meets current National Bureau of Standards criteria for storage of archival records. Unless a new archival facility is constructed, the National Archives will be forced to store more records in archivally substandard space.

The National Archives has sought a new archival facility since 1970. The National Archives joined the Pennsylvania Avenue Development Corporation in the early 1970's in an attempt to secure a building site across Pennsylvania Avenue from the National Archives Building. The effort ended in 1979 when the proposal failed to receive the support of the Administrator of General Services. In 1983, the National Archives again tried to locate an appropriate downtown site; however,

tracts of sufficient size were no longer available. Consequently, suitable suburban sites were sought.

During 1987, the National Archives took the first steps toward construction of an archival facility in suburban Washington by contracting for a predesign study. In January of 1988, Summer Consultants, Inc., completed a design program to identify functional requirements and recommended the type and configuration of a building that will meet the special needs of the National Archives. The planners also prepared construction cost estimates and evaluated sites at Suitland, MD, and on the University of Maryland campus at College Park.

On September 22, 1988, the President signed Public Law 100-440, the Treasury, Postal Service and General Government Appropriations Act. It authorizes the National Archives to construct and finance a new facility known as Archives II.

Archives II will be constructed on a 33-acre site on the northwest end of the University of Maryland campus. The Federal Government will receive the use of this land without charge. In September of 1988, the National Archives completed an environmental assessment of the University of Maryland site, which concluded that the construction of the facility posed no major adverse impact on the environment.

The National Archives awarded a contract for the design of Archives II to the joint venture firm of Hellmuth, Obata & Kassabaum (HOK) and Ellerbe Becket in September. In conjunction with the Gilbane Building Company, which will serve as the construction quality manager for Archives II, the design team of HOK/Ellerbe Becket will offer three conceptual designs in December of 1988. Design will be completed in early 1990, and construction is scheduled to be completed in the fall of 1993. The National Archives will begin to move into Archives II in 1994.

Archives II will contain approximately 1.7 million square feet, including space for records processing and storage, research, preservation, administration, and mechanical support and other nonprogram space. There will be sufficient space to accommodate immediate storage needs, to provide storage for records from the main

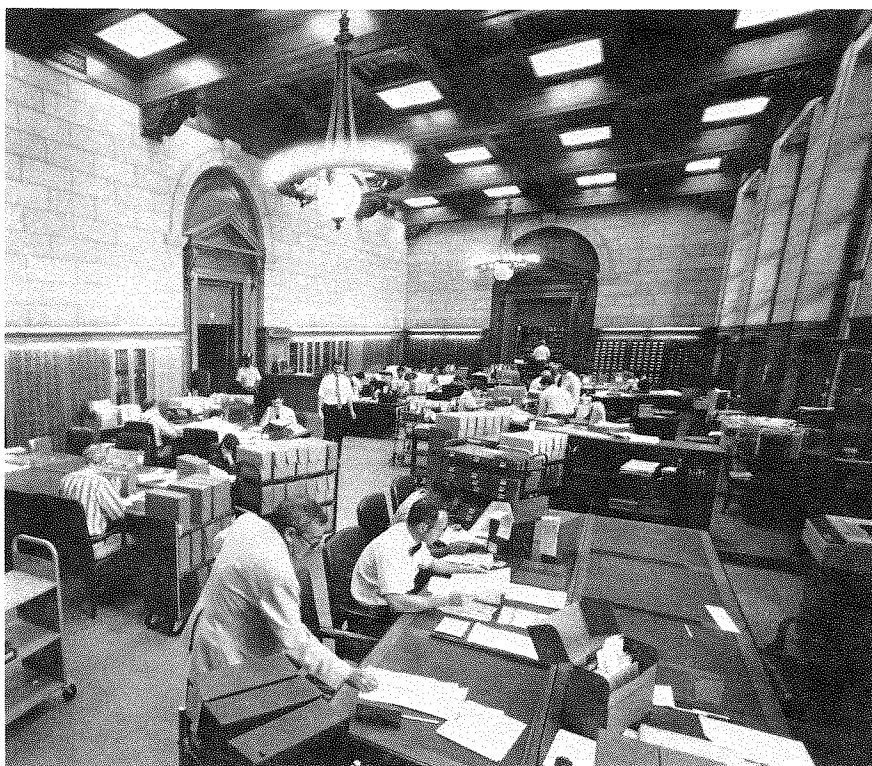
building during its renovation, and to accommodate new accessions of records through 2004. The agency's mission of preserving the records of the Government dictates periodic additions of new storage space. With this in mind, the building will be designed for easy expansion.

The new building is expected to house 600 employees initially and to receive 50,000 researchers annually. Guidelines for archival storage established by the National Bureau of Standards and the National Academy of Sciences will serve as the basis for records storage and environmental controls. The best of national and international guidance on reference services, building access, and security systems will be incorporated into the building design. Compact shelving will be installed to obtain maximum use of space.

The primary tenant of the new facility will be the Office of National Archives, which has custody of the permanently valuable records in the National Archives. In addition to textual records, all records on special media (such as photographs, film, drawings, maps, and computer tapes) will be processed, stored, and made available for research in the new facility. Paper preservation and special media preservation will be carried out in laboratories with the most advanced equipment.

Long-range space plans call for renovation of the existing National Archives Building following construction of the new facility. While both buildings will serve as research centers, the renovated National Archives Building will be the center for expanded public programs since its downtown location makes it more accessible to those visiting other cultural institutions and museums. The renovation will be guided by the plan drawn up by the architectural firm Shepley, Bulfinch, Richardson, and Abbott, Inc.

Some improvements to the National Archives Building could not wait for a future building renovation. During 1988, two major projects were undertaken. The first was to upgrade the heating, ventilating, and air-conditioning system to provide for archival temperature and humidity controls. This project was substantially completed. The second was to install fire dampers in duct risers as part of the fire suppression system, smoke



*The Central Research Room with fluorescent lights, before the restoration of the ceiling.  
(Photograph by Elizabeth Mallonee.)*



*The fluorescent lighting, which was installed in the 1960's, was removed this year and a sprinkler system was ingeniously installed in the holes resulting from the removal of the lights in the ceiling. Andrea Mones-O'Hara, Regional Historical Preservation Officer, GSA, supervised the meticulous restoration of the ceiling's original ornamental woodwork. Brian Blundell, a specialist in wood restoration, created a stencil to replicate the hand-painted surfaces in the ceiling to complete the restoration project. (Photograph by Andrea Mones-O'Hara.)*

detectors in the elevator lobbies, and additional sprinkler systems throughout the building. This project has also been substantially completed.

At the South Pickett Street facility, work was substantially completed to provide space for a new large film processor and a microfilm library. Improvements were made on the darkroom, and an entrance was completed for the physically handicapped.

The two-phased task of designing and constructing a new building and of modernizing the National Archives Building will remain the highest priority program of the Office for many years to come.

## Personnel Services

In order to expedite the hiring process for archival personnel, the National Archives asked the Office of Personnel Management for the authority to rate and certify suitable candidates for appointment in the competitive civil service. When OPM gave this authority to the National Archives in December of 1987, it provided that the National Archives would be responsible for rating and certifying candidates for Archivist,

GS-9/15 (nationwide), Archives Specialist, GS-9/15, and Archives Technician, GS-5 (DC area), for all Federal agencies. With its new authority, during the year the National Archives issued 10 certificates, including 2 to the Smithsonian Institution, for positions ranging from Technician, GS-5, to an Assistant Director, GM-15.

The most active register was the Archives Technician, GS-5. Having exhausted the register after two announcements, the National Archives is preparing a request to OPM for direct-hire authority whereby it can appoint any qualified applicant without regard to standing on the register.

## Significant Regulations

The Office prepares or coordinates all agency regulations that affect Federal agencies and the public. During the year, the National Archives issued several regulations. These included procedures for granting access to archival records that have been restricted because they contain information of a highly personal nature. The regulation allows researchers of biomedical statistics to request permission to use such records. All

requests will be reviewed by the Access Review Committee established by the National Archives to determine whether access should be granted and what conditions must be imposed to ensure the protection of individuals' privacy. Researchers who are granted access to restricted records are required to agree in writing to maintain the confidentiality of the information and to adhere to the conditions of access imposed by the National Archives. The National Archives must also review the final research product before publication or public presentation of the data to ensure that there is no possible identification of individuals in the research findings.

The Office also coordinated participation in several "joint rulemakings" where several agencies publish identical rules on a subject at the same time. Two of the regulations affected the NHPRC grant programs. "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" establishes Governmentwide fiscal and administrative conditions governing grants to State and local governments and to subgrantees that are State and local governments. The uniform regulations will reduce the burden of

regulation and paperwork on these grant recipients. "Nonprocurement Debarment and Suspension," which implemented Executive Order 12549, provides a uniform debarment and suspension system for nonprocurement programs, such as the NHPRC grant program. The regulation is intended to prevent waste, fraud, and abuse in Federal nonprocurement transactions. The third regulation, "Enforcement of Nondiscrimination on the Basis of Handicap in Federally Conducted Programs," affects all National Archives programs and requires the Archives to make its programs accessible to handicapped persons.

During the fiscal year, the agency developed two significant regulations that were still in the rulemaking process at the close of the fiscal year. A proposed rule to implement the Presidential Records Act was undergoing OMB clearance on September 30. The regulation will govern the administration of the Presidential records accumulated by President Reagan once he leaves office; it will also govern the administration of all Presidential records accumulated by succeeding Presidents. The regulation will establish procedures for providing advance public notice and description of any Presidential records determined by the Archivist of the United States to have only temporary value and, under certain circumstances, providing notice to the former President when restricted documents are to be disclosed.

A regulation directed to Federal agencies on transferring records to the National Archives was published as a proposed rule for public comment on

September 2, 1988. This regulation, which was developed by the National Archives Committee on Authorities and Program Alternatives (CAPA), will establish criteria for an agency head to consider in determining whether permanently valuable records more than 30 years old are still needed for current agency business.

## Program Evaluation

Management improvement studies of program and administrative activities, a program initiated by the National Archives 3 years ago, were continued during FY 1988. As in past years, a contractor was employed to conduct the studies. Two studies focused on overall management activities, while five others addressed the development of work-measurement standards. Use of the standards benefits the agency by improving operational efficiency and effectiveness and provides a basis for cash incentive awards to employees when performance consistently exceeds the standards.

The FY 1988 work-measurement studies, which established specific work-performance standards for approximately 155 employees, were conducted in four units responsible for public programs, such as oral and written reference, publications sales, and audiovisual sales. Another work-measurement study focused on processes and time involved in describing National Archives holdings. As a direct result of these studies, it is estimated that overall productivity in these five units will increase by 40 percent.

## Office of Management and Administration Staff

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Assistant Archivist _____	James C. Megronigle	523-3621
Deputy Assistant Archivist _____	Adrienne C. Thomas	523-3621
Director, Program Policy and Evaluation Division (Acting) _____	Stephen E. Hannestad	523-3214
Director, Budget and Finance Division _____	Patricia D. Dews	724-2730
Director, Personnel Services Division _____	Wilma J. 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



*Previous page: Appraisal archivist Wilda Logan Willis, of the Office of Records Administration, reviews records being shown to her by David H. Parker, Sr., the records officer for the Office of the Secretary of Transportation. (Photograph by Elizabeth Mallonee.)*

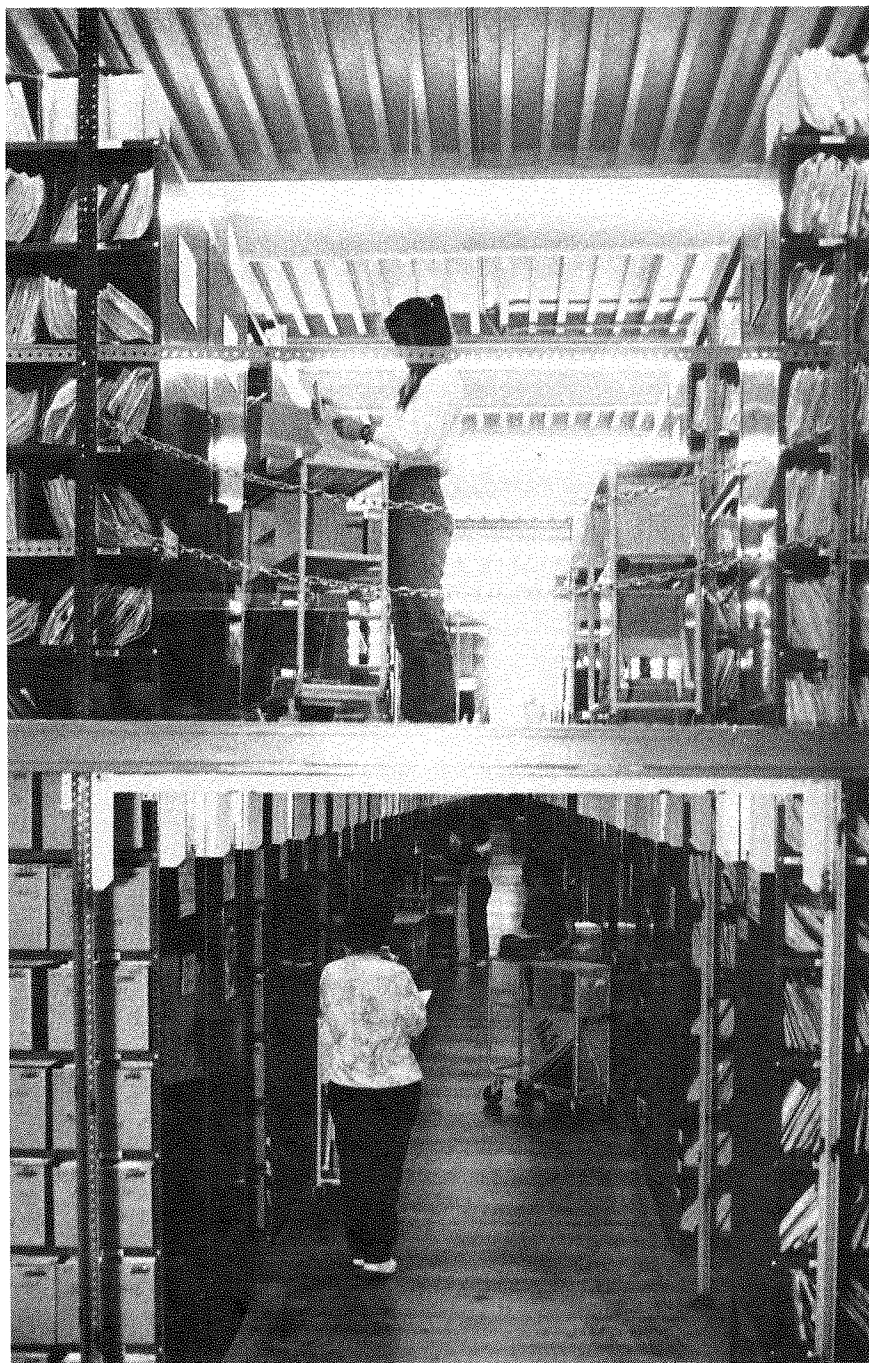


# Office of Federal Records Centers

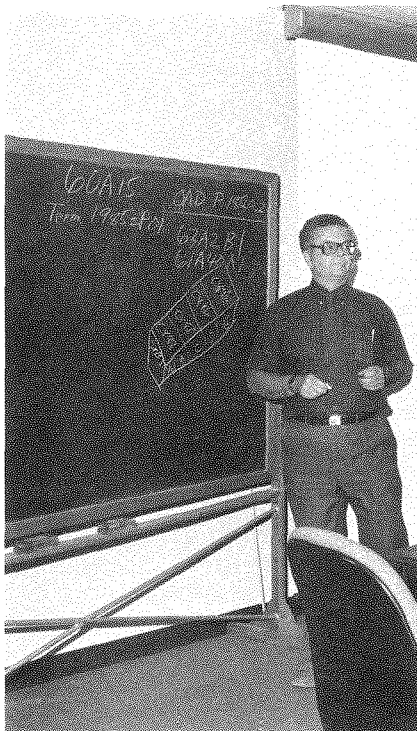
The Office of Federal Records Centers provides economical storage of and reference service on active and semiactive Federal records in 14 records centers throughout the country. In the past 15 years, the holdings have increased from 11.9 million cubic feet to 15.7 million cubic feet, which is indicative of the confidence Federal agencies have in the records centers' ability to provide economical storage. The centers provide a variety of services to the agencies, including the retrieval of records for reference purposes. 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 requested infrequently by agencies, but the records must be stored 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 this fiscal year, the records centers received 1.6 million cubic feet of records from Federal agencies. By storing these records in centers rather than in offices, Federal agencies realized a cost savings of \$16.08 for each cubic foot. Therefore, the savings that resulted from transferring records to the records centers this year was in excess of \$25 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 more than 870,000 cubic feet of records and transferred more than 40,000 cubic feet to the National Archives to be reviewed for permanent retention. The centers responded to 23.6 million reference



Employees at the San Francisco Federal Records Center, in response to requests by transferring agencies, retrieve records stored there. The 14 nationwide centers store records 14 feet high to achieve a compaction ratio of 5 cubic feet of records for each 1 square foot of floor space. Catwalks are installed, where appropriate, to increase reference productivity. The records centers system responded to more than 23 million reference requests this fiscal year. (Photograph by David Drake.)



James Farnell, archivist at the Washington National Records Center, provides records management training to Federal employees. The records centers provide training in managing files, disposing of records, and using the records centers' variety of services. (Photograph by Nancy Olds.)

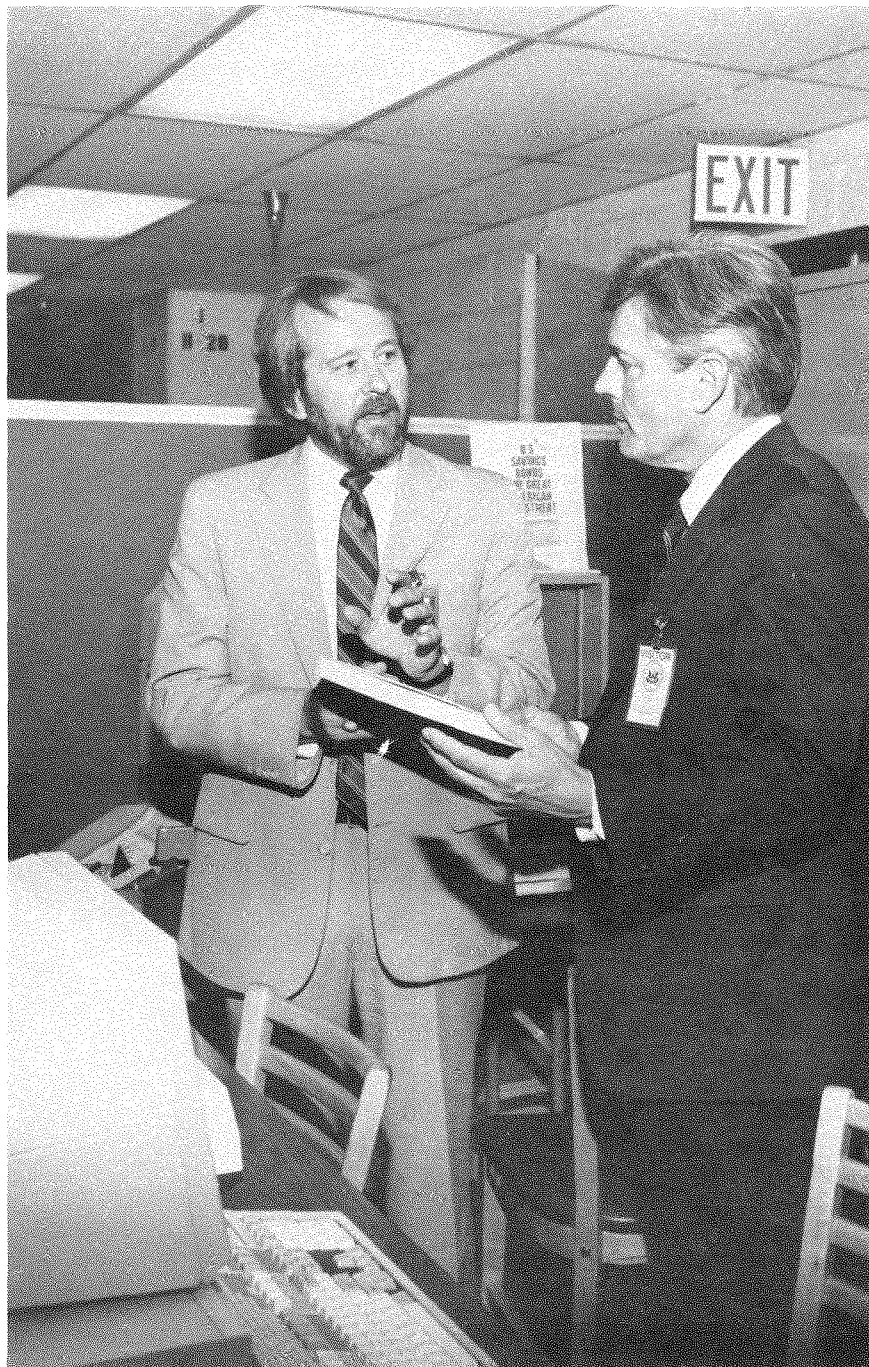
requests from agencies, of which 19.6 million pertained to IRS tax returns.

The records centers offer additional services, including a reimbursable micrographic program to agencies. Some 19.7 million images were filmed by the records centers in fiscal year 1988. The centers also offer files improvement and records disposition workshops to agencies. These workshops are designed to assist professional and clerical staffs in proper maintenance and disposition of office files. This year, more than 5,500 Federal employees attended these workshops, 37 percent more than the number participating in 1987.

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 1.2 million cubic feet of veterans personnel, medical, and related files. The personnel and pay records of former

civilian employees total more than 570,000 cubic feet. The Center answers nearly two million requests each year for information from former civil

servants and members of the military services and their families; these inquiries often relate to claims for benefits.



Paul D. Gray, Assistant Director for Military Records at the National Personnel Records Center in St. Louis, left, with U.S. Representative William V. Alexander, Jr. (D-AR), right. They are discussing the magnetic tapes recently bought by the National Archives from the National Research Council. The tapes were created from the records of the Office of the Surgeon General, Department of the Army, and will augment veterans records destroyed in a 1973 fire. The tapes contain data extracted from approximately 10 million hospital treatment records for Army and Air Force members, 1942-46 and 1950-54, and will greatly assist veterans in documenting medical treatment during these periods. (Photograph by Kevin McCarty.)



## Records Center Productivity

Records centers save money for the Government through low-cost, efficient storage of records and high-speed, efficient handling and servicing of the records while in center custody. More than 90 percent of the centers' resources are devoted to the receipt, shelving, referencing, removal, and disposition of the records.

In this fiscal year, there was a marked increase in these services over those of the previous fiscal year. In the largest

workload category, Internal Revenue Service reference services, productivity increased from 110,000 reference services per staff year in FY 1987 to more than 116,800 per staff year in FY 1988, an increase of almost 6 percent. The centers accessioned, or accepted, records at the rate of 33,878 cubic feet per staff year in FY 1988. Similarly, the National Personnel Records Center in St. Louis, MO, achieved a substantial increase in its unique function of reference service on personnel files. Last fiscal year, reference productivity measured 6,000 per staff year for

civilian personnel records and 6,300 per staff year for military records. At the close of this fiscal year, productivity had increased to 6,100 references per staff year for civilian personnel records and more than 7,100 references per staff year for military personnel records.

Increases of 3 and 8 percent respectively were achieved for the disposal of records and for reference activity related to records other than those of the IRS or military and civilian personnel. Disposal productivity increased from 30,000 cubic feet per staff year in FY 1987 to more than



*Vincent Thornton and Daniel Graham unload Federal records at the Washington National Records Center. The centers store more than 15 million cubic feet in 14 facilities nationwide. In FY 1988, the records centers took in 1.6 million cubic feet of records. (Photograph by Nancy Olds.)*

31,000 cubic feet per staff year for FY 1988. Productivity in the general reference category increased from 27,700 references per staff year in FY 1987 to 29,800 references per staff year in FY 1988.

These productivity increases resulted in substantial savings in personnel costs. Much of the savings can be attributed to continuing management attention to work methods and procedures, an awards system that rewards employees 25 percent of savings through increased productivity, and increased use of automation to reduce administrative overhead.

## Reimbursable Agreements

Reimbursable agreements have been negotiated with several Federal agencies to provide additional services on a nationwide scale. 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 (SSA), the Veterans Administration (VA), and the U.S. Postal Service (USPS). In addition, several agencies have negotiated reimbursable agreements with a single records center.

The IRS agreement accelerates the transfer of tax returns to the records centers. In many of the records centers, tax returns are received only 10 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 SSA agreement also lowers storage and servicing costs for 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. This fiscal year, SSA completed the transfer of an additional 75,000 cubic feet of active records to the Kansas City Records Center. In exchange, SSA reimburses the National Archives for all storage and document interfile costs at the records centers.

Similarly, the records centers assist the 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.

The agreement with the USPS provides for reimbursement for storage of USPS records in Federal records centers. It also provides for reimbursement for reference services performed by the National Personnel Records Center involving postal money orders and USPS personnel and pay records.

Additional reimbursable functions are performed at specific centers. The Washington National Records Center, for example, receives reimbursement for substantial reference service on passport records from the Department of State and for processing the records of the Government of the District of Columbia. The center in Dayton, OH, is reimbursed for reference on the Army Reserve and National Guard payroll records, and the center in Denver, CO, for the joint uniform military pay records of the Air Force.

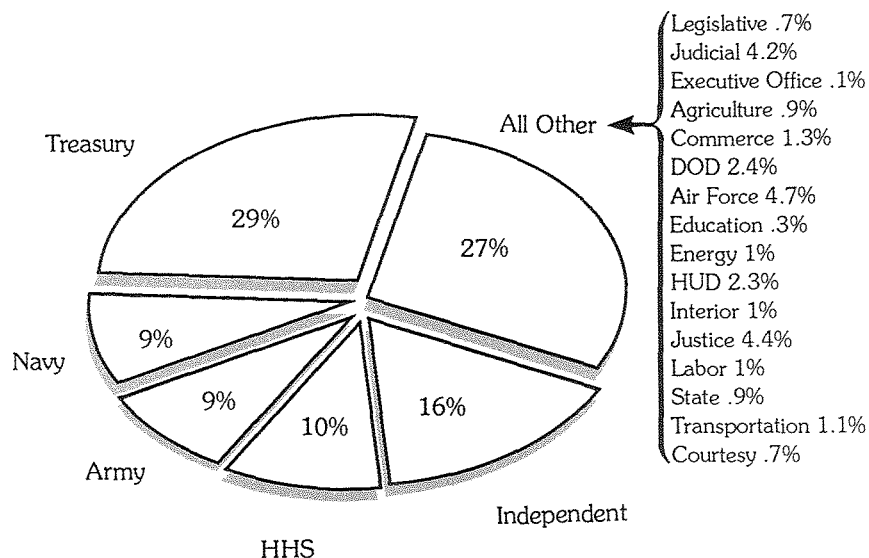
## Courtesy Storage of Papers of Members of Congress

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. Because these papers are personal property, they are removed from the centers when a Member leaves office. However, centers' staff are available to advise on the process of transferring these papers to permanent repositories.

## Cost Study of the Federal Records Centers Continues

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

## Federal Records Centers Holdings by Agency



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 study, the National Archives contracted with the accounting firm of Price Waterhouse. Price Waterhouse completed the management study in fiscal year 1986 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."

Price Waterhouse has completed the second phase of the study, which is the Performance Work Statement (a statement of work against which private sector companies will prepare bids) and the Quality Assurance Surveillance Plan. This plan is the standard of measurement for assessing the quality of a contractor's performance. Price Waterhouse has also begun to estimate the cost of continuing these storage and servicing activities with Government employees. It is expected that this study will be completed in 1989.

### **Office of Federal Records Centers Staff**

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Director, Policy and Systems Division _____	Lawrence J. Hines	202-653-8376
Director, Data Systems Center _____	Joseph Griffin	314-263-7150
Director, National Personnel Records Center _____	David Petree	314-263-7201
Director, Washington National Records Center _____	Ferris Stovel	301-763-7000

### **Federal Records Centers Directors and Locations**

Boston, MA _____	Director, Clifford G. Amsler	617-647-8745
New York, NY _____	Director, O. R. Whitelock	201-823-7161
Philadelphia, PA _____	Director, Charles T. Brogan	215-951-5588
Atlanta, GA _____	Director, Thomas G. Hudson	404-763-7438
Chicago, IL _____	Director, Robert L. Hutchinson	312-353-0164
Dayton, OH _____	Director, Denis P. Paskauskas	513-225-2878
Kansas City, MO _____	Director, Vacant	816-926-7271
Fort Worth, TX _____	Director, James W. Mouat	817-334-5515
Denver, CO _____	Director, Robert Svenningsen	303-236-0804
San Francisco, CA _____	Director, David C. Drake	415-876-9003
Los Angeles, CA _____	Director, Sharon L. Roadway	714-643-4420
Seattle, WA _____	Director, Steven M. Edwards	206-526-6501

# Office of the Federal Register

In the Office of the Federal Register, most of the staff works in open editorial space resembling the city room of a large metropolitan newspaper. Here are edited and compiled the daily *Federal Register*; the *Weekly Compilation of Presidential Documents*; the “slip laws” passed by Congress and signed by the President; the annual books of the *Code of Federal Regulations* (CFR), divided into four segments for quarterly revision and issuance; annual editions of *The United States Government Manual*, the *Public Papers of the Presidents*, and the *United States Statutes at Large*; periodic finding aids ranging from daily to annual; and various other publications carrying Government information, such as the *Privacy Act Compilation* and the *Guide*

to Record Retention Requirements in the CFR.

This year, pages of the *Federal Register* and the *Code of Federal Regulations* were up 5 percent over the previous year, and the slip law workload was the greatest in history. The staff also explored improved means of electronic production of publications and made progress toward other automation goals (see chapter 9).

## Services to the Federal Government

The Office of the Federal Register serves both the Federal Government and the public. For the Government, it is the central publication point for laws, Presidential documents, proposed and

final regulations, and official notices. Publications are distributed to all three branches of the Federal Government. Five copies of the *Federal Register*, for instance, are distributed daily to Members of Congress.

Special workshops, seminars, and training sessions were conducted by the Office this year to assist agencies in drafting and publication procedures. The staff worked closely with the Office of Management and Budget to coordinate the publication in the *Federal Register* of multiagency “common rule” documents.

The Office prepared an annual report on Federal agency organizational changes for the Senate Committee on Governmental Affairs; the report formed the basis for a committee print.



*The United States Statutes at Large* is one of many publications produced by the Federal Register in fiscal year 1988. Donald Zero, Gwen Henderson, William Smith, and Alfred Jones assign public law numbers and verify legal citations for the official text of laws. (Photograph by Elizabeth Mallonee.)

## Services to the Public

Twenty thousand public subscribers as well as Federal agencies, the Congress, the courts, and depository libraries received the daily *Federal Register* during the year. The pages of regulations, proposed regulations, Presidential directives, and official notices in the *Federal Register* this year totaled 51,512—a 5-percent increase over the previous year.

More than one million copies of individual CFR volumes were sold to the public, and another 200,000 copies were distributed throughout the Government. The number of pages rose to 107,844—also a 5-percent increase over the previous year. The number of CFR books increased from 168 to 188.

Because the regulatory information published through the Federal Register system affects so many areas of American life, public workshops are given by the Office. The workshops help a wide spectrum of users make full use of the publications and finding aids; 18 public workshops were held this year for 900 participants. Seven general sessions were held in Washington, DC, and eight more in other cities: Boston, Chicago, Denver, Kansas City (MO), New York, St. Petersburg, San Francisco, and Seattle. Two special workshops were conducted for document librarians in Florida and New York State.

Fifty-two issues of the *Weekly Compilation of Presidential Documents* were published during the year, as well as two hardcover books in the *Public Papers of the Presidents* series: the second book for 1984 and the first book for 1985, chronicling the Presidency of Ronald Reagan.

A record 3,781 pages of slip laws, the largest in history, were published

during the fiscal year. These included laws passed at either the first or second session of the highly active 100th Congress, for the fiscal year bridged parts of both sessions.

Because of the high volume of laws at recent congressional sessions, new processing procedures were instituted and additional resources were assigned to the slip law function to speed delivery of the printed laws. Two mammoth “hand enrollments”—bills passed and signed in assembled form before final printing—were among the laws processed at the end of the first session. The special proofing requirements of such “hand enrollments” are particularly time-consuming. The two volumes of the 1985 *United States Statutes at Large* also were published.

The 1988/89 edition of *The United States Government Manual*, an 896-page publication used extensively within the Government and a “best-seller” to the public, unveiled a new and easier-to-use format for listing key agency personnel throughout the Government.

A 5-volume set of the 1986 *Privacy Act Compilation* was published during the year. Because of a change made by the 100th Congress, this *Compilation* will be published biennially rather than annually after the edition for 1987 is issued. The *Compilation* describes systems of records maintained on individuals by Federal agencies.

A second supplement to the 1986 *Guide to Record Retention Requirements in the CFR* was published in the *Federal Register*. The new supplement used in conjunction with the 1986 *Guide* provides guidance to the public on which records must be kept, who must keep them, and how long they must be kept.

## Office of the Federal Register Staff

Director _____	John E. Byrne	523-5240
Deputy Director _____	Martha L. Girard	523-5240
Automation Services and Development Staff _____	Robert E. Jordan	523-5240
Legal Services Staff _____	Frances McDonald	523-4534
Director, Executive Agencies Division _____	Richard Claypoole	523-5240
Director, Presidential Documents and Legislative Division _____	Robert E. Lewis	523-5240



# Office of Records Administration

Federal agencies collect, create, and use vast amounts of information every day. The National Archives provides assistance to agencies in managing this information. Effective records management ensures that agency records adequately document the Government's activities, policies, and organization; that needed information is available to users; and that when records are no longer required for current use, the proper disposition is implemented. The Office of Records Administration is the National Archives' primary agent for helping agencies manage records. The Office has two divisions: the Records Appraisal and Disposition Division and the Agency Services Division.

## Appraisal and Disposition Activities

The Office of Records Administration determines the appropriate disposition for all Federal records, regardless of format. In the disposition process, Federal agencies work with archivists to develop records schedules. The agencies propose a retention period and a final disposition for records. National Archives appraisal archivists review and recommend approval or disapproval of the proposals to the Archivist of the United States. Determining which records warrant retention is one of the most important archival functions.

The scheduling process is the foundation of effective agency control of its records. Through proper implementation of schedules, agencies retain in office space only those records needed for current business. Other records that may be needed occasionally, or that must be kept for a period of time for legal or other reasons, may be retired to a storage facility, usually a Federal records center.

The schedules provide instructions for the final disposition of the records. In most cases, records are destroyed after their usefulness to the creating agency

has ceased. The schedules also identify records of continuing value that are to be preserved in the National Archives because they document the organization, policies, and activities of the Federal Government or because they contain information of high research value.

During FY 1988, archivists in this Office completed appraisal of more than 7,500 separate types or series of records. Some of the more important appraisal and disposition activities conducted during the year are discussed in the sections that follow.

## General Records Schedules

The National Archives published an expanded and revised version of the General Records Schedules (GRS), which provides disposition authority for types of records common to several or all agencies. The GRS enables Federal agencies to dispose of records without special National Archives approval. One highlight of the new GRS is its treatment of electronic records. The revision covers certain records created in office automation environments, as well as mainframe statistical applications. Other new items cover the Employee Medical Folder, information resources management triennial review files, the information collection budget, claims files, and performance records for Senior Executive Service officials. Since the revision incorporates all GRS changes approved since 1982, Federal agencies now have all current authorities in one document.

## Justice Department Litigation Case Files

This year, the National Archives completed the long-term project to appraise and schedule Justice Department litigation case files—135,000 cubic feet of which are stored at the Washington National

Records Center. The final report provides an overview of the 5-year project and describes the records, the appraisal methodology, and the findings and conclusions drawn from the appraisal. Schedules containing disposition standards for the different classifications of case files have been prepared for transmittal to the Department of Justice.

## Independent Counsel Records

During FY 1988, the records appraisal staff contacted four offices of Independent Counsel to ensure the preservation of their records. The Independent Counsel Reauthorization Act (Pub. L. 100-191; 101 Stat. 1293, Dec. 15, 1987) mandates the transfer of Independent Counsel records to the National Archives. Appraisal archivists met with officials from the Independent Counsel offices investigating former Attorney General Edwin Meese and former Assistant Attorney General Theodore Olson.

## Navy Department Records

National Archives appraisal archivists are working closely with the Navy on a long-term project to appraise all Navy records and update its 13-chapter records disposition manual. This year, two chapters were completed: chapter 1, which covers records relating to military personnel and the programs of Navy educational institutions, including the U.S. Naval Academy, and chapter 4, which pertains to all aspects of logistics, including foreign military assistance programs and ship maintenance and repair activities. Seven of the manual's 13 chapters have been fully updated. The National Archives also approved the disposition of records generated by Navy oceanographic, hydrographic, and meteorological activities.



## **National Security Agency Project**

In the spring of 1987, the National Archives and the National Security Agency (NSA) launched a joint effort to develop comprehensive schedules for NSA records. By the end of fiscal year 1988, this project had resulted in NSA's submission to the National Archives of eight schedules containing disposition authorities for nearly 800 series of NSA textual and nontextual, principally electronic, records.

## **Bureau of Labor Statistics Schedules**

The Bureau of Labor Statistics (BLS) has submitted over the past few years eight schedules to cover all its records. In fiscal year 1988, National Archives appraisal archivists completed review of two BLS schedules covering nearly 700 records series. The schedules were applied to BLS records at the Washington National Records Center. In addition, more than 1,000 cubic feet of records that were not covered by the schedules were appraised separately.

## **Bureau of Economic Analysis Schedule**

Over the past few years, the National Archives has been working with the Bureau of Economic Analysis (BEA) on the development of a comprehensive, up-to-date schedule for BEA records. During fiscal year 1988, the National Archives approved the schedule, which stands as a model of the integrated scheduling of electronic and paper records. In addition, an appraisal archivist applied the schedule to the BEA records at the Washington National Records Center and prepared schedules for older records not covered. National Archives staff are now working with the Bureau's Deputy Director for Management to effect rapid transfer of the electronic records scheduled for permanent retention.

## **State Department Records**

The Department of State maintains separately from its central file a category of records known as Lot Files. These records are of high research value because they include documents that pertain to important issues and events and to prominent State Department

officials. During FY 1988, archivists appraised about 500 cubic feet of nonrecurring Lot Files, and most were scheduled for transfer to the National Archives. The permanent records relate to a variety of subjects, including U.S. participation in the 1958 Brussels World's Fair, international activities to assist refugees and displaced persons during the World War II period, and the control of narcotics before World War II. In addition, the National Archives approved schedules for five major component units of the Department and applied these and other schedules to 2,000 cubic feet of records.

## **USIA Records**

The U.S. Information Agency (USIA) is preparing comprehensive schedules for all elements of the agency. This long-term project requires close cooperation between USIA and the Office of Records Administration. During this fiscal year, schedules were approved for all geographic bureaus, the Secretariat staff, the U.S. Advisory Commission on Public Diplomacy, the Office of the Inspector General, the Office of Congressional Liaison, the film festivals staff, the General Counsel, the Office of Research, and the Counselor.

## **Temporary Commissions**

The National Archives provides records management assistance to temporary committees, commissions, and boards established by Congress, the President, and Cabinet members. Upon termination of these bodies, records appraisal archivists are involved in the disposition of the records. This year, records of the following temporary commissions were appraised for transfer to the National Archives:

- The President's Commission on Privatization, created by President Reagan to examine the relationship and proper roles of the Federal and private sectors;
- The Presidential Commission on the Human Immunodeficiency Virus Epidemic (AIDS Commission), established to study the history and impact of the AIDS epidemic on American society; and
- The President's Chemical Warfare Commission, charged with reviewing the overall adequacy of the U.S. chemical warfare posture, especially whether or not the United States should

produce binary chemical munitions (nonlethal chemicals that combine to form lethal agents after launching).

## **Information Programs**

The Office of Records Administration develops a variety of resources for agency records managers to assist them in their records management programs. These resources may be developed to meet the information needs of a single group or agency or may be created to increase the awareness of all Federal employees of their responsibility to create and care for records.

## **The Records Administration Information Center**

The Records Administration Information Center was established in January of 1986. The Center continues to collect materials on the management of recorded information and to disseminate information to Government employees and others with records management responsibilities and concerns. Among the products available from the Center are packages of information on electronic records, records management position descriptions, and records management software.

## **Publications**

Publications now available cover a broad range of information management concerns. This year, the National Archives published the pamphlet *Records Management and the Law*, which concisely presents the responsibilities for records management that have been assigned to Federal agencies by various laws. In addition, two popular publications from earlier years were revised and reprinted. These are the booklet *Evaluating Files Maintenance and Records Disposition Programs* and the pamphlet *For the Record: Guidelines for Federal Records and Personal Papers*.

Records managers in Federal agencies are eager to share information with the National Archives and with each other about records management programs throughout the Federal Government. This year, the National Archives continued to publish a newsletter, *RECORDFACTS UPDATE*, which appears three times a year. The



Publications produced this year by the Office of Records Administration provide guidance and assistance to Federal agencies. (Photograph by Elizabeth Mallonee.)

newsletter provides information on National Archives programs and initiatives, agency records management programs, and available resources.

The National Archives publishes a series of records management posters for the use of Federal agencies. This year, a new poster was issued that illustrates some of the types and sources of Federal records that become part of the National Archives. The caption on the poster is "The National Archives—Entrusted with the Records of Our Nation's Government."

Studies were completed during FY 1988 that defined requirements for the development of an automated system that will assist both the National Archives and Federal agencies. The Records Administration Information System (RAIS) will provide automated capabilities for consistent and comprehensive scheduling of all records in Government custody. RAIS will

consist of a series of modules designed to improve control over the entire life cycle of all Government records, particularly those with permanent value.

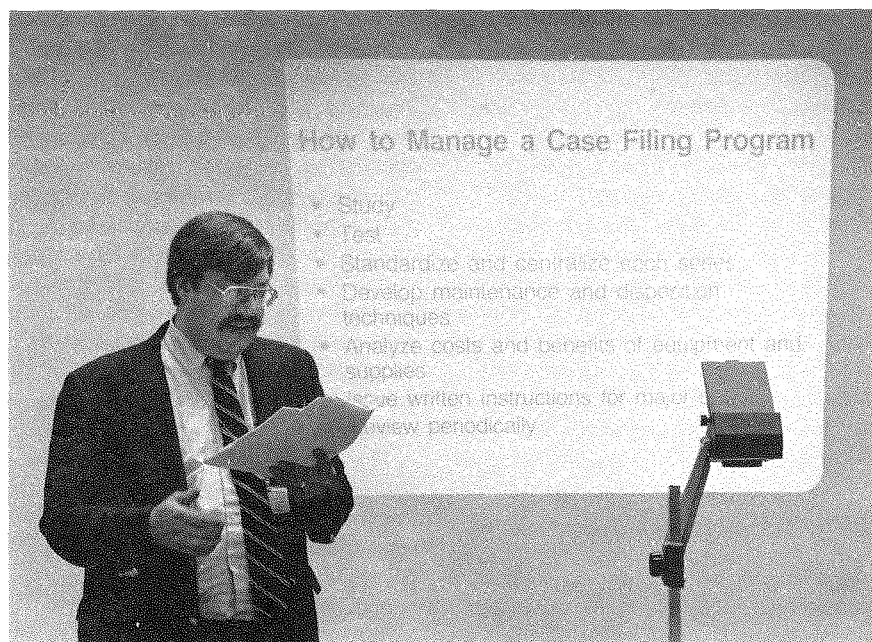
This year, the National Academy of Public Administration entered into a contract with the National Archives to perform a review of electronic recordkeeping in the Federal Government in terms of its current and potential effects on both the adequacy of the record and the evolution of records management methodology. A panel of distinguished experts from inside and outside Government has been convened to oversee the study, which will be completed in 1989.

## Training

The program to educate Federal employees about records and information management includes formal training courses, symposiums, and briefings for records and information management professionals. These educational activities are designed to appeal to many different, specific audiences.

### Training Courses

Compared to last year, the number of training courses nearly doubled and total enrollment increased from 193 to 335. Two new courses were added to



Charles Brett of the Agency Services Division instructs a class of Federal employees from various agencies in the fine points of files improvement. (Photograph by Nancy Olds.)

the basic courses "Files Improvement" and "Records Disposition." They are "Developing Records Schedules" and "Electronic, Audiovisual, and Microform Records." These courses were created in response to the needs expressed by agencies. Each was developed by National Archives staff and was presented to agency personnel in a "trial run" before formal implementation.

### **Other Training Services**

This year, the National Archives once again issued its annual *Directory of Records Administration Training Programs in the Washington, DC, Area* and provided consulting services to several agencies in planning their own classes. Briefings were provided to individual agencies on a variety of records management topics, and the Office staff were frequently featured speakers at conferences of professional associations, including the Data Administration Management Association and the National Association of Government Archivists and Records Administrators.

### **Agency Guidance and Assistance**

Under 44 U.S.C. 2906, the National Archives is charged with evaluating the records management programs of Federal agencies and developing and issuing appropriate regulations. When agencies need more specialized guidance, staff members provide technical assistance on a case-by-case basis.

### **Agency Visits With the Archivist**

Responding to an invitation from Dr. Wilson to the head of each Federal agency, agency directors, senior officials, and records officers from more than 40 agencies met with the Archivist during FY 1988. The visits strengthened the relationship between the National Archives and Federal agencies in managing current records and preserving permanently valuable records. Current records management issues, such as the life cycle of electronic records, were discussed at the meetings.

### **Regulations and Guidelines on Records Administration**

The National Archives issues regulations and advisory information on a wide variety of records management subjects, including adequate and proper documentation, files maintenance, records disposition, micrographics, and audiovisual, electronic, and vital records. These regulations are published in 36 CFR Parts 1220-1238. This year, comprehensive new regulations were drafted on electronic records management. These regulations address the creation, maintenance and use, and disposition of all electronic records, including numeric data files and data bases as well as text information in an office automation system. The National Archives also issued guidelines stating that optical disks are not currently an acceptable medium for the storage of permanent records to be transferred to the National Archives.

### **Evaluations**

The National Archives conducts records management evaluations in Federal agencies under the authority of 44 U.S.C. 2904. There are three types of evaluations: general evaluations of a single agency, special evaluations of a particular aspect of one agency's records management program, and comparative evaluations of the records management programs of a number of agencies. Among the program activities that are reviewed are records schedule coverage and application, adequate and proper documentation, files maintenance, and the handling of permanent records. The subject agency responds with a plan for implementing recommended improvements.

This year, the National Archives completed an evaluation of the Department of Energy (DOE) records management program. An evaluation team reviewed overall management of the program, the creation and maintenance of records, records disposition, records storage facilities, and retained archival records. The team visited 22 headquarters offices and 15 field offices.

The first in a new series of evaluations focusing specifically on the management of permanent records was conducted this year in the Bureau of

Land Management (BLM). BLM was found in many respects to have an effective program for ensuring that its activities are adequately and properly documented and for protecting its permanent records. In particular, it has a carefully managed program of caring for and updating its land status records and is in the process of planning an automated system to replace the current one. However, improvements are needed in the management of publications and of audiovisual, cartographic, and electronic records.

Descriptions of older archival records still in the custody of BLM and DOE were entered into a National Archives data base on retained records. The data base provides a centralized mechanism for recording and tracking older archival records that remain in agency custody, thus ensuring their eventual transfer to the National Archives.

### **The Intergovernmental Records Project**

In January of 1988, the Archivist appointed Frank B. Evans as Director and Marie Allen as Deputy Director of the Intergovernmental Records Project. The purpose of the project is to facilitate the exchange of descriptive information about records across levels of government, focusing on categories of records that have traditionally been dispersed among many archival institutions through historical accident or through the division of responsibility for administering Federal grants and programs. Descriptive information identified for these categories will be entered into a national online data base.

In its first year, the project has launched three major initiatives. A pilot program involving the National Archives and the State archives of Wisconsin and Virginia has begun testing procedures for the identification and description of seven categories of dispersed records. Each field branch is preparing a questionnaire to distribute to public and private repositories in its region, focusing on these same categories of divided archives. The National Archives is also participating in the NHPRC-funded Government Records Project, consisting of representatives from 16 State and local archival institutions.

The Intergovernmental Records Project is part of the Archivist's

commitment to address archival issues from a national perspective. In an era in which the paperwork explosion has multiplied the quantities of records without similarly increasing the resources of archival agencies, cooperative endeavors, such as those

represented by this project, offer the possibility of developing more systematic and coordinated appraisal and retention procedures, sharing in the development of standards for using new technology systems, and enhancing the usefulness of existing records descriptions.

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

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Assistant Archivist _____	James W. Moore	724-1453
Deputy Assistant Archivist _____	Frank B. Evans	724-1453
Director, Agency Services Division _____	Mary Ann Wallace	724-1453
Director, Records Appraisal and Disposition Division _____	Kenneth F. Rossman	724-1457

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# The Public and the National Archives



*Previous page: Mr. and Mrs. Samuel Mihara of Huntington Beach, CA, stand in front of a photograph taken of Mrs. Mihara as a young girl just before she was sent to a Japanese relocation camp in 1942. The photograph was part of "The American Experiment: Living With the Constitution," a major National Archives exhibition celebrating the 200th anniversary of the Constitution. (Photograph by Susan Amos.)*

# 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. Authority for the exercise of these functions stems from Title 44, U.S.C., Chapters 21, 31, and 33.

## Accessions and Openings

The holdings of the National Archives continued to grow during FY 1988. The staff accessioned approximately 34,000 cubic feet of additional material. The permanent records now constitute approximately 1.6 million cubic feet, including:

- 4 billion textual (paper) documents
- 111,000 reels of motion picture film
- 162,000 sound recordings
- 5.3 million still pictures
- 1.8 million maps and charts
- 8,932,274 aerial photographs
- Over 1,000 reels of magnetic computer tape

Among the openings of records this year, those relating to U.S. Army Vietnam (USARV) generated the most interest. On April 27, the first segment, comprising approximately 4,000 cubic feet (12 million pages), was opened to the public for research. Divisional records opened at this time include those of the 1st, 4th, 9th, 23d, and 25th Infantry Divisions; the 1st Brigade, 5th Infantry Division; the 3d Brigade, 82d Airborne Division; the 101st Airborne Division; and the 1st Cavalry Division (Airmobile). Records of other brigade units opened include those of the 173d Airborne Brigade (Separate); the 196th, 198th, and 199th Infantry Brigades (Light); and the 11th Armored Cavalry Regiment. Records of combat units below the brigade level that are



William Murlin, a Bonneville Power Administration (BPA) employee, displays vintage acetate disks of songs by folksinger Woody Guthrie that BPA presented to the National Archives in a ceremony on October 15, 1987. (Photograph by Nancy Olds.)



Assistant Archivist for the Office of the National Archives Trudy H. Peterson (center) witnesses Don M. Newman, Under Secretary of Health and Human Services (HHS), signing documents that transfer HHS records relating to its celebration of the 200th anniversary of the Constitution. Suzanne White, historian of the Food and Drug Administration, also witnessed the signing on April 7, 1988. (Photograph courtesy of Health and Human Services.)





*"Battle of Ap Gu, March 31-April 1, 1967." Lt. Col. Alexander Haig is pictured at left. This photograph is from the organizational history files, 1st Infantry Division, which is part of the 4,000 cubic feet of materials of the U.S. Army Vietnam (USARV). This segment of records, which is part of a larger collection of approximately 24,000 cubic feet of records created between 1954 and 1975 and constitutes the central documentary records on the USARV in Southeast Asia, was opened for research in the Military Field Branch on April 27, 1988. Other segments will be opened in 1990 and 1992. (Photographer unknown.)*



available for research include those performing infantry, armor, aviation, artillery, and cavalry functions, and those support units performing engineering, signal, maintenance, and medical functions.

These records are part of a larger collection of approximately 24,000 cubic feet of records created between 1954 and 1975 by USARV, U.S. Military Assistance Command—Thailand (MACTHAI), and U.S. Military Assistance Command—Vietnam (MACV). Together they constitute the central documentary record on the war in Southeast Asia. The next segment of these records, approximately 15,000 cubic feet, will be opened in April of 1990.

## Reference

Staff members provide reference service on records by:

- responding in person, over the telephone, and in writing to requests for information from or about records;
- making original records available to researchers in research rooms;
- providing researchers with copies of records for a fee;
- preparing microform publications of heavily used series of records; researchers may purchase the publications from the National Archives or use them in National Archives research rooms.

During this fiscal year, the staff responded to 514,083 oral and written requests for information from or about the records holdings. The responses consisted of 246,074 oral replies and 268,009 written responses.

In FY 1988, the Office of the National Archives had 207,921 visits to the research rooms: 106,799 in the Washington, DC, area and 101,122 in the 11 field branches.

Following the decision of the 100th Congress to compensate Japanese Americans interned during World War II, the Office received an unprecedented volume of requests for information from the records of the War Relocation Authority. The requests were arriving at a rate of 1,000 per week by June. A special team worked to respond to these requests through August. In September, the Department of Justice assumed the burden of verifying internment. This year also saw a significant growth in the



Canadian judges examine the original wax seal and silver skippet of the Canada-Alaska boundary treaty. Dr. Milton Gustafson, Chief of the Diplomatic Branch (second from right), explains the significance of the treaty. The jurists were briefed at the National Archives as part of a meeting of Canadian and U.S. Federal judges sponsored by the Federal Judiciary Center, October 19, 1987. (Photograph by Nancy Olds.)

cable television industry, which often includes historical film in its programming. As a result, the Motion Picture, Sound, and Video Branch experienced a 57-percent increase in reference.

To promote research access, the National Archives completed 16 microfilm publications and published two major finding aids for large groups of records. The records filmed cover the full range of Federal activities, including Journals of the U.S. Senate, U.S. district court records, and records of the Departments of War, State, and Justice. The finding aids provide detailed information about the records of the Department of the Interior and the accounting officers of the Department of the Treasury. As part of an effort to share knowledge with State archives, the National Archives published its third Technical Information Paper, *Cold Storage for Color Film Materials* (see appendix P).

The National Archives has traditionally been a leader in providing training in the archival profession. As part of this continuing effort, the National Archives Library established the Archives and Libraries Information Center (ALIC), which will provide bibliographic information on the library's

collection of professional archival literature.

This year was one of renovation, expansion, and restoration in some public areas of the National Archives Building. For instance, the Central Research Room was returned to its original design and ambiance, while modifications to the research tables improved security. A major expansion and renovation of the research room at the Washington National Records Center were also completed this year.

Minor flooding associated with the installation of a new sprinkler system in the National Archives Building and a fire at the Washington National Records Center tested the National Archives' disaster recovery plan. In both instances, quick action and emergency preservation measures prevented serious damage to 6,700 posters and 1,300 cubic feet of textual records.

## ODISS

Since 1940, the National Archives has microfilmed selected groups of records that have high research value. The chief purposes of the program are to make archival sources more easily accessible to libraries, research centers, scholars, and the general public and to

prevent damage to original records through heavy reference use. While microfilm serves these purposes, advances in techniques of image reproduction led the Archivist to establish a project to test the applicability of digital imaging technology as a means of preserving and increasing accessibility to records.

The Optical Digital Image Storage System (ODISS) pilot project involves the digitizing of the compiled service records of Confederate soldiers who served in organizations from the State of Tennessee. The project began this year with staff preparing the records and performing the necessary preservation actions. Training and actual operations began in June. If the ODISS pilot project proves successful, the technology may offer an alternate way to preserve and make available the wide range of heavily used records in a national network of remote terminals throughout the United States. (See chapter 9 for further details.)

## Legislative Archives Division

The Legislative Archives Division of the National Archives continued to work closely with a number of congressional offices on critical records projects during FY 1988. The Division also prepared for the 200th anniversary of the U.S. Congress.

### Iran-Contra Records

The Legislative Archives Division received 125 cubic feet of records from the Senate Select Committee on Secret Military Assistance to Iran and the Nicaraguan Opposition (Iran-Contra Affair). The records include the public hearings transcripts, committee press releases, and videotapes of the hearings. These records are available to the public. The remaining records from the Senate Iran-Contra Committee are in the custody of the Senate Select Committee on Intelligence and are not available to the public for 20 years.

The Division also received 530 cubic feet of records of the House of Representatives Select Committee to Investigate Covert Arms Transactions with Iran (Iran-Contra Affair). The records include investigation files, depositions, legal papers, memorandums, and correspondence of

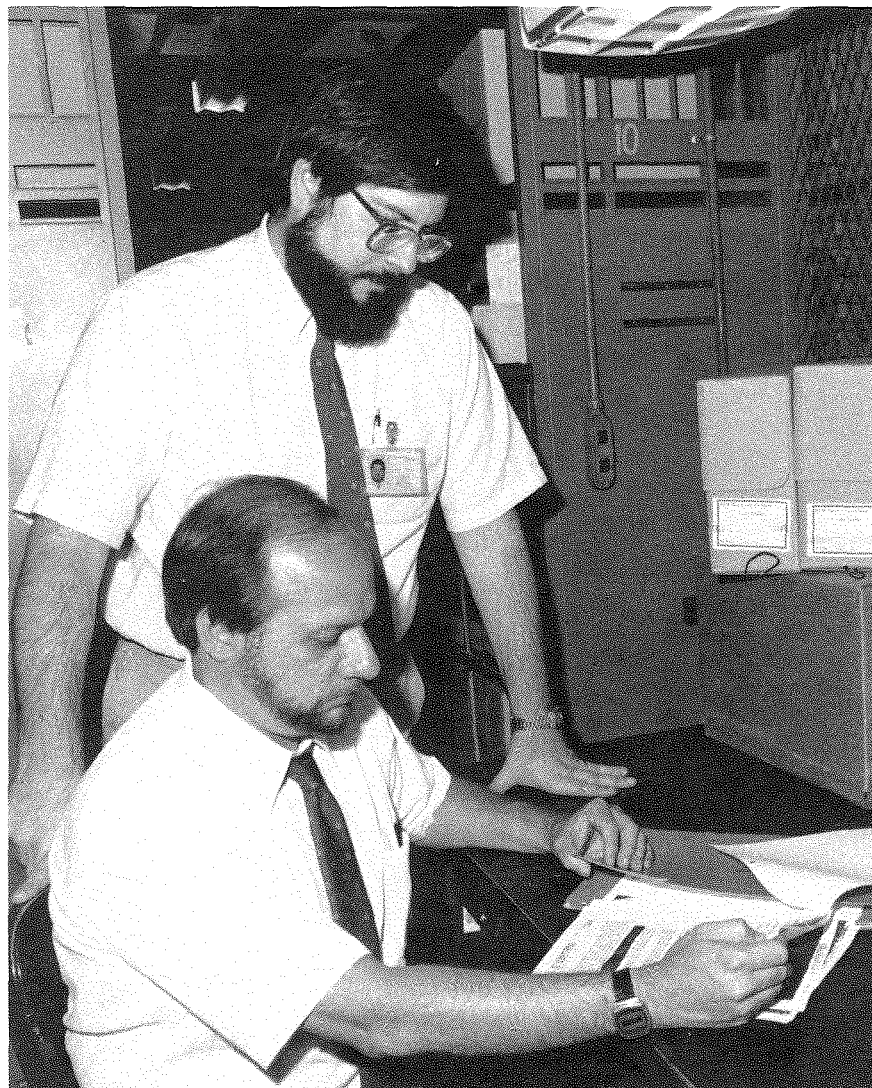
the select committee. These records are closed for 50 years under present House rules. The House Iran-Contra Committee is publishing 40 volumes of appendixes to the *Report of the Congressional Committees Investigating the Iran-Contra Affair*. The volumes include declassified depositions, source documents, and a chronology of events. They will be available for use at the National Archives Library and at depository libraries nationwide.

### Reference

Because the congressional records in the Division serve as the historical

memory for the committees of the House and the Senate, the Division is often called on to lend records to congressional committees for current legislative business. The Division Director and the Director of Congressional Relations Staff met with staff members of each committee throughout the year to discuss records matters and the programs of the National Archives and the Legislative Archives Division, and to ensure that loans of records to committees were correctly and promptly made and returned.

Public interest in the historic records of Congress continued to increase.



Archivist Robert Coren, standing, and Archives Technician John Lemanowicz, of the Legislative Archives Division, review declassified records of the U.S. Senate Select Committee on Secret Military Assistance to Iran and the Nicaraguan Opposition. These records are part of 125 cubic feet of records accumulated by the Senate Select Committee during the investigation, which were transferred to the National Archives in February of 1988. (Photograph by Amy Young.)

Family historians seeking information from the Southern Claims Commission records within the records of the House of Representatives are the most numerous users of congressional records. This year, scholarly researchers focused on the Joint Atomic Energy Committee records and the development of atomic weapons, the Senate Foreign Relations Committee records and U.S. post-World War II foreign policies, and the Senate Internal Security Subcommittee records and the McCarthy era.

### **Videotapes of Congressional Proceedings**

An agreement was reached in January of 1988 between the Clerk of the House, the Archivist, and the Librarian of Congress to ensure that videotapes of the floor proceedings of the House from 1983 to the present will be transferred to and available at both institutions. Senate Resolution 459, passed by the Senate on September 14, 1988, provides for the transfer of the videotapes of the Senate floor proceedings to both institutions. The Senate began taping its sessions in 1986.

### **House 50-Year Rule**

The Archivist and others testified before the House Subcommittee on Rules of the House on June 15, 1988, in favor of House Resolution 419, which would reduce the restriction on access to House records to 30 years. The resolution passed both the subcommittee and the full Rules Committee, but was not approved by the full House during the 100th Congress.

### **Projects**

Several major projects in the Division were completed during the fiscal year. The microfiche publication of the records of the Southern Claims Commission (M1407) is available in the Microfilm Reading Room. The publication includes the files of more than 15,000 claimants on 4,829 individual fiche.

The holdings maintenance project of unfolding, flattening, and refiling in acid-free containers the 19th-century congressional records reached the 46th

Congress (1881) records at year's end. Approximately 1,900 cubic feet of records were processed by the Division holdings maintenance staff in FY 1988.

### **Bicentenary of Congress**

The writing of two guides to the records of the House and the Senate at the National Archives for the Bicentenary of Congress was almost completed during the fiscal year. The more than 50 chapters describe the records of each committee as well as the administrative records of Congress. The guides will be published in February of 1989.

The Division is also assisting in the preparation of a number of publications and exhibits related to the bicentennial celebration. The exhibitions at the Senate Russell Building, the House Cannon Building, the Library of Congress, several museums in Washington, and the National Archives will include records from both Houses. The year-long celebration will include many events to highlight the history and the records of Congress at the National Archives.

### **Records Declassification**

The Office of the National Archives performs two kinds of declassification activities—systematic review and researcher-initiated review:

#### **Systematic Review**

Pursuant to Executive Order 12356, the staff reviews security-classified records and donated historical materials in the custody of the National Archives and Presidential libraries using guidelines prepared by Federal agencies having jurisdiction over the information. These guidelines provide the National Archives with the authority to review

systematically and to declassify most records more than 30 years old. Many records from the cold war era require page-by-page review. Documents containing information that remains sensitive are withdrawn and are not available to researchers until they are reviewed again and ultimately declassified. Declassified documents and parts of documents declassified by agency direction are placed in files as soon as possible.

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

When researchers are confronted with notices of withdrawal of security-classified information, they may formally request a declassification review. These requests are submitted under the provisions of the Freedom of Information Act or under the mandatory review provisions of Executive Order 12356. The National Archives refers the security-classified documents to the responsible agency. The agency then reviews the documents for possible release in whole or in part. Researchers also may request an informal review of records not previously reviewed for declassification. If the records are more than 30 years old, the agency declassification review guidelines are applied and many of the classified records are promptly released.

Much of the systematic declassification accomplished this year is the result of two continuing efforts funded in part by the agencies whose records were reviewed:

(1) Almost one million classified pages of pre-1955 headquarters records of various agencies that preceded the Agency for International Development were reviewed. Only 23,000 pages were determined to require continued security protection.

	<b>Classified Pages Reviewed</b>	<b>Pages Withdrawn</b>	<b>Pages Declassified</b>
Systematic	2,880,124	167,663	2,712,461
FOIA Review	97,939	26,450	71,489
EO 12356 Review	30,432	23,019	7,413
Totals*	3,008,495	217,132	2,791,363

\*These figures include declassification review performed by the Office of the National Archives and the Office of Presidential Libraries.

(2) About 370,000 classified pages from the Department of State's central decimal files, 1955-59, and various Lot Files through 1959, were reviewed. Almost 56,000 pages were found to require continued security protection among these records. The records reviewed this year primarily related to East Asia and the Pacific and Western Europe.

More than 17 million pages of records, containing both classified and unclassified documents filed together, were examined in 1988. These reviews included 5.5 million cross-reference sheets to the 1941-47 records of the Adjutant General of the Army; records of the Panama Canal Administration, 1935-60, and the wartime Military Government in Hawaii; and alien internee case files, 1941-47.

## National Archives Field Branches

The Office of the National Archives operates 11 field branches in or near 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. These repositories accession, from Federal offices across the country, records that relate to the local and regional history of a particular area, such as the Tennessee Valley Authority or the Government of American Samoa. They include records of U.S. district courts and courts of appeals and of U.S. attorneys and marshals.

During this fiscal year, the field branches accessioned 18,574 cubic feet of records. This brings the total holdings of the field branches to 382,382 cubic feet.

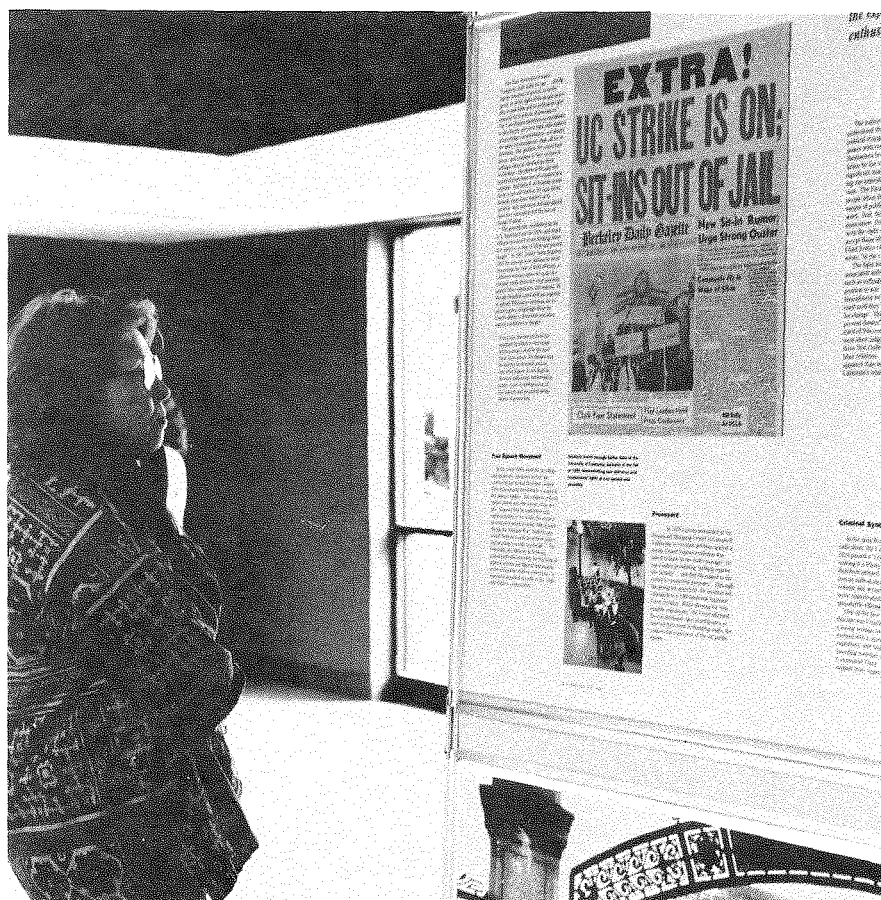
To make the holdings of the National Archives as accessible as possible, the branches have reference copies of those National Archives microfilm publications most in demand. These publications include all Federal population census schedules, 1790-1910; selected military service and pension records; selected passenger arrival lists; 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 49,000 rolls of microfilm.

Because of these locally and nationally significant records and microfilm copies, the field branches attract a large number of researchers, more than 101,000 in FY 1988.

During this fiscal year, the Office continued to improve the quality of space that some field branches occupy. Renovation of office and research space in the Kansas City Branch was completed during the year, and action was begun to relocate the branch to a site closer to local cultural and educational institutions. Construction of office space for the Director of the San Francisco Branch was completed during the fiscal year. Significant progress was made on relocating the New York Branch from its location at the Military Ocean Terminal, Bayonne, NJ, to a more accessible site in lower Manhattan. An appropriation to cover the cost of the move was approved by Congress at the end of the fiscal year, and the General Services Administration office in New York City carried out a market

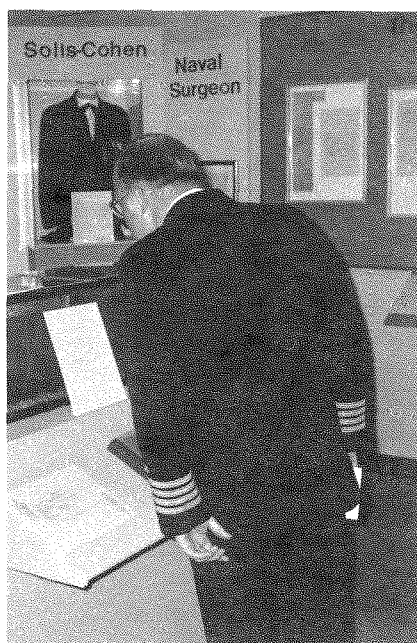
survey of possible new sites for the Branch and identified those sites that will be explored further in FY 1989. Final plans for expanding the archival storage area of the Fort Worth Branch were drawn; actual construction is expected to begin next year.

The field branches have continued to reach out to their local communities. In FY 1988, the branches conducted 105 genealogical workshops for 2,218 people. They also conducted 15 workshops for 985 teachers on how materials from the National Archives can be used in curriculum development. In addition, the staff delivered 165 speeches to colleges, genealogical groups, schools, and professional associations, reaching a total of 7,305 people; sponsored 140 tours and open houses of their repositories for 1,876 people; and provided extensive technical assistance to Federal, State, and local agencies and to private organizations. During the year, the field branches displayed exhibitions at 44



Visitor to the National Archives—San Francisco Branch viewing "Fulfilling the Promise: The U.S. Constitution in California Life," a traveling exhibition cosponsored by the National Archives—San Francisco Branch and the American Civil Liberties Union, June 6, 1988. (Photograph by Waverly Lowell.)





*Capt. Jack B. Austin, Commanding Officer, Philadelphia Naval Station, viewing artifacts from the ship Modern Greece at the opening of "The Spoils of War: Running the Blockade During the Civil War," an exhibition of Civil War prize cases at the National Archives—Philadelphia Branch, January 28, 1988. (Photograph by Robert J. Plowman.)*

governmental, educational, or cultural institutions across the country. An indispensable part of the branches' outreach activities is the volunteer force, which grew this year from 283 to 339.

During the year, the field branches began planning a major nationwide commemoration of the 200th anniversary of the Judiciary Act of 1789, to take place in late 1989. The branches, which maintain the historically valuable records of the U.S. district and appeals courts, will mark the 200th birthday of the act with a poster exhibition to be displayed in Federal courts, schools, public libraries, and other cultural institutions; a poster facsimile of the Judiciary Act to be sent to all Federal judges; radio broadcasts about significant cases, events, and court officials in each region; publications and articles about the courts and the court records in the branches; mock trials, naturalization ceremonies, and other public events on or about September 24, 1989; essay contests; and open houses.

Planning also began for activities to mark, in 1989, the 20th anniversary of the establishment of the field branches.

## Field Branch

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

Director: Robert C. Morris  
**National Archives—New York Branch**  
 Building 22—Military Ocean Terminal  
 Bayonne, NJ 07002-5388  
 201-823-7252

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

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

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

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

Director: Kent C. 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

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

## States Served

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

New Jersey, New York, Puerto Rico, and the Virgin Islands

Delaware, Pennsylvania, Maryland, Virginia, and West Virginia

Alabama, Georgia, Florida, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

Iowa, Kansas, Missouri, and Nebraska

Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming

Arizona, the southern California counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura; and Clark County, Nevada



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Director: Waverly B. Lowell  
**National Archives – San Francisco Branch**  
1000 Commodore Drive  
San Bruno, CA 94066  
415-876-9009

California, except southern  
California, Hawaii, Nevada,  
except Clark County, and the  
Pacific Ocean area

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

Alaska, Idaho, Oregon, and  
Washington

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### Office of the National Archives Staff

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Assistant Archivist _____	Trudy H. Peterson	202-523-3130
Deputy Assistant Archivist _____	Michael J. Kurtz	202-523-3130
Director, Field Archives Division _____	John M. Scroggins	202-523-3032
Director, Records Declassification Division _____	Edwin A. Thompson	202-523-3165
Director, Civil Archives Division _____	Daniel T. Goggin	202-523-3108
Director, Central Information Division _____	Milton Gustafson	202-523-3141
Director, Legislative Records Division _____	R. Michael McReynolds	202-523-4185
Director, Military Records Division _____	(Vacant)	301-763-1083
Director, Preservation Policy and Services Division _____	Kenneth E. Harris	202-523-3159
Director, Special Archives Division _____	William H. Cunliffe	202-523-3208

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# Office of Presidential Libraries

The Office of Presidential Libraries administers eight Presidential libraries and the Nixon and Reagan Presidential-Materials Projects staffs. The libraries preserve the papers and other historical materials of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Ford, and Carter. In

addition to making these materials available for the widest possible use by scholarly researchers, the libraries offer programs designed to give the general public a better understanding of individual Presidents, the institution of the Presidency, and the American political system as a whole.

## Establishment of a Presidential Libraries Advisory Committee

This year, the Archivist established the Advisory Committee on Presidential Libraries consisting of nine members who have been closely associated with



On May 12, Dr. Wilson announced the establishment of the Advisory Committee on Presidential Libraries. The nine-member committee met for the first time at the National Archives Building on November 11, 1988. Pictured here are committee members and National Archives representatives. Left to right: John Fawcett, Assistant Archivist for Presidential Libraries; Harry J. Middleton, Director of the Johnson Library; Robert J. Lipshutz, attorney and treasurer of the Carter Presidential Library, Inc.; Don W. Wilson, Archivist of the United States; George M. Elsey, president emeritus of the American Red Cross; Caroline B. Kennedy, president of the Kennedy Library Foundation; W. Thomas Johnson, publisher of the Los Angeles Times; David Eisenhower, University of Pennsylvania faculty; Martin J. Allen, Jr., banking executive and director of the Gerald R. Ford Foundation; William J. vanden Heuvel, president of the Franklin and Eleanor Roosevelt Institute; Claudine J. Weiher, Deputy Archivist of the United States; and Jeremiah Milbank, president of the J. M. Foundation. (Photograph by Susan Amos.)

the development and operation of the Presidential libraries. The Committee's twofold purpose is to recommend to the Archivist ways in which the libraries' programs can more effectively reach the public at large and to advise the planners of future Presidential libraries. Advisory Committee members are: Martin J. Allen, Jr., banking executive and chairman of the board of the Gerald R. Ford Foundation; David Eisenhower, grandson of the former President and author of a recent biography of him; George M. Elsey,

president emeritus of the American Red Cross, who was instrumental in the development of the Truman Library; W. Thomas Johnson, publisher and chief executive officer of the *Los Angeles Times* and president of the Lyndon Baines Johnson Foundation; Caroline B. Kennedy, daughter of the late President and president of the Kennedy Library Foundation; Robert J. Lipshutz, attorney, who serves as treasurer of the Carter Presidential Library, Inc.; Jeremiah Milbank, president of the J. M. Foundation, who has supported

Hoover Library activities and who is involved with the development of the Nixon and Reagan Libraries; Frederick J. Ryan, Jr., Assistant to the President and a member of the board of directors of the Ronald Reagan Presidential Foundation; and William J. vanden Heuvel, former U.S. ambassador and currently president of the Franklin and Eleanor Roosevelt Institute. The committee will hold its first meeting at the National Archives in fiscal year 1989.



Following the meeting at the National Archives, committee members met with President Reagan at the White House to discuss plans for the Reagan library. From left to right: Caroline B. Kennedy, William J. vanden Heuvel, Don W. Wilson, and Ronald Reagan. (Photograph by Pete Souza.)



## Progress on the Reagan Library

In accordance with the Presidential Libraries Act of 1986, the Archivist submitted to Congress on May 9, 1988, a report that included the Ronald Reagan Presidential Foundation's offer to construct a \$43 million facility in Simi Valley, CA, and make it available to the Government without title; the foundation's assurance of continued financial support of the library's public programs; and an estimate of \$1.8 million as the annual cost to the National Archives for maintaining, operating, and protecting the library. On August 9, 1988, after the report had lain before Congress for 60 days of continuous session without action, the Archivist was automatically empowered

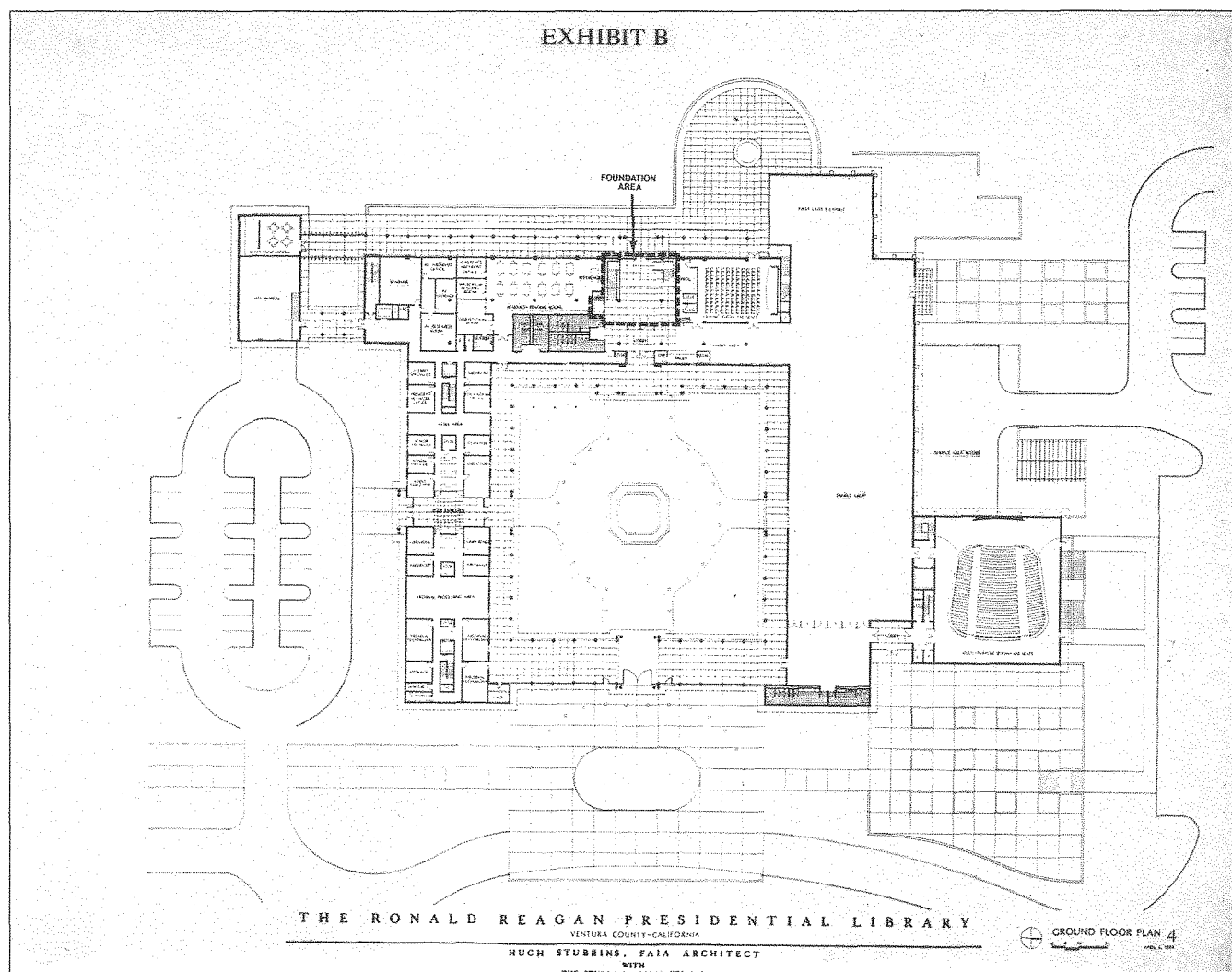
to accept the foundation's offer. Officials of Stubbins Associates, Inc., the architects of the library, met several times during the year with the Office of Presidential Libraries staff to discuss refinements in the design of the building that will enable it to meet standards set by the Archivist.

From the end of the Reagan administration in 1989 until the completion of the library in 1991, the Reagan materials will be stored at two sites in the Los Angeles area. The Office of Presidential Libraries worked with the General Services Administration to secure space in a building in west Los Angeles and in the facility that houses the National Archives field branch and records center in Laguna Niguel. Both buildings are undergoing modifications that will make

them suitable for the preservation of some 60 million pages of records, 23,000 three-dimensional objects, thousands of still pictures, and hundreds of hours of motion picture film, audiotape, and videotape.

## Accessions

The Presidential libraries 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 former U.S. Attorney General Herbert Brownell, accessioned by the Eisenhower Library. The Truman Library increased its collection of the papers of former Secretary of the Treasury John W. Snyder. There were also accretions to



Ground floor plan for the proposed Ronald Reagan library in Simi Valley, CA, designed by Hugh Stubbins. The plan was part of a report submitted to Congress on May 9, 1988, pursuant to the Presidential Libraries Act of 1955, as amended.

the Ford Library's collection of the papers of former Federal Reserve Board Chairman Arthur F. Burns. The papers of Department of Agriculture economists Bonney Youngblood and Maurice Cooper, dealing with various aspects of the U.S. economy from 1926 to 1965, were acquired by the Hoover Library.

Several small collections donated to the Johnson Library document how President Johnson's campaigns for Congress and the Presidency were conducted in Texas on the county and State levels. Among the Kennedy Library's audiovisual accessions was a collection of photographs of memorials to President Kennedy in all 50 States and many foreign countries. A copy of a photograph taken of President Roosevelt on April 11, 1945, the day before his death, was acquired by the Roosevelt Library. This year's accessions brought the Presidential libraries' total archival holdings to 210,704,298 pages of manuscript material, 3,438,580 photographs, 13,354,084 feet of motion picture film, and 44,406 hours of audio and video recordings.

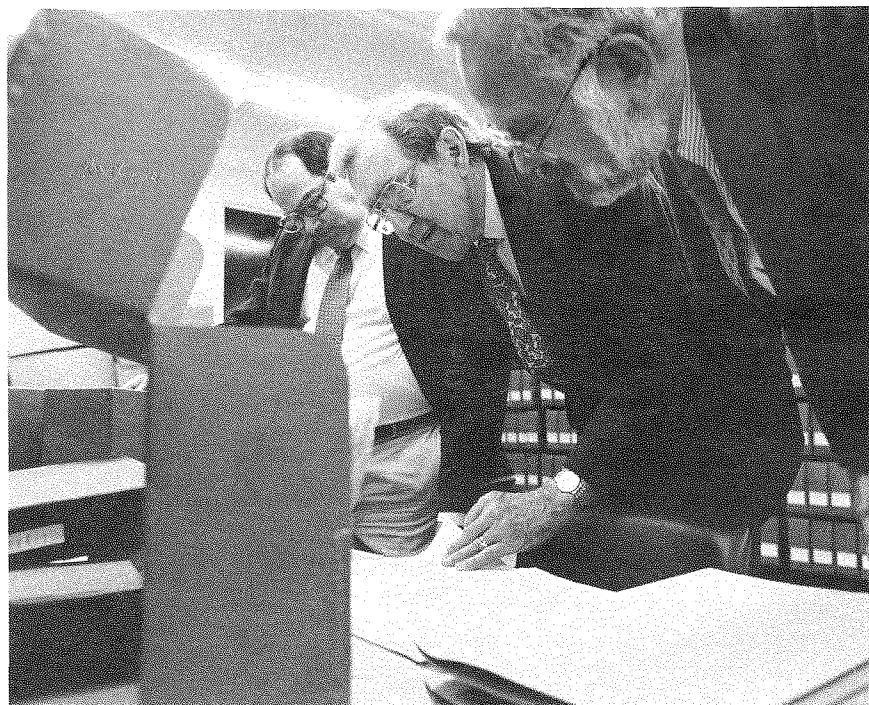
## Openings

The Nixon Presidential Materials Project staff opened additional parts of the White House central files, bringing the total number of pages of accessible Nixon material to 4 million. Among the Presidential materials opened at the Carter Library were the files of Carter aide Hamilton Jordan and parts of the files of the Domestic Policy Staff, the Press Office, and the Office of Counsel. The Ford Library made available a file kept during the Ford administration that contains copies of all documents that the President had drafted, annotated, or initialed. The Kennedy Library opened for research a transcript that was prepared by former National Security Adviser McGeorge Bundy from tape recordings of three high-level meetings that President Kennedy held on October 27, 1962, to deal with the Cuban missile crisis. More than 1,000 pages of documents on U.S. relations with Laos in 1964 were declassified and released to the public at the Johnson Library.

In addition to reviewing 2 million pages of manuscript material for public access, the Presidential libraries provided reference service to 4,178 researchers. They also responded to



*Left to right: Michael L. Gillette, Johnson Library, Anna K. Nelson, American University, Raymond H. Geselbracht, Nixon Materials Project, and William W. Moss, Smithsonian Institution, participate in the panel discussion "Presidential Library Oral History Programs: Multiple Perspectives" at the spring OHMAR (Oral History in the Mid-Atlantic Region) conference cosponsored by the National Archives, March 14, 1988. (Photograph by Nancy Olds.)*



*From left to right, the late Charles Levine, Deputy Director, National Commission on Public Service, former U.S. Senator Edmund Muskie, and Archivist David Humphrey inspect a file on Senator Muskie's correspondence with President Johnson during a tour of the Johnson Library stacks, March 22, 1988. (Photograph by Frank Wolfe.)*



11,534 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 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 \$168,177 in research grants to scholars and graduate students. The D. B. Hardeman Prize of \$1,500, awarded by the Lyndon Baines Johnson Foundation for the best book on Congress published in a 2-year period, went this year to Paul Light for *Artful Work: The Politics of Social Security Reform* (Random House, 1985). Winners of the Harry S. Truman Institute's award of \$5,000 for the best work on the Truman period published in a 2-year period were Walter Isaacson and Evan Thomas for *The Wise Men* (Touchstone, 1987), a book dealing with six men who were instrumental in shaping American foreign policy during the cold war years. The Kennedy Library awarded prizes of \$500 each to seven Massachusetts teachers for their instruction to students on issues of global significance.

Two Presidential libraries will benefit from gifts made to their support organizations this year. A \$500,000 gift to the Gerald R. Ford Foundation from former Secretary of the Treasury William E. Simon will be used to support a lecture series to be held alternately at the Ford Library in Ann Arbor, MI, and the Ford Museum in Grand Rapids, MI. The Kennedy Library Foundation received endowments of \$50,000 and \$72,000 from the Marjorie Kovler Fund and former Kennedy aide Theodore Sorensen, respectively. Interest from these endowments will be used to fund research fellowships at the library.

## Programs for the General Public

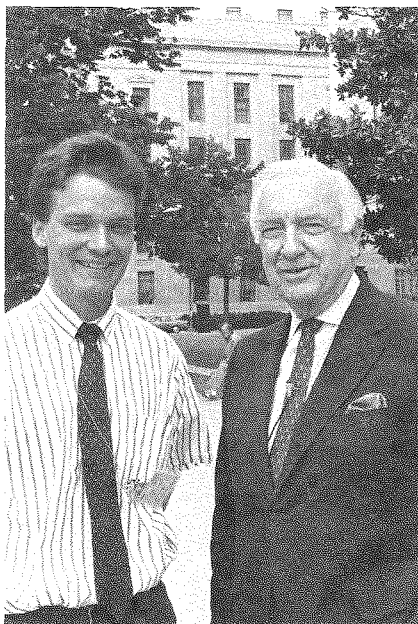
The Presidential libraries displayed some of the 203,193 three-dimensional objects among their holdings in exhibitions on the life and times of the Presidents and significant events in the Nation's history. This year, 1,285,310 visitors came to the libraries' museums to see a variety of exhibitions.



Richard Norton Smith, Director of the Hoover Library, receives an award on behalf of the library from Iowa Governor Terry E. Branstad, July 18, 1988. The certificate was in recognition of the popular success of the exhibition "39 Men," which featured more than 250 Presidential artifacts. (Photograph by J. Patrick Wildenberg.)



Political cartoon by J. N. Darling depicting Dwight Eisenhower, Joseph Stalin, and Winston Churchill at the negotiating table. The cartoon is part of an exhibition "Political Cartoons—Politics and Humor," which opened April 24, 1988, at the Eisenhower Library. (Copyright permission granted from the University of Iowa.)



Public affairs specialist Christopher Gearin and television journalist Walter Cronkite in front of the National Archives Building. Cronkite filmed a portion of "The Presidential Inauguration," a documentary film on inaugurations, at the National Archives on June 3, 1988. The film was produced by the Jimmy Carter Inaugural Trust in cooperation with the Office of Presidential Libraries. (Photograph by Nancy Olds.)

"Thirty-Nine Men," an exhibition at the Hoover Library of more than 200 personal items of the Presidents, attracted a record 100,000 viewers to the library during the year. Among the objects on display were George Washington's sabre, Andrew Jackson's tailoring tools, Woodrow Wilson's walking stick, Calvin Coolidge's mechanical horse, and President Reagan's cowboy boots. The Johnson Library's exhibition on the Korean war featured original documents of President Truman and Gens. Douglas MacArthur and Matthew Ridgway, as well as uniforms and weapons. "Anchors Aweigh: The Naval Days of Five Presidents" was an exhibition at the Ford Library that displayed records and artifacts documenting the World War II naval experiences of Presidents Kennedy, Johnson, Nixon, Ford, and Carter. Among the items featured in the Eisenhower Library's exhibition of political cartoons were an original Thomas Nast cartoon of the 1870's and an original World War II cartoon by Bill

Mauldin. The Truman Library observed the 1988 Presidential election year by mounting an exhibition of photographs and objects documenting President Truman's 1948 "whistlestop" campaign. An exhibition at the Carter Library, funded by the Jimmy Carter Inaugural Trust Fund, featured photographs and commemorative objects of various Presidential inaugurations. The trust fund also produced a 30-minute documentary film, narrated by Walter Cronkite, to celebrate the 200th anniversary of the Presidency. Entitled "The Presidential Inauguration," the film explores the history and traditions of the inaugural ceremony and the peaceful transfer of power.

Other public programs at the libraries—including conferences, lectures, films, commemorative events, and seminars—attracted more than 82,000 visitors. Women and the Constitution, a conference at the

Carter Library, was hosted by four former First Ladies under the sponsorship of the library, the Carter Center of Emory University, and Georgia State University. The 1,800 conferees attended workshops dealing with the influence of women on the shaping of the Constitution and the effect of the Constitution on women. Among the featured speakers were Supreme Court Justice Sandra Day O'Connor; former Members of Congress Bella Abzug, Geraldine Ferraro, and Barbara Jordan; and civil rights activist Coretta Scott King. The Kennedy Library organized a forum on the occasion of the 25th anniversary of the signing of the Nuclear Test Ban Treaty. Participating in the discussion were treaty negotiator Carl Keyser, former Atomic Energy Commission Chairman Glenn Seaborg, and Soviet Ambassador to the United States Yuri Dubinin. A symposium at the Johnson



Yuri Dubinin, U.S.S.R. Ambassador to the United States, speaks at a press conference at the Kennedy Library to mark the 25th anniversary of the Nuclear Test Ban Treaty, April 11, 1988. Senator Edward M. Kennedy (D-MA) is at right. The library sponsored several activities, including a symposium and a visit by 15 of the symposium participants to local high schools and colleges to discuss nuclear issues with students. (Photograph by Allen Goodrich.)



Library, sponsored by the Domestic Policy Association, brought 50 U.S. and 50 Soviet citizens together for discussions on issues of mutual interest. At the Kennedy Library, *Life* magazine brought political strategists and observers together for a discussion of the similarities and differences between the 1960 and the 1988 Presidential campaigns.

Lecture and film series offered at the libraries included the Ford Museum's Great Decisions lecture series on Western Europe, U.S.-Mexican relations, the Middle East situation, and political changes in the U.S.S.R. The Kennedy Library initiated an author series with lectures by economist John Kenneth Galbraith, former Massachusetts Governor John Volpe, and Gerald Sullivan and Michael Kenney, the authors of a book on Joseph Kennedy. The Ford Museum's annual political film series featured documentaries on such political leaders as Abraham Lincoln, John F. Kennedy, Huey Long, and Idi Amin. "First Lady Lou," a one-person play based on the Hoover Library's collection of Mrs. Hoover's personal papers, made its successful debut at that library.

Several commemorative gatherings took place at the libraries on the anniversaries of important events in the lives of the Presidents and First Ladies. During Truman Week, observed each



Television journalist Charles Kurlat, center, received the 1988 Harry S. Truman Public Service Award. Attending the May 6, 1988, ceremony on the steps of the Truman Library are, left to right: Elder Scott Sinclair (Independence Ministerial Alliance), Truman Library Director Benedict K. Zobrist, Sue Gentry (a local journalist who covered the Trumans for many years), and Charles Kurlat. (Photograph by Niel M. Johnson.)

May at the Truman Library in honor of the President's birthday on May 8, news correspondent Charles Kurlat and former Federal Reserve Board Chairman Paul Volcker received awards for their public service. President Ford's 75th birthday was celebrated on July 14 at the Ford Museum with a display of

both humorous and serious portraits of the President done by American citizens. The first 750 visitors were treated to a free piece of birthday cake and a miniature American flag. In honor of former First Lady Claudia Taylor Johnson's 75th birthday, the Johnson Library displayed photographs

More than 1,500 people visited the Gerald Ford Museum on July 14, 1988, in honor of President Ford's 75th birthday. The museum, which serves as a focal point of cultural activity in Grand Rapids, sponsored 12 film programs and 6 exhibitions this year. (Photograph by Richard L. Holzhausen.)



of key events in her life and the gold medal that the Congress had struck for her 1988 Jubilee Year. Political and social commentator William F. Buckley, Jr., was the keynote speaker at the annual banquet in observance of Herbert Hoover's August 10th birthday. The 2-day event at the Hoover Library also included a "Hooverball" tournament, played with a replica of the 8-pound medicine ball that President Hoover exercised with.

The libraries worked closely with nearby schools and colleges to develop curriculum topics based on the libraries' holdings and to encourage students to use the source materials. Social studies teachers participating in a summer course at Bard College used primary sources from the Roosevelt Library's holdings to prepare sample lesson units. A workshop for teachers, held at the Kennedy Library, dealt with the influence of nuclear capability on aspects of American life. Programs at the Kennedy Library for high school students included a conference on poverty, a program in memory of Robert F. Kennedy that focused on community service activities, and a workshop for 25 students interested in politics. At a meeting of the Kansas Foreign Language Association held at

the Eisenhower Library, staff members described and displayed foreign-language documents among the library's holdings and provided each conferee with a list of research topics in French, German, and Spanish that could be completed by students during a 1-day field trip to the library.

An important part of the libraries' public programs is the tour program. Tours are especially designed for elementary and secondary school classes, senior citizen groups, and convention groups. This year, the Ford Museum offered a "Presidential election tour" that emphasized the exhibits on the Ford-Carter election of 1976 and gave each visitor the opportunity to step into a booth and cast a "vote" for one of the 1988 Presidential candidates. During the national convention in Atlanta of the Democratic Party, the Carter Library staff gave tours to 46 present and former U.S. Senators, present and former House Speakers Jim Wright and Tip O'Neill, 22 State governors, 7 former Presidential candidates of the Democratic Party, and hundreds of delegates. At several of the libraries, the tours are conducted by volunteers from the local community who are interested in American history and who enjoy making library holdings meaningful to visitors. Twelve high school students who are enrolled in the Kennedy Library Corps researched and wrote the script of a tour and then gave the tour each week during the school year to visiting senior citizen groups. The Johnson Library's 114-member volunteer organization donated 8,807

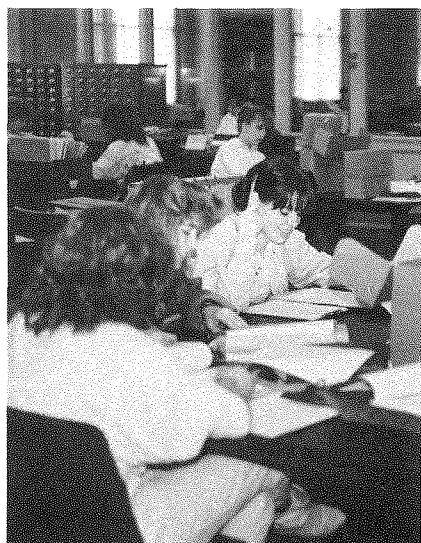
hours of their time as tour guides for 926 different groups of museum visitors.

## Staff Appointments

The Archivist appointed John Fawcett as Assistant Archivist for Presidential Libraries in October of 1987. Before assuming oversight of the Presidential libraries system, Mr. Fawcett served for 18 years as archivist and administrator in the Hoover and Johnson Libraries. He spent an additional 8 years in the Office of Presidential Libraries' central office as the assistant to former Assistant Archivists Herman Kahn, Daniel J. Reed, and James E. O'Neill. Mr. Fawcett was also executive director of the Herbert Hoover Presidential Library Association, Inc., for 5 years. He holds degrees from the Universities of Iowa and Texas.

Richard Norton Smith became Director of the Hoover Library in November of 1987. He is a graduate of Harvard University and the author of five books, one of them on Herbert Hoover. Most recently, Mr. Smith was an aide to U.S. Senator Pete Wilson (R-CA).

Charles U. Daly assumed the directorship of the Kennedy Library in January of 1988 after a career that included service as an aide to Presidents Kennedy and Johnson and an administrator at several universities and foundations. He was president of the Joyce Foundation in Chicago for 8 years before coming to the Kennedy Library. Mr. Daly is a Yale University graduate.



As part of its outreach program, the Roosevelt Library sponsored the series of Research Programs for Secondary Schools. Pictured here is the Haviland Junior High School 8th-grade history class learning research techniques in the Roosevelt Library Research Room, April 8, 1988. (Photograph by Chris Drago.)

## Office of Presidential Libraries Staff

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# Office of Public Programs

For the Office of Public Programs, 1988 marked the continuation of programs commemorating the 200th anniversary of the signing of the U.S. Constitution. As the Nation's attention continued to focus on this important celebration, there was an increased public awareness of the National Archives as the home of the Constitution as well as of the Declaration of Independence and the Bill of Rights. Through exhibitions, educational workshops and materials, lectures and dramatic performances, publications, special events, and volunteer-led tours and outreach activities, this Office continued to emphasize the role of the National Archives in preserving, celebrating, and studying the Constitution. More than 1,168,600 visitors came to the National Archives Exhibition Hall during 1988—an increase of 3 percent over 1987's record attendance of 1,130,100 visitors. The National Archives Trust Fund Board is the funding source for some of these programs (see chapter 12).

## Exhibitions

In its 1988 report "Humanities in America," the National Endowment for the Humanities noted the role of the "parallel school"—museums, libraries, educational television, and humanities organizations—that seek "to reach citizens who have not in the past participated in educational programs." The exhibition program of the National Archives serves as a "parallel school," with more than a million "students."

Visitors to the Rotunda of the Exhibition Hall learned through original 18th-century documents displayed in "The American Experiment: Creating the Constitution" how the United States, a young country in 1787 struggling with political and economic problems, created a lasting national constitution. A companion exhibition in the Circular Gallery, "The American Experiment: Living With the

Constitution," explored through documents, photographs, maps, and videotapes ways in which the Constitution has served this country in its first 200 years.

Visitors to the Exhibition Hall also learned of the roots of liberty through the display of the 1297 Magna Carta, on indefinite loan from the Perot Foundation. Magna Carta, previously exhibited at the National Archives from May of 1985 to May of 1986, returned to the Rotunda in January of 1988.

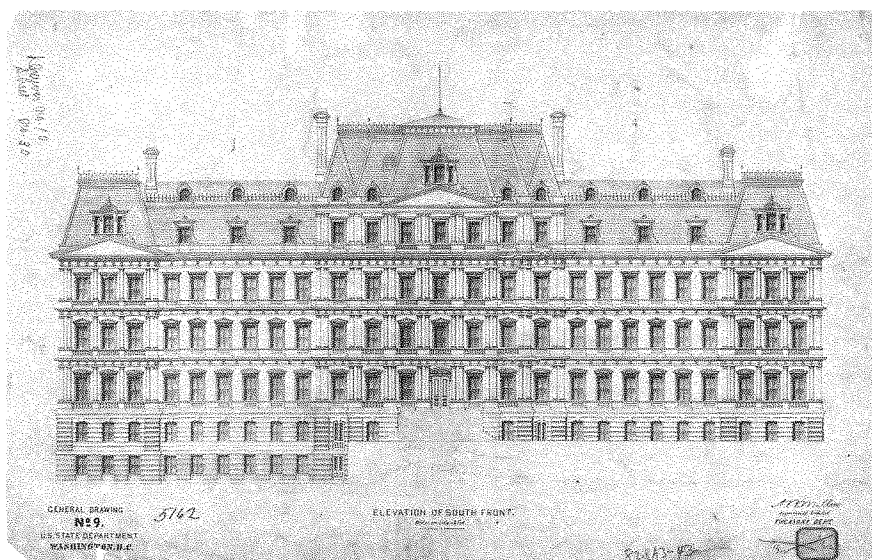
To enhance behind-the-scene tours offered to the public, a new exhibition opened in May after several years of work by the National Archives Volunteer Association, assisted by the exhibitions staff. "What is the National Archives?"—an exhibition of 70 facsimiles of historic documents—is on permanent display in the Ground Floor

Gallery off the Pennsylvania Avenue entrance. The volunteers developed the display to convey to visitors the wide variety of records retained by the National Archives nationwide system and how these records are preserved, organized, and used. Among the reproduced documents on exhibit are the Louisiana Purchase Treaty, the proposed 1923 Equal Rights Amendment, the Wright brothers' application for a flying machine patent, and the first photograph of American Indians visiting the White House in 1857.

Smaller exhibitions throughout the year reached specific groups. The most notable of these was "The First Federal Navy," which contained reproductions of original documents and engravings in the holdings of the National Archives. The centerpiece of the exhibition was



National Archives volunteers gathered at the ribbon-cutting ceremony, May 11, 1988, to open "What is the National Archives?" an orientation exhibition created by some of the Washington volunteers to enhance behind-the-scenes tours offered to the public. Left to right: Jane Potter, Patricia El-Ashry, Maxine Piper, Marilyn McCarthy, Renee Cooper, Laufey Downey, Paul Janaske, Mildred Cullison, June Robinson, and Mary McFeely. (Photograph by Susan Amos.)



"Elevation of South Front" is one of 53 original drawings from the Cartographic and Architectural Branch of the National Archives loaned to the Octagon House for an exhibition entitled "Architectural Drawings of the Old Executive Office Building, 1871-1888: Creating an American Masterpiece." This was the largest single loan of materials from the National Archives this year. Eighty-six other original documents were loaned to 16 other outside institutions during the fiscal year.

the Act to Provide a Naval Armament passed in 1794, which authorized the President to build armed ships and became the foundation of the Navy. This exhibition was produced for the dedication on October 13 of the Navy Memorial, which is located across Pennsylvania Avenue from the National Archives.

In an effort to expand the outreach program, the exhibitions staff coordinates the loan of original records from the holdings of the National Archives to qualified cultural institutions around the country. Temporary loans for exhibition were made this year to a number of museums and archives, including the Minnesota Historical Society, the Octagon House, the Abby Aldrich Rockefeller Folk Art Center in Colonial Williamsburg, and the Smithsonian Institution.

## Educational Programs

The education staff celebrated the beginning of the fiscal year with the publication of their ninth learning package, *Peace and Prosperity: 1953-1961*, which focuses on the Eisenhower years. With some 45 documents from the holdings of the National Archives and a complete teacher's guide, *Peace and Prosperity* is now available for

purchase at a nominal price in the United States and abroad. Following on the heels of the bicentennial celebration of the Constitution, the education staff began plans to mark the 200th anniversary of the Bill of Rights. In late September of 1988, education specialists completed the text for their tenth package, *The Bill of Rights: Evolution of Personal Liberties*, which will be released in 1989. Since 1979, when the first package was published, more than 19,400 sets have been distributed in the United States, Europe, Asia, and Australia.

Education specialists also made presentations, delivered lectures, and conducted workshops in schools, teacher training graduate school programs, and institutes for international textbook authors and school personnel. Twenty-four of the 68 short courses, workshops, and inservice training programs were delivered to middle and secondary school teachers and administrators from the United States, Africa, Europe, Latin America, and Asia.

This year, training in the use of archival documents in the classroom was given to more than 800 teachers from all over the country. Among these programs was the annual National Archives Washington workshop

"Primarily Teaching," an 8-day program drawing teachers from seven States, the District of Columbia, and Belgium. Other programs included sessions with teachers associated with the Williamsburg, VA, Constitution Institute; the U.S. Information Agency Academy for Educational Development; the Religious Freedom Institute, cosponsored by George Mason University and the Americans United Research Foundation; and the annual National Council for the Social Studies conference in Dallas.

In addition to these training programs, the education staff consulted widely with educators on the use of documents in the classroom and with institutions seeking to produce material similar to the National Archives' learning materials. Those seeking help this year included State archivists from Alaska and New York; State education officers from Virginia, Pennsylvania, and Maryland; and representatives of the National Council on Religion in Public Education, of the National Council for the Advancement of Citizenship, and of school systems in 15 States and the Netherlands, the People's Republic of China, Germany, and Australia.

Publications this year included four "Teaching with Documents" articles in *Social Education*, the journal for social studies professionals. Two of the articles were about documents on religious freedom. Other articles written by staff members about the classroom study of documents appeared in a variety of publications, including *Momentum*, *Heritage Education Quarterly*, *Ohio Media Spectrum*, New York State's journal *Social Studies Record*, and *Magazine of History*. Education staff members continued to serve as consultants to the editor of "The Mini Page," a nationally syndicated newspaper feature for children, carried by more than 450 newspapers. This year "The Mini Page" completed its Constitution series and began a series on the Bill of Rights.

As a new initiative, education specialists are working on efforts to supply learning materials to college students and adult learners. Working with the Kettering Foundation's Domestic Policy Association/National Issues Forum (NIF), education specialists researched and provided supplemental documents for participants in these nationwide programs that are

based on the concept of the town meeting. NIF members are discussing three topics in 1988-89—the AIDS crisis, the Federal deficit, and health care for the elderly—and documents from the National Archives relating to these issues have been provided for review. The newsletter *Update* was again mailed in 1988 to some 750 junior college and 4-year college instructors, supplying them with a timely archival document, teaching strategies for its use, and information about National Archives holdings and programs.

Other outreach to adult learners this year included 44 workshops and short courses for genealogists, family historians, and general researchers. Among these were the 3-day "Introduction to Genealogy," now in its third year, and the 4-day workshop "Going to the Source: An Introduction to Research in Archives," offered for general researchers. The National Archives again cosponsored the successful 6-day course for intermediate and advanced family historians, "The National Institute on Genealogical Research."

More than 2,100 participants enrolled in the workshops and courses offered by the Education Branch, representing a wide range of research clientele from across the Nation.

The arts and culture program, designed to introduce National Archives resources to playwrights, novelists, filmmakers, and other creative artists and their audiences, continued its excellent relationship this year with the Writers' Center, a Washington-based organization for authors, educators, and publishers. Last year's bicentennial play "Gallant and Lawless Act," a street-theater production commissioned by the National Archives, was brought indoors and restaged in the National Archives Theater, where it delighted audiences. Two of the "works-in-progress" presented during the bicentennial celebration, which were based on records here and written by playwrights in this program, were further refined this year and presented to audiences of our Archives Alive series.

Education Branch staff also produced performances for the arts and culture program, including a tribute to Irving Berlin on his 100th birthday; a tribute to Woody Guthrie, using material on the

folksinger in the National Archives; and a four-part series of films—Forties, Films, and Females—compiled from National Archives holdings.

In all, the arts and culture program offered 25 performances to some 2,300 people this year, an increase of 1,000 over last year's audiences.

Lunchtime lectures and demonstrations, another component of the arts and culture program, continued this year. Included were several lectures on First Ladies, presented by archivists and authors working with National Archives and Presidential libraries materials, and a lecture by David Gaddy, author of *Come Retribution*, based on the detective work he did in the National Archives about a Confederate plot to assassinate Union leaders during the Civil War.

The very popular free film program set attendance records in 1988, with a 15-percent increase over the previous year. The program draws heavily on the holdings here, for the National Archives has the largest collection of nonfiction film in the world. The 26-episode *World at War* series was the most popular single series, drawing capacity audiences for each screening. Films of the Depression was also highly

successful, relying heavily on National Archives holdings of classic documentaries from the 1930's.

This year, the film program also reached out to the local community to develop several cooperative programs. In November, the National Archives joined with the National Broadcasting Company in saluting the 40th anniversary of the landmark television program "Meet the Press." The program's founder, Lawrence Spivak, introduced the first screening of "Meet the Press," a series of interviews with guests such as Congressman John F. Kennedy, Senator Joseph McCarthy, and Dr. Martin Luther King, Jr. A special program of CINE Golden Eagle and Eagle Award winners of 1987 began in April of 1988. CINE (Council on International Nontheatrical Events) annually recognizes outstanding American documentaries, educational films, and theatrical short subjects for screening in international film festivals. In addition, the National Archives participated for the first time in FilmFest DC, which brings together many of Washington's major cultural institutions to celebrate the best in international cinema. The National Archives program for FilmFest DC featured rare archival



Lawrence E. Spivak chats with Vice President Richard Nixon before the broadcast of "Meet the Press" on September 11, 1960. The Office of Public Programs sponsored a special film series commemorating the 40th anniversary of "Meet the Press." Lawrence Spivak, creator, producer, moderator, and panelist on the talk show for 28 years, introduced the series. The National Archives sponsored 117 free film showings this year to standing-room-only crowds. (Photograph from the Nixon Materials Project.)



footage of Duke Ellington in a film retrospective of the career of this native Washingtonian.

## Special Events

This year, as in the past, the National Archives has held two major public ceremonies in honor of the Charters of Freedom—a celebration marking the adoption of the Declaration of Independence on July 4 and a special program on Constitution Day, September 17.

The traditional Declaration Day ceremony began with a concert by the U.S. Army (3d Infantry) Old Guard Fife

and Drum Corps, followed by a dramatic reading of the Declaration of Independence on the Constitution Avenue steps. The program concluded with a demonstration of Revolutionary War tactical maneuvers, complete with cannon and musket fire on Constitution Avenue.

On Constitution Day, a naturalization ceremony was held in the Rotunda, presided over by the Honorable Aubrey E. Robinson, Chief Judge of the U.S. District Court for the District of Columbia, with Senator Paul S. Sarbanes (D-MD) as the featured speaker. Twenty-eight petitioners took the oath of citizenship. A concert by the

world-renowned U.S. Army Field Band and Soldiers' Chorus followed at noon on Constitution Avenue. As is customary, all four pages of the Constitution were on display throughout the day.

On both of these historic occasions, a Joint Services Military Honor Guard stood watch over the documents, and the impressive changing of the guard took place every 30 minutes.

The continuing celebration of the bicentenary of the U.S. Constitution served as the dominant theme for many of the other special events taking place at the National Archives in 1988. The Archivist of the United States



*As part of the National Archives annual July 4 celebration, the "new" 1st Virginia Regiment of the Continental Line, the "new" 71st Regiment of Foot (Fraser's Highlanders), and the "new" 64th Regiment of Foot demonstrated military maneuvers with cannon and musket fire. Other events included a dramatic reading of the Declaration of Independence and a concert of American music presented by the U.S. Army (3d Infantry) Old Guard Fife and Drum Corps on the Constitution Avenue steps of the National Archives, July 4, 1988. (Photograph by Elizabeth Mallonee.)*

cosponsored with the Kettering Foundation's Domestic Policy Association a reception in the Rotunda. This celebration was the opening event of "National Forums '88," a 4-day conference that included discussions between policymakers, those who influence policy, and citizens from across the country about public policy issues.

In conjunction with the Commission on the Bicentennial of the U.S. Constitution, the National Archives cosponsored "Student Voices: 1937-1987/Intergenerational Views of the Constitution," a program that united 8 essay contest winners from 1937 and 1987 for a discussion of their respective experiences. Donald Ritchie, Associate Historian of the Senate Historical Office and past president of the Oral History Society, moderated the panel. At a reception following the panel, former Chief Justice Warren E. Burger,

Chairman of the Bicentennial Commission, met informally with the panelists and guests.

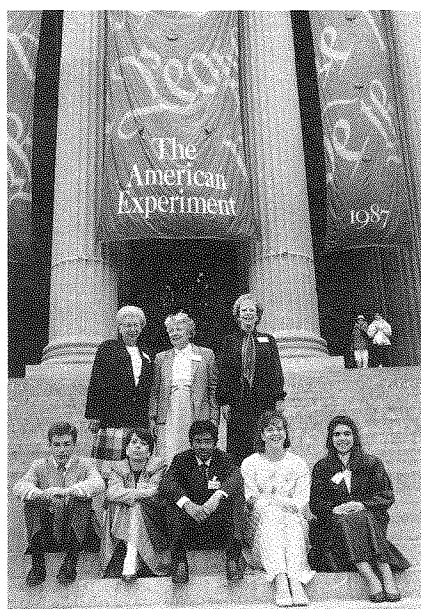
Other special events held at the National Archives during the year included a reception in the Rotunda for the U.S. Association of Former Members of Congress; a reception given by the U.S. Navy Memorial Foundation commemorating both the dedication of the Navy Memorial and the dedication of the "International Pool" at the Navy Memorial; a reception for the International Association for Social Science Information and Technology; the American Association of Community and Junior Colleges' third annual Truman lecture and reception; the National School Board Association reception honoring State School Board Association officers and guests; and a reception given by the National Association of Elementary School Principals honoring their award-winning distinguished principals.

## Archival Training

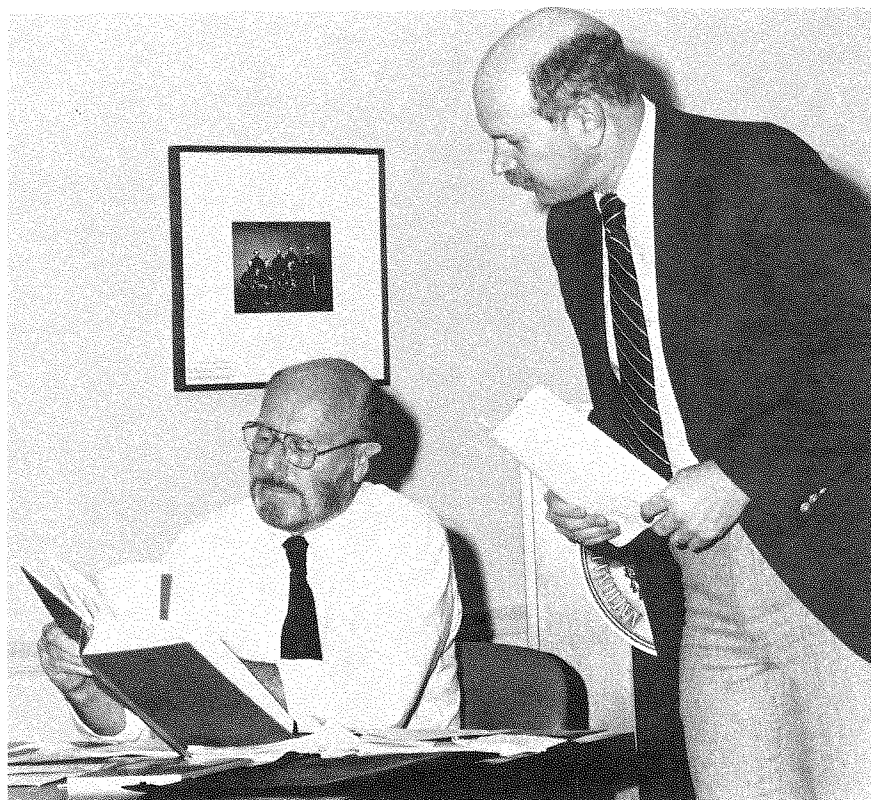
The "Modern Archives Institute: Introduction to Modern Archives Administration" is a 2-week archival training course that offers an introduction to archival theory and practice for participants representing a variety of archival institutions outside the National Archives. It is sponsored by the National Archives Trust Fund Board. Held for the last 43 years, the course includes lectures, discussions, workshops, and visits to the Manuscript Division of the Library of Congress and various units of the National Archives. In FY 1988 the course was held twice in Washington for 76 representatives of public and private archives located in the United States and elsewhere.

## Foreign Visitors

In fiscal year 1988, 77 archivists, records managers, librarians, historians,



*The National Archives cosponsored a reunion of eight sesquicentennial and bicentennial essay contest winners. The winners—top row, left to right: Sylvia Greenberg, Frances Parry Dorworth, and Charlotte McGuire Trout; bottom row, left to right: Michael Bauer, Liza Johnson, Mahbuh A. Mojumbar, Marcia Gindhart, and Camille Capozzi—participated in a lively exchange of ideas focusing on the significance of the Constitution, the effect on their lives of winning the contest, and reminiscences of how they wrote their essays. (Photograph courtesy of the Philadelphia Inquirer/Jeffrey Markowitz.)*



*Warren Vibbard, a workshop registrant, checks a citation with instructor John Vernon. "Going to the Source" is a popular annual workshop featuring lectures, demonstrations, and practical exercises on how to do research at the National Archives. More than 2,100 registrants participated in workshops and courses sponsored by the Education Branch of the Office of Public Programs this year. (Photograph by Nancy Olds.)*



and others in related professions came from 27 countries to Washington to visit the National Archives. These visitors toured the facilities and met with staff members. The continued increase in these visits over the last few years dramatically testifies to the National Archives' commitment to international involvement in records administration.

## National Audiovisual Center

The 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 8,100 titles on topics as diverse as public health, industrial safety, and foreign-language instruction. The Center's collection also includes titles in the interactive video disk format, the latest development in educational technology. Proceeds are distributed to the National Archives Trust Fund.

Government agencies at all levels, as well as the general public, were informed about the Center's services and holdings through the distribution of more than 800,000 copies of brochures and catalogs in the last year.

The National Audiovisual Center also provides Governmentwide assistance in the area of Federal audiovisual management policy. It publishes the annual report *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.

## Publications

The Publications Division of the Office of Public Programs produces both printed and microform publications that educate and inform the many constituents of the National Archives about the Federal documentary heritage. In 1988 the Division produced a variety of books, guides, booklets, leaflets, facsimiles, and periodicals, most of which were published under the imprint of the National Archives Trust Fund Board.

Due to increased research interest, three books were reprinted during the

year—*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 *Guide to Materials on Latin America in the National Archives*—and a fourth book, an update of the 1974 edition of the *Guide to the National Archives of the United States*, was brought back into print.

In addition, the Division produced three new titles in the series Milestone Documents in the National Archives; the series, which now numbers 14 titles, consists of brief booklets on individual documents. The titles published in 1988 were *The Cuban Missile Crisis*; *Kennedy's Address to the Nation*; *Franklin D. Roosevelt's Inaugural Address of 1933*; and *On War Against Japan: Franklin D. Roosevelt's "Day of Infamy" Address of 1941*.

The National Archives continued to distribute microfilm publications of historically important records to preserve them and make them available for research (see appendix P). During this fiscal year, the microfilm publications included: "Individuals and Organizations" File of the President's Commission on the Assassination of President Kennedy; *Papers Relating to the Administration of the U.S. Patent Office During the Superintendency of William Thornton, 1802-1828*; and *Admiralty Case Files of the U.S. District Court for the Northern District of California, 1850-1900*.

The publication series Select Catalogs of National Archives Microfilm Publications was completed with the addition of the catalog on Federal courts records.

During 1988, *Prologue: Quarterly of the National Archives* included a variety of essays and features on the holdings and programs of the National Archives. The summer issue, in particular, received national media attention with the article "The Nixon White House Tapes: The Decision to Record Presidential Conversations" by H. R. Haldeman, Richard M. Nixon's chief of staff. Also in this issue was an essay by George F. Will taken from his talk at the National Archives in January on the issues of the 1988 Presidential election.

To recognize the many activities and participants involved with the celebration of the bicentenary of the U.S. Constitution, an 83-page commemorative issue of *Prologue: Celebrating the Constitution: A*

*Bicentennial Retrospective* was produced. This commemorative issue not only recaptured the formal programs of the year-long celebration—the story of the document itself, the special ceremonies, lectures, films, exhibitions, and publications—but also the many poignant moments. The issue was widely heralded for its visual appeal.

During 1988, several National Archives publications were recognized for excellence. The National Association of Government Communicators (NAGC) named *Prologue* the best general-audience Government periodical of the year. NAGC also awarded *The Man Behind the Quill* an honorable mention in the category of books for a general audience. The Washington Book Publishers' Third Annual Design and Effectiveness Competition awarded second place in the publications catalog category to *Publications from the National Archives 1988* and an honorable mention to *Patent Drawings*, one of the Milestone Documents series.

Through its Marketing and Fulfillment Branch, the Publications Division informs the public about the availability of materials and distributes microfilm publications, books, posters, facsimiles, and museum shop items to a wide range of audiences. During 1988, a holiday gift brochure was developed for the first time that features gift items relating to holdings of the National Archives, the Presidency, genealogy, and the Federal Government. The brochure describes some items developed especially for the National Archives.

National Archives publications were displayed at 14 scholarly, professional, and trade conferences across the country and were reviewed by eight periodicals, including *American Archivist*, *Small Press*, and the *New Jersey Historical Commission Newsletter*.

## Museum Shop

Through its museum shop program, the Publications Division produces and distributes educational material for the approximately one million annual visitors to the National Archives. The materials are funded by the National Archives Trust Fund Board.

During 1988, the Museum Shop

again set new sales records. Much of this continued growth was due to the expansion of the variety of products available. Of particular interest in this election year were books (such as *Modern American Presidents*), a poster, and memorabilia relating to the Presidency and Presidential elections.

The Museum Shop expanded its highly successful author lecture/book-signing series with appearances by Betty Boyd Caroli, author of *First Ladies*; Liz Carpenter, author of *Getting Better All the Time*; George F. Will, author of *The New Season*; Michael Hogan, author of *The Marshall Plan*; Hedrick Smith, author of *The Power Game*; and David Wise, author of *The Spy Who Got Away*.

## 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, provide research assistance to custodial units, and assist genealogists and other researchers and the general public by staffing the Genealogical Orientation Room on the fourth floor and the Information Desk in the Exhibition Hall. More than 150 volunteers contributed 27,019 hours to the National Archives during the year, a 5-percent increase over 1987.

The volunteer and tour program moved to the new Tour Orientation Room, which is suitable for many different types of tour orientation and workshops. This room has enabled the volunteers to expand their invaluable services to the visiting public.

More than 36,600 visitors, ranging from school children and families visiting Washington, DC, to constituents referred by congressional offices, enjoyed these services in 1988. Visitors this year included groups from the DAR, Colonial Dames, Close-Up Foundation, National 4-H Council, Explorer Scouts bicentennial essay contest winners, journalists, and records managers. Special programs were created for the International Neighbors Alumnae Club, congressional and diplomatic wives, and justices and lawyers with the Canadian-U.S. Legal Exchange Program. Special visitors during the year illustrated the increased

number of exchanges between the Soviet Union and the United States. They included the Patriarch of Moscow, bishops and priests representing the U.S.A. Russian Orthodox Church, and a visiting delegation of 12 senior Soviet scientists in the United States on a verification mission provided for in the INF Treaty, which was signed in May by President Reagan and Soviet leader Gorbachev.

Docents also conducted more than 240 school outreach programs—ranging from “An Introduction to the National Archives” to workshops on the Constitution—for more than 6,300 students and presented 29 special school assemblies on the creation of the Constitution to more than 6,600 students. Two other outreach programs—on westward expansion and the Civil War—proved popular among schools this year. Docents also presented to community organizations 11 outreach programs for more than 300 people.

In addition to services provided by docents, more than 30 volunteers serve as Information Desk Aides in the Exhibition Hall. Seven days a week, these volunteers are available to answer questions and distribute information

about the National Archives and its programs.

In cooperation with the Office of the National Archives, volunteers with special genealogical experience staff the Genealogical Orientation Room. During this year, they assisted more than 11,000 visitors interested in pursuing genealogical research at the National Archives and assisted the Education Branch staff with genealogical workshops.

Volunteer staff aides also helped archivists in projects as diverse as preparing finding aids for OSS World War II operational records, indexing and preserving Seamen's Protection Certificates (1795-1812), searching Japanese Relocation Center internment records, and compiling an inventory and index for the C&O Canal records. Other staff aides worked with the Education Branch staff on the theater project and on educational materials for the *Bill of Rights* package, with the National Archives Library staff on the Online Computer Library Center, Inc. (OCLC), project, and with the Diplomatic Branch staff on the project to produce the documentary publication *Foreign Relations of the United States of America, 1781-1789*.



Docent Jeannette Brown with a congressional constituent group in the new Tour Orientation Room. This tour was one of hundreds led by volunteers this year, serving more than 36,000 visitors. (Photograph by Nancy Olds.)



Burt Neuborne (far right), a prominent New York University law professor, talks with members of the audience after his lecture on "Individual Rights in the Next Century," December 16, 1987. The lecture was part of the free lecture series sponsored by the National Archives Volunteers Constitution Study Group. (Photograph by Nancy Olds.)

In 1988, the National Archives Volunteer Association Constitution Study Group, chaired by volunteer Ralph Pollock, ended its very successful 6-year public lecture series in celebration of the 200th anniversary of the Constitution with three programs featuring the Bill of Rights, ratification, and individual rights in the future. The

speakers for this final group of lectures were Dr. James C. Hutson, Library of Congress; Dr. John P. Kaminski, University of Wisconsin; and Professor Burt Neuborne, New York University. The series was aided by a grant from the D.C. Community Humanities Council.

### Office of Public Programs Staff

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# 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 450 terminals that link offices so 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 monitor production efficiencies in the Federal records centers, help to locate veterans records 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 National Archives' 20 research facilities from coast to coast. That automated system should be available for use within the next few years.

Details of these activities are presented on the following pages.

## Office of 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 the information needed by records center officials in accessioning and disposing of records received from Federal agencies and provides control of the more than 15 million cubic feet of records stored in the records centers. NARS-5 is constantly being improved and has proven to be an effective records management tool. This year, 3 new data fields were added to the existing 18 fields. NARS-5 now includes information on the record medium (e.g., microfilm, ADP tapes, x rays, etc.), the mailing address of the transferring agency, and the agency mailing address for disposition authorities.

A second major system that uses existing NARS-5 data is the Space Information System (SIS). This system uses each center's numbering system and shelving configurations to indicate exact locations and amounts of space available within a records center. This information allows centers to determine long-range space availability and to process incoming records more efficiently.

The National Personnel Records Center in St. Louis, MO, uses three registry systems to control the locations of military and civilian personnel records and of military x-ray records. These registry systems include more than 86 million files and are searched more than 25,000 times per day to respond to reference inquiries and to update the files.

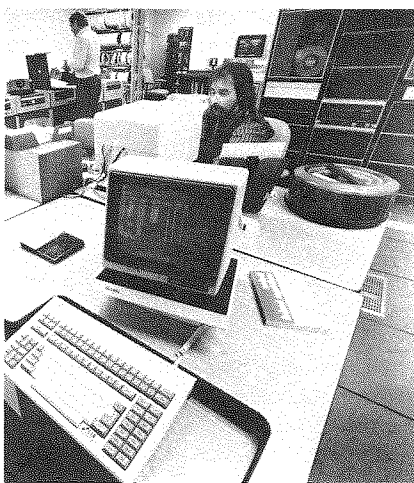
More than 10 million records were added to the military registry file this year, based on tapes located at the National Research Council (NRC). The tapes contained information documenting medical treatment by the Surgeon General's Office during WW II and the Korean war. The Data Systems Center reformatted these tapes and added indexing information. This new information will greatly assist veterans in documenting medical claims with the Veterans Administration.

The automation capability of the centers was increased substantially this fiscal year by the continued replacement of hardware at the Data Systems Center in St. Louis, MO, which processes all ADP needs for the Office of Federal Records Centers. New disk storage devices with 20 gigabytes (20 billion bytes) of capacity were installed. A major systems study of the military registry file was completed, and this system is now being converted from batch processing to an online, real-time system. At the centers, additional personal computers and printers were purchased to augment the existing office automation system. This equipment is used extensively for data transmission, electronic mail, and spreadsheet analysis.

## Office of the Federal Register

During the year, the Office of the Federal Register worked with the Government Printing Office (GPO) on pilot projects to enhance preparing, publishing, and distributing Federal Register system publications by use of current technology. The projects included continued experimentation in receiving machine-readable documents from agencies for publication in the *Federal Register*; participation in a GPO-sponsored test of transmission and receipt of the daily *Federal Register* over FM radio sidebands; and review and evaluation of the structure of the *Code of Federal Regulations* (CFR) typesetting data base to determine if locator codes can be used for information retrieval purposes.

To improve access to regulatory information by the public and Government agencies, the Office began a project to provide information retrieval and document tracking capability for the more than 30,000 documents received annually for *Federal Register* publication. The Office acquired eight



John Ashlin of the Office of the Federal Register automation staff writes a computer software program that will assist the editors to process information for the publication of finding aids and to respond to reference inquiries. (Photograph by Elizabeth Mallonee.)

personal computers for this significant information retrieval project.

The Automated Services and Development Staff expanded its efforts to fulfill agency requests for updated regulatory information on disk and tape. Agencies use extracts from the *Federal Register* and the CFR on their own computer systems to aid in drafting regulations, creating specialized publications, and providing information to the public.

A test project on distribution neared completion this year. At its successful conclusion, the Office of the Federal Register will assume from GPO the responsibility for directly updating computerized official distribution files involving Federal agencies. The initial tests were run on the files of the *Weekly Compilation of Presidential Documents* and the microfiche edition of the *Federal Register*. The Office eventually will take over all official distribution files for its publications for reasons of economy, efficiency, and timely service.

## Office of Presidential Libraries

The Office of Presidential Libraries completed the design of PRESNET, an automated information system developed to improve access to the libraries' holdings, standardize the descriptive process, and increase the productivity of archival work.

Developed by American Management Systems, Inc. (AMS), PRESNET includes subsystems for manuscript processing and reference, audiovisual material processing and reference, museum object tracking, and declassification review tracking.

The delivery of the PRESNET design by AMS marks the completion of a process that began in 1983 with a 2-year feasibility study conducted at all of the libraries. The study concluded that the automation of archival functions in the libraries would lead to improved access, description, and productivity. In 1986, the Office of Presidential Libraries developed a general plan for implementing PRESNET in all of the libraries. That same year, the Gerald R. Ford Library in Ann Arbor, MI, successfully tested the operational prototype of the manuscript processing and reference subsystem. Design of the audiovisual material processing and reference subsystem and the museum object tracking subsystem was completed in 1987; the declassification review tracking subsystem design was completed this year.

The Office of Presidential Libraries plans to install three versions of PRESNET in the libraries in stages. After minor modifications have been made in 1989, one version will be installed in the Ford and Carter Libraries. A second version will be installed in the Reagan Presidential Materials Project's facility in west Los Angeles. Three of the older libraries will receive the third version of PRESNET in 1990, and the remaining three libraries in 1991. An integrated PRESNET system will begin operating in 1993. The PRESNET system is designed to be coordinated with the system being developed by the Office of the National Archives.

When PRESNET is completed, researchers will be able to search a data base describing all of the libraries' holdings for materials on subjects requested and to sort and print the information retrieved. PRESNET will also be able to provide researchers with archival finding aids to external information systems. Descriptive practices will be standardized throughout the Presidential libraries system, thus facilitating the sharing of information among libraries regarding each library's holdings. Using the museum objects tracking system,

museum personnel will be able to identify the acquisition and registration of museum objects, conduct inventories, and plan and control exhibitions. The declassification subsystem will assist archivists in the process of declassification review.

In preparation for receiving the Reagan Presidential materials at the end of Reagan's administration, the Office of Presidential Libraries acquired a computer capable of handling two automated indexing systems that have been in use at the White House during the 8 years of the Reagan administration. One system indexes documents filed in the White House central files and the other indexes the White House photograph collection. Throughout the summer of 1988, National Archives staff members worked to accomplish the programming necessary to transfer the data from the White House computer to the computer at the National Archives. That computer will be transferred at the end of January 1989 to the Reagan Presidential Materials Project in California and will become operational within 2 days after its arrival. When the Reagan materials are opened to the public after 1991, the automated indexing system will enhance the staff's ability to provide efficient reference service on both documents and photographs.

## Office of the National Archives

The Office of the National Archives uses automation extensively to manage its archival holdings. Several automated systems maintain descriptive and statistical information about the records in all its repositories nationwide. Other automated systems help 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 some key collections of records, 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 more of their individual work assignments. This is the result of increased acquisition of computer equipment and word



processing and data base software throughout the Office of the National Archives. Staff members currently have access to more than 150 terminals and personal computers to support individual tracking, reference, reporting, and descriptive work.

During FY 1988, the Office of the National Archives completed the study and identification of requirements for the development of an Office-wide Archival Information System (AIS). This system, which has been under analysis and design for more than 3 years, includes the integration of all major archival functions related to the description of textual and nontextual records, reference on holdings, archival reporting and correspondence, preservation reporting and tracking, records movement, and space management. The AIS design also includes support for a declassification function and a MARC interface. FY

1989 plans include the development of a prototype to test the AIS systems concept, to evaluate user acceptance, and then to follow this activity with acquisition and development of AIS in stages during the early 1990's.

Work also continued on the conversion and upgrading of the Office's primary data base system, known as NARS-A1, designed in the late 1970's to capture descriptions of archival holdings. The conversion and improvement process, carried out through a contract with the Department of Justice's Legal and Information Systems Staff, will facilitate access to and updating of automated descriptive information in an interactive manner. The new descriptive system is scheduled to be operational by mid-1989. The next step will be the development and integration of a centralized records location register that will accurately identify and track the location of all

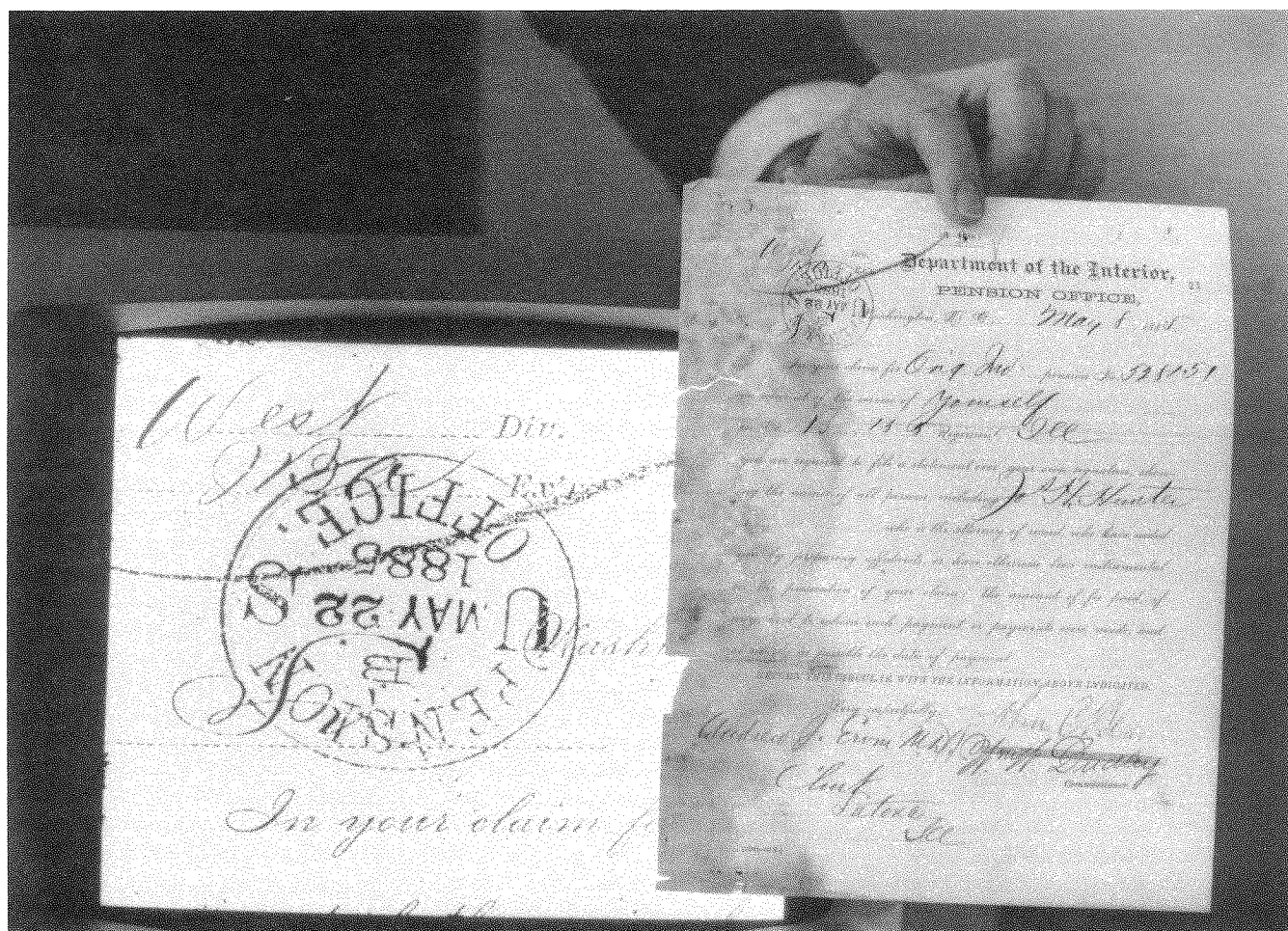
permanently held records. It is expected that ultimately this upgraded data base will be integrated with the Archival Information System.

## Archival Research and Evaluation Staff

### Optical Digital Image Storage System (ODISS) Project

After 4 years of planning, design, and development, the Optical Digital Image Storage System (ODISS) was delivered and installed on July 15 in a specially designed room in the National Archives. First-stage acceptance testing of the system, developed by Unisys Corporation, was completed on September 2.

The purpose of the ODISS project, which is a research pilot project, is to evaluate the capability and future



Right: Water-stained document from the compiled military service records of Confederate forces from Tennessee. Left: On a high-resolution video terminal, the enlarged and electronically enhanced upper left part of the same document. This document is part of approximately 1.25 million images used in the Optical Digital Image Storage System (ODISS), a pilot program designed to test the capture, storage, and access of archival material on optical disks. (Photograph courtesy of Unisys.)

economic feasibility of an optical scanning and image storage system to effect image enhancement of documents in poor condition and improve reference service to the public through use of automated search, retrieval, and replication techniques.

This year, the ODISS operations staff began to use the system to capture images of approximately 1.25 million records from the compiled military service records of Confederate forces from Tennessee. This collection is representative of the National Archives' holdings in size and physical condition. Because this collection has already been microfilmed, comparisons are being made of ODISS images captured from original paper records and from microfilm copies. The ODISS images of these records are being stored on optical disks, thus enabling rapid retrieval on high-resolution video terminals and replication on paper using laser printers. Public access to the ODISS system is available in the Microfilm Research Room on the fourth floor of the National Archives Building. Remote access to the system's index will be available over communication lines connected to a terminal at the Tennessee State Archives in Nashville.

At the conclusion of the pilot project, scheduled to last 1 year, a report will be prepared evaluating the experiment and analyzing the cost and benefits. If the development of a full-scale system is warranted, conversion of the entire collection of pension, bounty land warrant, and compiled military service records may be undertaken. This collection of records consists of 34 record series containing 10.2 million files totaling 335 million pages. It currently occupies 80,000 cubic feet, or about 8 percent of the stack space in the National Archives Building. Approximately 8,400 optical disks would be needed to store the images of the collection, requiring approximately 350 cubic feet.

### **Digital Image Applications Group (DIAG)**

The National Archives continued to sponsor the Digital Image Applications Group (DIAG), an organization of representatives of Federal, State, and local government agencies as well as members of the private sector engaged in the development, sale, and support of digital image systems. Established in

1985, DIAG holds quarterly meetings that serve as a forum for the exchange of information between users and vendors of digital image technology. Programs include demonstrations of new equipment by vendors and presentations by members of the user community regarding their experiences with digital image systems.

### **Text Conversion Technologies**

The majority of archival finding aids and indexes to records exist on paper or microfilm. Neither of these media permits search by computer-based techniques, something that is highly desirable and is planned for archival support systems of the future. Two years ago, the Archival Research and Evaluation Staff undertook a three-part project to compare the accuracy and relative costs and benefits of converting archival materials by manual and automated means to machine-readable text. Investigations conducted in previous years revealed that a few companies had the capability to convert typed and printed materials in good condition into machine-readable data, but only one or two companies claimed to be able to convert handwritten documents or typed or printed materials in poor condition.

In September, October, and December of 1987, three contracts were awarded to commercial vendors for text conversion services: (1) conversion of typed, printed, and handwritten materials by manual key entry; (2) conversion of typed and printed materials by automated techniques; and (3) conversion of handwritten materials by automated techniques. Included in the materials to be converted were sets of documents in English, French, and German from various custodial units of the Office of the National Archives as well as other records supplied under interagency agreements with the Library of Congress and the Smithsonian's Museum of American Art. Products and statistical reports have been received from two of the three vendors, and followup projects are now being planned to develop machine-readable finding aids from the data bases and textual data files that have been produced. One of the first efforts will be to automate the Ford Presidential daily diary for use at the Ford Library.

### **Electronic Data Exchange**

The National Archives collections of machine-readable, computer-generated records generally reflect the state of Federal data processing activities more than a decade ago. In that period, most record systems were developed and maintained on mainframe hardware and application software that used relatively simple file formats compared to those employed by contemporary systems, such as data base management systems. It is becoming increasingly difficult to accession, preserve, and provide reference on new record systems that are intricately tied to the hardware and software used to create and maintain them. Record systems that are dependent on particular machine environments make it difficult, if not impossible, for the National Archives to guarantee their usability to all researchers.

The most promising solution to these problems appears to lie in the development of electronic data transfer methodologies and standards. In late 1987, a cooperative research project was established under an interagency agreement between the National Archives and the Institute of Computer Science and Technology at the National Institute of Standards and Technology. Work on this effort will continue at least through the end of the next fiscal year. The project calls for consideration of the issues of creation, transfer, storage, and access of electronic records. It is focusing on computer data standards, either currently existing or under development, that would ensure the portability of electronic records created by Federal agencies. It is hoped that someday the National Archives will be able to store its collections of machine-readable records in a federally standardized, neutral format that can be easily used on any data processing system possessing "filter" software supporting the Federal standard.

### **Technical Consulting Activities**

Members of the Archival Research and Evaluation Staff continued to respond to requests for short-term consulting support on the subject of automation from libraries, archives, and other institutions around the country and the world. Most requests were for advice regarding digital imaging

technology. One required Director William M. Holmes to visit the State Archives of South Carolina to help develop an automation support strategy for that institution.

Assistant Director Charles Dollar was heavily involved in technical consulting activities at the international level. During the past year, he worked closely with the United Nations (U.N.) Panel on Electronic Records Management, which is examining the development of electronic document transfer methodologies and standards for U.N. organizations. Because this panel is focusing on electronic document exchange issues, it is benefiting from the work being performed in the cooperative project between the National Archives and the National Institute of Standards and Technology discussed previously.

At the invitation of the U.S. Information Agency, Charles Dollar also visited Guatemala to review the archives program there. His final report identified a number of critical problems that require long-term solutions, particularly with regard to the deterioration of important 16th-century documents. Subsequently, the Archivist of Guatemala visited the National Archives to learn more about preservation

methodologies as well as new technologies.

In July of 1988, the Organization of Economic Cooperation and Development (OECD), located in Paris, invited Dr. Dollar to review its archives and records management program and to recommend an archives program that addresses both paper and electronic documentation. A report will be ready in February of 1989.

## **Office of Management and Administration**

The Office of Management and Administration oversees the data processing/office automation programs within the National Archives. The agency operates one nationwide automated system and is currently in the initial phase of developing a second. The operational system, the NARA Office Automation Network, is primarily an administrative system, but it also supports some program activities. The system under development will eventually incorporate all nationwide automation applications, including the present Office Automation Network, into one system.

The Office Automation Network's capabilities include word processing,

electronic mail, electronic spreadsheets, data base management, data entry for the larger computer systems, and networking of personal computers. During the year the system was expanded to include all reference service units at the National Personnel Records Center in St. Louis, MO, and units in the Office of the National Archives. The system now includes more than 440 workstations and, in addition, can be accessed through 300 personal computers.

The initial systems design phase for a unified, nationwide system that will link all program offices and provide a single, shared-reference data base is nearing completion. The new system, which will be phased in over the next 5 years, will support the accessioning and scheduling of records for disposition; reference activities in the Offices of the National Archives, Presidential Libraries, and Federal Records Centers; and administrative activities.

Current operating systems were augmented by adding more personal computers to the agency inventory. These personal computers are used as self-sufficient minicomputers and as universal terminals capable of accessing the Office Automation Network, central computer systems, minicomputers, and public data bases.

# Preservation

Preservation is an activity that relates to many functions within the archival system rather than being confined to the activities of one office. The first decision to retain records permanently, made by the appraisal staff of the Office of Records Administration, is essentially a preservation measure. Moving records out of agency office space, where they might be inadvertently damaged or destroyed, and placing them in one of the Federal records centers is another. Once the records are accessioned by the National Archives, their placement in acid-free boxes in fire-resistant facilities with proper temperature and humidity controls is a further important step in the preservation process.

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 in the eight Presidential libraries are aimed at ensuring long life for the documents in the care of the National Archives.

The following section describes progress made in all of these areas and work that 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.

## Office of Presidential Libraries

A major accomplishment this past year was the promulgation of architectural and design standards for Presidential libraries. The Presidential Libraries Act of 1986 (Pub. L. 99-323; 44 U.S.C. Ch. 21) requires the Archivist to set forth these standards to "ensure that such depositories (A) preserve Presidential records subject to chapter 22 of this title and papers and other historical materials accepted for deposit under section 2111 of this title and (B) contain adequate research facilities." The standards will apply to new library buildings and to additions to

and alterations of existing libraries.

The Archivist's written report to Congress, which precedes the Government's acceptance of a Presidential library, must include a certification that the building and equipment comply with these standards. A certification statement was included in the report sent to Congress in May of 1988 on the proposed Ronald Reagan library. The architectural and design standards have been incorporated into the Presidential Libraries Manual.

During the past year, preservation work was carried out on 1,901,317 sheets of paper. Much of this work consisted of transferring the images on deteriorating quick copies to a more stable medium. The Truman Library completed the preparation of 1,078 archival-quality prints of original political cartoons from the museum collection. The Roosevelt Library completed the encapsulation and foldering of Franklin D. Roosevelt's collection of historical broadsides.

The Truman Library completed a 2-year survey of museum objects, which resulted in detailed condition reports and treatment proposals for work to be carried out in FY 1989. The Eisenhower Library renewed all existing preservation contracts for textiles, paintings, and artwork on paper and let two new contracts for paintings and artwork on paper. When work under these new contracts has been completed, all surveyed materials will have been stabilized by conservators. The Roosevelt Library sent 21 prints of Federal buildings to the Northeast Document Conservation Center for estimates of preservation work. In addition, Office of Presidential Libraries staff inspected and packed for long-term storage almost 2,000 foreign and domestic gifts from the Reagan White House as well as some items of the Reagans' clothing.

The Nixon Presidential Materials Project staff initiated this past year a

program to care for museum objects among the Nixon Presidential historical materials. A museum specialist was hired to begin preservation work on the collections, and conservation and curatorial supplies and equipment were purchased. Preservation treatment was given to 946 objects.

Audiovisual preservation projects continued to receive the attention of the staff of all the libraries last year. Preservation actions were taken on 106,069 feet of motion picture film, 8,821 hours of audio and video recordings, and 56,303 photographs.

## Office of the National Archives

During fiscal year 1988, the Office of the National Archives continued an aggressive preservation policy, spending \$6.07 million on conserving records on all media.

## Holdings Maintenance

Holdings maintenance, a major element of the 20-Year Preservation Plan of the National Archives, continued to serve as the focal point for preservation initiatives. Holdings maintenance actions, which are designed to improve the storage environment of archival records and retard or eliminate the need for conservation treatment, include placing records in acid-free folders and boxes, removing damaging fasteners, and enclosing fragile records in polyester sleeves. Over the past year, 121,700 cubic feet of records received holdings maintenance attention. Conservators provided formal training for staff carrying out this work and also evaluated completed holdings maintenance to help ensure uniform and high-quality performance. The Research and Testing Laboratory of the Document Conservation Branch continued to monitor the quality of boxes and folders to ensure that all



storage materials coming into contact with archival records meet National Archives specifications. Productivity standards for holdings maintenance work have been developed and implemented; these standards will be evaluated and revised as appropriate in the coming year to reflect work of varying complexity.

### **Conservation Treatment**

Preparations for in-house exhibitions and loans to a variety of institutions required the conservation of many documents this year. A wide variety of materials for the exhibition "American Voices: Two Hundred Years of Speaking Out" received treatment, including the petition of postmistress M. K. Goddard of 1789, an 1836 petition signed in the Cherokee language, a petition from

Mathew Brady, a petition designed in the shape of the U.S. flag, patent petitions of Samuel Morse and Thomas Edison, and a letter from Chief Sitting Bull to President Grover Cleveland. This exhibition will open in March of 1989.

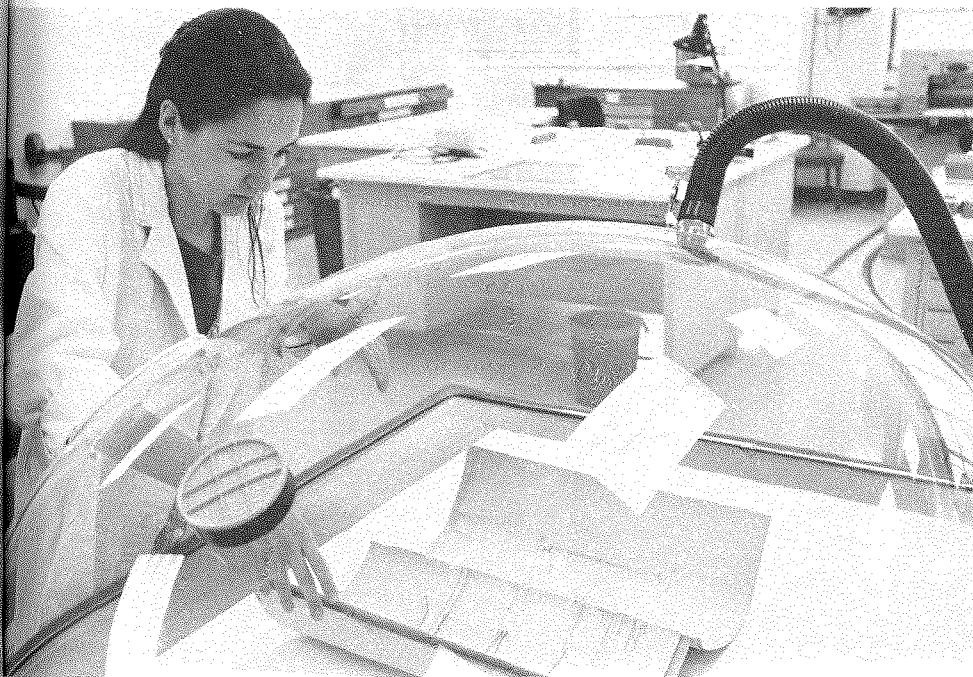
The Maryland ratification copy of the Constitution was treated in preparation for observation of the 200th anniversary of its signing. The Judiciary Act of 1789, engrossed on four large parchment sheets, was treated in preparation for observation of the bicentenary of its signing. In addition, the Louisiana Constitution of 1811-12 and three related documents received conservation treatment for an exhibition at the Historic New Orleans Collection. Five frakturs and about 50 architectural drawings were treated and prepared for

exhibition at Colonial Williamsburg and Octagon House, respectively.

An original Civil War albumen print from Alexander Gardner's *Photographic Sketchbook of the War* underwent extensive conservation treatment. The treatment was carried out in order to improve its condition and appearance for inclusion in an upcoming catalog of war images. This 1863 photograph is one of Gardner's most notable, showing a slain Confederate soldier in a trench, and is entitled "Home of a Rebel Sharpshooter, Gettysburg." Other records receiving special conservation treatment included a handwritten report on the assassination and death of Abraham Lincoln, a 19th-century manuscript map of New Orleans, and a watercolor panorama depicting an Eskimo village.



Kimberly Schenck, an intern in the National Archives Document Conservation Branch from the University of Delaware/Winterthur Art Conservation Program, works on William Bennett's *View of Washington*, an important print from the National Archives Still Picture Branch. The hand-colored etching was removed from a poor-quality secondary support board and mended with Japanese tissue and wheat starch paste. (Photograph by Elizabeth Mallonee.)



Anne Witty, a conservator in the Document Conservation Branch at the Document Preservation Lab (Pickett Street Annex), prepares a previously rolled document for humidification in a vacuum suction table with a Plexiglas dome. The arm ports allow the conservator to manipulate the document as necessary, and moisture from an ultrasonic humidifier is pumped into the closed chamber. Following humidification, documents are flattened, which allows for safe access and storage. The Document Preservation Lab at the Pickett Street Annex is specially equipped with large work surfaces to accommodate maps, architectural drawings, and other oversized records in the custody of the Cartographic and Architectural Branch. June 29, 1988. (Photograph by Elizabeth Mallonee.)

## Research and Testing

The Research and Testing Laboratory continued to test archival storage supplies purchased for holdings maintenance and film and photographic storage and to devise tests for use in developing specifications for these materials. The goal is to ensure that all materials coming in contact with archival records, such as inks, papers, and boards, are stable and unharmed.

To determine the suitability of storage enclosures and inks for use with photographic records, the Photographic Activity Test (as described in ANSI PH1.53-1986, *Processed Films, Plates, and Papers—Filing Enclosures and Containers for Storage*) has been used. Enclosures tested in FY 1988 included samples of several manufacturers' paper stock; adhesive seams and inks used in file folders, negative jackets, and microfiche jackets; and samples of boxes and corrugated boards. The Photographic Activity Test was also used

to test samples of inks used in pens and with rubber stamps to mark storage enclosures.

The laboratory is engaged in a shrink-wrap study, which is expected to determine whether sealing and storing loose paper documents and bound volumes in plastic is damaging over time. Sheets of paper that have the desired physical properties were placed in the humid aging oven. Fold endurance, brightness, and viscosity of these loose sheets were found to decrease significantly with time, although there was no significant change in acidity. Subsequent tests will examine the changes in these properties in paper aged in simulated bindings and will compare them with the results obtained from the aged loose sheets.

During the year the laboratory purchased an x-ray fluorescence spectrophotometer. As a tool to identify the properties that make up archival records and associated materials, it has already proved invaluable. A very small

sample is sufficient to produce meaningful results, which eliminates the need to destroy a large amount of the unknown material being tested and allows testing that could not be done previously in many cases.

## Training and Outreach

During the past year, the conservation laboratory has been involved in a variety of teaching activities. Conservators have lectured on preservation topics in numerous training courses for the National Archives staff and have continued to develop and teach special courses to support preservation projects. For example, training sessions on holdings maintenance were offered to provide guidance on basic preservation procedures relating to rehousing archival records; the sessions covered topics such as safe enclosures, removal of damaging fasteners, and appropriate marking devices for folders and boxes. Special courses also were conducted to train private microcamera operators who will be filming records in the custody of the National Archives. Regulations governing the filming of records by private firms were covered, and representatives from companies were taught safe ways to handle records and procedures for dealing with fragile or damaged items as well as those exhibiting historical features such as wafers, wax seals, or ribbon lacings. In conjunction with the courses developed for private microcamera operators, and to ensure that all staff members have a common understanding of the rules and regulations that govern the filming of records, conservators provided training to staff monitors overseeing the filming and to custodial archivists evaluating and responding to requests to film records.

During April, the conservation staff participated with Russian colleagues in an international preservation seminar devoted to the exchange of information about archival preservation programs. There were four participants from various Russian archives. Topics addressed during the week-long seminar included housing of archival records, environmental factors in preservation, reformatting and conservation treatment options, and care of special media, such as photographs, videotapes, and motion





Dr. L. E. Selivanova (left) and Dr. O. N. Tiagunov (center) from the U.S.S.R. Main Archives talk with Richard A. Jacobs (right), Director of External Affairs of the National Archives, at a symposium on documentary preservation, April 13, 1988. Four Soviet archivists participated in the meetings at the National Archives, which were part of a series of exchanges agreed upon by the American Council of Learned Societies and the Main Archival Administration of the Council of Ministers of the U.S.S.R. (Photograph by Nancy Olds.)

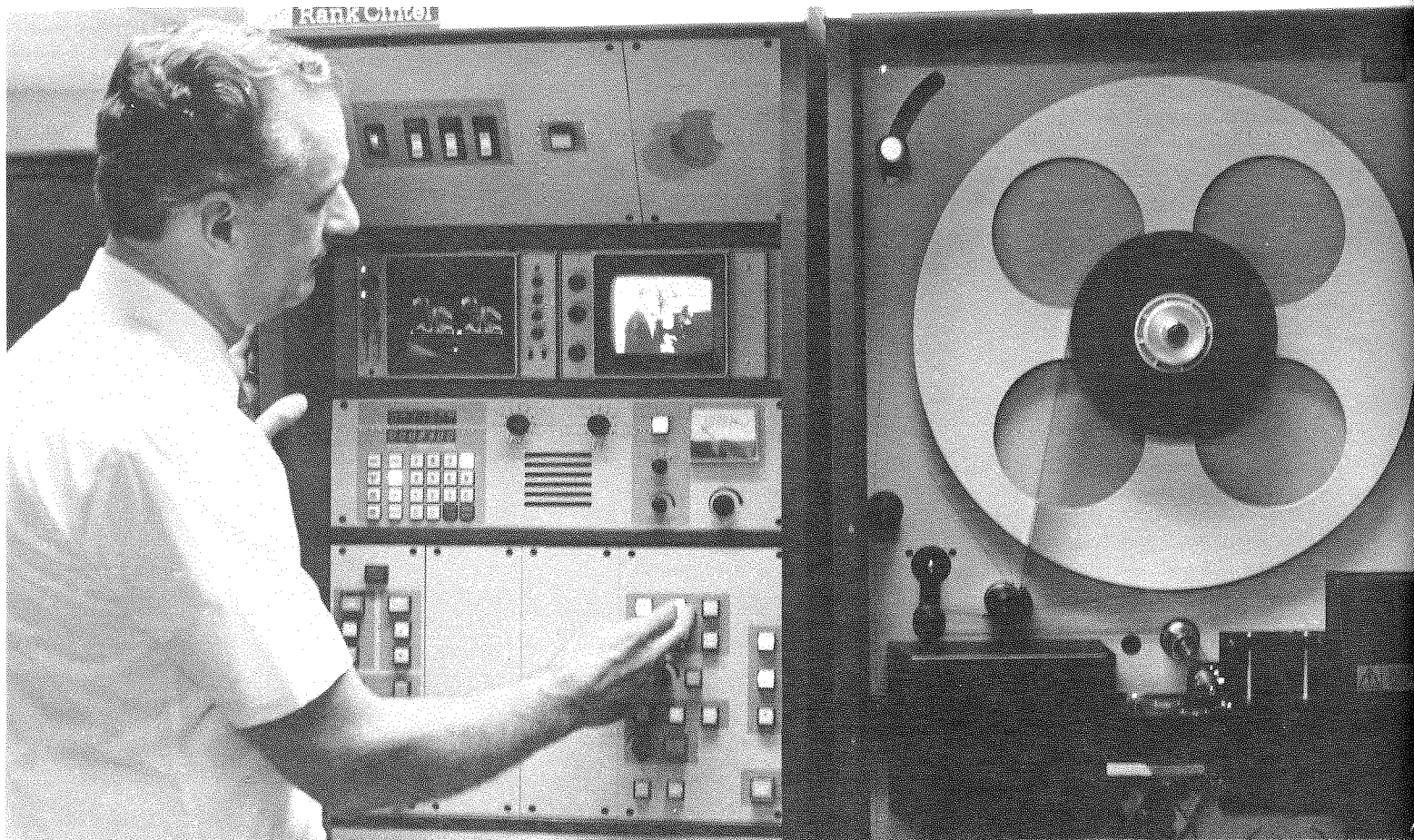
picture film. The seminar included a variety of lectures, laboratory tours, and visits to other cultural institutions in Washington, DC, and New York City.

### **Special Media Preservation**

More than 60,000 individual photographic records received holdings maintenance treatment this past year. Treatment included the rehousing of original negatives into new acid-free jackets, placing original and vintage photographic prints and posters into polyester sleeves, refolding prints, and placing original prints and negatives in acid-free and low-lignin archival storage containers.

The photographic laboratory made more than 17,000 preservation copies of original prints and negatives. The figure includes about 1,500 prints made from the W. H. Tipton Company collection of glass negatives relating to Gettysburg. This collection was accessioned from the National Park Service by the National Archives. The laboratory also copied about 7,500

Charles W. Mayn of the Special Media Preservation Branch uses the recording laboratory's new system (telecine) for transferring motion picture film to videotape to make copies of archival motion picture film for use in National Archives research facilities. In addition to having the capability to handle valuable and often fragile film, the telecine is able to make basic color corrections, to speed corrections, and to cancel some noise for enhancement of the final video image. (Photograph by Elizabeth Mallonee.)



images actual size on 35mm negative film from the photographic albums among the captured German records. Close to 56,000 photographic images were reproduced on 35mm microfilm so that researchers who use these photographic records can quickly scan the microfilm copies of the negatives rather than handle the originals.

One of the major concerns of still picture repositories is the deterioration of unstable safety-base film negatives that were produced from the late 1920's to the mid-1950's. Although the film used during this period was an improvement over the earlier and more volatile nitrate-base film, negatives produced on unstable safety-base film degrade with time. Proper storage will slow the degradation, but the only long-term solution is to duplicate the images on modern polyester film. This fiscal year, the photographic laboratory, working with a contractor, duplicated more than 7,000 safety-base film negatives from several photographic collections. Included were negatives made by Abbie Rowe, the National Park Service photographer based in the White House during Presidential administrations from Roosevelt to Johnson; by Russell Lee, of living conditions of miners and their families as part of the Medical Survey of the Bituminous Coal Industry; and by the Marine Corps from the pre-World War II period.

Preservation of motion picture film, audio and video recordings, and still photography images involves careful inspection of original records, improved housing, and duplication or reproduction of original records either to replace degrading originals or to protect them from further use and handling.

During the year, a commercial contractor, working in National Archives facilities, inspected (and repaired, as necessary) 13.3 million feet of motion picture film accessioned from the Air Force, Signal Corps, and Navy. The motion picture laboratory at the National Archives duplicated 1.73 million feet of color and black-and-white motion picture film; a contractor duplicated an additional 20,000 feet. The film duplicated this year was primarily from the Ford Film Collection and from Signal Corps, Marine Corps, and Air Force records.

National Archives laboratories also reproduced 119,000 minutes of video recordings, to be used as reference

copies, from the motion picture records of the Signal Corps, the Navy, and the Ford Film Collection, as well as 420 original 1-inch video recordings of proceedings received from the House of Representatives. A contractor transferred 3,240 minutes of Navy film to videotape. Staff sound technicians re-recorded more than 138,000 minutes of sound recordings of oral arguments before the Supreme Court, 1986-87, and of proceedings and pretrial interrogations of the war crimes trials held before U.S. Military Tribunals, 1946-49, in Nuremberg, Germany. A contractor re-recorded 53,000 minutes of original disks and tapes from the sound recording records of the Treasury Department, Federal Reserve System, National Bureau of Standards, and the Government of the District of Columbia.

Approximately 24,000 aerial photographic indexes received holdings maintenance treatment this past year. Treatment of these large (20 x 24 inch) prints and negatives included refoldering in acid-free folders and placing them in new 10-drawer map cabinets. Treatment of the large negatives also included preservation copying of 225 negatives to replace deteriorating originals.

During the year, a commercial contractor duplicated 50,000 feet of aerial film negatives to protect them from further use and handling. This contractor also cleaned an additional 50,000 feet of original World War II aerial negative film. This preservation treatment included the removal of old splices and tape, resplicing the film, and repairing tears in the film in preparation for its future duplication for preservation purposes.

## **Archival Research and Evaluation Staff**

### **Charters Monitoring System**

The Charters Monitoring System (CMS) is a unique system of integrated electronics that monitors the physical condition of important documents, including the Charters of Freedom (Declaration of Independence, Constitution, and Bill of Rights). This year, the system was used to develop techniques to capture, store, manipulate, transform, and interpret document image data; to design tests for experiments; and to apply

mathematics and computational methodologies to the solution of image analysis problems. The January 1988 issue of *Discover* magazine featured CMS as one of the top 35 science stories of 1987.

During this first full year of operation, the CMS reexamined the Declaration of Independence and the Bill of Rights. CMS established that no deterioration occurred during the interval between baseline images taken in 1987 and images taken this year. Further tests will continue for the remaining pages of the Charters and for other important documents. For example, baseline images were taken of the Nixon resignation letter before it was loaned to another institution for exhibition. Upon its return, the letter will be reexamined and images compared to see if any deterioration has occurred.

The Jet Propulsion Laboratory (JPL), which designed CMS, will continue to provide technical support to the National Archives. JPL has agreed to furnish the National Archives with sample encasements for documents; the encasements will be designed to allow imaging of test samples sealed within them. The environmentally controlled encasements will allow the National Archives to characterize the processes that cause deterioration of documents.

### **Revision of 20-Year Preservation Plan**

With the assistance of the Department of Transportation's (DOT) Transportation Systems Center in Cambridge, MA, the National Archives Preservation Officer is revising the National Archives 20-Year Preservation Plan, originally formulated in 1984. The first goal of this revision is to estimate usage rates for paper documents in the holdings of the National Archives and to characterize the usage of the documents. This effort follows a principal recommendation of the National Academy of Sciences to identify more clearly the reference usage before establishing preservation priorities.

DOT statisticians began their study by sampling reference service slips and reproduction service orders in an effort to determine usage patterns among specific series of records. The survey is based on shelf location of records used, with the ultimate objective of mapping



the most active records in the National Archives' holdings. The usage information will then be tied to a general survey of condition and value of holdings.

### **Third Annual Preservation Conference**

The topic of the third Preservation Conference, held on April 11, was "Microenvironmental Research and New Directions in the Care of Collections." The Conference addressed issues relating to the microenvironments in which archival and library materials are stored and displayed. Speakers discussed research on the effect of temperature, relative humidity, and air quality on materials in various containers. Practical applications for such data also were covered in the context of preservation decisionmaking, environmental controls, and storage enclosures. Speakers included Ann Russell, Northeast Document Conservation Center; Elio Passaglia, National Bureau of Standards; James P. Reilly, Image Permanence Institute, Rochester Institute of Technology; Mary Lynn Ritzenthaler, National Archives; Frank Preusser, Getty Conservation Institute; and I.G. Shepilova, VNIDAD, U.S.S.R. Archives. The papers from this conference will be published in *Restaurator* in 1989. The 4th annual conference is planned for March 1, 1989, on "Current Trends in the Preservation of Audiovisual Collections."

### **Microenvironment Study**

In October of 1987, the National Institute of Standards and Technology (NIST) published *The Characterization of Microenvironments and the Degradation of Archival Records: A Research Design* (National Bureau of Standards Publication NBSIR 87-3635) by Dr. Elio Passaglia. This study, sponsored by the National Archives, proposed a research program into the efficacy of placing archival records in containers as a first line of defense against pollutant gases and fluctuating temperatures and relative humidity.

The research program proposed by NIST is divided into two areas: a study of the protection provided by containers, particularly the cardboard boxes commonly used to safeguard much archival material, and a study of

the deterioration of paper and the relation of this deterioration to various methods of storing paper records. As the first step, NIST will investigate the protection provided by archival cardboard boxes and file folders against common atmospheric pollutants. In 1988, the National Archives began funding this two-part research program to be carried out by NIST over a 5-year period.

### **Preservation of Video Recordings**

The Ad Hoc Committee on Preservation of Video Recordings met on July 28-29, 1988, at the National Archives. Participants included Norbert S. Baer, Conservation Center, Institute of Fine Arts, New York University (Chairman); Charleton C. Bard, Eastman Kodak (retired); John C. Mallinson, Center for Magnetic Recording Research, University of California, San Diego; Leslie E. Smith, Polymers Division, National Institute of Standards and Technology; Richard Castellano, Department of Defense Motion Media Records Center, Norton Air Force Base; Gerald Gibson, Library of Congress; Alan Lewis, video media consultant; Barbara London, Museum of Modern Art; and Mary Jane Smith, White House TV.

The Committee discussed the options for preserving video media and concluded that important video images ought to be copied to motion picture film because of the rapid obsolescence of electronic equipment.

### **Cooperative Research Projects**

Near the end of this fiscal year, two cooperative research projects were continued through interagency agreements between the National Archives and the Institute of Computer Science and Technology of the National Bureau of Standards. The first project calls for the identification and evaluation of preservation alternatives for electronic records, including consideration of the issues of creation, transfer, storage, and access. The project will focus on computer data standards, either currently existing or under development, that could assist in ensuring portability of electronic records created by Federal agencies. The development of computer software that

simulates implementation of the standards in transporting files between incompatible computer environments will be included in the study. The project report is due in March of 1989.

The second project, to be completed in 1989, involves development of a testing methodology to predict the life expectancy of optical media. A number of Federal agencies are in the process of implementing records management systems that use optical storage media. The findings of this study will be used by the National Archives to plan how information may be kept without risking serious losses through degradation of the optical media.

## The National Historical Publications and Records Commission

Legislation enacted during fiscal year 1988 will effect major changes in the National Historical Publications and Records Commission. On July 13, President Reagan signed Public Law 100-365, expanding the representation of the Commission membership while at the same time reducing its size.

The law goes into effect January 1, 1989. The American Historical Association, Organization of American Historians, Society of American Archivists, and American Association

for State and Local History (AASLH) will have their representation reduced from two members each to one, and two additional organizations will be added with one member each: the National Association of Government Archives and Records Administrators (NAGARA) and the Association for Documentary Editing (ADE). Along with the other members, whose representational status is unchanged, the Commission membership will total 15, a reduction of two.

The new law also states that the Commission may "conduct institutes, training and educational programs, and recommend candidates for fellowships related to the activities of the Commission and may disseminate information about documentary sources through guides, directories, and other technical publications," functions that were implicit in previous legislation. The grant authorization level was increased to \$6 million for 1989, \$8 million for 1990, and \$10 million for 1991, 1992,



From left to right are U.S. Archivist Don W. Wilson, U.S. Representatives Glenn English (D-OK) and Al McCandless (R-CA), and Executive Director of the National Historical Publications and Records Commission Frank G. Burke at the House NHPRC reauthorization hearings, February 17, 1988. (Photograph by Nancy Olds.)



U.S. Senators John C. Stennis (D-MS), left, and Mark O. Hatfield (R-OR), right, exchange greetings at a National Archives reception honoring Senator Hatfield's service on the National Historical Publications and Records Commission, May 12, 1988. (Photograph by Susan Amos.)



Dr. and Mrs. Frank G. Burke (right) greet Darryl Price, left, and James Luttrell, second from left, of the Facilities Management Branch, at a reception on August 3, 1988, honoring Dr. Burke. After 21 years with the National Archives, Dr. Burke joined the faculty of the University of Maryland, College Park, as a full professor. (Photograph by Nancy Olds.)

and 1993. The amount actually appropriated for 1988 (and for 1989) was \$4 million.

In other developments, Senator Mark O. Hatfield (R-OR) was replaced on the Commission by Senator Paul S. Sarbanes (D-MD), and AASLH member Larry E. Tise was replaced by Edwin C. Bridges. Frank G. Burke, Executive Director of the Commission since 1975 and Acting Archivist of the United States from April 1985 to December 1987, retired to accept a teaching position at the University of Maryland. The Commission is conducting a nationwide search for a new Executive Director.

## Records Program

Increased interaction with the NHPRC State historical records coordinators, continued development of a national historical records program, and the funding of several significant projects highlighted the work of the records program during this fiscal year.

On November 5 and 6, 1987, State coordinators from 46 States, Puerto Rico, and the District of Columbia met in Boston at a Commission-funded meeting to discuss issues of broad interest and concern. The meeting endorsed a national policy statement on the United States' documentary heritage and a 12-point national historical records program statement. Throughout the year, the records program staff communicated frequently with the Coordinators' Steering Committee.

At its February meeting, the Commission endorsed the 12 points of the national historical records program. These points, previously endorsed by the State historical records coordinators, include the identification and communication of records needs, a coordinated effort to meet these needs, and the promotion of documentary editions in the study of history.

By the end of the year, the records program staff, headed by Nancy Sahli, had begun to implement several of these points. An example is the staff's coordination with other National Archives units regarding activities that affect non-Federal historical records or non-Federal archival programs.

The records program provided support to several projects of national significance during the year. Among these was a study by the Image



Permanence Institute of Technology on the degradation process of cellulose acetate, safety, photographic film; an assessment by Harvard College of the current status of archival descriptive standards; a grant to NAGARA to develop a preservation planning strategy particularly for State and local government archives; and the Society of American Archivists' publication of seven manuals on a wide variety of archival topics.

Other projects funded by the records program produced a number of diverse reports and products. Bruce W. Dearstyne's *The Management of Local Government Records: A Guide for Local Officials*, the *Iowa County Records Manual*, and *Program Reporting Guidelines for Government Records Programs*, developed under the auspices of NAGARA, provide valuable guidance to record custodians. Researchers in archival materials will benefit from the publications *Guide to the Archives* (describing the holdings of the Peabody Institute of The Johns Hopkins University) and *A Guide to the Archives of the City of Seattle*. In March, Oryx Press published the long-awaited second edition of the *Directory of Archives and Manuscript Repositories in the United States* compiled by the records program staff.

The NHPRC's archival fellowship program, funded in part by the Andrew W. Mellon Foundation, completed its third year. A colloquium of fellows, their institution sponsors, Commission staff, and members of the Commission's archival fellowship committee was held in February. The winners of the 1988-89 archival fellowships, and the sponsoring institutions, are Kevin J. Logan (Cornell University), Paul A. Breck (New York University), and Jeffrey D. Marshall (University of Vermont).

## Publications Program

The publications program continues to preserve the documentary heritage of the United States through the publication and dissemination of historical materials. During this fiscal year, Commission-supported projects published 28 volumes and 502 reels of microfilm for scholarly and popular use. These works range from the

correspondence of 17th-century religious leader Roger Williams to 20th-century President Woodrow Wilson; from the records of founding patriots, such as Benjamin Franklin, Henry Laurens, and John Paul Jones, to the writings of 20th-century reformers Marcus Garvey and Mother Jones. These editions include the papers of both the political and the cultural elite of 19th-century America.

A noteworthy first for the publications program was its support for the publication and marketing of *The Diary of William Maclay and Other Notes on Senate Debates* in hardcover and softcover editions. The *Diary* is volume 9 of the *Documentary History of the First Federal Congress*.

The works published in 1988 only partially reflect the breadth of the publications program. Additional projects represent other facets of the American experience: industrialists and scientists, Hispanic history and women's history, immigrants, Native Americans, and former slaves. There are now more than 500 printed volumes and 8,000 reels of microfilm that have been produced through the program. Additional financial support is provided through subvention grants to supplement publication and marketing expenses of Commission-sponsored projects.

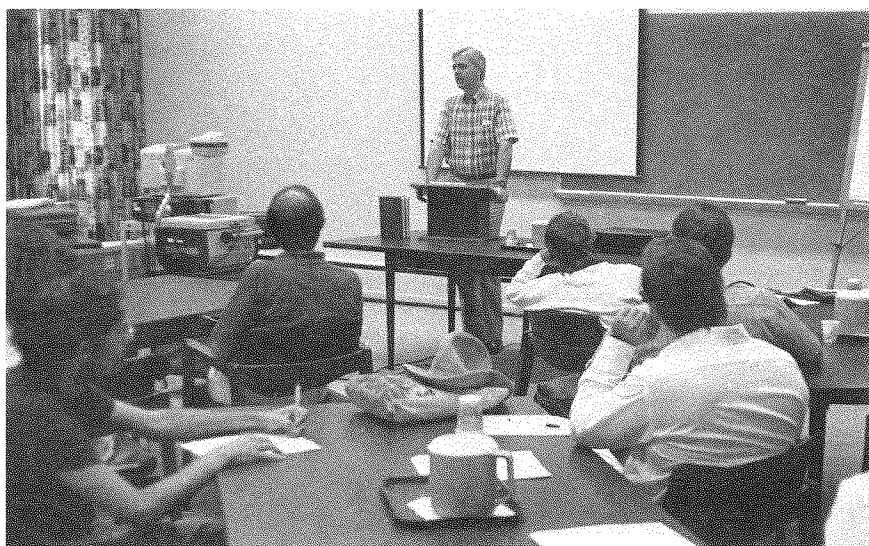
A campaign launched in 1987 to promote the distribution of publications was continued this past year. Four

thousand copies of the catalog *Historical Documentary Editions, 1988* were mailed to college and university libraries. Meetings to plan cooperative efforts were held with university officials, members of historical associations, university press directors, and others. The campaign expanded the campus representative program, which encourages the purchase of documentary publications by college and university libraries and the use of documentary publications in class assignments.

A new venture is the Commission's immigration initiative. The Commission will sponsor a conference to plan the documentation of the immigrant experience in the United States. Coinciding with the approaching quincentennial celebration of Christopher Columbus' arrival in the New World, this initiative seeks to promote the history of immigration through archival preservation and documentary publications.

Once again the private sector recognized the importance of the Commission's work. We are grateful to the William Nelson Cromwell Foundation, the Ford Foundation, the George Gund Foundation, and private individuals for providing approximately \$100,000 in financial assistance to various Commission-sponsored publication projects.

The publications program continued to sponsor a wide range of educational



Dr. Charles Cullen, president of the Newberry Library, is shown talking about computer indexing at the NHPRC 1988 editing institute. The institute meets each year for 2 weeks in June at the State Historical Society of Wisconsin on the campus of the University of Wisconsin, Madison. (Photograph by Richard N. Sheldon.)



activities and programs, including fellowships in advanced historical editing, an annual 2-week editing institute, and a periodic newsletter. The winners of the 1988-89 fellowships, and the sponsoring projects, are Joanne Walroth (*The Papers of Benjamin Franklin*), Eric Walther (*The Papers of Jefferson Davis*), and G. Kurt Piehler (*The Selected Papers of Charles Willson Peale and His Family*). To date, approximately 300 historians, archivists, and librarians have attended "Camp Edit," as the institute is popularly called. Both the fellowships and the institute are supported in part by funds from the Andrew W. Mellon Foundation.

The publications program research staff assists project editors by searching for and providing copies of documents in the National Archives and the Library of Congress, by maintaining a microfilm lending library, and by monitoring autograph and manuscript catalogs.

*Annotation*, the Commission's newsletter, is distributed to 2,600 individuals and institutions and is available free, upon request. In addition to announcing publications and records

grants, the newsletter reports on Commission policies, newly published documentary editions, and recent developments in documentary preservation and publication.

## Records Grants (Alphabetized by State)

### California

**California State Archives Foundation**, Sacramento, CA: an outright grant of \$55,971 and a matching grant of \$42,550 for a 2-year project to develop archives programs in Napa and Placer counties and in the city of Napa and to assist in maintaining an existing program in Yolo County.

**Pacifica Program Service/Pacifica Radio Archive**, Los Angeles, CA: \$55,000 to preserve deteriorating audiotapes of Pacifica Radio broadcasts from the 1950's to the 1970's.

**Southwest Museum**, Los Angeles, CA: a grant of \$19,300 to complete the transfer of photographic images to laser videodisc.

### Delaware

**City of Wilmington, DE**: a grant of \$3,878 to develop a systematic approach to maintaining and protecting city records.

### District of Columbia

**The George Washington University**, Washington, DC: a grant of \$54,951 for a 2-year project to develop a university archives and records management program.

### Florida

**Louis Wolfson II Media Center**, Miami, FL: a grant of \$61,594 to appraise, preserve, and make available WTVJ newfilm dating from 1959 to the present. The film includes the earliest surviving local television newfilm from south Florida.

**Tampa-Hillsborough County Public Library**, Tampa, FL: a grant of \$54,450 to duplicate nitrate and cellulose acetate negatives from the Burgert brothers photographic collection. The photographs document

"Tampa: Madame Himes Beauty Parlor in lobby of Tampa Theatre featuring 'Clara Bow Haircut,' July 15, 1930." This photograph is from the Burgert Brothers Photographic Studio Collection at the Tampa-Hillsborough County Public Library, Tampa, FL. The NHPRC Records Program awarded \$54,450 to duplicate nitrate and cellulose acetate negatives from the collection this year. (Photograph by Burgert Brothers.)



the growth of Florida, especially the Tampa Bay area, from 1918 to the early 1960's.

### **Georgia**

**Atlanta Jewish Federation**, Atlanta, GA: a grant of \$22,550 to survey, accession, and inventory records of the Jewish community in Atlanta.

### **Idaho**

**Idaho State Historical Society**, Boise, ID: a grant of \$24,463 for the Idaho State Historical Records Advisory Board to conduct a statewide records assessment and reporting project.

### **Iowa**

**Iowa State University**, Ames, IA: a grant of \$40,354 to deacidify and encapsulate approximately 1,700 drawings and blueprints in the Warren H. Manning landscape architectural collection. The collection represents the most comprehensive body of material related to Manning, a student and contemporary of Frederick Law Olmsted.

### **Kansas**

**Johnson County Government**, Olathe, KS: a grant of \$2,975 for a consultant to evaluate the condition of county records and to make recommendations for the development of an archival program.

### **Maryland**

**Association for Documentary Editing**, Baltimore, MD: a supplemental grant of \$880 to provide travel expenses for a meeting of the advisory committee of the Documentary Heritage Trust of the United States.

**Carmelite Sisters of Baltimore**, Towson, MD: a grant of \$37,185 (\$4,590 matching) to preserve, arrange, describe, and make accessible the historical records (1642 to date) of the oldest community of religious women in the Thirteen Original Colonies.

**The Johns Hopkins University School of Medicine**, Baltimore, MD: \$67,385 for the final 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 and to produce a guide to the management of medical records.

### **Massachusetts**

**Metropolitan District Commission**, Boston, MA: a grant of \$48,843 to bring the commission's historical records under intellectual control through the development of retention schedules, surveying and appraisal, description, preservation, and the transfer of original documents to the Massachusetts archives. The Metropolitan District Commission has jurisdiction over parks, nature reserves, reservoirs, and similar public works in the greater Boston area.

**Old Sturbridge Village**, Sturbridge, MA: a grant of \$31,390 to develop an archival and records management program at the museum.

### **Minnesota**

**Mille Lacs Band of Chippewa Indians**, Onamia, MN: a grant of \$29,715 to develop an archival and records management program for the tribe. Undertaken in cooperation with the Minnesota Historical Society, the project will involve the records of what may be the only Indian tribal government with fully operational separation of powers.

### **Mississippi**

**Lauderdale County Department of Archives and History**, Meridian, MS: a grant of \$5,104 to undertake planning for an archival and records management program for Lauderdale County and the city of Meridian.

### **Missouri**

**St. Louis Mercantile Library Association**, St. Louis, MO: a matching grant of \$3,274 to duplicate and preserve glass plate, nitrocellulose, and early diacetate negatives produced by the St. Louis *Globe-Democrat* in the 1920's and 1930's.

### **Montana**

**City of Great Falls**, MT: a grant of \$55,670 to hire a records manager to survey, appraise, and establish retention schedules for the city's records and to develop a records manual for the city.

### **Nevada**

**Nevada State Historical Records Advisory Board**, Carson City, NV: a

grant of \$450 to print and distribute an informational brochure on the board and its work.

### **New Hampshire**

**Portsmouth Athenaeum**, Portsmouth, NH: a grant of \$30,125 for an archivist to work on the collections of the Athenaeum and the Strawberry Banke Museum. The records document Portsmouth's role in local, State, and national history.

### **New Mexico**

**New Mexico Commission of Public Records**, Santa Fe, NM: a grant of \$25,000 for the New Mexico State Historical Records Advisory Board to conduct a statewide records assessment and reporting project.

**University of New Mexico**, Albuquerque, NM: a grant of \$4,783 to produce a tonal microfiche and a guide to the Henry A. Schmidt and Cobb Memorial photograph collections. The two collections comprise a total of 2,039 unique images, ca. 1885 to 1942, of miners, ranchers, women, blacks, Orientals, Native Americans, and Hispanics. The photographs show both rural and town life.

### **New York**

**Buffalo Society of Natural Sciences**, Buffalo, NY: a grant of \$32,848 for a 16-month project to establish an archival and records program for the society, the Buffalo Museum of Science, and the Tiffit Farm Nature Preserve.

**Cornell University**, Ithaca, NY: archival fellowship (jointly funded by the NHPRC and the Andrew W. Mellon Foundation) of \$25,700 for the academic year 1988-89.

**Foundation of the New York State Nurses Association**, Guilderland, NY: a grant of \$46,948 for a 2-year project to develop an archival program for the New York State Nurses Association and to initiate development of a coordinated strategy for documenting the discipline of professional nursing in New York State. The association, established in 1901, is the oldest and largest State nurses association, with a membership of about 31,000.

**New York University**, New York, NY: archival fellowship (jointly funded by the NHPRC and the Andrew W. Mellon Foundation) of \$25,700 for the academic year 1988-89.

**Rochester Institute of Technology, Image Permanence Institute**, Rochester, NY: a grant of \$41,830 for the salaries of staff participating in a study of the degradation process of cellulose acetate, safety, photographic films. The plan is to analyze the role of temperature and humidity in the deterioration of photographic films in use from the 1930's to the present.

### **North Dakota**

**North Dakota League of Cities**, Bismarck, ND: a grant of \$43,217 to establish a continuing comprehensive records program for city governments. The project includes the publication and distribution of a city records management manual, workshops on records management to be held for city personnel, and efforts to preserve archival resources at the city and State levels.

### **Oklahoma**

**Oklahoma State Historical Records Advisory Board**, Oklahoma City, OK: a grant of \$18,052 to hold workshops to inform local government officials about the requirements and benefits of records management and about the methods of preserving historically valuable local government records.

### **Oregon**

**Oregon State Archives**, Salem, OR: a grant of \$25,980 to undertake preservation microfilming and description of the records of the Oregon Territorial government. The records cover the work of the territory's military department, supreme court, secretary of state, and county governments during the years from 1837 through 1859.

### **Pennsylvania**

**Chester County Historical Society**, West Chester, PA: a grant of \$41,594 for a 2-year project to arrange and describe the administrative and fiscal records of Chester County, 1699-1945. These and other records form perhaps the most comprehensive documentation

of any county government during the colonial period.

### **Rhode Island**

**Office of the Secretary of State, State Archives Division**, Providence, RI: a grant of \$114,022 to establish an active State archival program and to identify archival materials located in the State records center and State government offices, departments, and agencies, as well as fugitive State records located in historical repositories.

### **South Carolina**

**South Carolina Department of Archives and History**, Columbia, SC: a grant of \$2,976 for the South Carolina State Historical Records Advisory Board to support the printing of the State's historical records assessment report and a summary brochure.

### **South Dakota**

**South Dakota School of Mines and Technology**, Rapid City, SD: a grant of \$52,402 to develop an archival program. This program will establish control over, and provide access to, the Black Hills Mining Industrial Archival Collections. It would also prepare finding aids to the collections.

### **Texas**

**University of Texas at Austin, Barker Texas History Center**, Austin, TX: a grant of \$33,096 to arrange, describe, preserve, and make accessible images from the Robert Runyon photograph collection (1912-47).

### **Utah**

**Utah Division of State History**, Salt Lake City, UT: a grant of \$116,996 for an 18-month project to develop an automated information system about archives and records holdings in the State. The system will be part of the Research Libraries Information Network (RLIN) nationwide data base.

### **Vermont**

**University of Vermont**, Burlington, VT: archival fellowship (jointly funded by the NHPRC and the Andrew W. Mellon Foundation) of \$25,700 for the academic year 1988-89.

### **Virginia**

**Arlington County Public Library**, Arlington, VA: \$15,738 to arrange and describe local history materials in the Arlington Community History Archives.

### **Washington**

**King County Department of Executive Administration, Records and Elections Division**, Seattle, WA: a grant of \$71,457 to develop an archival program for the county's records.

**Washington State Historical Records Advisory Board**, Olympia, WA: a grant of \$9,340 to assess the need for and feasibility of a re-grant program for the more than 35 Native American tribes in the State of Washington.

### **Wisconsin**

**Milwaukee Public Library**, Milwaukee, WI: a supplemental grant of \$17,176 for the second year of a project to develop a municipal archival program for Milwaukee. The project will evaluate records retention schedules, arrange and describe existing holdings, and enter records series information into the Research Libraries Information Network (RLIN) data base.

**State Historical Society of Wisconsin**, Madison, WI: a grant of \$68,764 to evaluate the physical condition of and to appraise, organize, and provide access to early television newsfilm, ca. 1955 to 1972, from four television stations in Madison.

### **Wyoming**

**Wyoming State Museum**, Cheyenne, WY: \$31,126 for a 2-year project to preserve and make available nitrate and glass plate negatives of Wyoming, the Great Plains, and the northern Rocky Mountains from the late 19th century to the mid-20th century.

### **National Projects**

**American Institute of Physics**, New York, NY: a grant of \$80,000 to support a 2-year project to analyze records created by multi-institutional teams doing research in physics, to identify and test alternative methods of preserving historically significant research records created by teams, and to develop policy recommendations and

programs to deal with the present and future documentation of these teams and their work. The project is being jointly funded by the National Science Foundation.

**American Mathematical Society**, Providence, RI: a grant of \$4,668 to hire a consultant to survey the records of the society and to recommend a records management program. The society hopes to initiate the recommended program and donate its noncurrent records to Brown University.

**Fort Sill Apache Tribe**, Apache, OK: a grant of \$29,685 to microfilm for preservation and research use the litigation files pertaining to the Indian Claims Commission case of the Fort Sill Apache Tribe. The tribe traces its origin to a group of the Chiricahua Apache, who were led by Geronimo.

**National Association of Government Archives and Records Administrators**, Albany, NY: a grant of \$106,450 to develop an archival preservation planning tool for use in State and local government archives and other archival institutions. Products to be created include self-survey materials for repositories and a preservation planning resource notebook.

**National Recreation and Park Association**, Alexandria, VA: a grant of \$39,891 for a 2-year project to establish a records management program and to complete the processing of its pre-1965 records located at the Social History Welfare Archives of the University of Minnesota.

**President and Fellows of Harvard College**, Cambridge, MA: a grant of \$44,380 for a 1-year project to assess the current status of archival descriptive standards, to identify standards that need to be developed, and to address other issues and problems relating to standards development and implementation.

**Society of American Archivists**, Chicago, IL: a grant of \$56,400 (which includes \$5,000 in matching funds) to publish seven new manuals in a series to be called Archival Fundamentals. Topics to be covered consist of archives in society, acquisitions and appraisal, arrangement and description, preservation management, reference

and access, administration of archival repositories, and a glossary of archival terms.

## **Publications Grants (Alphabetized by State)**

### **Arizona**

**Documentary Relations of the Southwest Civil/Military Series** (Arizona State Museum, Tucson, AZ): \$27,000.

### **California**

**The Papers of Salmon P. Chase** (Claremont Graduate School, Claremont, CA): \$61,303.

**The Marcus Garvey and Universal Negro Improvement Association Papers** (University of California, Los Angeles, CA): \$33,000.

**The Papers of Emma Goldman** (University of California, Berkeley, CA): \$53,000.

**The Correspondence of Charles Sumner** (Pomona College, Claremont, CA): \$35,000.

### **Connecticut**

**The Frederick Douglass Papers** (Yale University, New Haven, CT): \$48,000.

**The Papers of Benjamin Franklin** (Yale University, New Haven, CT): \$70,000.

**The Papers of Benjamin Franklin** (Yale University, New Haven, CT): \$20,400 for an editing fellow.

### **District of Columbia**

**Documentary History of the First Federal Congress of the United States of America, March 4, 1789-March 3, 1791** (The George Washington University, Washington, DC): \$129,000.

**The Daniel Chester French Papers** (The American University, Washington, DC): \$71,508.

**J. Franklin Jameson and the Development of Humanistic Scholarship in America** (American Historical Association, Washington, DC): \$54,000.

**The Selected Papers of Charles**

**Willson Peale and His Family** (Smithsonian Institution, Washington, DC): \$20,400 for an editing fellow.

**Documentary History of the Supreme Court of the United States, 1789-1800** (Supreme Court Historical Society, Washington, DC): \$70,000.

### **Florida**

**The Black Abolitionist Papers** (Florida State University, Tallahassee, FL): \$25,000.

### **Georgia**

**The Papers of Martin Luther King, Jr.** (The Martin Luther King, Jr., Center for Nonviolent Social Change, Atlanta, GA): \$47,000.

### **Illinois**

**The Letters of Jessie Benton Fremont** (University of Illinois, Urbana, IL): \$15,000.

**The Papers of Ulysses S. Grant** (Ulysses S. Grant Association and Southern Illinois University, Carbondale, IL): \$45,000.

### **Kentucky**

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

### **Maryland**

**The Papers of Dwight David Eisenhower** (The Johns Hopkins University, Baltimore, MD): \$13,000.

**Freedom: A Documentary History of Emancipation, 1861-1867** (University of Maryland, College Park, MD): \$71,130.

**The Samuel Gompers Papers** (University of Maryland, College Park, MD): \$59,000.

### **Massachusetts**

**The Adams Papers** (Massachusetts Historical Society, Boston, MA): \$70,000.

**Documentary History of George Rapp's Harmony Society** (Clark University, Worcester, MA): \$37,000.

**The Papers of Elizabeth Cady Stanton and Susan B. Anthony** (University of Massachusetts, Amherst, MA): \$20,000.



## North Carolina

**The Papers of Jane Addams** (Duke University, Durham, NC): \$39,530.

## New Jersey

**The Papers of Thomas Jefferson** (Princeton University, Princeton, NJ): \$70,000.

## New Mexico

**The Journals of Diego de Vargas** (University of New Mexico, Albuquerque, NM): \$27,000.

## New York

**The Elizabeth Drinker Diary** (Fordham University, Bronx, NY): \$25,502.

**The Papers of Albert Gallatin** (Baruch College, CUNY, New York, NY): \$42,000.

**The Papers of Robert Morris, 1781-1784** (Queens College, CUNY, Flushing, NY): \$29,000.

**The Margaret Sanger Papers** (New York University, New York, NY): \$22,000.

## Rhode Island

**The Papers of General Nathanael Greene** (Rhode Island Historical Society, Providence, RI): \$58,500.

## South Carolina

**The Papers of John C. Calhoun** (University of South Carolina, Columbia, SC): \$26,229.

**The Papers of Henry Laurens** (South Carolina Historical Society, Charleston, SC): \$35,000.

## Tennessee

**The Papers of Andrew Jackson** (University of Tennessee, Knoxville, TN): \$45,000.

**The Papers of Andrew Johnson** (University of Tennessee, Knoxville, TN): \$69,000.

**The Correspondence of James K. Polk** (University of Tennessee, Knoxville, TN): \$31,831.

## Texas

**The Papers of Jefferson Davis** (Rice University, Houston, TX): \$37,000.

**The Papers of Jefferson Davis** (Rice University, Houston, TX): \$20,400 for an editing fellow.

## Virginia

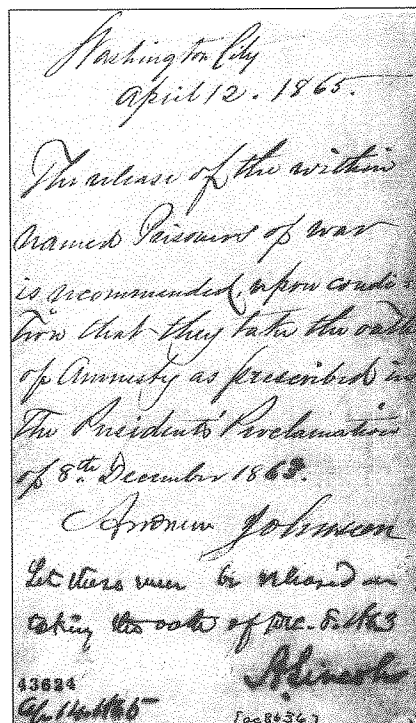
**The Papers of James Madison** (University of Virginia, Charlottesville, VA): \$70,000.

**The Papers of George Catlett Marshall** (George C. Marshall Research Foundation, Lexington, VA): \$57,000.

**The Papers of John Marshall** (Institute of Early American History and Culture, Williamsburg, VA): \$20,000.

## Wisconsin

**The Documentary History of the Ratification of the Constitution and The Documentary History of the First Federal Elections, 1788-1790** (University of Wisconsin, Madison, WI): \$109,991.



This document recommending release of prisoners of war was signed by Vice President Andrew Johnson on April 12, 1865, and was endorsed by Abraham Lincoln on the day of his assassination, April 14, 1865. A facsimile of the document is printed in volume 7 of *The Papers of Andrew Johnson*. The NHPRC publications program awarded \$69,000 to the Johnson Papers this year. (Photograph courtesy of the Library of Congress.)

## Subvention Grants (Alphabetized by State)

### Arizona

**Documentary Relations of the Southwest Civil/Military Series** (University of Arizona Press, Tucson, AZ): \$10,000 for the volume entitled *Pedro de Rivera and the Military Regulations for Northern New Spain*.

### Connecticut

**The Papers of Benjamin Henry Latrobe** (Yale University Press, New Haven, CT): \$10,000 per volume for volumes 2 and 3 of *Correspondence and Miscellaneous Papers*.

### Illinois

**The Samuel Gompers Papers** (University of Illinois Press, Urbana, IL): \$6,989 for volume 2, and \$10,400 for volume 3.

### Kentucky

**The Papers of Henry Clay** (University Press of Kentucky, Lexington, KY): \$10,000 for volume 9.

### Maryland

**Documentary History of the First Federal Congress of the United States of America, March 4, 1789-March 3, 1791** (Johns Hopkins University Press, Baltimore, MD): \$10,000 for a paperback edition of volume 9, entitled *The Diary of William Maclay and Other Notes on Senate Debates*.

### North Carolina

**The Black Abolitionist Papers** (University of North Carolina Press, Chapel Hill, NC): \$8,211 for volume 2.

**The Papers of General Nathanael Greene** (University of North Carolina Press, Chapel Hill, NC): \$11,700 for volume 5.

**The Papers of John Marshall** (University of North Carolina Press, Chapel Hill, NC): \$9,018 for volume 5.

### New Hampshire

**The Papers of Daniel Webster** (University Press of New England, Hanover, NH): \$8,663 for volume 2 of *Diplomatic Papers* and \$7,747 for volume 2 of *Speeches and Formal Writings*.

## **Pennsylvania**

**The Papers of William Penn**  
(University of Pennsylvania Press, Philadelphia, PA): \$10,000 per volume for volumes 3 and 4.

## **South Carolina**

**The Papers of Henry Laurens**  
(University of South Carolina Press, Columbia, SC): \$7,329 for volume II.

## **Tennessee**

**The Papers of Andrew Jackson**  
(University of Tennessee Press, Knoxville, TN): \$2,000 for a reprint of volume 1 and \$8,306 for the volume entitled *Legal Papers of Andrew Jackson*.

**The Papers of Andrew Johnson**  
(University of Tennessee Press, Knoxville, TN): \$4,000 for a paperback edition of special volume no. 1, entitled *Advice After Appomattox: Letters to Andrew Johnson, 1865-1866*.

## **Virginia**

**The Papers of James Madison**  
(University Press of Virginia, Charlottesville, VA): \$6,347 for volume 1 of the *Secretary of State Series*.

**The Papers of George Washington**  
(University Press of Virginia, Charlottesville, VA): \$11,000 per volume for volumes 5 and 6 of the *Colonial Series*; \$7,943 for volume 2 of the *Revolutionary War Series*; \$3,310 for volume 1 and \$3,700 for volume 2 of the *Presidential Series*.

## **Wisconsin**

**The Documentary History of the Ratification of the Constitution**  
(State Historical Society of Wisconsin, Madison, WI): \$7,513 for volume 16.

## **Commission Membership**

By statute, the Commission in fiscal year 1988 consisted of 17 members who represented 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 the fiscal year were:

## **National Archives and Records Administration**

Don W. Wilson, Archivist of the United States, ex officio chairman

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

Harry A. Blackmun, Associate Justice

## **U.S. Senate**

Paul S. Sarbanes of Maryland

## **U.S. House of Representatives**

Lindy 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

## **Commission Staff**

Executive Director (Acting) _____	Roger A. Bruns	523-1701
Records Program Director _____	Nancy Sahli	523-5386
Publications Program Director (Acting) _____	Mary A. Giunta	523-3092

## **Staff Expenses**

Personnel _____	\$586,984
Travel of Commission members and staff _____	27,824
ADP equipment _____	11,694
Other operating expenses _____	66,686
Total _____	\$693,188

## **American Historical Association**

Carol Bleser, Professor of History, Clemson University  
Ronald P. Formisano, Professor of History, Clark University

## **Organization of American Historians**

Louis R. Harlan, Professor of History, University of Maryland  
Norman A. Graebner, Professor Emeritus of History, University of Virginia

## **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**

David H. Hooper, Arizona State Archivist  
Edwin C. Bridges, Director of the Alabama Department of Archives and History

During 1988, Don W. Wilson, Paul S. Sarbanes, and Edwin C. Bridges were appointed to the Commission to replace Frank G. Burke, Mark O. Hatfield, and Larry E. Tise, respectively.

## Publications and Records Grant Funding by State

### NORTHEAST

CONNECTICUT	\$138,000
DELAWARE	3,878
MAINE	0
MASSACHUSETTS	207,233
NEW HAMPSHIRE	46,535
NEW JERSEY	0
NEW YORK	229,687
PENNSYLVANIA	61,594
RHODE ISLAND	172,522
VERMONT	25,700

### NORTH CENTRAL

ILLINOIS	77,389
INDIANA	0
IOWA	40,354
KANSAS	2,975
MICHIGAN	0
MINNESOTA	29,715
NEBRASKA	0
NORTH DAKOTA	43,217
OHIO	0
SOUTH DAKOTA	52,402
WISCONSIN	203,444

### SOUTH

ALABAMA	0
ARKANSAS	0
FLORIDA	141,044
GEORGIA	22,550
KENTUCKY	30,000
LOUISIANA	0
MARYLAND	319,870
MISSISSIPPI	5,104

MISSOURI	3,274
NORTH CAROLINA	68,459
OKLAHOMA	18,052
SOUTH CAROLINA	71,534
TENNESSEE	160,137
TEXAS	90,496
VIRGINIA	276,038
WEST VIRGINIA	0

### WEST

ALASKA	0
ARIZONA	37,000
CALIFORNIA	355,124
COLORADO	0
HAWAII	0
IDAHO	24,463
MONTANA	55,670
NEVADA	450
NEW MEXICO	56,783
OREGON	25,980
UTAH	116,996
WASHINGTON	80,797
WYOMING	31,126

### DISTRICT OF COLUMBIA AND TERRITORIES

AMERICAN SAMOA	0
DISTRICT OF COLUMBIA	399,859
GUAM	0
NORTHERN MARINA ISLANDS	0
PUERTO RICO	0
VIRGIN ISLANDS	0

REGIONAL PROJECTS	0
NATIONAL PROJECTS	404,184

TOTAL GRANTS \$4,129,635

# The National Archives Trust Fund

## Overview

The National Archives Trust Fund had a net operating income of \$1,212,273 for fiscal year 1988. This is a decline of \$345,000 from last fiscal year. Total expenses increased 4 percent due to higher reproduction supply costs and increased operating costs in Presidential libraries. Net income, after adding investment income, miscellaneous income, and adjustments to prior year income, amounted to \$2,447,921.

## Financial Condition

Assets increased by \$2,622,376 in FY 1988 from the previous year. Liabilities increased by \$165,131, primarily because of a rise in unfilled prepaid orders. Retained earnings/capital increased by \$2,457,245.

## Total Trust Fund

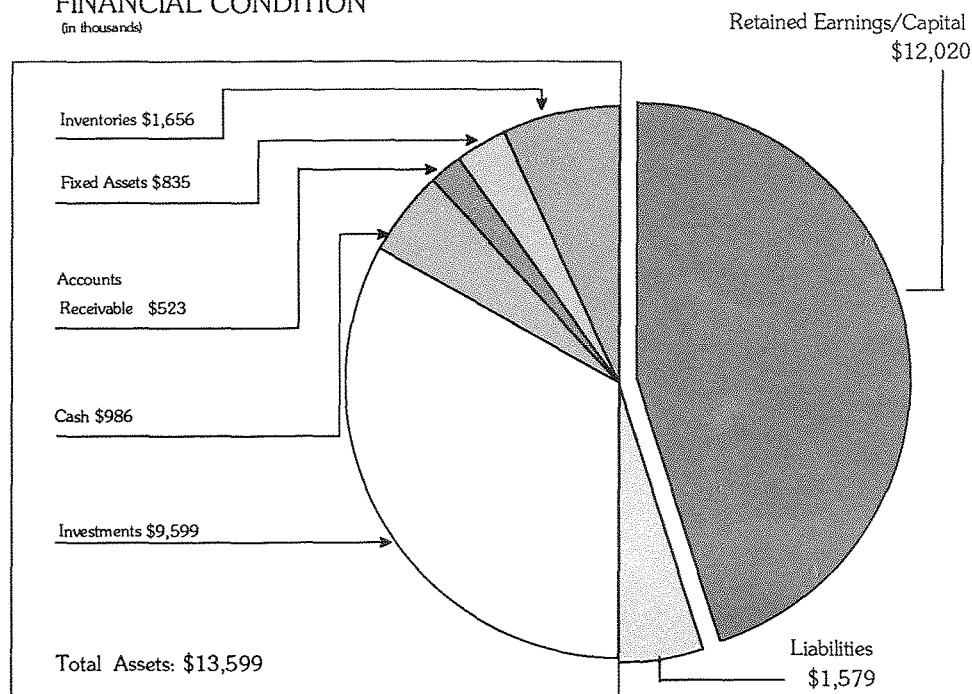
(in thousands)

	1988*	1987
Gross Sales	\$9,479	\$9,490
Total Expenses	8,267	7,932
Net Operating Income	\$1,212	1,558
Investment/Other Income	671	504
Prior Year Income (Expense)	565	(82)
Net Income	<u>\$2,448</u>	<u>\$1,980</u>

\*Preliminary Report

## FINANCIAL CONDITION

(in thousands)







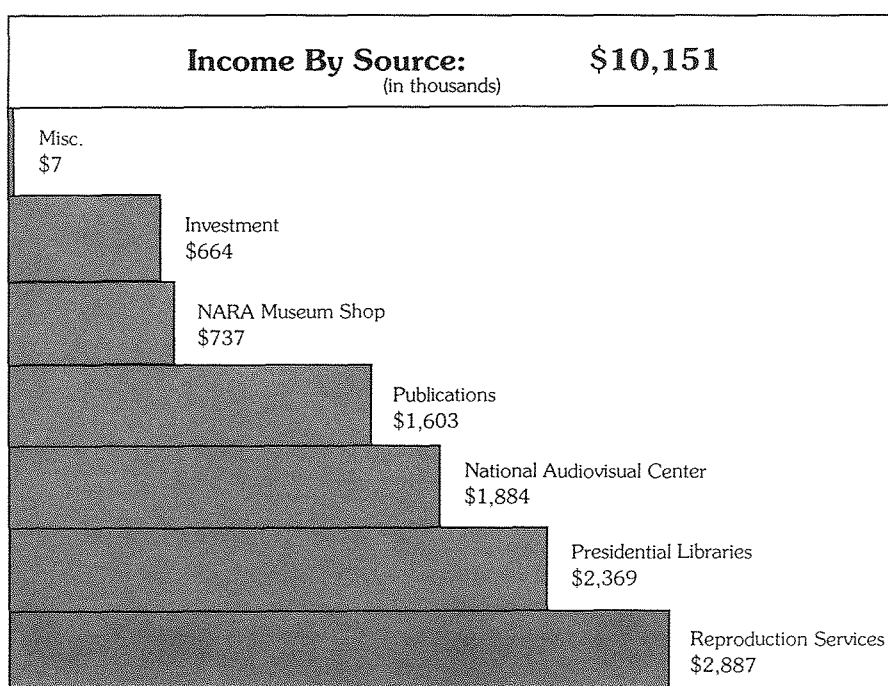
Catherine Nicholson, a conservator with the Document Conservation Branch, examines an original, preliminary study in color of the National Archives mural "Presentation of the Constitution" by Barry Faulkner, which hangs in the Rotunda. The 6' 8" x 2' 3" study was acquired at auction with Gift Fund money. After being framed, the study will hang in the Archivist's Reception Room. (Photograph by Elizabeth Mallonee.)

## Income and Expenses

Gross sales decreased by \$10,000 from FY 1987. The National Audiovisual Center and microfilm publications sales were down slightly in FY 1988. Other offices in the National Archives had sales at the same level or a little higher than in FY 1987. Total expenses rose \$335,000. This increase represents higher costs of reproduction supplies and increased personnel costs at Presidential libraries for the operation of museum shops and the sale of admissions. Current income by source and expense by type follow.

### Reimbursement

The National Archives appropriated fund reimbursed the Trust Fund \$341,325 to cover the cost of producing electrostatic copies for administrative use. Although total



administrative copies produced increased nearly 8 percent, reimbursement was \$9,700 less than in FY 1987. This was the result of changes in the reimbursement rates that became effective in May of 1988.

### Payments Made

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	\$ 809,590
Archival handling and reproduction services	233,900

#### Office of Public Programs

National Audiovisual Center	484,727
Publication development and fulfillment services	343,768

#### Office of Federal Records Centers

Reproduction services	234,030
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#### Office of Presidential Libraries

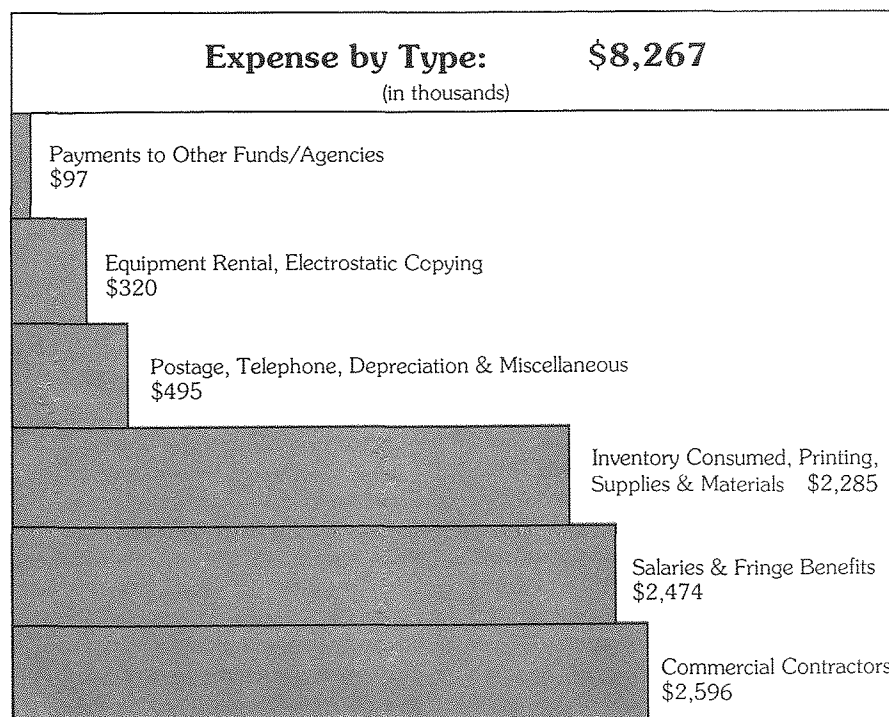
Services related to reproduction and museum sales	194,382
<b>TOTAL:</b>	<b>\$2,300,397</b>

## Program Highlights

### Reproductions – Office of the National Archives

The number of reproductions of photographs, motion pictures, and sound recordings increased slightly during FY 1988 from FY 1987. The total number of electrostatic copier reproductions increased by 8 percent over FY 1987. A decline in staff-produced reference copies was more than offset by an increase of more than 300,000 copies made under the self-service program. This program permits researchers to make their own copies at a lower cost. In FY 1988, more copies were made under the self-service program than were produced and sold by the National Archives staff.

In FY 1988, a study was conducted on needs for electrostatic copiers at National Archives facilities in the Washington area. The purpose of the study was to consider replacements for current equipment and to determine the most cost-effective procurement process

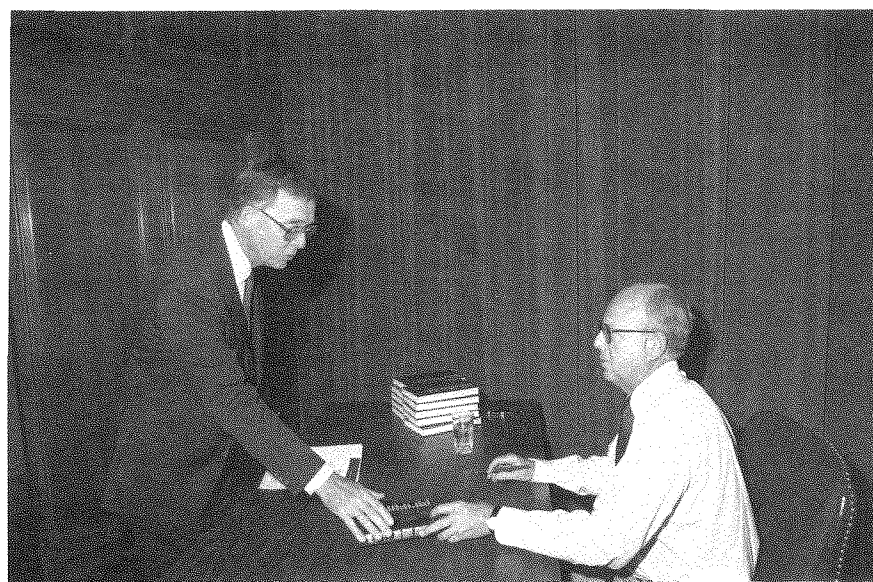


for each replacement. This was the first such study in 4 years and resulted in the replacement and upgrading of more than 70 copiers.

### Museum Shop – Office of Public Programs

The National Archives Museum Shop set an annual sales record for the fifth straight year. Sales during FY 1988

reached \$737,690. Also, a new monthly sales record of \$101,804 was set in June. These sales figures represent an ever-increasing public interest in the variety of publications and merchandise now available, particularly those items that have been developed exclusively for sale by the National Archives. This year a number of items were introduced that relate to the Presidency and Presidential



David Wise, author of *The Spy Who Got Away*, signs a copy of his book for Edwin Thompson, Director of the Records Declassification Division. Wise was one of six authors who participated in the authors lecture series this year. Books featured in this series are sold at the Museum Shop. September 28, 1988. (Photograph by Nancy Olds.)

campaigns. In addition, items relating to genealogy continue to be popular with visitors to the National Archives.

This September, for the first time, a holiday gift brochure containing descriptions and pictures of 39 items was sent to approximately 50,000 addresses, thus giving the public the opportunity to order by mail items heretofore available only to visitors to the National Archives Museum Shop.

### **Microfilm Publications – Office of Public Programs**

Sales of microfilm publications decreased from \$1,276,503 in FY 1987 to \$1,267,128 in FY 1988. Approximately 46 percent of microfilm rolls sold was the result of efforts by contract distributors, representing 40 percent of total microfilm income.

### **Paper Publications – Office of Public Programs**

Two Civil War guides and a guide to materials on Latin America were

reprinted in FY 1988. A reprint of the 1974 edition of the *Guide to the National Archives of the United States* was also published. The series of seven select catalogs of National Archives microfilm publications was completed with the printing of the catalog on Federal court records. A special edition of *Prologue* commemorating the celebration of the 200th anniversary of the Constitution was distributed to all *Prologue* subscribers and a number of interested Government officials and private citizens.

### **National Audiovisual Center – Office of Public Programs**

The National Audiovisual Center conducted special public mailings to promote video programs on the issues of quality, safety, and drugs in the workplace. Additionally, the Center completed a major mailing of video programs prepared by IRS, which explain changes in the tax law.

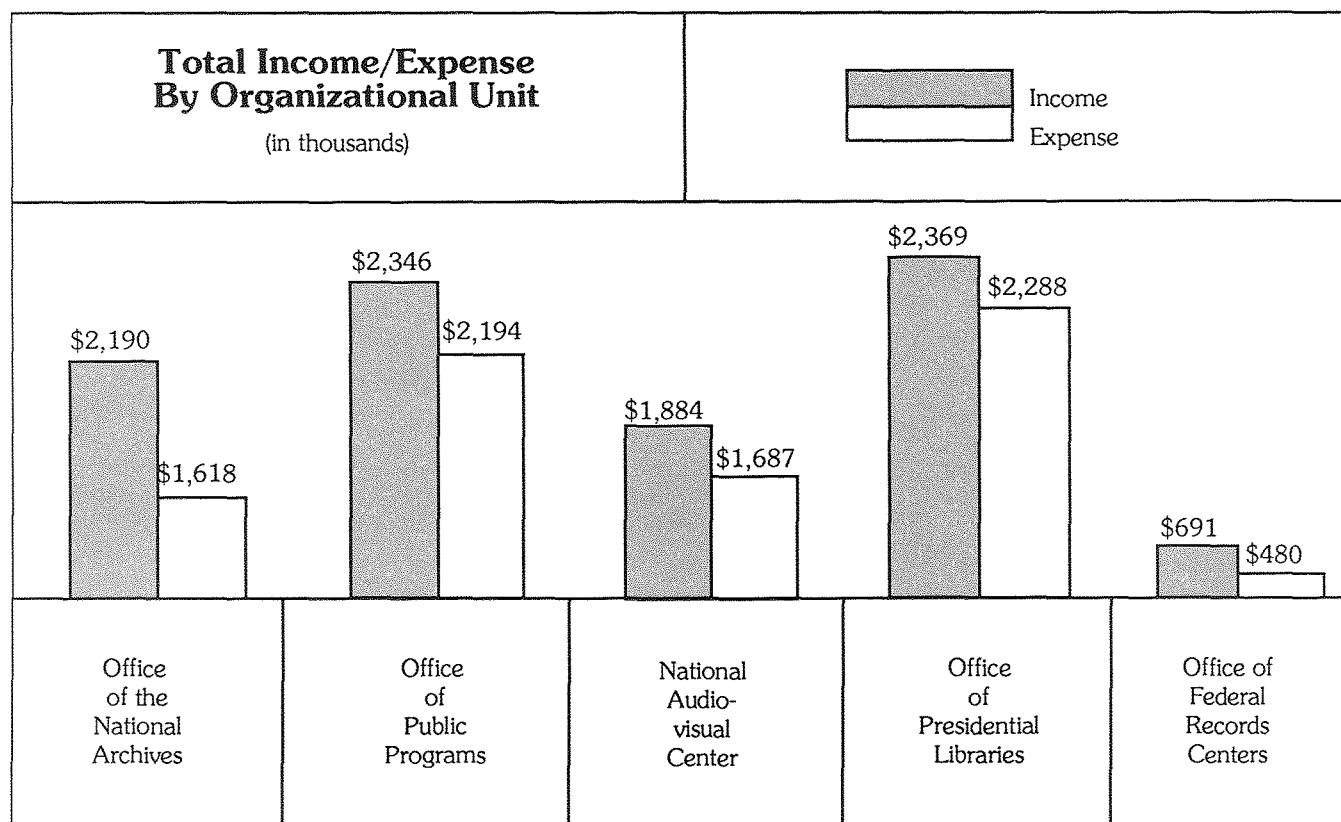
Through the use of desktop publishing technology, the Center has embarked on a marketing strategy to reach smaller, specialized market segments, thereby ensuring maximum public awareness of Center materials.

### **Presidential Libraries**

The Hoover Library admissions, museum shop sales, and reproduction sales in FY 1988 were \$161,401, a substantial increase over FY 1987. Part of this increase can be attributed to the popularity of the exhibition "39 Men."

Total library sales were \$2,368,784, consisting of museum shop sales and admissions of \$2,098,678 and reproduction services of \$270,106. Total sales decreased less than 1 percent from FY 1987 while operating costs increased by 9.6 percent over the same period. Net income for all Presidential libraries in FY 1988 was \$81,000.

Acceptance of credit cards was authorized in all libraries during the late summer months. The average amount



per sale is increasing, apparently as a result of this implementation. Because acceptance of credit cards was begun in late summer, the full effect of credit card sales will not be felt until FY 1989.

## Public Outreach

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

- *The Calendar of Events*, with a circulation of 19,000, provides information about lectures, workshops, courses, exhibition openings, special events, recent accessions, new publications, and Museum Shop items at the National Archives. The mailing list of 15,000 for this publication was updated during FY 1988.
- *Prologue: Quarterly of the National Archives*, with a circulation of

4,000, is published to inform researchers and visitors about the documentary and audiovisual resources, exhibitions, programs, and publications of the National Archives. The National Association of Government Communicators named *Prologue* the year's best Government periodical for a general audience.

- Supplementary school units are marketed on behalf of the National Archives by Social Issues Resources Series, Inc. The units consist of reproductions of textual and audiovisual material from the holdings of the National Archives and a teacher's guide, packaged in a format appropriate for classroom or media center use. The ninth unit, *Peace and Prosperity: 1953-1961* (the Eisenhower years), was published during the year. Total units sold now exceed 19,400. The

Trust Fund received royalty payments of \$16,238 during FY 1988 from the sale of these units.

## Investment Program

FY 1988 was the third 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 1988, ASB was investing \$11.2 million (\$9.3 million from the Trust Fund and \$1.9 million from the Gift Fund) for the Trust Fund. The average rate of return for FY 1988, based on Trust and Gift Fund cash invested, was 9.5 percent. The Trust Fund also holds \$300,000 in U.S. Treasury notes, which yielded 8.8 percent in FY 1988. ASB's annual fixed-income investment performance, which includes market value and interest earnings, increased by 11.2 percent, or \$1,106,759, as of September 30, 1988.



**Trust Fund  
Income Statement**

**FOR PERIOD ENDED  
SEPTEMBER 30**

	<b>1988*</b>	<b>1987</b>
Revenues:		
Reproduction Services .....	\$4,100,883	\$4,040,631
Over-the-Counter Sales.....	2,113,135	2,925,703
Publications .....	329,737	302,653
NAC Sales and Rentals .....	1,884,067	1,901,920
Other Revenues .....	1,051,583	318,568
Total Revenues .....	<u>9,479,405</u>	<u>9,489,475</u>
Cost:		
Cost of Goods and Services .....	<u>8,267,132</u>	<u>7,932,017</u>
Income (or Loss) for Operations .....	1,212,273	1,557,404
Other Incomes:		
Prior Year Income .....	178,195	(114,817)
Interest Income .....	664,472	497,547
Other Income .....	<u>6,858</u>	<u>13,130</u>
Total Other Income .....	849,525	395,860
Other Expenses:		
Prior Year Expenses .....	(386,123)	(27,941)
Other Expenses .....	0	1,581
Total Other Expenses .....	<u>(386,123)</u>	<u>(26,360)</u>
Net Income (or Loss) .....	<u>\$2,447,921</u>	<u>\$1,979,624</u>

\*Preliminary Report

**Trust Fund  
Statement of Availability**

**FOR PERIOD ENDED  
SEPTEMBER 30**

	<b>1988*</b>	<b>1987</b>
Balances Available October 1 .....	\$ 9,562,699	\$ 7,576,124
Increases of Availability:		
Sales Revenues .....	9,479,404	9,489,475
Interest on Investments .....	664,472	497,547
Other .....	16,183	20,081
Total Available .....	<u>\$19,722,758</u>	<u>\$17,583,227</u>
Decrease of Availability:		
Cost of Merchandise Sold .....	1,123,909	1,050,279
Salaries and Benefits .....	2,474,158	2,732,247
Travel and Transportation .....	51,065	41,574
Supplies and Materials .....	654,358	523,335
Equipment Rental .....	60,208	41,627
Printing and Reproduction .....	766,800	697,853
Payments to Commercial Contractors .....	2,596,163	2,372,282
Payments to Other Agencies or Funds .....	96,661	0
Postage .....	237,864	205,857
Other .....	205,946	267,017
Total Decrease .....	<u>\$ 8,267,132</u>	<u>\$ 7,932,071</u>
Adjustments to Prior Year's Operations .....	564,318	(88,457)
Ending Balances Available .....	<u><u>\$12,019,944</u></u>	<u><u>\$ 9,562,699</u></u>

\*Preliminary Report

**Trust Fund  
Balance Sheet**

**FOR PERIOD ENDED  
SEPTEMBER 30**

	1988*	1987
<b>ASSETS</b>		
Current Assets:		
Cash .....	\$ 985,594	\$ 739,456
U.S. Government Securities .....	300,000	300,000
ASB Investments .....	9,298,822	7,046,015
Accounts Receivable, Net of Allowance for Uncollectible Accounts of \$181,910 (FY88) and \$93,018 (FY87) .....	496,733	958,773
Advances to Other Agencies or Funds .....	26,294	26,294
Advances to Employees .....	400	705
Inventories:		
Held for Sale .....	1,648,567	1,168,189
Operating Supplies .....	6,823	5,861
Prepaid Expenses .....	1,128	29,691
Total Current Assets .....	12,764,361	10,274,984
Property and Equipment at Cost Less Accumulated Depreciation of \$2,737,479 (FY88) and \$2,588,964 (FY87) .....	834,858	692,039
Long-Term Accounts Receivable .....	161	9,981
Total Assets .....	<u>\$13,599,380</u>	<u>\$10,977,004</u>

\*Preliminary Report

**Trust Fund  
Balance Sheet**

**FOR PERIOD ENDED  
SEPTEMBER 30**

	<b>1988 *</b>	<b>1987</b>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable.....	\$ 563,611	\$ 587,096
Advances from Other Agencies.....	60,609	43,832
Deferred Income .....	474,101	338,207
Total Current Liabilities .....	<u>1,098,321</u>	<u>969,135</u>
Long-Term Liabilities:		
Annual Leave Liability .....	95,686	120,852
Deferred Credits .....	385,429	324,318
Total Long-Term Liabilities .....	<u>481,115</u>	<u>445,170</u>
Total Liabilities .....	<u>\$ 1,579,436</u>	<u>\$ 1,414,305</u>
<b>INVESTMENT OF U.S. GOVERNMENT</b>		
Retained Earnings (Deficit) .....	\$ 12,115,399	\$ 9,427,006
Provision for Unamortized Annual Leave Liability .....	(113,823)	120,852
Total Retained Earnings (Deficit) .....	12,001,576	9,547,858
Appropriated Capital .....	2,000	2,000
Donated Capital .....	16,368	12,841
Total Investment of U.S. Government.....	<u>12,019,944</u>	<u>9,562,699</u>
Total Liabilities and Investment of U.S. Government .....	<u><u>\$13,599,380</u></u>	<u><u>\$10,977,004</u></u>

\*Preliminary Report



## Gift Fund

### Overview

The Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts or bequests of money, securities, or other personal property for the benefit of National Archives activities.

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 1988 follow.

### Cultural and Archival Programs

The "Modern Archives Institute: Introduction to Modern Archives Administration" training course was held in February and in June of 1988. Fees totaled \$28,000.

The third National Archives Preservation Conference was held on April 12, 1988. More than 100 people attended the conference. Registration fees totaling \$3,220 were collected to cover expenses.

### Presidential Libraries

Total donations to Presidential libraries in FY 1988 amounted to \$31,609. The Truman Library received the final donation, \$2,092, from the estate of James Weldon Jones, for a total gift of \$152,092 from the estate since June of 1984. The Eisenhower Foundation contributed \$5,000 to the Eisenhower Centennial Project and a further \$1,500 to the Eisenhower

Library Grant. Individual donations accumulated by all other libraries averaged \$1,500 per library.

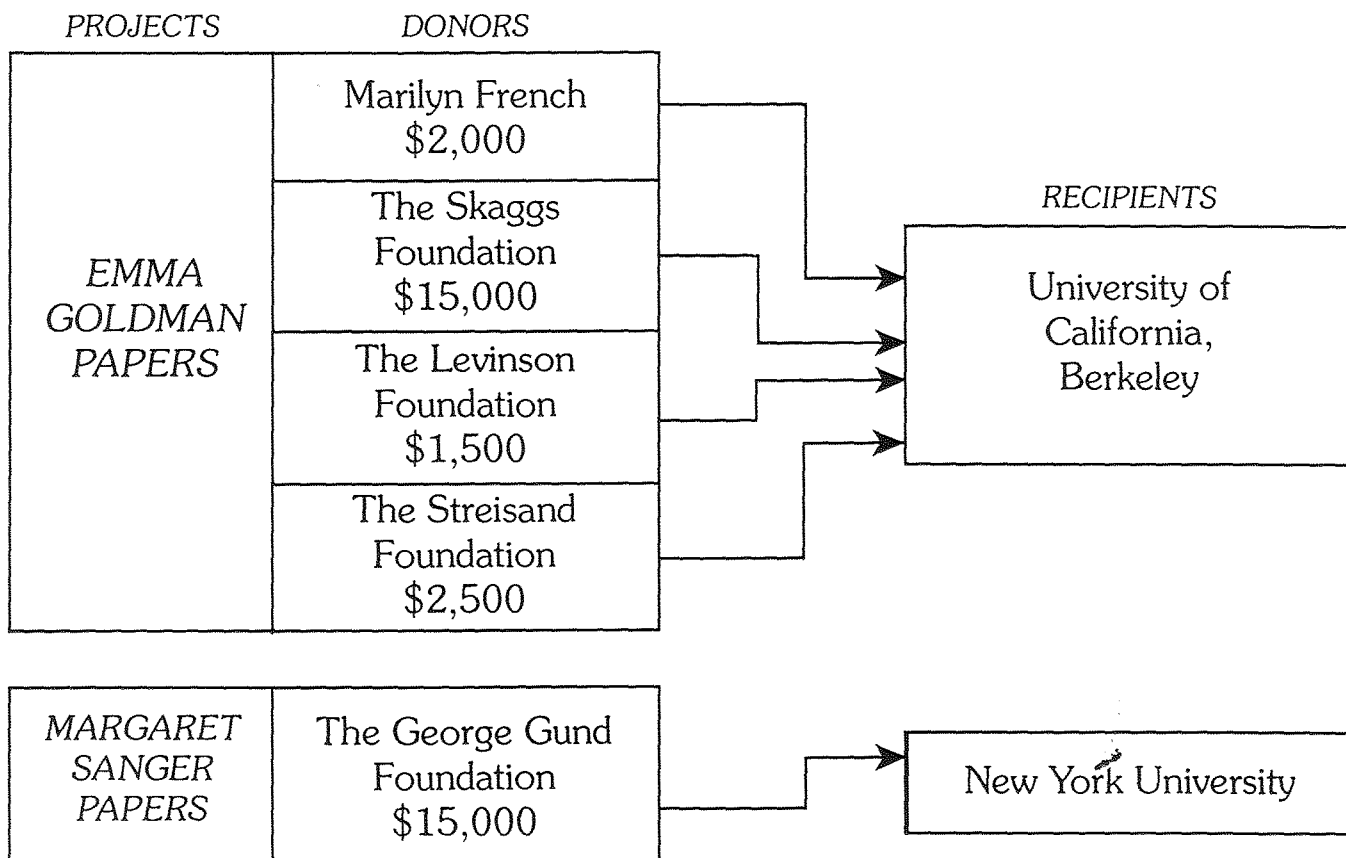
The Franklin D. Roosevelt Library Gift Fund received an additional donation of \$9,471 from the estate of Professor George Beeke-Levy of Pittsburgh, PA. The annual investment income from the bequest amounted to \$6,890. The income is paid biannually to the Franklin and Eleanor Roosevelt Institute for support of that part of the Institute's grant-in-aid program denominated as Beeke-Levy Fellowships by its Grants Award Committee. During FY 1988, 15 such grants were awarded.

### National Historical Publications and Records Commission

During FY 1988, several major foundation grants were received and administered by NHPRC. Donors, and the grant projects sponsored, are shown below.

## NHPRC Grant Donors and Recipient

**\$36,000**



**Gift Fund  
Balance Sheet**

**FOR PERIOD ENDED  
SEPTEMBER 30**

	<b>1988*</b>	<b>1987</b>
<b>ASSETS</b>		
Current Assets:		
Cash .....	\$ 75,163	\$ 332,436
ASB Investments .....	1,925,813	1,758,975
Accounts Receivable .....	2,489	4,010
Accrued Interest Receivable .....	(79)	0
Prepaid Expenses .....	0	15
Total Current Assets .....	<u>\$2,003,386</u>	<u>\$2,095,436</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable—Trade .....	27,755	268,824
Total Liabilities .....	<u>\$ 27,755</u>	<u>\$ 268,824</u>
<b>FUND</b>		
Fund Balance .....	<u>\$1,975,631</u>	<u>\$1,826,612</u>
Total Liabilities and Fund Balance .....	<u>\$2,003,386</u>	<u>\$2,095,436</u>

*\*Preliminary Report*

**Gift Fund**  
**Statement of Availability**

**FOR PERIOD ENDED**  
**SEPTEMBER 30**

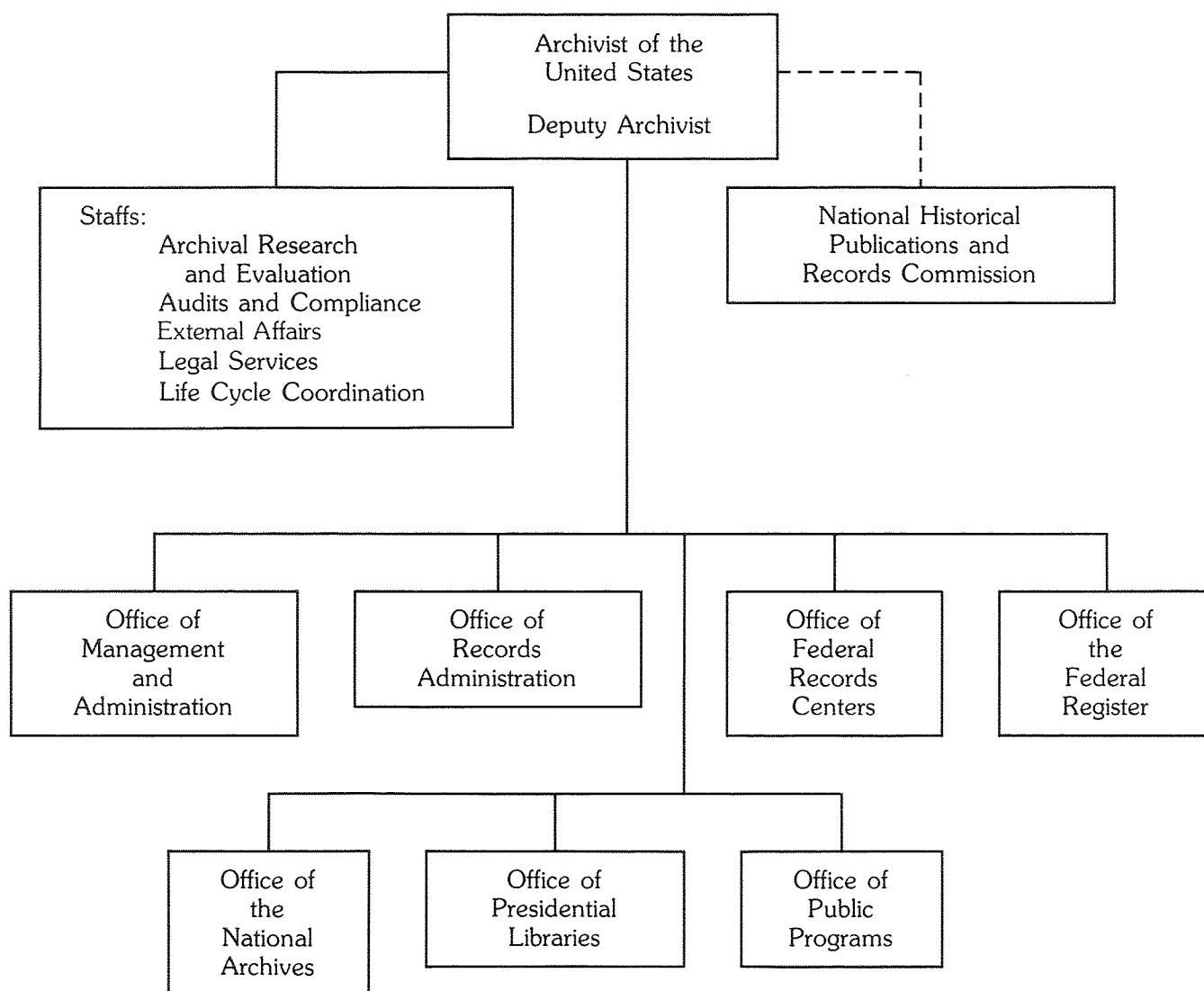
	<b>1988*</b>	<b>1987</b>
Balances Available October 1 .....	\$1,982,412**	\$1,832,933
Increases of Availability:		
Grants and Donations .....	243,520	423,778
Interest on Investments .....	156,091	138,228
Other Donations .....	(3,290)	36,222
Total Available .....	<u>\$2,378,733</u>	<u>\$2,431,161</u>
Decrease of Availability:		
Travel and Transportation .....	18,591	10,194
Supplies and Materials .....	13,880	16,799
Equipment Rental .....	236	0
Printing and Reproduction .....	9,940	1,757
Payments to Commercial Contractors .....	176,217	123,751
Payments to Other Agencies or Funds .....	187,275	290,317
Other .....	0	63,731
Total Decrease .....	<u>\$ 406,139</u>	<u>\$ 506,549</u>
Adjustments to Prior Year's Operations .....	<u>(3,037)</u>	<u>98,000</u>
Ending Balances Available .....	<u><u>\$1,975,631</u></u>	<u><u>\$1,826,612</u></u>

\*Preliminary Report

\*\*Increase adjustment of \$155,800 to Balance Available October 1, 1987. This reconciles the NEAR Trial Balance control account with detailed subsidiary records of the Gift Fund.

# Appendix A

## Organization Chart for the National Archives





# Appendix B

## Personnel on Board

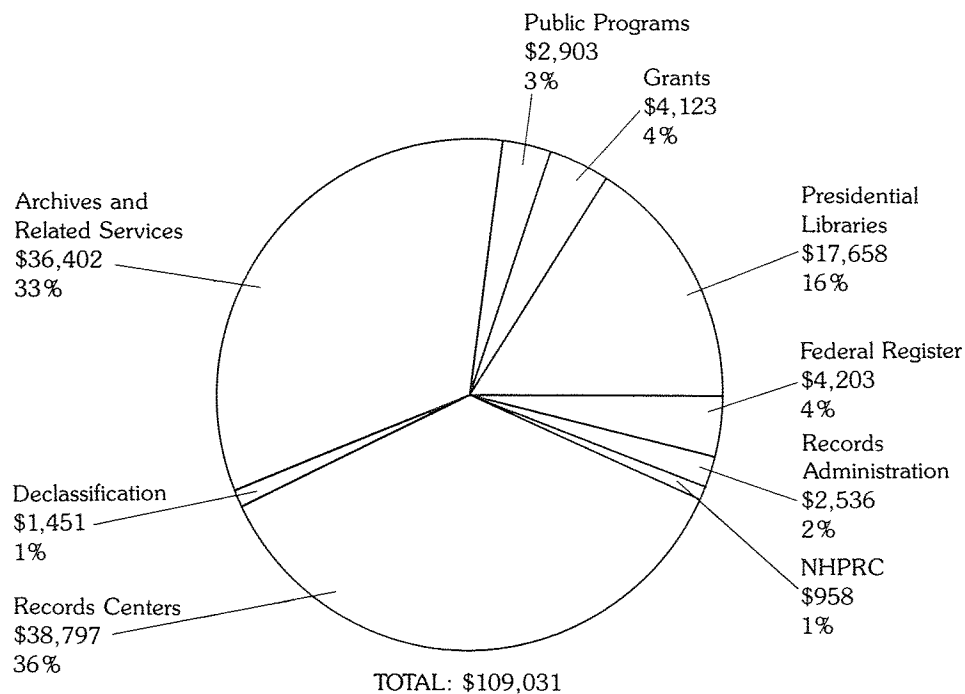
All Funds  
As of September 30, 1988

	WASHINGTON, DC AREA			FIELD OFFICES			NATIONWIDE TOTAL		
PROGRAMS:	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	158	45	203	623	910	1,533	781	955	1,736
Archives & Related	541	35	576	70	27	97	611	62	673
Public Programs	83	5	88	0	0	0	83	5	88
Records Administration	37	2	39	0	0	0	37	2	39
Presidential Libraries	57	7	64	183	60	243	240	67	307
Federal Register	78	0	78	0	0	0	78	0	78
Records Declassification	49	1	50	8	0	8	57	1	58
National Historical Publications & Records Commission	14	0	14	0	0	0	14	0	14
TOTALS	1,017	95	1,112	884	997	1,881	1,901	1,092	2,993

## Appendix C

### Obligations by Program Area

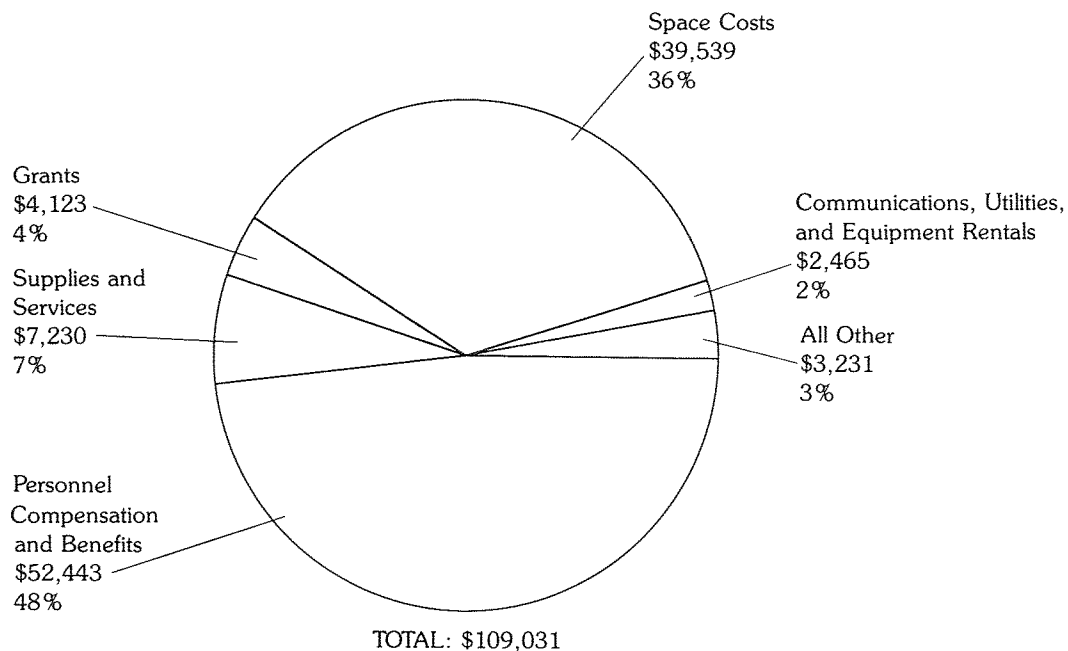
(in thousands)



## Appendix D

### Obligations by Major Elements

(in thousands)



# Appendix E

## Obligations by Object Classification

### Direct Operating Expenses

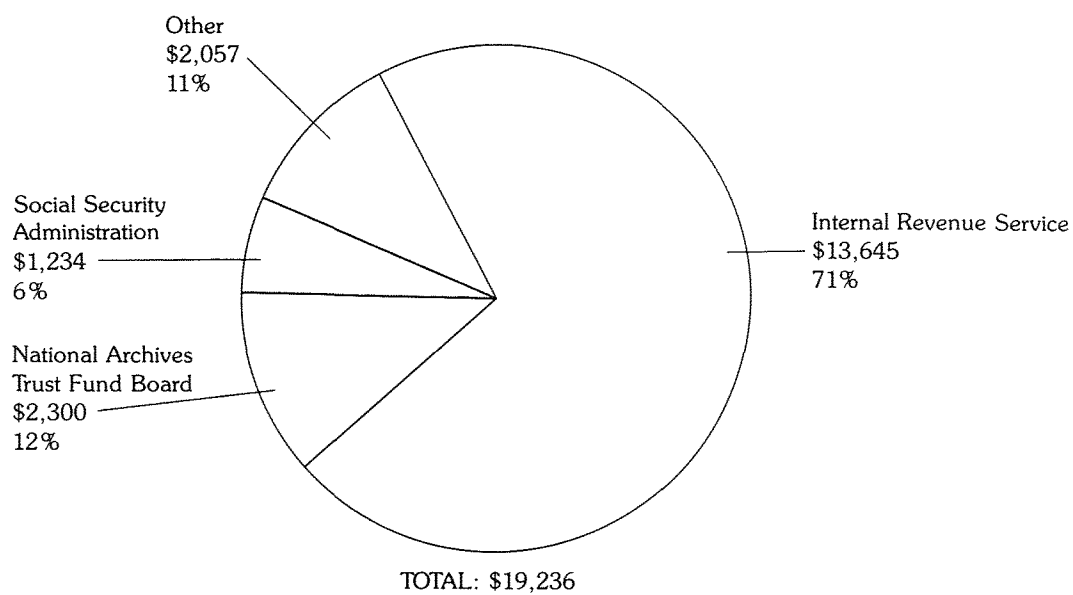
(in thousands)

Full-Time Permanent Employees' Salaries _____	\$ 41,310
Other Than Full-Time Permanent Employees' Salaries _____	3,153
Other Personnel Compensation _____	786
 Total Personnel Compensation _____	 45,249
 Personnel Benefits _____	 7,194
 Travel and Transportation of Persons _____	 380
Motor Pool Travel _____	63
Transportation of Things _____	133
Rent _____	22,421
Communications, Utilities, & Equipment Rentals _____	2,465
Printing & Reproduction _____	1,656
National Archives Building Operations & Other Rent _____	5,124
Archives II Building Design _____	4,000
Presidential Libraries' Operations & Maintenance _____	7,142
Reimbursable Space Costs _____	852
Preservation Services _____	1,189
Other Services:	
Commercial Contracts _____	1,426
ADP Studies & ADP Maintenance Services _____	1,016
Accounting & Payroll Services _____	734
Supplies & Materials _____	2,084
Equipment _____	1,593
Land & Structures _____	184
Grants, Subsidies, & Contributions _____	4,123
Insurance Claims & Indemnities _____	3
 TOTAL, Direct Obligations _____	 \$109,031

## Appendix F

### Customer Reimbursements

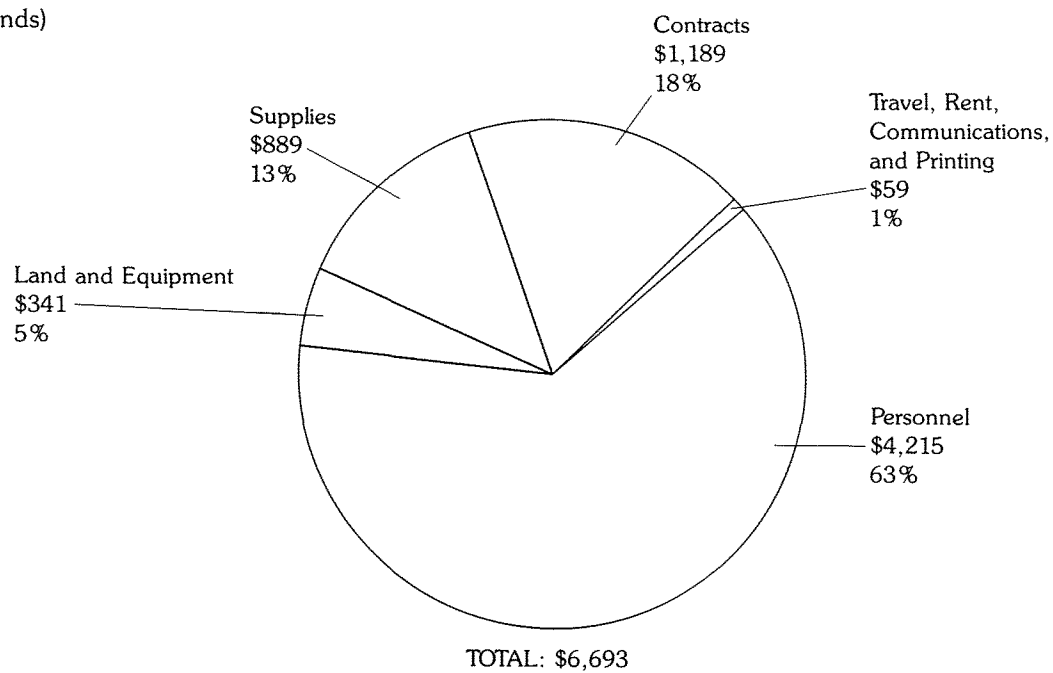
(in thousands)



## Appendix G

### Preservation Obligations

(in thousands)



# Appendix H

## Archival Holdings by Unit

Total Holdings (Cubic Feet)

	<u>Balance 9/30/87</u>	<u>Accession</u>	<u>Accretion</u>	<u>Transfer In</u>	<u>Other Increase</u>
<i>Washington, DC, Area Branches</i>					
Diplomatic Branch	52,378	296	556	0	11
General Branch	219,298	2,158	2,402	1,394	16
Judicial, Fiscal, Social Branch	117,029	233	1,129	115	378
Scientific, Economic, Natural Resources Branch	128,922	732	29	0	247
Library and Printed Archives	20,006	0	959	219	0
Legislative Archives Division	48,537	4,025	0	3	0
Military Field Branch	211,501	820	0	3	381
Military Projects Branch	234,122	1,736	5	3	1
Military Reference Branch	4,758	0	0	0	0
Military Service Branch	75,917	26	0	0	0
Cartographic and Architectural Branch	22,821	17,440	779	950	2,572
Motion Picture and Sound and Video Branch	35,473	150	99	39	3
Still Picture Branch	12,241	152	1	1	0
Machine-Readable Branch	241	0	0	0	0
DC-Area Totals	1,183,244	27,768	5,959	2,727	3,609
<i>Field Branches</i>					
Boston Branch	16,020	118	88	0	0
New York Branch	63,141	106	162	0	113
Philadelphia Branch	37,788	59	1,367	81	0
Atlanta Branch	43,467	317	921	1,661	13
Chicago Branch	50,928	411	2,413	0	1
Kansas City Branch	28,161	287	471	0	880
Fort Worth Branch	45,956	3,084	2,087	232	936
Denver Branch	14,410	257	10	43	0
Los Angeles Branch	15,398	494	301	26	6
San Francisco Branch	23,061	1,599	138	0	0
Seattle Branch	26,107	1,199	423	64	1
Field Branch Totals	364,437	7,931	8,381	2,107	1,950
NATIONWIDE TOTALS	1,547,681	35,699	14,340	4,834	5,559



<u>Total Increase</u>	<u>Disposal</u>	<u>Permanent Withdrawal</u>	<u>Transfer Out</u>	<u>Other Decrease</u>	<u>Total Decrease</u>	<u>Balance 9/30/88</u>
863	0	0	18	0	18	53,223
5,970	0	0	2	0	2	225,266
1,855	0	0	133	1,263	1,396	117,488
1,008	0	0	655	1	656	129,274
1,178	0	0	218	0	218	20,966
4,028	0	0	39	1	40	52,525
1,204	136	0	100	0	236	212,469
1,745	0	380	434	0	814	235,053
0	0	0	0	0	0	4,758
26	0	0	0	1	1	75,942
21,741	0	0	1	200	201	44,361
291	0	0	0	1	1	35,763
154	0	0	3	33	36	12,359
0	20	0	0	1	21	220
40,063	156	380	1,603	1,501	3,640	1,219,667
206	0	0	0	2	2	16,224
381	0	0	1,393	0	1,393	62,129
1,507	0	0	3	40	43	39,252
2,912	0	0	0	112	112	46,267
2,825	40	0	1,661	0	1,701	52,052
1,638	0	0	43	314	357	29,442
6,339	0	0	0	889	889	51,406
310	0	0	0	1	1	14,719
827	0	0	26	3	29	16,196
1,737	8	0	0	1	9	24,789
1,687	0	0	74	189	263	27,531
20,369	48	0	3,200	1,551	4,799	380,007
60,432	204	380	4,803	3,052	8,439	1,599,674

# Appendix I

## Archival Holdings by Number of Items

TRANSACTION	Still Pictures	Motion Pictures	Sound Recordings	Video Recordings	Film Strips
<b>BALANCE, 9/30/1987</b>	5,248,842	110,273	159,980	13,310	107
Accession	59,223	500	545	2,369	0
Accretion	46	156	279	865	0
Transfer In	5,362	9	292	355	0
Other Increase	11,046	15	783	25	0
<b>TOTAL INCREASE</b>	75,677	680	1,899	3,614	0
Disposal	0	0	0	0	0
Perm. Withdrawal	0	0	0	0	0
Transfer Out	1,304	9	287	355	0
Other Decrease	12,969	13	47	0	0
<b>TOTAL DECREASE</b>	14,273	22	334	355	0
<b>BALANCE, 9/30/1988</b>	5,310,246	110,931	161,545	16,569	107

TRANSACTION	16mm Negative Microfilm	16mm Positive Microfilm	35mm Negative Microfilm	35mm Positive Microfilm	Micro- fiche
<b>BALANCE, 9/30/1987</b>	100,739	16,139	98,694	27,293	102
Accession	50	0	0	0	0
Accretion	0	0	0	728	0
Transfer In	23	0	1	497	0
Other Increase	0	0	1,224	30	0
<b>TOTAL INCREASE</b>	73	0	1,225	1,255	0
Disposal	0	0	0	0	0
Perm. Withdrawal	0	0	0	0	0
Transfer Out	23	0	1	497	0
Other Decrease	0	0	0	1,687	0
<b>TOTAL DECREASE</b>	23	0	1	2,184	0
<b>BALANCE, 9/30/1988</b>	100,789	16,139	99,918	26,364	102

<u>Machine- Read Items</u>	<u>Maps &amp; Charts</u>	<u>Arch. &amp; Eng. Plans</u>	<u>Aerial Photos</u>	<u>Artifacts</u>
1,417	1,595,945	310,159	9,749,770	1,723
0	72,584	1,593,220	68	0
0	139,387	316	0	0
0	4,022	59,318	13,000	0
0	3,143	5,484	566	35
0	219,136	1,658,338	13,634	35
146	2	0	24,750	0
0	0	0	0	0
0	173	0	0	0
0	3,369	910	806,380	0
146	3,544	910	831,130	0
1,271	1,811,537	1,967,587	8,932,274	1,758

<u>Other Microforms</u>	<u>Total Items</u>
41,441	17,475,934
459	
0	
0	
0	
459	
0	
0	
650	
0	
650	
41,250	18,598,387

# 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</b> (Pages)				
Personal Papers	6,657,282	16,462,533	13,497,024	19,490,242
Federal Records	108,249	710,000	713,600	689,300
Presidential Records	0	0	0	0
<b>MICROFORMS</b> (Rolls/Cards)				
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)	35,343	131,145	87,643	193,682
Film (Feet)	151,591	308,676	325,774	603,945
Videotape (Hours)	15	28	76	45
Audiotape (Hours)	260	1,024	265	909
Audio Discs (Hours)	73	1,108	242	238
<b>ORAL HISTORY</b>				
Pages	11,245	3,120	47,435	30,623
Hours	0	84	1,362	767
<b>MUSEUM OBJECTS</b>	5,032	23,432	24,578	29,808
<b>PRINTED MATERIALS</b>				
Books (Volumes)	24,700	44,600	40,373	22,243
Serials	27,760	32,542	74,096	34,508
Microform	1,402	2,470	1,539	5,151
Other	1,515	866,672	91,556	24,070

<u>KENNEDY</u>	<u>JOHNSON</u>	<u>NIXON</u>	<u>FORD</u>	<u>CARTER</u>	<u>TOTAL HOLDINGS TO DATE</u>
27,652,671	30,150,413	784,000	17,817,131	26,491,530	159,002,826
641,880	2,842,356	912,000	535,000	131,000	7,283,385
4,087	0	44,414,000	0	0	44,418,087
20,447	572,729	0	23	0	598,745
1,972	5,962,000	0	0	0	5,964,680
0	0	5,312	0	0	5,313
133,069	610,252	435,000	312,446	1,500,000	3,438,580
7,039,922	824,746	2,200,000	779,350	1,120,080	13,354,084
1,039	6,850	3,900	1,172	1,434	14,559
6,909	12,665	1,490	1,137	2,000	26,659
714	808	0	5	0	3,188
36,437	52,560	2,200	233	606	184,459
1,654	2,275	228	32	148	6,550
16,057	36,401	21,750	6,135	40,000	203,193
71,015	15,591	9,000	8,859	1,350	237,731
11,805	4,016	0	40	3,247	188,014
3,591	3,912	0	545	6,453	25,063
10,661	16,707	0	2,054	7,409	1,020,644



# Appendix K

## Use of Presidential Libraries

1988

	<u>Researchers *</u>	<u>Researcher Daily Visits</u>	<u>Museum Visitors</u>
Hoover	406	826	95,653
Roosevelt	1,014	1,446	167,747
Truman	984	1,552	159,119
Eisenhower	423	756	90,201
Kennedy	3,194	2,760	240,502
Johnson	1,269	2,853	318,422
Nixon	859	886	0
Ford	463	649	95,785
Carter	410	505	117,881
TOTAL	9,022	12,233	1,285,310

*\*Includes Mail Researchers*

# Appendix L

## Actual Costs: Presidential Libraries

(in thousands)

	<u>Program Costs</u>	<u>Operations &amp; Maintenance Costs</u>	<u>Repair &amp; Alteration Costs</u>	<u>Recurring and Nonrecurring Reimbursables<sup>1</sup></u>	<u>Common Distributable<sup>2</sup></u>	<u>Rent</u>	<u>Total Costs</u>
Hoover	\$ 548	\$ 280	\$ 20	\$ 0	\$ 0	\$ 0	\$ 848
Roosevelt	616	489	0	0	0	0	1,105
Truman	761	728	0	0	0	0	1,489
Eisenhower	731	864	428	0	0	0	2,023
Kennedy	895	1,092	95	0	0	39	2,121
Johnson	973	1,135	125	0	0	0	2,233
Nixon	766	0	0	31	0	66	863
Ford	649	947	0	0	0	0	1,596
Carter	627	936	0	0	0	0	1,563
Reagan	127	3	0	0	0	0	130
Central Office, Planning & Direction, & White House Liaison	1,234	311	0	0	391	292	2,228
TOTALS	\$7,927	\$6,785	\$668 <sup>3</sup>	\$31	\$391	\$397	\$16,199
Less:							
NARA Operations & Maintenance		- 311					
		\$6,474					

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

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

<sup>3</sup> Repair and Alteration Costs includes \$63K for Kennedy Library from the 114X account

# Appendix M

## Publications of the Office of the Federal Register

### ***Federal Register***

251 issues  
51,512 pages

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

188 books  
107,844 pages

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

1988/89  
896 pages

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

52 issues  
2,559 pages

### ***Guide to Record Retention Requirements in the CFR***

Revised as of January 1, 1986  
355 pages — Supplemented  
as of January 1, 1987, and  
January 1, 1988

### ***Public Papers of the Presidents***

#### ***Ronald Reagan 1984 Vol. II***

1,037 pages

#### ***Ronald Reagan 1985 Vol. I***

919 pages

### ***Slip Laws***

3,781 pages

### ***United States Statutes at Large 1985***

2 books  
2,237 pages

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

5 books  
3,882 pages

### ***Finding Aids***

30 issues  
6,127 pages

# Appendix N

## Records Scheduling and Appraisal

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

### **Agency scheduling accomplishments:**

Pennsylvania Avenue Development Corporation schedule, covering records relating to historic preservation and real estate acquisition and management of Washington's most famous street.

Comprehensive schedules for Veterans Administration cemetery records, including the headstone application files, which have long been a staple for genealogical researchers.

State Department schedules for the following offices: Under Secretary for Management; Assistant Secretary for Administration; Bureau for International Narcotics Matters; Bureau of International Organization Affairs; and Family Liaison Office.

Bureau of Justice Statistics schedule for data sets documenting research on the operation of the criminal justice system.

Government Printing Office schedule for the Superintendent of Documents collection of U.S. Government publications.

A comprehensive schedule for the electronic records of the Agency for International Development.

The first comprehensive schedule for the records of the Federal Emergency Management Agency.

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

Bureau of Land Management records relating to preconstruction, construction, and operational phases of the Trans-Alaska Pipeline.

Approximately 1,250 cubic feet of Navy shore establishment records predating 1962, including files of World War II-era port directors and records of the following naval activities: Norfolk Naval Base; Lakehurst, NJ, Naval Air Station; the Washington Naval Shipyard; and the Philadelphia Naval Home.

Sound recordings of the court-martial of Lt. William Calley, along with videotapes of news broadcasts introduced as evidence in the proceeding and the textual case file.

The Saint Elizabeths Hospital clinical case files on Ezra Pound, transferred by the National Institute of Mental Health.

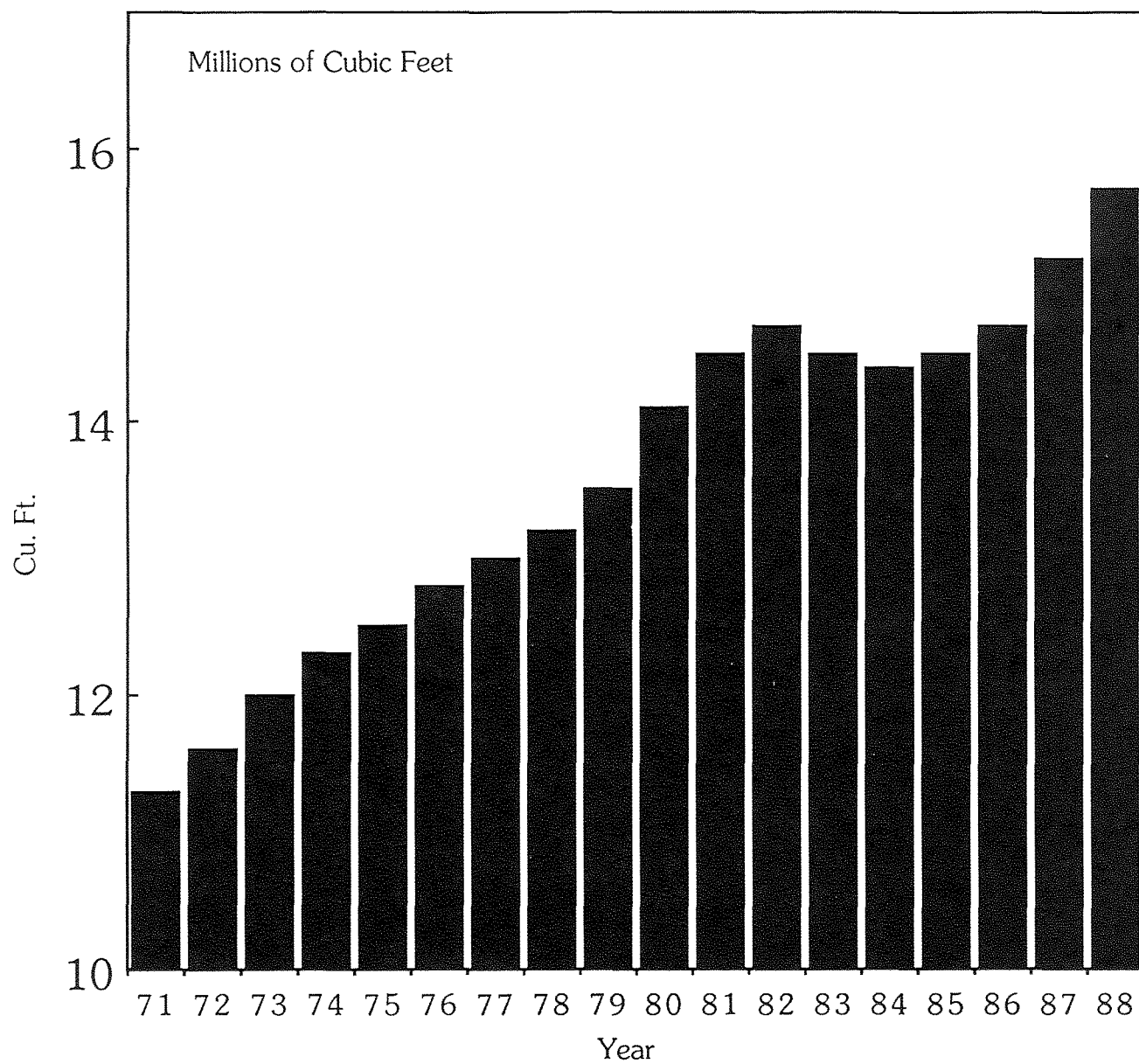
Posters and textual records relating to the development of the Forest Service Smokey Bear fire prevention program.

Department of Justice records relating to investigations of Billy Carter for financial irregularities and Bert Lance for misapplication of funds.

The official personnel file for folksinger Woody Guthrie, who was employed by the Bonneville Power Administration.

# Appendix O

## Holdings of Federal Records Centers





# Appendix P

## Archival Publications—FY 1988

### Inventories

Hill, Edward E.; Jaussaud, Renee M. *Inventory of the Records of the Department of the Interior* (Record Group 48). Inventory No. 13, 1987.

Sherman, William F. *Inventory of the Records of the Accounting Officers of the Department of the Treasury* (Record Group 217). Inventory No. 14, 1987.

### Reference Information Papers

McGovern, Nancy Y. *Records in the National Archives Relating to the Early Involvement of the U. S. Government in Data Processing, 1880's to 1950's*. Reference Information Paper No. 76, 1988.

### Technical Information Papers

Murphy, William Thomas. *Cold Storage for Color Film Materials*. Technical Information Paper No. 3, 1987.

Weir, Thomas E., Jr. *3480 Class Tape Cartridge Drives and Archival Data Storage: Technology Assessment Report*. Technical Information Paper No. 4, 1988.

### Microfilm Publications

Pub. No.	Title
M1252	Journals of the Executive Proceedings of the U.S. Senate, 1789-1823.
M1253	Journals of the Impeachment Proceedings Before the U.S. Senate, 1798-1805.
M1290	Alphabetical Card Name Indexes to the Compiled Service Records of Volunteer Soldiers Who Served in Union Organizations Not Raised by States or Territories, Excepting

the Veterans Reserve Corps and the U.S. Colored Troops.

M1366	Records of the Federal Writers' Project, Work Projects Administration, Relating to Louisiana, 1935-1943.
M1367	Selected Documents From the Louisiana Section of the Work Projects Administration General Correspondence File ("State Series").
M1407	Barred and Disallowed Case Files of the Southern Claims Commission, 1871-1880.
M1426	Minute Books, U.S. District Court, Eastern District of North Carolina, Cape Fear Division at Wilmington, 1795-96 and 1858-1911.
M1427	Minute Books, U.S. District Court, Eastern District of North Carolina, Pamlico Division at New Bern, 1858-1914.
M1471	Letters Received by the Department of Justice From the State of Tennessee, 1871-1884.
M1495	"Special Files" of Headquarters, Division of the Missouri, Relating to Military Operations and Administration, 1863-1885.
M1511	Records of the Department of State Relating to Internal Political and National Defense Affairs of Brazil, 1955-1959.
M1512	Headquarters Records of Fort Sumner, New Mexico, 1862-1869.
M1515	Records of the Department of State Relating to Internal Affairs of Brazil, 1940-1944.
M1522	Naturalization Petitions of the U.S. District Court (1795-1930) and Circuit Court (1795-1911) for the Eastern District of Pennsylvania.
M1527	Records of the Department of State Relating to Internal Affairs of Guatemala, 1945-1949.
M1535	Letters Received by the Department of Justice From the Territory of Dakota, 1871-1884.