

# THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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Annual Report for the Year Ended September 30, 1989

**Cover:** The East Research Room, adjacent to the Central Research Room in the National Archives Building, can accommodate as many as 32 researchers at one time. In Fiscal Year 1989, 31,197 researchers used this Textual Research Room complex. (Photograph by Susan Amos.)

**Edited by Jill Brett and Shelby Bale**  
**Photography editor Susan Cooper**

# **THE NATIONAL ARCHIVES**

## **AND RECORDS ADMINISTRATION**

**Annual Report for the Year Ended September 30, 1989**

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Washington, DC

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*Signing of the Protocol of the Commission on Archival Cooperation for 1989-90, at Moscow on April 18, 1989. Seated left, Dr. F. M. Vaganov, Director General of the Main Archival Administration of the Council of Ministers of the U.S.S.R. (Glavarkhiv); seated right, Dr. Don W. Wilson, Archivist of the United States. Assisting at the ceremony are Ludmila Selivanova, Department of Foreign Relations, Glavarkhiv, left, and Dr. Wesley Fisher, IREX, right. (Photographer unknown.)*

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## Archivist's Overview

My first complete year as Archivist of the United States has ended with a sense of fulfillment coupled with a renewed awareness of the challenges ahead. Preparations for the construction of the new National Archives building on the University of Maryland campus at College Park have required a reorganization of the archival units and presented most of the staff with major adjustments. I would like to take this opportunity to commend the staff, unquestionably the greatest resource of the National Archives, for their efforts to adjust to this transition period. The years ahead will present different, and possibly more exacting, challenges as this agency prepares to undertake the most extensive transfer of records in our history.

Archives II will be an immense structure—1,700,000 square feet—the largest archives in the world. The planning of this building represents years of effort and concern by a great many people: in Congress, in the National Archives, in professional associations, and in the community of public-spirited citizens. A broad and effective advocacy was also forged in the academic community, most particularly at the University of Maryland.

A long list of supporters has been crucial to the success of this building; unfortunately, not all of them can be mentioned by name here. Special tribute must be paid, however, to the U.S. Representative from Maryland's Fifth District, Steny Hoyer, and the two U.S. Senators from Maryland, Paul Sarbanes and Barbara Mikulski. None of this would have happened without their vigorous and steadfast support. Maryland Governor William Donald Schaefer, University of

Maryland at College Park President William E. Kirwan, Prince George's County Executive Parris Glendening, and College Park Mayor Ann Owens all deserve our thanks and the gratitude of future researchers for ensuring the successful completion of this project.

The National Archives now holds in trust more than four billion pages of the permanent record of America's past. In our buildings, we preserve the heritage of this country—records about art, architecture, economics, religion, and government as well as about the growth of families, towns, and cities. Every advance in historical scholarship depends on the resources of an archives and on its ability to respond to the researcher's needs. That is why we must have a great National Archives system. That is why Archives II is a permanent investment, with the promise of rewards for present and future generations.

Whatever the investment in materials, the success of our mission turns on more than buildings, technology, and equipment; it turns on the dependability and capability of the staff. The late Barbara Tuchman, an avid researcher at the National Archives, said that "archives are a resource whose usefulness depends on the knowledge and enthusiasm of their custodians." Now, at last, we can do something for the National Archives employees. Archives II promises a hospitable environment for staff and researchers alike as well as the most advanced conservation and storage facilities; it will be, in short, a facility for the modern age.

Don W. Wilson  
Archivist of the  
United States

# Office of the Archivist

This year, the Archivist continued to define the goals of the National Archives for the many publics it serves. He spoke to a wide variety of archival, genealogical, historical, and other professional associations in local, national, and international forums. His travels took him to cities around the world in an effort to enhance the exchange of information about issues of mutual concern and to discuss the changing needs of the research communities.

In the fall, he spoke at a number of conferences on issues ranging from records management and Archives II to the preservation of electronic records, documents, and special collections. He traveled to Houston, TX, to inspect the mass deacidification facility there that has been constructed for the Library of Congress. In February, he signed an agreement with the Librarian of Congress, Dr. James H. Billington, to enable the National Archives to make use of this facility to determine the potential suitability of the diethylzinc (DEZ) process for use with paper-based archival materials.

The Archivist met with Secretary of State George P. Shultz and other State Department officials to discuss their use of the Presidential libraries in the production of the documentary series entitled "Foreign Relations of the United States." He also briefed a number of agency heads at the National Archives on the functions of the institution and the importance of close cooperation with Federal agency historians and records managers.

In the international arena, Dr. Wilson went to Moscow to sign a joint agreement on archival cooperation for 1989-90. He was in the Soviet Union as head of the U.S.-U.S.S.R. Commission on Archival Cooperation, which is designed to promote professional development between the two countries while increasing access for all researchers. Among other

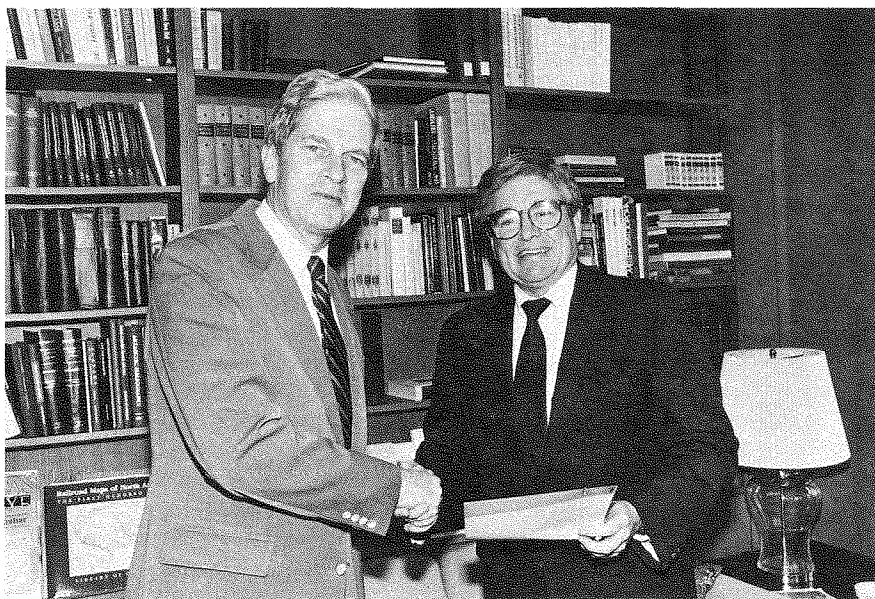
projects, the signed protocol includes the first agreement on cooperation in genealogical research between the two countries. The Archivist also returned to the Soviet Government the first two boxes of the original files of the Imperial Russian Consulates in North America. These archives, created from 1862 to 1922, have been in the custody of the United States for 55 years. The remainder of 400 boxes are scheduled to be returned to the Soviet Union in 1990. Dr. Wilson commented at the ceremony that "For years, the United States has supported the efforts of the International Council on Archives and UNESCO to see that archival materials which have migrated from their country of origin should be returned to their proper home. Today, in the spirit of friendship, our beliefs and our actions come together."

The Archivist was host to a 1-day joint meeting with 31 State archivists in

July, the fourth in this annual series. Topics discussed included the status of electronic records and regional outreach and cooperation. Following this meeting and the Regional Archives Directors Conference, both held in Seattle, WA, the Archivist and Deputy Archivist Claudine Weiher traveled to Alaska to inspect several possible sites for a 12th regional archives.

In keeping with his goal to encourage corporate support of certain activities of the National Archives, the Archivist began to explore the establishment of a development staff this year. About 25 corporations and foundations were contacted to help support a wide variety of activities celebrating the 200th anniversary of the Bill of Rights.

The National Archives, through the National Archives Trust Fund Board, has the statutory authority to solicit and accept gifts or bequests of money for



Dr. Don W. Wilson (right) and Dr. James H. Billington (left), Librarian of Congress, signed on February 14 an agreement to allow the National Archives to use the deacidification facility built for the Library in Deer Park, TX, for as many as three experiments. The deacidification experiments and associated testing program will enable the National Archives to determine the potential suitability of the diethylzinc (DEZ) process for use with paper-based archival materials. (Photograph courtesy of the Library of Congress.)

the benefit of its programs. This kind of solicitation is common to many museums and other cultural institutions in this time of limited Federal resources.

In August of 1989, the National Archives entered into an agreement with the Philip Morris Companies Inc. to support an exhibition of political cartoons to open in June of 1991 in commemoration of the First Amendment of the Bill of Rights.

Studies show that the American public is regrettably ignorant about the Bill of Rights. The National Archives as the repository for America's Charters of Freedom, as well as billions of other records documenting over 200 years of our history, has an important role to play in educating Americans about their history and their government. However, the resources to do this on a large scale are not available through congressional appropriations alone. The Archivist is committed to seeking additional funds from the private sector for this purpose.

## **Office of Inspector General**

In accordance with Pub. L. 100-504, the Office was established and Lawrence A. Oberg was appointed on April 16, 1989, as Inspector General.

The Inspector General works under the general supervision of the Archivist of the United States and is responsible for conducting independent audits and investigations relating to the programs and operations of the agency. The results of the audits and investigations are used to promote economy, efficiency, and effectiveness throughout the agency.

## **Archival Research and Evaluation Staff**

The Archival Research and Evaluation Staff, directed by William M. Holmes, carries out the three-fold mission of studying and monitoring technological innovations, assisting other offices in the application of technology to their programs and operations, and providing technical consultation within the National Archives. The Staff performs studies and conducts, or undertakes by contract, a program of applied

technical research projects discussed in the following paragraphs. The Staff 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.

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

The purpose of the ODISS Project, which is a research pilot project, is to evaluate the capability and future economic feasibility of using an optical scanning and image storage system to effect image enhancement of documents in poor condition and improve reference service to the public through the use of automated search, retrieval, and replications techniques.

During 1989, the ODISS operations staff used the system to capture, enhance, index, and store the images of the 220,713 pages that constitute the compiled military service record (CMSR) files of 53,783 Tennessee Confederate Cavalry veterans. Numerous tests were conducted to determine the minimal acceptable scanning resolution, to compare image quality captured from paper as opposed to microfilm, and to define the most efficient workflow processes and the best combinations of image enhancement algorithms to use on particular classes of documents.

Using the public access terminal located in the Microfilm Reading Room, the ODISS staff conducted numerous interviews with researchers and provided demonstrations of the system's online retrieval capability to both amateur and professional genealogists. These researchers were shown how to conduct rapid index searches and retrieve the record images from selected files within seconds. Their responses to the system were generally favorable. Although the ODISS operations facility was not available for public tours, more than 1,000 visitors with a professional interest (including visiting archivists and records managers, Government and private sector officials, and foreign dignitaries) received tours and demonstrations of the ODISS system. Additionally, through conferences,

professional papers, and briefings, members of the Archival Research and Evaluation Staff gave special presentations on the ODISS project to audiences totaling more than 12,000 persons.

## **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 and members of the private sector. 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. William L. Hooton, a member of the Archival Research and Evaluation Staff and director of the ODISS project, serves as chairman of DIAG.

In March, more than 250 persons attended a presentation by Dr. William B. Green, Vice President of Engineering for TDC Corporation and internationally renowned author of texts on the subject of digital scanning and image processing. Other presentations included one by the Sony Corporation on the new double-density 12" optical disks, Informix Corporation on the multimedia data base system, and the Library of Congress on the American Memory Project.

Also during this past year, DIAG spawned two special-interest groups on data interchange formats for digitized images and image quality standards. Both hope to be able to influence the development of national and international standards in this area.

## **Text Conversion Technologies**

The majority of archival finding aids and indexes to records exist on paper or microfilm. Neither of these media permits searching by computer-assisted techniques, something that is highly desirable for archival support systems of the future. The Staff is in the third year of a continuing project to assess



the capability of commercially available technologies to perform conversion of typed, printed, and handwritten documents to textual data that can then be integrated with search and retrieval software to create computer-based finding aids or records systems.

One major effort currently underway is the building of a retrieval application system containing Gerald R. Ford's Presidential daily diary. Upon completion of the system in early 1990, it will be installed in the Ford Presidential Library in Ann Arbor, MI. A similar effort will result in the creation of automated finding aid systems to search and retrieve information from record group and series level descriptions of the still picture holdings at the National Archives.

### ***Computer Support Requirements for the Center for Electronic Records***

In response to a request from the Office of the National Archives, the Staff completed a report entitled "Analysis of Programmatic System Support Requirements for the Center for Electronic Records." This study analyzes the current support operations of the Center for Electronic Records, offers a hypothetical expansion for the Center's next decade, and defines the requirements for a new computer system needed to support it. The expanded mission concept includes direct electronic accessioning, migration to the next generation of storage medium, and an expanded program of reference services, including online access.

### ***Research Into Application of Artificial Intelligence***

Artificial intelligence is a field of computer science devoted to developing systems capable of performing functions normally associated with human intelligence, such as reasoning, learning, and understanding human language. The most extensive application of artificial intelligence is in the field of expert systems. Expert systems are computer programs capable of considering a question or problem, applying a set of heuristic rules to a

vast body of knowledge, and recommending a course of action. The calculations of expert systems are based on simulated reasoning and judgment rather than on the mathematical algorithms used in conventional programs.

The interest of the National Archives in artificial intelligence and expert systems is twofold: In what ways can the technology be used to improve archives administration? What is the impact of the use of the technology by Federal agencies on core archival functions? The Staff is currently assessing expert systems in light of technological capabilities and software trends in order to make appropriate recommendations for research and program development.

### ***Electronic Data Exchange***

This year, the National Archives received a five-part report from the National Computer Systems Laboratory of the National Institute of Standards and Technology (NIST). The report was part of a cooperative research project carried out under an interagency agreement between the two agencies. The project identified problems and possible solutions to information transfers between modern computer systems.

The National Archives holdings of machine-readable, computer-generated records generally reflect the state of Federal data processing activities of more than a decade ago. In that period, most record systems were developed and maintained on mainframe hardware with 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 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, which the Staff will undertake on a trial basis

in cooperation with other Federal agencies.

### ***Technical Consulting Activities***

Members of the Archival Research and Evaluation Staff provided short-term consulting support on the subject of automation to libraries, archives, and other institutions around the world. Although most requests this year involved guidance regarding digital imaging technology, others dealt with archival automation and electronic records.

During the past year, Assistant Director Charles Dollar played a major role in completing the report of the United Nations (U.N.) Technical Panel on Electronic Records Management. This report, which reviewed the development of policy and plans for electronic records management and electronic document transfer methodologies and standards for U.N. organizations, was accepted by the U.N. Advisory Committee for the Coordination of Information Systems in September of 1989. Because this panel focused on issues of electronic document exchange, it has benefited from the electronic document/data base exchange standards work that the National Institute of Standards and Technology performed for the National Archives. The National Archives, in turn, learned more about information technology trends in U.N. organizations and how they affect archives and records management. Dr. Dollar also visited Kuwait to review its archives and records management program and to offer advice on optical disk technology.

### ***Congressional Affairs Staff***

The major legislative focus for the National Archives in FY 1989 was monitoring the debate on issues related to the reauthorization of the Paperwork Reduction Act. Draft versions of legislation in both the House of Representatives and the Senate contained provisions that affected the National Archives directly.

The formation of a new subcommittee within the Senate Governmental Affairs Committee resulted in a new oversight subcommittee for the National

Archives. The new Subcommittee on Government Information and Regulation is chaired by Senator Jeff Bingaman (D-NM).

In other areas, the Congressional Affairs Staff developed new methods of providing National Archives management with reports on the status of legislation and other congressional activities, in addition to offering a range of services to congressional offices and committees. The Congressional Affairs Officer is Edie Hedlin.

## External Affairs Staff

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.

In the international archival area, activity centered on the joint projects undertaken with the Soviet Union, as described in the introduction to this chapter. Distinguished visitors were received from many countries, including Australia, Austria, China, Guatemala, and Japan. The National Archives cosponsored the Second European Conference on Archives held in Michigan under the direction of former Archivist of the United States Robert Warner. The proceedings of the conference were edited and printed by the National Archives. The International Council on Archives (ICA), together with UNESCO, continues to dominate professional archival activity on the international scene. Currently, 13 Americans, including members of the National Archives staff, serve on ICA committees and other working groups. A small travel grant secured by the National Archives assures U.S. representation at these meetings and for professional consultations.

During this past year, the Interagency Liaison Officer visited more than 25 Federal history offices and organized a wide range of scholarly conferences, symposia, and seminars in the interest of promoting the use of documentary resources. He also worked closely with interagency groups formed to develop better relations with

other agencies and with professional organizations, such as the National Association of Government Archivists and Records Administrators and the Society for History in the Federal Government.

A special assignment during the past year was the negotiation and oversight of the transfer of 900 cubic feet of records of the U.S. Customs Service from non-Federal custody to the National Archives. These records, dating from 1789 and documenting the New England maritime trade with the Orient, are an important addition to the Customs Service records of the National Archives—New England Region. By agreement, the National Park Service is being provided microfilm of this material.

## Legal Services Staff

The General Counsel of the National Archives, Gary L. 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; 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; and serves as the counsel to the National Archives Inspector General. 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 three attorneys and two paralegal aides.

During the past year, the National Archives was involved in both civil and criminal litigation. In January of 1989, the National Security Archive and several public interest litigation groups filed suit in the U.S. District Court for the District of Columbia to block the destruction of certain electronic materials created by the National Security Council and the Executive Office of the President on their PROFS computer system. The National Archives is a defendant in this lawsuit because the materials are alleged to be Reagan Presidential records. Plaintiffs obtained a temporary restraining order against the destruction of these



*The first meeting of the National Park Service—National Archives Working Group, which was established to develop closer cooperation between the two agencies, was held on February 28, 1989. Representing the Park Service, on the near side of the table, left to right: Edwin C. Bearss, Chief Historian; Jerry L. Rogers, Associate Director, Cultural Resources; Ann Hitchcock, Chief Curator. Representing the National Archives on the far side of the table, left to right: Don W. Wilson, Archivist; Frank B. Evans, Deputy Assistant Archivist, Office of Records Administration; Raymond A. Mosley, Executive Staff Director; Trudy Peterson, Assistant Archivist for the Office of the National Archives. George Chalou, Interagency Liaison Officer and coordinator of the program, also attended the meeting. (Photograph by Nancy Olds.)*

materials, an order extended until the end of legal proceedings by agreement of the parties.

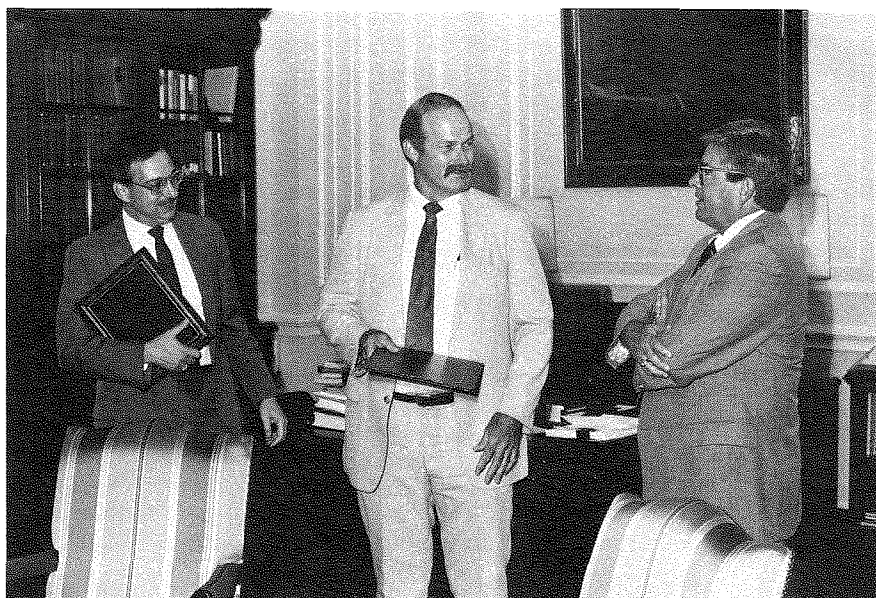
In response to this lawsuit, the Government filed a motion to dismiss. The district court denied this motion, and the Government has requested leave to appeal this decision.

On February 6, 1989, Charles Merrill Mount, sentenced in 1988 by a Federal judge in Boston, MA, to 3 years in prison and 5 years probation for transporting in interstate commerce Federal records stolen from the National Archives Building, was also convicted in a District of Columbia Federal court on 17 counts of receiving other Federal records stolen from the National Archives and 4 counts of mail fraud stemming from his attempts to sell some of those documents. Federal District Court Judge Aubrey Robinson sentenced Mount to 5 years in prison and 3 years probation for these crimes.

The General Counsel and his staff served as liaison between National Archives officials, the U.S. attorney's office in Washington, and the Federal Bureau of Investigation before and during the trial. This support included preparing National Archives staff members called as witnesses to testify.

On February 9, 1989, Judge Lynn Hughes, a Federal district court judge in Houston, TX, issued a decision finding that the National Archives had improperly refused to return the Heinrich Hoffmann photographic collection to Hoffmann's children—Heinrich Hoffmann, Jr., and Henriette von Schirach. Heinrich Hoffmann, Sr., was an early Nazi Party member and a friend of Adolf Hitler's, as well as his personal photographer. His photographic collection of more than 200,000 images spans the history of the Nazi Party and its leaders. Henriette von Schirach was married to Baldur von Schirach, the Gauleiter of Austria who was convicted at Nuremberg of war crimes and imprisoned at Spandau Prison for a number of years following World War II.

The Hoffmann children have been demanding the return of the Hoffmann Collection periodically since the late 1940's, when the U.S. Army acquired the collection because it determined that the materials in the collection constituted propaganda that could be used to kindle the rebirth of National Socialism in postwar Germany. In



*Archivist Don W. Wilson (right) presented certificates of appreciation to FBI Special Agent Daniel Reilly (center) and private citizen Edward Bomsey (left) in recognition of their assistance to the National Archives in prosecuting Charles Merrill Mount, July 21, 1989. (Photograph by Elizabeth Mallonee.)*

1950, the Army shipped the collection to the United States. The National Archives acquired physical custody of the collection in 1958 and legal custody in 1966.

The National Archives and the Department of Justice are attempting to have Judge Hughes' decision overturned. At the present time, a motion to dismiss the case for lack of jurisdiction is before the district court. The Government's argument for dismissal rests, in part, on the Trading With the Enemy Act, which the Government believes bars World War II German nationals from suing to recover property confiscated from them. Another provision of the same act prohibits the National Archives from returning the Hoffmann Collection to West Germany. The value of the Hoffmann Collection has been set at \$2.6 million. The Government is expected to appeal any adverse decisions.

In addition to the above cases, the Department of Justice has also represented the National Archives before the Federal courts in several lawsuits brought 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). At the administrative level, these claims are processed by the legal staff.

During the past year, the General Counsel and his staff represented the agency on several occasions before the EEOC, the GSBICA, and the Comptroller General on administrative and contractual matters.

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 included drafting the regulations implementing the Presidential Records Act; coordinating the National Archives' response to requests made pursuant to that act for Reagan Presidential records; negotiating a ground lease with the University of Maryland and the State of Maryland for the use of more than 33 acres of land in College Park, MD, for Archives II; and assisting the Office of Presidential Libraries and the John F. Kennedy Library with matters relating to an addition to the Kennedy Library.

In his role as the DAEO, the General Counsel continued his efforts to implement standards of conduct for National Archives employees. Recently, a dispute over several individual standards of conduct was resolved by the Federal Service Impasses Panel (FSIP). The parties to this dispute were the National Archives and the American Federation of Government Employees (AFGE), which represents

bargaining unit employees at the National Archives. FSIP found in favor of the Government. The standards of conduct may now be submitted to the Office of Government Ethics (OGE) and the Office of Personnel Management (OPM) for their review and approval.

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.

is distributed to 600 institutions and scholars and is subsequently reprinted in *Prologue: Journal of the National Archives*. The free monthly Calendar of Events is sent to 17,000 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 600 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 responded to 1,000 inquiries about the programs and holdings of the National Archives from the media. More than 750 news and magazine articles featured the National Archives prominently. The Staff escorted more than 75 film crews working on stories related to records here.

The Staff, comprising three full-time

employees and one part-time employee, continued discussions this year with a wide array of major corporations and cultural institutions that are committed to sponsoring educational and historical programs. These potential alliances could provide much-needed support to underwrite selected National Archives public programs that would serve to broaden the base of appeal of the National Archives and would not be possible otherwise. This year the Staff has also taken an active role in planning programs and preparing proposals for the National Archives 4-year commemoration of the 50th anniversary of U.S. participation in World War II. Initial contacts with various corporations and individuals were made for support of these activities.

The following publications were issued during this fiscal year:

## 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,

<b>Publication</b>	<b>Circulation Per Issue</b>
Monthly Calendar of Events (published by the National Archives Trust Fund Board) . . . . .	21,000
Quarterly News From the Archives . . . . .	600
Weekly Staff Bulletin . . . . .	3,800
Annual Report . . . . .	2,500

# Office of Management and Administration

The Office of Management and Administration provides nationwide administrative 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 appropriations 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 1989 by appropriation under Pub. L. 100-440 for direct operating expenses was \$113,675,000. In addition, \$4,305,000 was available for grants by the National Historical Publications and Records Commission; \$125,000 for a grant to preserve, restore, and display the Presidential papers of Calvin Coolidge; \$6,000,000 for the facility design of Archives II; \$8,619,000 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 \$134,724,000.

Of the funds available, \$40,343,000 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 \$45,954,000 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 \$2,571,000 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 \$28,011,000 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 \$3,496,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$4,456,000 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 \$1,778,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$5,248,000 in grants and to administer grants.

The following table summarizes funds available and actually obligated in FY 1989:

Fund	Availability	Obligated
Operating Expenses, Direct	\$113,675,000	\$112,822,000 <sup>1</sup>
Grants	4,305,000	4,055,000 <sup>2</sup>
Grant for Calvin Coolidge Papers	125,000	125,000 <sup>2</sup>
Archives II Design	6,000,000	6,000,000
Kennedy Library	8,619,000	6,855,000 <sup>3</sup>
Supplemental (Funds Carried Forward)	2,000,000	2,000,000
<b>TOTAL</b>	<b>\$134,724,000</b>	<b>\$131,857,000</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> 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. In FY 1989, an additional \$4,100,000 was appropriated for continuation of construction. Of the total, \$7,536,000 has been spent, including the \$6,855,000 obligated in FY 1989 for the building extension construction and related services contract.

During FY 1989, the National Archives received \$20,155,000 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 1989, \$18,039,000 was received for these services. The Offices of the National Archives and of Presidential Libraries and declassification activities provided the balance of \$2,116,000.

## 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 that the subsystems were in compliance with Office of Management and Budget and General Accounting Office standards.

## Other Financial Programs

Patricia Dews, Ronald Lawson, Joan Ochs, and Monica Brewbaker were

presented awards for Distinction in Cash Management by the Department of the Treasury. The awards were presented for the group's work in implementing two major cash initiatives at the National Archives last year: small purchase credit cards and credit cards for sales.

## Automation

The Office operates a nationwide automated system, the Office Automation Network. This system is primarily an administrative system, but it also supports some program activities. The National Archives is developing a new system that will eventually replace the present one and will incorporate data communications and all program office applications into a single system.

The Office Automation Network's capabilities include word processing, electronic mail, electronic spreadsheets, data base management, data entry for larger computer systems, and networking of personal computers. The system now includes nearly 500 workstations and can be accessed through an additional 350 personal computers.

The initial phase for a unified, nationwide system that will link all program offices and provide a single point-of-access to all reference data bases has been completed. The new system, which will be implemented with the completion of the Archives II facility in College Park in 1993, 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.

## Program Evaluation

Several management studies to improve the agency's overall efficiency and effectiveness were completed during 1989. A contractor,



*Secretary of the Treasury Nicholas F. Brady (far left) presented awards for Distinction in Cash Management to four members of the Budget and Finance Division staff. From left to right are Joan Ochs, Ronald Lawson, Division Director Patricia Dews, and Monica Brewbaker. At far right is Assistant Archivist for Management and Administration James C. Megronigle. The four were honored for their work in implementing two major initiatives: small purchase credit cards and credit cards for sales. The National Archives was one of only two non-Cabinet agencies receiving cash-management awards. (Photographer unknown.)*

Management Analysis, Incorporated, was employed to conduct these studies. The studies focused on two general areas: organizational units that work closely with the public and administrative units that support the work of professionals and technicians.

A total of five studies were conducted in the Office of the National Archives and the Office of Federal Records Centers. Each study concerned the development of work-measured performance standards in reference units based on a scientifically engineered methodology. Units included in these studies were located at the National Archives Building and the Washington National Records Center in the Washington, DC, area, and at the National Personnel Records Center in St. Louis, MO. The units examined were responsible for both military and civilian records that were created by a number of former and current Federal agencies. The studies reviewed established procedures, workflows, and daily operations and provided recommendations to correct deficiencies in these areas. A direct result of these studies was the

introduction of new methods to increase productivity and new systems to reward staff for improved performance. Two of the units studied, the Records Reconstruction Branch and the Civilian Reference Branch, located at the National Records Center in St. Louis, enjoyed productivity increases of 35 percent and 25 percent, respectively, and saved the National Archives the equivalent of 10 staff years. A secondary result was the development of detailed data to be used for improved budgetary and planning purposes.

The two studies initiated through the Office of Management and Administration focused on mission support activities. The first concerned the processing of requests for personnel actions and the second focused on the determination of user fees for various products and services. The review of the personnel operations resulted in changes in existing procedures, improved processing times, and a significant reduction in size of backlogs relating to personnel actions. The comprehensive review of how fees for reproductions are calculated produced



new methods for measuring and determining costs and a data base to facilitate fee updates.

A study conducted in the central administrative office of the Office of Presidential Libraries in Washington, DC, examined the planning, supervision, and training activities of the office and presented recommendations for improvements in the organization, management control, and workflow of the office.

## **Office of Management and Administration Staff**

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Assistant Archivist.....	James C. Megronigle	202-501-5100
Deputy Assistant Archivist.....	Adrienne C. Thomas	202-501-5100
Director, Policy and Program Analysis Division.....	John A. Constance	202-501-5110
Director, Budget and Finance Division.....	Patricia D. Dews	202-501-6060
Director, Personnel Services Division.....	Wilma J. Kriviski	202-501-6102
Director, Administrative Services Division (Acting).....	Stephen E. Hannestad	202-501-5110
Director, Systems Management Division.....	Stephen E. Hannestad	202-501-5110
Secretary, National Archives Trust Fund Board.....	Ron Lawson	202-501-5155

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# Office of Federal Records Centers

The Office of Federal Records Centers provides economical storage and reference service for active and semiactive Federal records in 14 records centers throughout the country. Since 1971, records holdings have increased from 11.2 million to 16.4 million cubic feet, an increase of 46.4 percent and indicative of Federal agencies' confidence in the records centers' ability to provide economical storage. The centers provide a variety of services to agencies, including retrieval of records for reference purposes, technical assistance to agencies regarding records management, and micrographics services.

The major users of Federal records centers are the Treasury Department's Internal Revenue Service (IRS) and the Department of Defense. Although most of the stored records are requested infrequently by agencies, the records must be maintained for specific periods to comply with legal, fiscal, or other administrative requirements. Some records are requested more frequently, such as IRS tax returns and Social Security claim folders.

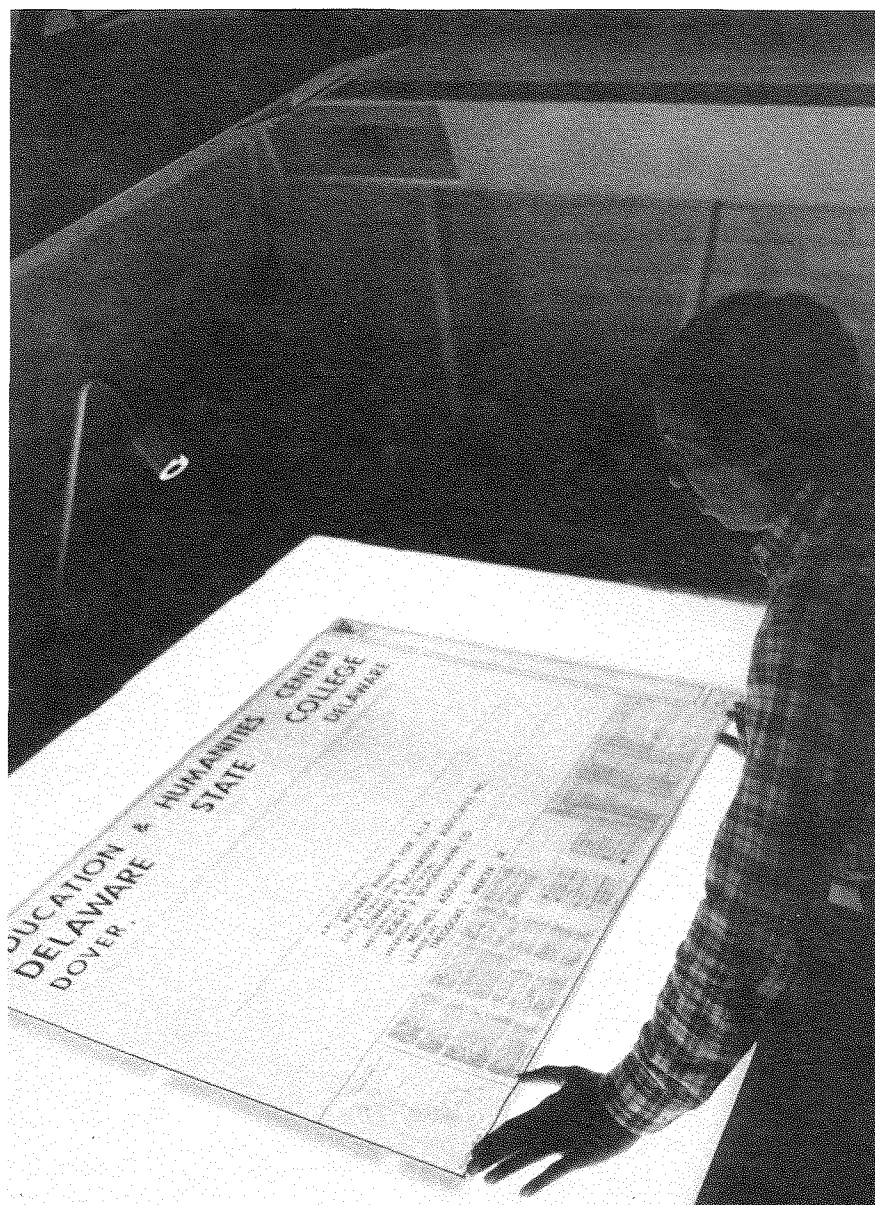
The records centers play a crucial role in the life cycle of records by providing secure storage of permanent records. During fiscal year 1989, some 4.4 percent of the records centers' holdings, or 724,600 cubic feet, were permanent records.

## Services to Federal Agencies

During fiscal year 1989, 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 \$16.49 per cubic foot, or more than \$26 million this year. Records centers also destroy records no longer needed by agencies

and transfer permanently valuable records to the National Archives in accordance with approved records disposition schedules. This year, the centers destroyed more than 914,000

cubic feet of records and transferred more than 24,000 cubic feet to the National Archives. The centers responded to 19.1 million reference requests from agencies, of which the



Microfilming is an important activity for records centers. Leon Kennedy, archives technician at the Philadelphia Federal Records Center, tests sublights of a 35mm planetary camera before filming architectural drawings. (Photograph by Josef Black, Philadelphia, PA.)

vast bulk—more than 76 percent—pertained to IRS tax returns.

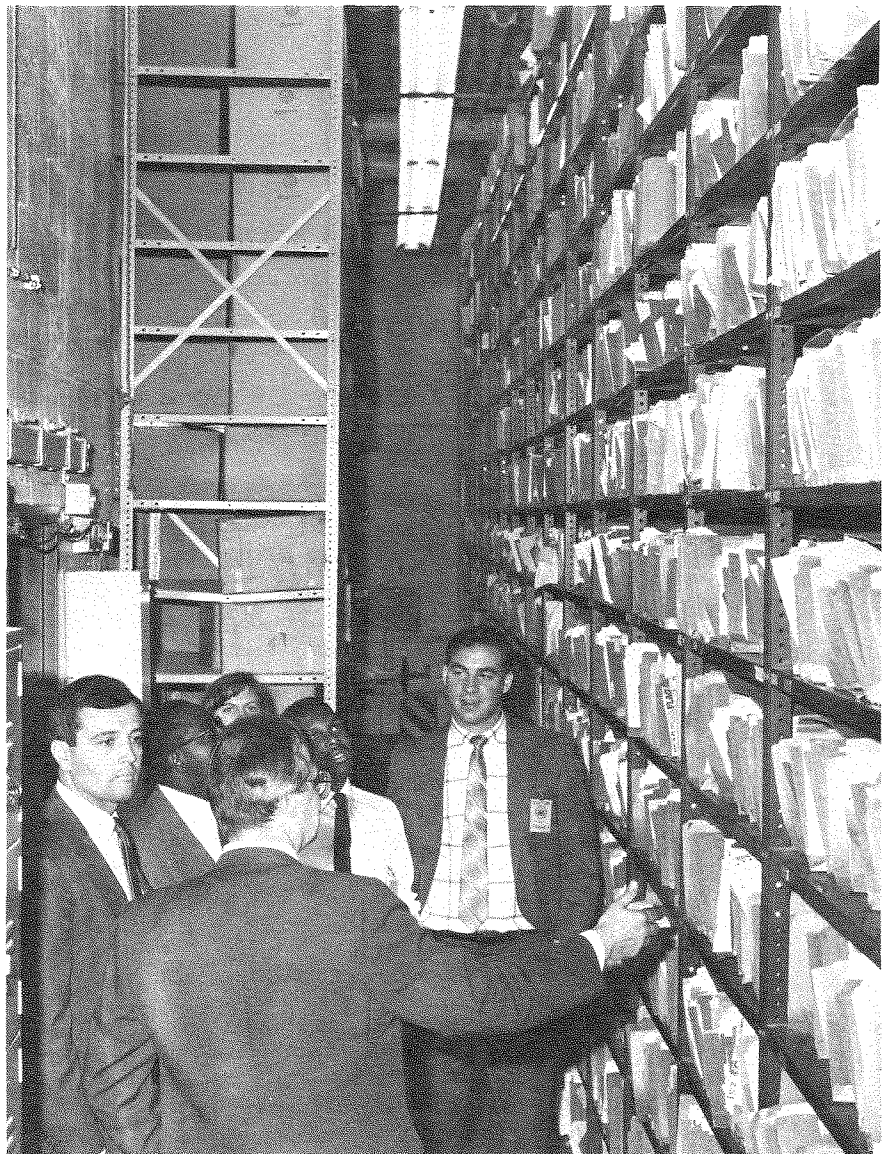
Among records centers' services to agencies is the reimbursable micrographic program through which some 19.2 million images were filmed by the staff in fiscal year 1989. The centers also offer files improvement and records disposition workshops that are designed to assist professional and clerical staffs in proper maintenance and disposition of office files. This year, more than 7,200 Federal employees attended workshops, 31 percent more than the number participating in 1988. The centers were also involved in 36 reviews of agencies' records programs.

The National Personnel Records Center, housed in two separate locations in St. Louis, MO, stores the personnel records of former members of the Armed Forces and former Federal civilian employees. There are more than 1.2 million cubic feet of veterans' personnel, medical, and related files at the Center. The personnel and pay records of former civilian employees total more than 580,000 cubic feet. The Center answers more than two million requests for information each year from former civil servants, members of the military services, and their families. These inquiries often relate to claims for benefits.

## Records Center Productivity

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

In this fiscal year, there was an increase of productivity in many services over previous fiscal years. The centers accessioned, or accepted, records at the rate of 34,996 cubic feet per staff year in FY 1989—an increase of 3.3 percent. 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 6,084 per staff year for civilian personnel records and 7,176 per staff year for military records; this fiscal year,



*Clifford Amsler, Director of the Boston Federal Records Center (back to camera), discusses records center operations and procedures with representatives of the U.S. District Court for Boston during a tour. (Photograph by Hutchins Photography, Watertown, MA.)*

productivity increased by 3 percent (to 6,266 references) per staff year for civilian personnel records and by 6.9 percent (to 7,670 references) per staff year for military personnel records. Productivity in the general reference category increased by 1.7 percent, from 29,822 references per staff year in FY 1988 to 30,316 references per staff year in FY 1989. These productivity increases resulted in substantial savings in personnel costs.

## Reimbursable Agreements

Reimbursable agreements exist with several Federal agencies to provide

additional services nationwide. These agreements stipulate that agencies will pay the National Archives the costs of storing and servicing their current, active files. Such agreements are in effect with the Internal Revenue Service, the Social Security Administration (SSA), the Immigration and Naturalization Service (INS), the Veterans Administration (VA), and the U.S. Postal Service (USPS). Several agencies have negotiated reimbursable agreements with a single records center.

The IRS agreement accelerates the transfer of tax returns to records centers. In many 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 own service centers.

The SSA agreement also lowers storage and servicing costs for SSA service centers. Files normally would be transferred to a Federal 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 seven records centers. In exchange, SSA reimburses the National Archives for all storage and document interfile costs at the centers.

During the fiscal year, three records centers assisted the INS in updating its manual and automated control systems of alien files by inventorying files stored in records centers.

The agreement with the USPS provides reimbursement for storage of USPS records in records centers. It also provides 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 also 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 Dayton, OH, center is reimbursed for reference services on Army Reserve and National Guard payroll records. The Denver, CO, center is reimbursed for reference services on certain uniform military pay records of the Air Force.

### **Courtesy Storage for 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 and provide prompt retrieval of these papers on request. Because these papers are personal



*Records centers and regional archives often share premises. Sharon Roadway (left), Los Angeles Federal Records Center Director, discusses placement of map cases with Diane Nixon (right), National Archives—Pacific Southwest Region Director. (Photograph by Smetona Photography, Capistrano Beach, CA.)*

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

### **Cost Study of the Federal Records Centers**

The Office of Management and Budget has established a Governmentwide policy requiring 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 must review certain internal functions to determine if they can be provided by the private sector at lower cost. Among these functions are the records storage and servicing activities of the Federal records centers.

The National Archives contracted with the accounting firm of Price Waterhouse to assist in this study. Price Waterhouse, in completing the management study, 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 then completed the second

phase of the study, the Performance Work Statement (a statement of work against which private sector companies will prepare bids) and the Quality Assurance Surveillance Plan (the standard of measurement for assessing the quality of a contractor's performance). During the fiscal year, Price Waterhouse made a first estimate of the cost of continuing these storage and servicing activities with Government employees.

### **Improvements to Automated Systems**

The Office has implemented several automated data systems over the past 23 years for better management of the centers and their holdings. The automated inventory system (NARS-5) provides control of agency records by series and box number throughout the centers. The Space Information System (SIS) uses each center's numbering system and shelving configuration to show exact locations and amounts of space available within a center. The management information system (TASK) collects information on production and hours worked by employees at the centers. The Centers Automated Reporting System (CARS) is used by each center to report monthly staffday expenditures and volume statistics for center functions.

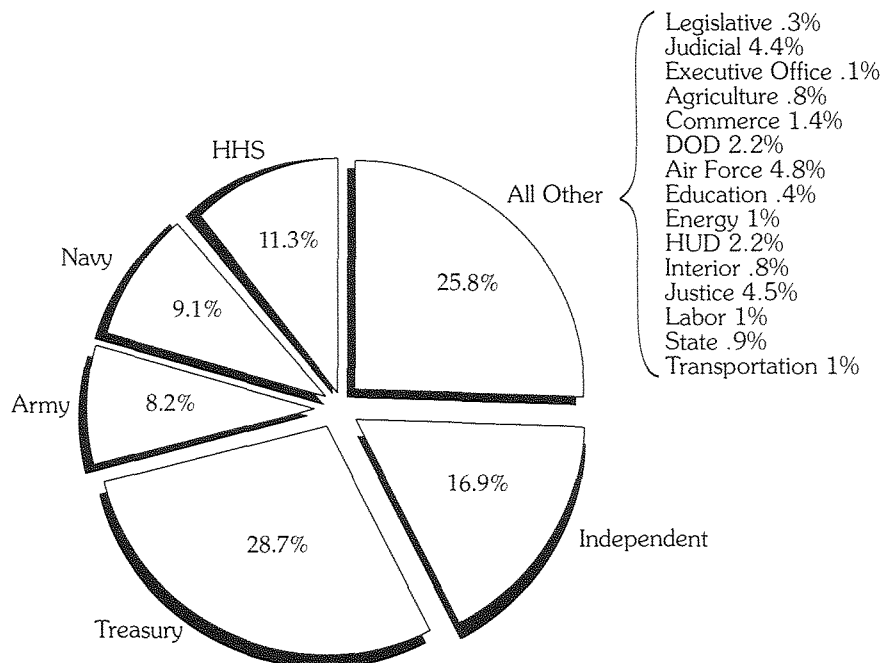
The National Personnel Records Center uses registry systems to control the locations of military and civilian records. These files, with more than 86 million entries, are searched more than 25,000 times per day to respond to reference inquiries and to update files. A project is now underway to convert these registry files to online, interactive systems that will enable the staff to access information immediately from terminals at their desks—a significant improvement over a batch processing system. This year, programming of the online military registry file system was completed, and the system is now being tested. Work on the civilian registry file continues with planning design changes, rewriting batch programs, and converting files structures. The two systems will operate in similar fashion.

### Permanent and Unscheduled Records Initiative

The National Archives is continuously working with Federal agencies to ensure the transfer of their records. During the year, staff at the Ft. Worth Records Center developed a plan to help agencies identify and transfer permanent and unscheduled records in their custody. Initial efforts involved records of the Bureau of Indian Affairs (BIA) regional offices. By year's end, results of this initiative could already be seen.

In a related effort, staff from the Kansas City Center visited BIA's Winnebago Agency in Nebraska, persuading them to transfer eligible records to the Center for the first time since 1967. In Washington, DC, an interoffice working group is coordinating similar efforts by the Office of Federal Records Centers, the Office of Records Administration, and the Office of the National Archives. Expansion of this initiative should result in increased holdings of records in the National Archives.

### Federal Records Centers Holdings by Agency



### Office of Federal Records Centers Staff

Assistant Archivist.....	David F. Peterson	202-653-8450
Deputy Assistant Archivist.....	Gregory A. Pomicter	202-653-8377
Director, Field Operations Division (Acting).....	Gregory A. Pomicter	202-653-8388
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 Locations and Directors

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



# Office of the Federal Register

The Office of the Federal Register edits and compiles 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 was a uniformly busy time for this office. Regulatory and Presidential activity was at a higher level than in recent years. As an example, the number of pages published in the *Federal Register* was at its highest level since FY 1983 and the *Weekly Compilation of Presidential Documents* contained more pages than at any time since the 1984 Presidential election year.

## 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.

The year was an active one for the special ministerial functions, delegated to the Office of the Federal Register by the Archivist, that relate to the electoral process and constitutional amendments.



The receipt of Presidential Electoral College certificates was coordinated by the Office of the Federal Register in 1989. Attorneys Frances McDonald and Michael White are shown here examining certificates to verify compliance with the law. (Photograph by Elizabeth Mallonee.)

The Archivist is charged by law with receiving and documenting Electoral College Certificates of Ascertainment and Vote in a Presidential election year and with receiving State ratifications of proposed constitutional amendments.

Early in the fiscal year, the Office ensured that proper documentation from the States of selection of electors and electoral votes was in the hands of Congress so that Congress could officially canvass the votes for President and Vice President. Each State was provided with helpful instructions and a booklet containing applicable laws to aid in prompt preparation of the Electoral College Certificates. Congress canvassed the vote on January 4, 1989.

The one currently active proposed constitutional amendment concerns compensation of Members of Congress. Proposed in 1789, it would require that "an election of Representatives shall have intervened" before a law passed changing the compensation of Members

of Congress could take effect. In recent years interest in this proposal has been revived. During the past year, seven States submitted ratifications to the Archivist, raising the total number of ratifications to thirty-two. Thirty-eight ratifications are required for adoption.

Additionally, the certificate of ratification of the 24th Amendment to the Constitution was received from North Carolina, after the student council of Hillside High School in Durham, NC, took on the ratification as a school project. The 24th Amendment, which bans poll taxes, was adopted in 1964 by 38 States.

Special workshops, seminars, and training sessions were conducted by the Office this year to assist agencies in document drafting and publication procedures. Senior staff members were very involved in helping agencies implement major changes in the savings and loan industry regulations mandated by the Financial Institutions Reform, Recovery, and Enforcement





Students from Hillside High School, Durham, NC, are shown here with the Archivist and Martha Girard, Acting Director of the Federal Register (4th from right). They presented North Carolina's ratification of the 24th Amendment to the Constitution to the National Archives on May 31, 1989. This ceremony was the culmination of the students' successful effort to persuade the North Carolina legislature to ratify retroactively the Amendment abolishing the poll tax. (Photograph by Nancy Olds.)

Act of 1989. Also requiring significant staff time was the almost three-fold increase in the number of pages of regulatory material incorporated by reference into the Federal Register system. Most of the increase comes from the Environmental Protection Agency's incorporation by reference of State wastewater management plans.

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.

During the year, the Office of the Federal Register worked with Federal agencies and 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* and testing of Microcomp, a GPO-developed software that will allow users with personal computers and laser printers to compose typeset proofs.

A test project on distribution of publications to Federal agencies, the Congress, and the courts was completed this year. The Office of the Federal Register has assumed from GPO the responsibility for directly updating computerized official distribution files for the *Weekly Compilation of Presidential Documents* and the *Federal Register*. The Office eventually will take over all official distribution files for its publications for reasons of economy, efficiency, and timely service.

### 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 53,937.

More than 1,147,000 copies of individual CFR volumes were sold to the public, and another 217,000 copies were distributed throughout the Government. The 132,700 pages published in the FY 1989 CFR are contained in 196 volumes, an increase of 8 volumes over last year.

Because the regulatory information published through the Federal Register system affects so many areas of American life, public workshops are presented by the Office throughout the country. The workshops help a wide spectrum of users make full use of the publications and finding aids; 17 public workshops were held this year for 855 participants. Eight regular workshops were held in Washington, DC, and six

more in other cities: Los Angeles, Austin, Philadelphia, Salt Lake City, St. Louis, and Atlanta. In addition, three special workshops were conducted for document librarians in Connecticut and for depository librarians in Washington, DC.

Fifty-two issues of the *Weekly Compilation of Presidential Documents* were published during the year, as well as three hardcover books in the *Public Papers of the Presidents* series: the second book for 1985 and two books for 1986 on the Presidency of Ronald Reagan.

Also published were 3,104 pages of slip laws and the 5-volume set of the 1986 *U.S. Statutes at Large*.

The *Codification of Presidential Proclamations and Executive Orders* was published in May. This volume, issued every 4 years, was expanded to cover the administrations of Harry S. Truman through Ronald Reagan (April 13, 1945–January 20, 1989).

Publication of the 922-page 1989/90 edition of *The United States*

*Government Manual* was delayed 1 month to allow the new administration to fill key positions. To provide current information in the interim, the Office developed an information data base of current appointments and confirmations to respond to written and telephone inquiries.

The 1989 publication of the 5-volume set of the *Privacy Act Compilation* was the last time the *Compilation* will be published on an annual basis. Because of a change in the publishing requirement made by

the 100th Congress, this *Compilation* will be published biennially rather than annually beginning in FY 1990. The *Compilation* describes systems of records maintained on individuals by Federal agencies.

A completely revised *Guide to Record Retention Requirements in the CFR* was published during the year. Revised as of January 1, 1989, the new *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

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Director (Acting).....	Martha L. Girard	202-523-5240
Deputy Director.....	Martha L. Girard	202-523-5240
Automation Services and Development Staff.....	Robert E. Jordan	202-523-5240
Legal Services Staff.....	Frances McDonald	202-523-5240
Director, Executive Agencies Division.....	Richard L. Claypoole	202-523-5240
Director, Presidential Documents and Legislative Division.....	Robert E. Lewis	202-523-5240

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# Office of Records Administration

The responsibility for managing records in the Federal Government is shared by the heads of Federal agencies and the National Archives. By statute, the National Archives is charged with providing guidance to Federal agencies in carrying out their responsibilities to document adequately their activities and to effect the appropriate disposition of records. To ensure the preservation of permanently valuable records, the law also prohibits agencies from destroying records without the approval of the Archivist of the United States. These two authorities form the basis for the records management program of the National Archives. That program is executed by the Office of Records Administration and consists of five basic functions: establishing standards, furnishing guidance, providing training opportunities, evaluating agency effectiveness, and appraising records and scheduling their disposition.

## Standards

Standards that all agencies must follow in the management of their records are developed by the National Archives and published in 36 CFR Parts 1220-1238. The regulations cover a wide variety of records management issues, including adequate and proper documentation, records disposition, micrographics, and audiovisual and electronic records.

## Adequate and Proper Documentation

A substantial revision of the regulations on the creation and maintenance of records was drafted this year. This revision provides detailed guidance about identifying Federal records and distinguishing them from nonrecord materials and personal papers. The expanded regulation also

provides requirements for handling contractor records.

The regulations covering records disposition, including instructions for scheduling records, were also revised. This change added instructions for defining which documentary materials are subject to scheduling and added several new requirements. The proposed new regulations will require agencies to obtain permission from the National Archives before loaning permanent or unscheduled records to outside groups or before issuing internal directives on records disposition. Agencies must provide information on access restrictions on records in the records disposition schedules which are submitted to the National Archives for approval. Following publication in the *Federal Register*, agencies will be given an opportunity to comment on these changes.

## Agency Guidance and Assistance

The National Archives develops a variety of resources for agencies to assist them in their records management programs. These resources may meet the information needs of a special audience 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 collects materials on the management of recorded information and disseminates information to Government employees and others with records management responsibilities and concerns. The

Center publishes information packages on electronic records, records management position descriptions, and records management software.

The Information Center also publishes a series of records management posters for the use of Federal agencies. This year two new posters were issued. The first, entitled "You Can't Take It With You," provides a reminder that Federal records cannot be removed when an employee leaves Federal service. The second poster, entitled "Don't Kill Your Reputation; Organize Your Information," depicts the possible consequences of poor organization of information needed to serve clients properly.

## Publications

The Office of Records Administration produces a variety of publications that provide guidance to agencies on a broad range of information management concerns. This year the first in the National Archives Instructional Guide Series was published. *Managing the Records of Temporary Commissions* outlines the special records management considerations for commissions, committees, and boards established by law or by the President.

*Appraisal of Department of Justice Litigation Case Files: Final Report* was published and distributed to State archivists, legal scholars, and others. This report describes the techniques used to select files for examination, the appraisal and disposition recommendations, and implementation considerations. A *Federal Records Management Glossary*, which provides definitions of records management terms within the context of Federal programs, was also published.

The National Archives continued to publish a newsletter, RECORDFACTS

UPDATE, which enables records managers in all Federal agencies to exchange information. The newsletter provides information on National Archives programs and initiatives, agency records management programs, and available resources.

### ***Records Management Assistance for the Commission on the Bicentennial of the Constitution (CBC)***

The Commission on the Bicentennial of the Constitution requested National Archives assistance in the areas of records management and archives policy. The request reflected the personal interest of the Commission Chairman, former Chief Justice Warren Burger, in ensuring preservation of an adequate record of Commission activities. The National Archives created a detailed report of recommendations on the agency's records management program and a detailed records series inventory.

### ***Electronic Records Transfers***

The National Archives has been working to assist agencies in implementing effectively their schedules for electronic records. As a result of these efforts during this fiscal year, 368 datasets were transferred from the Bureau of the Census to the National Archives' Center for Electronic Records, increasing the Center's holdings of these datasets by 50 percent. Eighty datasets were transferred from the Bureau of Economic Analysis and eight datasets from the Bureau of Labor Statistics. In addition, a National Archives appraisal archivist assisted the Census Bureau in developing formal procedures for creating a transportable copy of all permanently valuable datasets.

### ***Guidance for Transition of Presidential Administration***

Records managers may encounter pressing demands during the transition from one Presidential administration to another. In anticipation of these needs this year, the Office of Records



*Karen Garlick, Senior Conservator, (right) explains conservation techniques to Secretary of Education Lauro F. Cavazos, September 18, 1989. The Secretary's visit to the National Archives was part of a program established by the Office of Records Administration to familiarize Federal agency heads with the ways in which records are maintained at the National Archives. Second row, left to right, are an unidentified aide to the Secretary, Mike Miller of the Office of the National Archives, and Nina Frederick of the Office of Records Administration. (Photograph by Amy Young.)*

Administration developed and distributed some materials to provide guidance. The first of these is the pamphlet *For the Record: Guidelines for Federal Records and Personal Papers*, which is aimed at high-level officials, particularly those who are new to the Federal Government. The second is NARA Bulletin 89-2, *Disposition of Federal Records and Personal Papers*. A third item is the fall 1988 issue of the newsletter RECORDFACTS UPDATE which features an article providing ideas for agency records managers on good records management practices in a transition period.

### ***Training***

The National Archives program to educate Federal employees about records and information management includes regularly scheduled training courses, conferences, and briefings for records and information management professionals. These educational activities are designed to appeal to many different audiences.

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

With the change in administration, the Archivist renewed his invitation to agency heads or their representatives to visit the National Archives, view some of their agencies' records, and discuss matters of mutual concern. The visits reinforce the importance of the relationship between the National Archives and Federal agencies in managing and preserving records.

This year, many heads of agencies, including the Secretary of Education, or their representatives visited the National Archives to view their agencies' records and tour the research and conservation facilities.

### ***Conferences***

This year three special training conferences on records management issues were offered for Federal employees.

The National Archives developed a special program for Federal records managers at the annual meeting of the

Association of Records Managers and Administrators held in Baltimore, MD, in October of 1988. The day-long session, entitled "Records Management: Strategies for Success in the Information Age," was attended by approximately 200 people.

In the same month, 230 Federal records managers attended the Records Administration Conference at the Mayflower Hotel in Washington, DC. The all-day conference featured an opening session on recent initiatives by the National Archives and the newly revised General Records Schedules. Small group sessions dealt with electronic records, transition planning, and program promotion. The luncheon address, "Records Management: A Cooperative Venture," was given by the Archivist of the United States.

In June the National Archives organized a conference entitled "Electronic Records: A Strategic Plan for the 1990's." The conference was planned with the assistance of a committee composed of senior information managers representing seven Federal agencies, including the General Services Administration and the Office of Management and Budget. Conference participants represented all three branches of the Federal Government and all disciplines involved in the management of information in electronic systems. Working groups developed recommendations for the strategic plan, which centered on individual and organizational responsibilities, corporate information, management information systems, electronic records in the office environment, legal and security issues, electronic information systems, and information collection and dissemination.

Following the conference, a smaller group met to formulate a series of recommendations appropriate for action by the President's Council on Management Improvement. The recommendations were to develop a proposed position classification standard for information resources managers, to identify exemplary automated records management systems and recommend a model standard system, to develop and recommend a model information resources management organization, and to establish an interagency working group to incorporate records management considerations into the "Model Framework for Management



*Members of the planning committee for a conference entitled "Electronic Records: A Strategic Plan for the 1990's" met on February 27, 1989, with staff members of the Office of Records Administration to discuss the conference program. From left to right: Ronald E. Brewer, Tennessee Valley Authority; Francis A. McDonough, General Services Administration; and Glenn P. Haney, Department of Agriculture. (Photograph by Amy Young.)*

Control Over Automated Information Systems" and ensure that the provisions in the model are known to and adopted by agencies.

### **Training Courses**

This year the National Archives continued to expand its program to educate Federal employees about their records management responsibilities. Compared to last year, total enrollment in the training courses increased from 335 to 540. Most popular was the new course on electronic records. Another addition this year was a 3-day records management course for National Archives archivist trainees.

### **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 given to individual agencies on a variety of records management topics. Agencies taking advantage of these briefings included the Office of the Comptroller of the Currency, the Census Bureau, the Indian Health Service, and the Department of Energy.

Staff of the Office of Records Administration were frequently featured speakers at conferences of professional associations, including the Association for Records Managers and Administrators, the National Association of Government Archives and Records Administrators, the Association of Library and Information Science Educators, the Society of American Archivists, the Nuclear Information and Records Management Association, and the Information Resources Management Conference.

### **Evaluations**

The National Archives evaluates agency records and records management programs under the authority of 44 U.S.C. 2904. Evaluations determine the degree to which agencies are fulfilling program requirements and assess the relevancy and effectiveness of services provided by the National Archives. Among the program activities that are reviewed are records schedule coverage and application, documentation and recordkeeping standards, files maintenance, and the handling of permanent records. The subject agency is required to prepare an action plan to implement the evaluation recommendations. The National



Archives assists the agencies with implementation.

### ***Audiovisual Records Management***

This year an evaluation of the management of audiovisual records was conducted in five Federal agencies: the National Park Service, the National Aeronautics and Space Administration, the Peace Corps, the U.S. Army Corps of Engineers, and the Agency for International Development. The agencies were chosen for their diversity and the valuable audiovisual records they create. Many of the difficulties and successes in managing audiovisual records, which were identified in the evaluation, have wider implications for improved audiovisual records management throughout the Federal Government.

### ***Bureau of Indian Affairs***

An evaluation of the records management program and practices of the Bureau of Indian Affairs (BIA) was

completed. The scope of the evaluation included 18 BIA Central Office activities and 20 BIA field activities throughout the country. Of particular concern in this evaluation was BIA's performance in adequately and properly documenting the policies and activities of the agency and the management of permanent records held in agency space. The evaluation revealed that BIA is failing to meet records management program requirements due to insufficient resources for the program, inconsistent application of prescribed filing methods and approved disposition authorities, large quantities of inactive records—many permanent—maintained in agency space, and improper care and handling of Bureau records, especially those maintained by tribes and tribal organizations.

### ***Bureau of Land Management***

As recommended in last year's evaluation of the Bureau of Land Management (BLM), a joint working

group of representatives from the National Archives and BLM was established to deal with the records disposition and adequacy of documentation issues raised by a major automated land information system being implemented by the BLM. The Automated Land and Minerals Records System (ALMRS) is a large relational data base containing highly important information concerning the status of the lands and minerals administered by BLM. The working group will develop disposition instructions for ALMRS and directly related systems and ensure that the National Archives can accession the permanent data they contain. The working group focused on gathering information, identifying issues, and incorporating records management concerns as part of the system's design and implementation.

### ***Records Relating to World War II***

As part of the commemoration of the 50th anniversary of World War II, the National Archives is locating,



Office of Records Administration staff members participated with Dr. Wilson, (fifth from left) in the presentation of the National Archives evaluation of the records management program of the Department of Energy. Lawrence F. Davenport, (center) Assistant Secretary for Management and Administration, represented the Department of Energy, January 13, 1989. (Photographer unknown.)



describing, and, where appropriate, seeking to effect the transfer of Federal World War II records that remain in agency custody. Representatives have visited the major repositories that maintain these records, including the Naval Historical Center and the Marine Corps History Center in Washington, and the Air Force's Simpson Historical Research Center at Maxwell Air Force Base in Alabama. World War II records in the custody of a number of other agencies have been identified as well. This project will be continuing throughout the semicentennial anniversary period.

## **Automation**

The application of information technologies to the management of records is a high priority for the National Archives and Federal agencies. Although these technologies have been used to access and store records, their application in the management of records management processes has not been fully explored. Yet the use of technology holds great promise for improving records management procedures in the National Archives and in Federal agencies.

## **Control and Tracking System**

This year, the Office developed and implemented an improved automated control and tracking system for records disposition schedules submitted by agencies. This system contains information on the status of individual schedules, allows supervisors to ensure that all required actions have been taken before schedule approval, and assists archivists in planning and managing work assignments.

## **Permanent Authorities Data Base**

The Office of Records Administration has developed a permanent authorities data base to permit tracking of permanent records series from the time of scheduling until their transfer to the National Archives. This data base provides automated access to information on all records series currently scheduled as permanent and serves as one of the essential tools for

monitoring schedule implementation. New schedules will be added as they are approved, and current schedules will be updated as appropriate.

## **Retained Records Data Base**

Evaluations of agency records and records management programs are excellent sources of information on older series of permanent and potentially permanent records appropriate for transfer to the National Archives but remaining in agency custody. This information is being entered into a data base to ensure that the records are protected and transferred to the National Archives when no longer needed by the agencies for current business.

## **Records Administration Information System**

The three systems described above are the first steps in moving toward the larger Records Administration Information System (RAIS), which will provide automated access to and control of the multiple aspects of the records administration function in the Federal Government. RAIS will permit electronic submission and review of requests for records disposition authority, provide automated access to existing authorities, and maintain information on the transfer of records to the National Archives. All of these functions will simplify the processes by which agencies submit new and revised schedules to the National Archives and improve the consistency of records scheduling functions.

## **The Intergovernmental Records Project**

The Intergovernmental Records Project was established to examine the feasibility of sharing information about Government records that have been dispersed among different archival institutions through historical accident or through the division of responsibilities in the Federal system. Technology has made this process feasible through a common format for descriptive information implemented in a national online data base. During this past year, the National Archives has

worked with 14 State and two municipal archival institutions to develop and test policies and procedures for the description of 7 categories of dispersed records in this national data base. The participation of these State and local institutions was funded by the National Archives grant-making body, the National Historical Publications and Records Commission.

Although the data entry process is not finished, approximately 1,000 records have been described in the data base by the National Archives, and they have revealed the close relationships among records held by different institutions. For instance, the State Historical Society of Wisconsin includes in its holdings a card file listing Wisconsin WPA projects, arranged geographically, which can serve as an index to a large series of WPA project reports held by the National Archives and arranged by project number. The description of both series in the data base led to new understanding of their relationship and facilitated access to WPA project reports. The project has also identified Virginia pre-Federal records, previously unknown to Virginia archivists, in the custody of the National Archives and has described relationships between naturalization indexes held by regional archives and naturalization records held by State archives.

The activities of the project have encouraged Government archivists to describe their holdings from a broad national perspective, reflecting the relationships that exist between records at various levels of government. The project will continue with a nationwide survey on divided and duplicated records created by territorial governments of the continental United States and those relating to U.S. participation in World War II.

## **Records Appraisal and Disposition**

The National Archives determines the appropriate disposition for all Federal records, regardless of format. The disposition decision is made by appraising records that are described on records schedules submitted by Federal agencies. The appraisal process identifies which records must be preserved for future research because they document the organization,

policies, and activities of the Federal Government, or because they contain unique and valuable information. Most records are appraised as disposable and are destroyed after their usefulness to the creating agency has ceased. Identifying the small percentage of records to be accessioned by the National Archives is one of the most important archival responsibilities.

To fulfill their responsibilities, Federal agencies develop records schedules. These schedules describe the records and propose a specific period for retention and a final disposition for each type of record. Appraisal archivists review these proposals and recommend approval or disapproval to the Archivist. 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, often a Federal records center. Appraisal archivists assist agencies in properly implementing approved schedules. For particularly important records, appraisal archivists take the initiative to ensure that valuable records are transferred to the National Archives.

During FY 1989, archivists in this Office completed appraisal of more than 6,300 separate types of records. Some of the more important scheduling and appraisal activities conducted during the year are discussed below.

## **General Records Schedules**

The General Records Schedules (GRS) provide Governmentwide authority for the disposal of records common to several agencies. Including records in the GRS eliminates the need for each agency to schedule the records individually. This fiscal year, new items were approved for inclusion in the GRS covering annual reports that are submitted to the Office of Management and Budget and are related to implementation of the Privacy Act, certain types of printouts from electronic records systems, records that document the inadvertent release to third parties of information whose premature disclosure constitutes

a violation of the privacy rights of a living person, and committee management records.

## **Independent Counsels**

The Independent Counsel Reauthorization Act (Pub. L. 100-91; 101 Stat. 1293, Dec. 15, 1987) mandates the transfer of independent counsel records to the National Archives. During FY 1989, arrangements were made for the transfer to the National Archives of the records of the Office of Independent Counsel in charge of the investigation and prosecution of Michael K. Deaver. With the exception of the active Iran/Contra investigation, all records of Office of Independent Counsel investigations are now in the custody of the National Archives.

## **Bureau of Labor Statistics**

Over the past few years the Bureau of Labor Statistics (BLS) has submitted eight schedules to provide disposition instruction for all of its records. This year, archivists completed the appraisal of the records covered by two of these schedules and scheduled nearly 4,400 cubic feet of older BLS records at the Washington National Records Center. Among the records appraised as permanently valuable were responses from BLS Consumer Expenditure Surveys dating from 1950 and earlier.

## **Department of State**

The Department of State maintains certain Lot Files separately from its central file. During FY 1989, archivists appraised about 750 cubic feet of Lot Files. Most were designated for transfer to the National Archives, including records documenting the activities of the Ambassador at Large and Special Representative for Nonproliferation Matters, 1977-80; the Marshall Plan; Lee Harvey Oswald's defection to the Soviet Union and subsequent return to the United States; the President's War Relief Control Board, 1939-46; and U.S. efforts to assist victims of the Nigerian Civil War. The National Archives also approved schedules for records of the Director of the Policy Planning Staff, the Office of Foreign Missions, the Inspector General's

Office, and the Assistant Secretary for Legislative Affairs.

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

During fiscal year 1989, schedules were approved for the Director's Staff; Bureau of Programs; Coordinator, President's U.S.-Soviet Exchange Initiative; Operations Center; Office of the Deputy Director; Executive Secretariat; Office of Public Liaison; Office of International Youth Exchange; Office of Arts America; Office of Program Coordination and Development; Media Reaction Staff; Foreign Press Centers; Exhibits Service; Radio Marti; Cultural Property Advisory Committee Staff; and Office of Private Sector Committees.

## **National Security Agency**

Nearing the end of a long-term joint project with the National Security Agency (NSA), the National Archives approved 14 NSA schedules. The schedules, developed with the full-time assistance of an appraisal archivist, cover 2,200 types of records at every level of the agency's organization, including the Offices of the Director, Chief of Staff, and Chief Scientist. Implementation of the schedules will impose control over NSA's important program records, which are principally in electronic form.

## **Temporary Commissions**

The National Archives provides records management assistance, including the appraisal and scheduling of their records, to temporary committees, commissions, and boards established by Congress, the President, and Cabinet members. This year, records of 7 temporary commissions were approved for transfer to the National Archives:

- The National Economic Commission, a bipartisan group formed to make specific recommendations to the President and Congress on equitable methods of reducing the Federal budget deficit.
- The President's Commission on Ethics Law Reform, created to provide recommendations for any legislative, administrative, or

# Office of the National Archives

The Office of the National Archives is responsible for accessioning, 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 44 U.S.C. Chapters 21, 31, and 33.

## Transition and Reorganization

Congressional approval of a major new archives building, known as Archives II, led to reorganization this year of the Office of the National Archives. The goal of the reorganization is to improve resource management as the National Archives prepares for the move to the new facility. The move will require the transfer of more than 1 million cubic

feet of records to the new facility near the University of Maryland from their current locations, at the National Archives Building in downtown Washington, the Washington, DC, National Records Center in Suitland, MD, the Pickett Street facility in Alexandria, VA, and other storage areas in many Federal agencies.

The reorganization involved the creation of the Textual Reference Division and the Textual Projects Division. Within the Textual Projects



Hu Qiaomu, Honorary President, Chinese Academy of Social Sciences (third from right), accompanied by other Chinese officials, met with Dr. Kenneth Harris (left), Director, Preservation Policy and Services Division; Dr. Edith James (far right), Director, Exhibits and Educational Programs Division; and Dr. Trudy Peterson (second from right), Assistant Archivist for the Office of the National Archives, to discuss archival and preservation policies, April 21, 1989. (Photograph by Elizabeth Mallonee.)

Division, the newly created Records Relocation Branch is responsible for updating intellectual and physical control over unprocessed archives in preparation for the move. In addition, a special staff has been established to appraise and describe 1.4 million cubic feet of unscheduled records at the Washington National Records Center; this will identify for transfer to Archives II those records of permanent value. These organizational changes ensure the placement of experienced staff at the critical junctures of planning and implementing the move to Archives II.

Planning for this transition involves a variety of new tasks. The first task was to decide which records will remain in the original National Archives Building (Archives I) and which will be housed in Archives II. The National Archives has an obligation to the general public to provide easy access to the records most frequently used for research. Approximately 70 percent of the researchers who visit the National Archives come to research their own family history. Proximity to the downtown area makes the National Archives Building the obvious choice for housing those records most frequently used by genealogists.

After consultation with representatives of the historical community at a meeting of the Organization of American Historians and with a group of users selected to advise the staff on plans for moving to Archives II, it was decided that the National Archives Building will house records predominantly but not exclusively used for family history research, including military records through World War I and all naval records. Legislative archives and judicial records used by the Congress and the courts will also remain in Washington.

Archives II will house roughly 1 million cubic feet of material. The temperature and humidity controls in Archives II are designed to meet the special storage requirements for nontextual materials. For this reason, all nontextual records will be moved to the new facility. Most civilian agency records, post-WW I military records (except naval), and all security-classified, executive agency records will also be relocated.

Once these determinations were made, the Office of National Archives began to prepare the records for the

move. Preparation involves both intellectual and physical control. To establish full intellectual control, the Records Relocation Branch began to verify the description of the holdings and create an automated master location register of where everything is stored. To ensure the physical safety of the records, a Holdings Maintenance Branch was established to preserve these records systematically.

A survey, conducted at the end of FY 1988, identified those records that required additional description in order to ensure their safe relocation. Based on the results of this survey, description and data collection for a master location register began this year. Eventually, all the records will be entered on this register before the move. By linking the master location register with bar coding or electronic

labeling technology, the staff will be able to maintain control over the records and update the location register system during the actual move. For example, the computer will indicate that a series of records is on a shelf in the National Archives Building, in a holding area awaiting shipment, on a truck headed for Archives II, in a holding area in Archives II, or on a shelf in Archives II.

Other elements of the reorganization designed to enhance operations and improve services during this transition period include the creation of the Center for Legislative Archives, the upgrading of the machine-readable archives program into a new Center for Electronic Records, and consolidating the field archives branches into the Regional Archives System as discussed later in this chapter.



*Frederic S. Lee, President of the International Workers of the World (IWW), signs the memorandum of transfer to accept the ashes of IWW songwriter Joe Hill from Trudy H. Peterson, Assistant Archivist for the Office of the National Archives, while Bruce "Utah" Phillips looks on. The canister containing the ashes, once a nonrecord enclosure in a Post Office Department file, was returned to the IWW at Lee's request on November 18, 1988. (Photograph by Nancy Olds.)*

## Description, Accessions, and Openings

The holdings of the National Archives continued to grow during FY 1989. The Office acquired, or accessioned, approximately 29,652 cubic feet of additional records. This past year's additions to the permanent holdings of the National Archives include documentation of several dramatic controversies, including U.S. attorney files on the Hanafi Muslim trial, 1977, and Army Judge Advocate General records on the court-martial of Lt. William Calley, 1970-72. Recent accessions in the field of espionage include messages between Germany and its clandestine agents abroad from the National Security Agency/Central Security Division, 1942-45. A substantial number of Lot Files have been accessioned from the Department of State; these include a subject file relating to Iranian affairs, 1946-54, and records relating to south Asian regional affairs, 1943-53.

The U.S. Supreme Court transferred 159 feet of records, 1982-87, including appellate case files, 1982-83, and transcripts of oral arguments, 1986-87. The Court also transferred audiotapes of oral arguments from 1987.

The regional archives also accessioned significant records during this past year. For example, the Southeast Region acquired large blocks of records from the National Aeronautics and Space Administration and the Panama Canal Commission. The Pacific Sierra Region accessioned records of the Environmental Protection Agency concerning the 1969 Santa Barbara oil spill.

The permanent records documenting Federal activities now consist of approximately 1.64 million cubic feet, including:

- 4 billion textual (paper) documents
- 111,612 reels of motion picture film
- 161,602 sound recordings
- 23,180 video recordings
- 5,415,769 still pictures
- 1,899,226 maps and charts
- 8,932,276 aerial photographs

## Archival Information System

The National Archives is developing an Archival Information System (AIS)

to contain data about records in the custody of other Federal agencies, the Federal records centers, and the National Archives. The data base will allow us to track records through their life cycle. It will also serve researchers as the primary source for information about which records are now available from the National Archives and which will be available in the future. During FY 1989, the first prototype of the AIS system was designed. A test plan, designed by a contractor, was accepted, and the Southwest and Great Lakes Regional Archives were selected as the offsite testing locations. The master location register being created in preparation for the move to Archives II is intended as a subset of the AIS system and will continue to be used to locate records after the move is completed.

## 1920 Federal Population Census

On Monday, March 2, 1992, the directors of the National Archives regional archives from coast to coast and the Archivist of the United States in Washington, DC, will unlock the microfilm cabinets housing the 1920 census microfilm. This simple act will be the culmination of 4 years of work by more than 40 staff members at a cost, not including salaries, of more than \$1 million.

The census of population has been conducted every decade since 1790. Beginning with the census of 1900, the census records were transferred to the National Archives on microfilm and the original census schedules (lists of people by street address) were destroyed. Under a special agreement between the Archivist of the United States and the Director of the Bureau of the Census, the records of each census are released when the records are 72 years old.

The Federal population census is the most heavily used series of records in the custody of the National Archives. Based on the statistics gathered at the opening of the 1910 census, the National Archives will receive 26,000 calls and letters in 1992 and 52,000 calls and letters in 1993 about the newly released census. These calls and letters will represent a 15-percent increase over the normal reference load.

In preparation for the opening of the 1920 census, the Office of the National Archives will produce 17 complete duplicate sets of the material—more than 3,400 miles of film, roughly the distance from Washington, DC, to San Francisco. At the end of this fiscal year, the first phase of the duplication process was completed. All of the 10,666 census rolls were identified, described, inspected, cleaned, and respliced.

## Reference

Staff members of the Office of the National Archives provide reference assistance to the public through a variety of services. The staff answers requests for information about or from the records in person, over the telephone, and in writing. They make original records available to researchers in National Archives research rooms and provide researchers with copies of records for a fee. They prepare microform publications of heavily used series of records; researchers may purchase the microform publications from the National Archives or use them in National Archives research rooms.

Researchers use the records in the National Archives for a wide variety of purposes. While our primary user group continues to be genealogists, current events often prompt a flurry of research inquiries. During FY 1989, for example, the strike against Eastern Airlines and its subsequent bankruptcy and restructuring led to a renewed interest in the records of the Civil Aeronautics Board (CAB). One Washington "think tank" ordered 38 data sets of CAB records currently on 78 reels of magnetic tape. The death of Emperor Hirohito brought two Japanese film companies to Washington, DC, to select documents for films about the Emperor and the Japanese Constitution. As the 50th anniversary of America's involvement in World War II approaches, there has been a significant increase in research in records from the war. The researchers include veterans tracing their war records, servicemen seeking documentation to establish legal rights, and unit organizations preparing histories for reunions.

During this fiscal year, the staff responded to 517,301 oral and written requests for information about the





Sally Marks, reference archivist in the Civil Reference Branch, retrieves records for researchers use from a typical stack area in the National Archives Building. (Photograph by Nancy Olds.)

holdings. The responses consisted of 223,674 oral replies and 293,627 written responses. The Office had 214,950 visits to the research rooms: 106,636 in the Washington, DC, area and 108,314 in the 11 regional archives. In the regions this was a 6.7-percent growth in the daily number of researcher visits. In Washington the number of visitors researching architectural and cartographic records rose 20 percent over the previous year, as did the number of visitors conducting research in the National Archives holdings of still pictures.

To enhance access to records, the National Archives completed 20 microform publications of records in its holdings this year, including correspondence of the War Department's Military Intelligence Division from 1918 to 1941 and the

court-martial proceedings of Union soldiers executed during the Civil War. Eight of the microform publications reproduce naturalization records of U.S. district courts, which were filmed with assistance of the Genealogical Society of Utah.

The National Archives also published three major finding aids for large groups of historically valuable records. One is *A Guide to Pre-Federal Records in the National Archives*. The other two were produced for the 200th anniversary of the Congress: *Guide to the Records of the United States House of Representatives at the National Archives, 1789-1989* and *Guide to the Records of the United States Senate at the National Archives, 1789-1989*. They resulted from a joint effort in which the National Archives wrote and Congress published the two guides.

Additional improvements to research facilities were made in FY 1989. The renovation of the Central Research Room in the National Archives Building continued with the addition of new desk lamps at each station and electrical outlets for personal computers at each table. After last year's major expansion and renovation of the research room at the Washington National Records Center, this year the room was opened to the public from 8 a.m. to 4:30 p.m. on Saturdays in addition to the Monday through Friday hours.

### **Center for Electronic Records**

The Center for Electronic Records was established as part of the reorganization to upgrade the machine-



readable archives program. The strengthening of the program is reflected in a dramatic increase in accessioning. While in FY 1988 only 22 reels of tape were accessioned, in FY 1989 accessions totaled 393 reels. The accessioned tapes include many important data bases, such as The American Housing Survey, 1980-83, from the Bureau of the Census; the survey is the major collection of data on the Nation's housing. From the Office of the Secretary of the Army came tapes of the Army Nuclear Test Personnel Review, with data documenting exposure of soldiers to radiation from the nuclear test program, 1945-62.

A recent study, "The Effects of Electronic Recordkeeping on the Historical Record of the U.S. Government," conducted for the National Archives by the National Academy of Public Administration (NAPA), described a number of factors that imperil the historical record as Federal agencies shift increasingly from paper to electronic media. The fragility of electronic media, the ease with which documents can be altered, and the rapidity with which the media becomes obsolete make the historical documentation more vulnerable to loss. This danger makes early accessioning of electronic records the key to preserving the information in these records.

Consequently, a major initiative of the Center is a project to identify electronic records of Federal agencies that have archival value and should be transferred to the National Archives. Many of these records already have been scheduled for transfer in approved records disposition schedules, but for various reasons the actual transfers have not taken place in a timely manner. Other automated records of continuing value have not yet been identified. The project will fill the gaps in our knowledge of the historically valuable electronic records of the Federal Government and encourage their transfer to the National Archives. A major milestone in FY 1989 was the creation of a project data base, which now contains information on 600 separate series of valuable electronic records.



Dr. Trudy Peterson, Assistant Archivist for the Office of the National Archives (right), presents Dr. Virginia Purdy (left) with a certificate of appreciation for 20 years of service to the National Archives. Dr. Purdy, an archivist on the Archival Publications Staff, retired in August. (Photograph by Nancy Olds.)

## Center for Legislative Archives

The Center for Legislative Archives was established as part of the general reorganization of the Office of the National Archives. The Center assumed the responsibilities of the former Legislative Archives Division and was given the added responsibility for Record Group 287, Publications of the U.S. Government. While this record group contains publications (also called printed archives) from all three branches of the Government, most of the publications form a part of the holdings of the Government Printing Office, a legislative agency. The staff conducted a major study of printed archives at the National Archives and developed a series of strategies for their description and access. Contacts were made with the depository library community, the Congressional Serial Set Committee, and the Government Printing Office.

The Center is responsible for accessioning, arranging, describing, and performing basic reference services for both legislative records and Federal printed documents. The major achievement of the Center last year was the publication of the *Guide to the Records of the United States Senate at*

*the National Archives, 1789-1989* and the *Guide to the Records of the United States House of Representatives at the National Archives, 1789-1989*. Prepared by Center staff and published by the Senate and House as part of the bicentennial commemoration of the Congress, these guides are designed to give researchers a sense of the magnitude and scope of these rich historical records.

Last year the House of Representatives adopted a change in access rules. These changes now allow access to many House records after 30 years, rather than the previous 50 years. Records relating to personal privacy, executive sessions, and national security remain closed for 50 years. The Senate continues to provide access to many records after 20 years.

Center staff maintained regular contacts with committee staff members in the House and Senate to ensure the preservation of valuable records and the efficacy of services to Congress, scholars, and the public. The Center Director and the Congressional Affairs Officer continued their series of regular visits to committee staff to inform them of the services of the National Archives and to advise them on the management and preservation of committee records. Providing reference



*Historian of the U.S. Senate Richard A. Baker presents a copy of the Guide to the Records of the United States Senate at the National Archives, 1789-1989 to Archivist Don W. Wilson at a reception in the National Archives Building on February 7, 1989. The volume and its companion, Guide to the Records of the United States House of Representatives at the National Archives, 1789-1989, were compiled by the staff of the Center for Legislative Archives and published by the U.S. Congress as special bicentennial editions. (Photograph by Elizabeth Mallonee.)*

service to support the current administrative needs of Congress is the highest priority of the Center's Reference Branch. In FY 1989, a total of 212 loans totaling 865 items were provided to congressional committees and administrative offices. The House committees that borrowed the greatest number of archival materials were the Committee on Interior and Insular Affairs and the Committee on the Judiciary. In the Senate, the Committee on Foreign Relations and the Permanent Subcommittee on Investigations were the greatest users of their historical records.

During FY 1989, the Reference Branch received 1,099 letters and orders for reproduction of original records and replied to 2,768 oral requests for information about records of the U.S. Senate, the House of Representatives, and joint committees of Congress, and for printed congressional hearings and other U.S. Government publications. Researchers ordered 23,430 electrostatic copies of original congressional documents and Government publications. The Branch

logged in 620 researcher visits, to whom a total of 7,171 items (boxes, bound volumes, and folders) were furnished in the National Archives Building. In response to research requests for access to more recent records, the Branch screened 131,388 pages of documents.

During FY 1989 the Center's Projects Branch completed basic preservation work on 1,800 cubic feet of records of the Senate and the House of Representatives. The work is being done in chronological order, and this year preservation of records from the period of the 46th through the 56th Congresses (1879-1901) was completed.

This year, the Center received 1,250 cubic feet of new accessions of Senate records, mostly from the 98th through the 100th Congresses (1983-88). The Clerk of the House of Representatives transferred committee records and lobbying reports of the 98th Congress in FY 1989, amounting to 2,245 cubic feet.

The Center completed several microfilm publications during the year.

Continuing a long-term project to film records of early Congresses, the House journals, 1789-1817, and House bill books (registers of bills), 1813-17, were filmed. Also filmed were the case files of the Senate Select Committee on the Removal of Political Disabilities, 1871-73; this committee considered petitions from former Confederate officials for restoration of the political rights taken from them by the 14th Amendment. Minute books and journals, 1865-1988, of the House Appropriations Committee were filmed for another microfilm publication. A microfilm publication of the European edition of the Army newspaper *The Stars and Stripes*, 1942-64, from the records of the Government Printing Office, was completed and made available for sale.

## Records Declassification

The Office of the National Archives performs two kinds of declassification activity—systematic 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 many records more than 30 years old. Many records date from the mid-1950's and 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. During FY 1989, nearly 1.2 million pages were reviewed and released in response to such informal requests.

A total of 14.8 million pages were surveyed and declassified in bulk or reviewed on a page-by-page basis in order to locate and act upon national security classified documents. Records declassified this year result primarily from three major efforts:

(1) A majority of the pages declassified were surveyed in bulk, including 2.8 million pages of records of U.S. Army commands, more than

	Total Pages Reviewed	Classified Pages Reviewed	Classified Pages Withdrawn	Total Pages Declassified
(Systematic and Specials)	14,575,879	3,984,868	236,287	3,748,581
(FOIA Reviews)	192,881	129,139	45,870	83,269
(EO 12356 Reviews)	30,471	19,424	14,917	4,507
TOTALS*	14,799,161	4,133,431	297,074	3,836,357

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

750,000 pages of the records of the U.S. Maritime Commission, 1.2 million pages of records of the Office of the Chief Signal Officer, more than 800,000 pages of the records of the Panama Canal, and more than 1 million pages of Navy Message Files for 1944.

(2) Approximately 3.3 million pages of the Office of Strategic Services (OSS) "Operational Archives" were reviewed during the year. Nearly 2.3 million of these pages were declassified in bulk. The OSS was the U.S. intelligence agency during World War II. Reviewers from the Central Intelligence Agency (CIA), the successor to the OSS, have spent a great deal of time over the past decade reviewing these records and have identified, for National Archives declassification action, the documents requiring review while using other agencies' guidelines.

(3) Almost 2.3 million pages were reviewed in the course of examining pre-1959 records from the Department of State and pre-1954 records from predecessors to the Agency for International Development (AID). Nearly a quarter of a million pages of

AID records were declassified in bulk. These agencies funded more than half of the staff employed in these projects.

## Regional Archives System

The Office of the National Archives operates 11 regional archives in or near Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, and Seattle. Each of these 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 those of the Tennessee Valley Authority or of the 1969 Santa Barbara oil spill, and records of U.S. district courts and courts of appeals and of U.S. attorneys and marshals.

Recommendations made in the last fiscal year by the Archivist's Task Force on the National Archives Field Branches resulted in renaming the field branches to reflect their original scope. The new collective name is "Regional Archives System"; the new individual names are as follows:

Former Name	New Name
Boston Branch.....	National Archives—New England Region
New York Branch.....	National Archives—Northeast Region
Philadelphia Branch.....	National Archives—Mid-Atlantic Region
Atlanta Branch.....	National Archives—Southeast Region
Chicago Branch.....	National Archives—Great Lakes Region
Kansas City Branch.....	National Archives—Central Plains Region
Ft. Worth Branch.....	National Archives—Southwest Region
Denver Branch.....	National Archives—Rocky Mountain Region
Los Angeles Branch.....	National Archives—Pacific Southwest Region
San Francisco Branch.....	National Archives—Pacific Sierra Region
Seattle Branch.....	National Archives—Pacific Northwest Region

During FY 1989, the regional archives took in approximately 17,000 cubic feet of records. This brings their total holdings to more than 396,000 cubic feet.

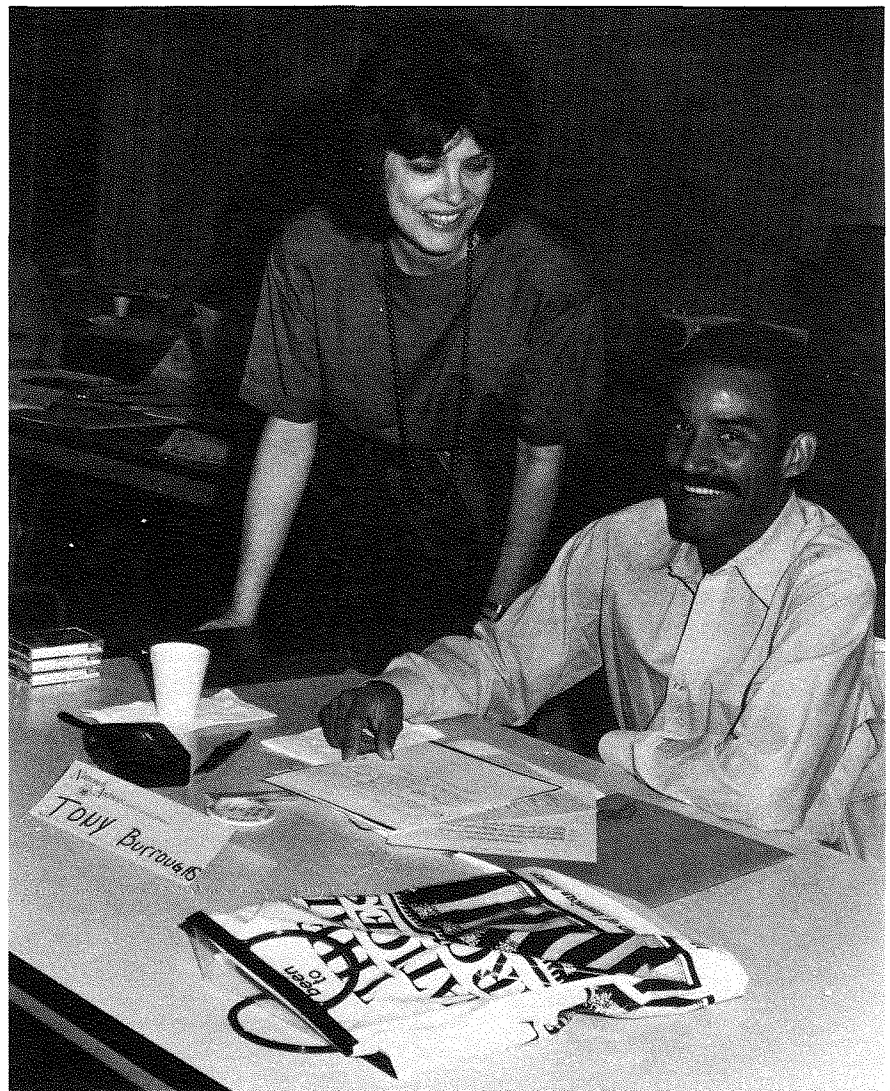
In order to make the holdings of the National Archives as accessible as possible, the regional archives maintain copies of those National Archives microfilm publications most in demand. These publications include all Federal population census schedules, 1790–1910; selected military service and pension 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 region has approximately 49,000 rolls of microfilm. Due to the local and national significance of those original records and microfilm copies, the regions attract a large number of researchers, more than 108,000 in FY 1989.

During this fiscal year, the Office of the National Archives continued to improve the quality of the facilities housing some regional archives. Construction of a conservation laboratory at the National Archives—Pacific Sierra Region was completed during the fiscal year. Discussion and planning began for a proposed regional archives to be located in Anchorage, AK. Planning also began for expanding the research, office, and public areas of the National Archives—New England Region.

## Outreach

Indispensable to the regions' operations is their volunteer force of 313, which contributed a total of 22,715 hours of work this year. The volunteers provide research assistance to genealogists, assist with processing records and creating finding aids, teach genealogy workshops and carry out other outreach activities, and assist with certain administrative activities.

The regional archives have continued to reach out to communities in the regions they serve. In FY 1989, the regions conducted 140 genealogical workshops for 3,692 people. They also conducted 13 workshops for 539 teachers on how materials from the National Archives can be used in curriculum development. In addition,



*Shirley J. Burton, Assistant Director of the National Archives—Great Lakes Region, with teacher Tony Burroughs at a workshop for teachers, August 8, 1989. (Photograph by Thomas Johnston.)*

the staffs spoke to colleges, genealogical groups, schools, and professional associations, reaching a total of 9,539 people; sponsored 120 tours and open houses of their repositories for 3,159 people; and provided extensive technical assistance to Federal, State, and local agencies and to private organizations. During the year, the regional archives held exhibitions at their facilities as well as at 35 governmental, educational, or cultural institutions across the country; these exhibitions were viewed by an estimated 153,056 people nationwide.

In cooperation with the Judicial Conference of the United States Committee on the Bicentennial of the Constitution (Chair, Judge Damon J. Keith) and its Subcommittee on the

Judiciary Act of 1789 (Chair, Judge Dolores K. Sloviter), the Regional Archives System celebrated, on September 24th, the 200th anniversary of the Judiciary Act of 1789. The regions, which maintain more than 250,000 cubic feet of historically valuable records of U.S. district courts and U.S. courts of appeals, marked the anniversary with special events in each region and a number of nationwide activities. These included distribution to all U.S. Federal courthouses of a 12-poster exhibition about the act, the Federal court system, and specific cases drawn from regional archives holdings that reflect Federal court jurisdiction over the past 200 years; distribution of a poster facsimile of the Judiciary Act of 1789 to all Federal judges in the

Nation; production of a 5th- and 6th-grade workbook about the Federal courts and their records in the National Archives; preparation of a series of articles, published in the fall issue of *Prologue*, about Federal court records in the Regional Archives System; creation of a series of public service announcements about well-known Federal court cases in regional archives holdings for broadcast from September 17, 1989, through February of 1990 by more than 200 radio stations nationwide; and presentation of mock trials in 7 regions, cosponsored by the Association of Trial Lawyers of America and the American Bar Association.

The Regional Archives System also celebrated the 20th anniversary of its own establishment, in 1969, with a variety of activities in each region.

## Regional Archives

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

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

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

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

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

Director (Acting): Diana L. Duff  
**National Archives—Central Plains Region**  
 2312 East Bannister Road  
 Kansas City, MO 64131  
 816-926-6272

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

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

Director: Diane S. Nixon  
**National Archives—Pacific Southwest Region**  
 24000 Avila Road (building address)  
 P.O. Box 6719 (mailing address)  
 Laguna Niguel, CA 92677-6719  
 714-643-4241

## 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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**Regional Archives**

Director: Waverly B. Lowell  
**National Archives—Pacific Sierra Region**  
1000 Commodore Drive  
San Bruno, CA 94066  
415-876-9009

**States Served**

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

Director: Phillip E. Lothyan  
**National Archives—Pacific Northwest Region**  
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**

Assistant Archivist.....	Trudy H. Peterson	202-501-5300
Deputy Assistant Archivist.....	Michael J. Kurtz	202-501-5300
Director, Regional Archives System.....	John M. Scroggins	202-501-5340
Director, Declassification Division.....	Edwin A. Thompson	202-501-5345
Director, Center for Legislative Archives.....	Lewis J. Bellardo	202-501-5350
Director, Preservation Policy and Services Division.....	Kenneth E. Harris	202-501-5355
Director, Textual Reference Division.....	R. Michael McReynolds	202-501-5380
Director, Special Archives Division.....	William H. Cunliffe	202-501-5440
Director, Textual Projects Division.....	Geraldine N. Phillips	202-501-5460
Director, Center for Electronic Records.....	Kenneth Thibodeau	202-501-5565

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# Office of Presidential Libraries

The Office of Presidential Libraries administers eight Presidential libraries and the Nixon and Reagan Presidential Materials Project 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 a wide variety of public programs designed to enhance knowledge about

individual Presidents, the institution of the Presidency, and the American political system as a whole.

## Joint Meeting of Advisory Committee and Library Directors

The second meeting of the Advisory Committee on Presidential Libraries was held in Austin in April in conjunction with the Library Directors Conference at the Johnson Library.

The Advisory Committee was formed by the Archivist in May of 1988 and first met in November of that year to bring the perspective of knowledgeable library supporters and associates, friends, and family of the former Presidents to issues affecting the growth and development of library programs.

At the April meeting, the Committee members and the directors were the guests of Mrs. Lyndon B. Johnson for a dinner at the Johnson ranch on April 4 and met at the Johnson Library on



*Directors of all the Presidential libraries assembled at the Johnson Library for a meeting with a special committee appointed by Archivist of the United States Don Wilson to advise on the relationship between the libraries and the foundations that support them. Dr. Wilson (center) convenes the assembly. Flanking him (from left to right) are David Eisenhower, representing the Eisenhower family; Martin Allen, an associate of President Gerald Ford; Johnson Library Director Harry Middleton; and Richard Smith, Director of the Hoover Library. (Photographer unknown.)*

April 5 to consider matters of common interest affecting all of the Presidential libraries. Among the topics discussed at this meeting were the redirection of library programs as libraries mature and the expansion of museum programs to treat American history more broadly.

### **Progress Toward the Reagan Library**

The Office of Presidential Libraries, with technical assistance from the Systems Management Division of the Office of Management and Administration, worked with the General Services Administration to prepare two facilities to store the Reagan Presidential materials at the

end of the administration in January of 1989. The National Archives secured 20,000 square feet of space in the Chet Holifield Federal Building, Laguna Niguel, CA, to house the museum items and some inactive textual materials from the Reagan years. A second facility, with approximately 25,000 square feet of space, near Culver City, was readied to hold the White House files. The building underwent extensive modifications, including the installation of vaults, security systems, fire suppression systems, office space, and archival shelving. The initial transfer of the Reagan Presidential materials from Washington took place in November of 1988, with the movement of

approximately 25,000 cubic feet of Presidential gifts and printed materials to the Laguna Niguel facility. The two flights in November were a successful trial of the method used to transport the more sensitive and historically valuable Presidential records in January and March of 1989.

Assistant Archivist John Fawcett and the newly named Director of the Reagan Project, Clarence Henley, attended ground-breaking ceremonies on November 21 at the site of the future Reagan library near Thousand Oaks, Ventura County, CA. The library will be located on 29 acres of a 100-acre tract. The building will contain approximately 91,000 square feet of useable floor space. The architect is



*Clarence L. Henley, Director of the Reagan Presidential Materials Staff and former President Ronald Reagan review records at the storage facility for the Reagan papers in Los Angeles, CA, April 12, 1989. (Photographer unknown.)*



Hugh Stubbins Associates of Cambridge, MA. The library is the first to be designed under building and design requirements promulgated in the Presidential Libraries Act of 1986. Construction of the \$43 million building is expected to be completed in 2 years.

The transfer of the Reagan Presidential records from the White House and the National Archives during January completed the largest and longest move of Presidential materials to date. These operations involved the transfer of approximately 18,000 cubic feet of records. Collecting and packing records for shipment from the White House complex began on December 1, 1988, with the issuance by the Counsel to the President of a memorandum instructing the White House staff how to turn over records for shipment. Collecting and documenting the materials was carried out by 10 to 15 National Archives staff members detailed to the project and by Office of Records Management staff of the White House. The labor of moving materials and wrapping pallets was carried out by a team of 10 Army enlisted men from local bases. North American Van Lines provided trucks and loading equipment through a contract with the Defense Department.

The materials were moved by truck to Andrews Air Force Base, where they were loaded on Air Force Military Airlift Command aircraft for the flight to Norton Air Force Base, San Bernardino, CA. Each C5B aircraft carried approximately 6,000 cubic feet of records. Three flights of materials departed in January and one in March.

The use of automation in controlling the shipments and in assigning locations for the materials made the transfer very orderly and allowed an advanced level of archival control of the materials.

## Final Presidential Records Act Rule Issued

On December 15, 1988, the Archivist issued in the Federal Register the regulations to implement the Presidential Records Act of 1978. The regulations provide notification, consultation, and appeal procedures for administering access to Presidential records as required by the act. President Reagan's records are the first to be covered by the act, which

declares official Presidential records to be Government property and requires rapid archival processing and public access to them. Previously, Presidents donated their papers to the United States for deposit in a Presidential library.

## Accessions and Openings

The Presidential libraries conduct an active solicitation program to acquire additional materials related to their holdings. This year, the libraries accessioned significant collections and additions to collections.

The Hoover Library acquired the papers of Francis White, Assistant Secretary of State for Latin America, and Senator Bourke Hickenlooper; it also received an accretion to the papers of Lewis Strauss.

The Roosevelt Library acquired the papers of Lela Mae Stiles, who was a journalist associated with the Democratic National Committee during the 1928 Presidential election and who also served as an assistant to Louis Howe. A notable accretion to the papers of Franklin Roosevelt, Jr., included the 14-volume diary of Helen Roosevelt Robinson, FDR's niece, covering the years 1904-8 and 1937-45.

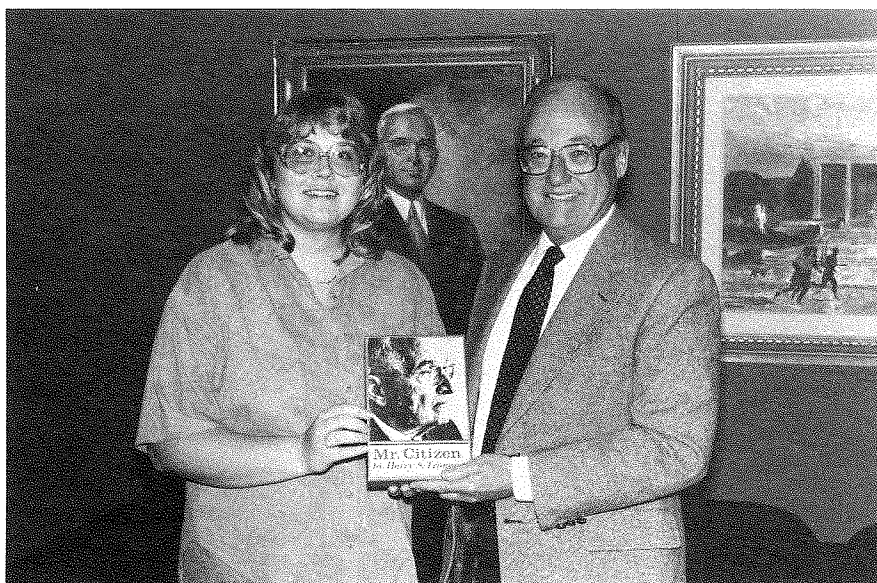
The Truman Library acquired the papers of Alvin J. Rockwell, 1937-74, relating to his service with the National

Labor Relations Board, the Department of Justice, and the U.S. Military Government in Germany. The Truman Library also accessioned the papers of Leon Keyserling, Chairman of the Council of Economic Advisors.

The Eisenhower Library accessioned the papers of Aaron Platner, 1910-52, relating to his military career and competition with Dwight D. Eisenhower for the 1910 West Point appointment, and additional papers of Stephen Benedict, 1953-54, Assistant to Gabriel Hauge, and Raymond Saulnier, 1986-88, Chairman of the Council of Economic Advisors.

The Kennedy Library acquired the papers of Kenneth P. O'Donnell, one of President Kennedy's closest political advisers. The library received a significant accretion to the Edward M. Kennedy papers and a donation of 8,000 black-and-white negatives of photographs of the Kennedy family from the estate of photographer Frank Teti.

This past year the Johnson Library received the papers of Robert L. Hardesty, a former Special Assistant to the President, which document his career from 1963 to 1989. In addition, the library acquired copies of the diaries of Orville Freeman, Secretary of Agriculture and Governor of Minnesota, covering the years 1960-68. An accretion to the papers of Wright Patman, consisting of his



On January 3, 1989, Truman Library Director Dr. Benedict Zobrist welcomed the 5,000th researcher to the Truman Library's research room. She is Kelly M. Miller, a graduate student from Emporia State University, Emporia, KS. Dr. Zobrist presented her with an autographed copy of President Truman's book *Mr. Citizen*. (Photograph by Niel M. Johnson.)

diaries from 1926 to 1976 and his legislative notebooks for the period 1967-74, was made to the library.

The Ford Library accessioned two major groups of records. One was the records of American Agenda, a study commission chaired jointly by former Presidents Ford and Carter. The second group was the records from the United States-China Business Council. These records cover the period 1976-88 and are an accretion to those of the National Council for United States-China Trade, predecessor of the business council.

The Carter Library received the papers of Warren Christopher, Deputy Secretary of State, and continued accessioning post-Presidential materials from both of President Carter's offices.

In the four major shipments and numerous smaller shipments, the Reagan Project received 16,298 cubic feet of Presidential records, the records of the President's Commission on Private Sector Initiatives, and 264 cubic feet of personal papers. The personal papers included the papers of such administration officials as Terrel Bell, Secretary of Education; William French Smith, Attorney General; and Charles Z. Wick, Director, U.S. Information Agency. In addition, the project also received approximately 4 cubic feet of pre-Presidential audiovisual materials, primarily audio recordings.

This year's accessions brought the total archival holdings of Presidential libraries to 212,173,163 pages of manuscript material, 3,445,284 photographs, 13,467,961 feet of motion picture film, and 45,730 hours of audio and video recordings.

During this year the libraries reviewed 1,997,225 pages of manuscript material for public access. The libraries assisted 3,974 researchers, who made more than 11,700 visits to the reading rooms. The libraries furnished 272,656 items to requesters and responded to 17,301 written inquiries and 33,826 oral inquiries. Some of the libraries had openings of files of special note.

On July 17, the Nixon Project opened an additional 130,000 pages of materials, including White House central files, office files of Glenn Schleede relating to energy, and an accretion to the files of Bradley Patterson regarding civil rights.

The Johnson Library opened additional files from the papers of Drew

Pearson, including files on Harry S. Truman, J. Edgar Hoover, the Hiss-Chambers investigation, Dwight D. Eisenhower's health, Korea, and Cuba. The National Security Council (NSC) files for Iraq, Kuwait, and Saudi Arabia are now available. The NSC country files for Vietnam for the first 3 months of 1966 have been opened. The library also opened 4 cubic feet of CIA and Defense Department documents in the papers of the Capital Legal Foundation.

The Jimmy Carter Library recently opened the White House files of Ed Sanders and Al Moses, advisers to the President on American Jewish affairs. The library has also made available to researchers the files of Frank Press, Director of the Office of Science and Technology Policy; the White House files of Peter Bourne, Special Assistant for Health Issues; and files from the office of the Counselor to the President on Aging. In addition, the library opened the personal papers of Carlton Neville, consisting primarily of correspondence and reports on activities dealing with the environment.

## 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.

The Franklin and Eleanor Roosevelt Institute awarded grants to seven individuals working on books, articles, theses, and dissertations.

A \$250,000 fund was recently established at the Hoover Library with a gift from the Roy J. Carver Memorial Trust. It forms a significant part of the Hoover Library Association's current fund-raising campaign.

On October 25, 1988, the Fraternal Order of the Eagles Auxiliary #385 presented Dr. Ben Zobrist with a \$200 contribution from the Golden Eagle Fund for inclusion in the Truman Library's gift fund. The Truman Library Institute's grants-in-aid program is designed to award grants to scholars who are working on some aspect of the history of the Truman administration or on the public career of Harry S. Truman. Grants were awarded to 15 scholars from the United States as well as several foreign countries.

The Kennedy Library Foundation made 8 research grants to scholars planning to conduct research at the library. For the first time, research grant funding has been made available to researchers using the Hemingway collection.

Twenty-nine scholars have been selected as the 1988-89 recipients of grants to study at the LBJ Library. The funds, totaling \$23,375, are made available by the Lyndon Baines Johnson Foundation by virtue of a grant from the Moody Foundation to help students, teachers, and writers use the library's resources by providing support for travel and living expenses.

The Gerald R. Ford Foundation announced the award of nine research grants after the May meeting of the screening committee. David Hoffman of *The Washington Post* received the second annual journalism prize for distinguished reporting on the Presidency from the Ford Foundation. The prize for distinguished reporting on national defense went to Richard Halloran of *The New York Times*. President Ford presented both awards at a luncheon at the National Press Club in Washington, DC, on June 5, 1989.

## Lectures and Symposia

On March 9, 1989, the first James E. O'Neill Memorial Lecture was given by Dr. Frank Friedel, Charles Warren Professor of American History, Emeritus, Harvard University, and Bullitt Professor of History, Emeritus, University of Washington. Friedel's topic was "Roosevelt to Reagan: The Birth and Growth of Presidential Libraries." In his address, Friedel praised both the museum and the research functions of the libraries. He called the holdings "an invaluable component" that are "safer dispersed." He described the libraries as centers of learning for generations of students with "notable outreach both to the citizenry and to scholars." The libraries' public programs include conferences, lectures, films, commemorative events, seminars, and exhibitions that attract numerous scholars and visitors.

In anticipation of the 50th anniversary of the Roosevelt Library in November of 1989, the Franklin and Eleanor Roosevelt Institute held a luncheon at the National Archives Building on January 10, 1989.

President Reagan, who was introduced by Senator Majority Leader George Mitchell (D-ME), addressed the audience. Other speakers included Senator Edward M. Kennedy (D-MA), Matilda Cuomo, wife of Governor Mario Cuomo of New York, and the Archivist of the United States, Dr. Don Wilson. The Institute hopes to raise \$5 million to support the library, the Roosevelt Study Center in the Netherlands, the annual grants of the Four Freedoms Fund, and other Institute projects, including constructive programs for young people.

On October 11, 1988, a delegation of 11 historians and political scientists from the U.S.S.R., accompanied by Professors John Gaddis of Ohio University and Ernest May of Harvard University, visited the Truman Library. The group's visit to the United States was sponsored by the International Research and Exchange Board. Truman Library Director Ben Zobrist and his staff met with the group and spoke to them about the library's holdings and programs.

Thirty distinguished historians and former political leaders gathered at the Harry S. Truman Library in Independence, MO, to participate in a conference to mark the 40th anniversary of the founding of the North Atlantic Treaty Organization (NATO). The meeting, held September 21 and 22, had the theme "NATO and the Founding of the North Atlantic Alliance." The panel discussions launched a serious historical examination of two key issues relating to NATO: Why it was created and how its signatories used the alliance as a security umbrella to overcome ancient rivalries and achieve economic and political interdependence. Sponsors of the conference were the Harry S. Truman Library Institute and the Truman Era Research Program of the University of Missouri-St. Louis Department of History.

The conference "In the Service of Their Country: Women During the Eisenhower Era" was held at the Eisenhower Library on October 20-21. The conference was attended by 139 participants and featured Mary Louise Smith, Chairperson of the Republican National Committee, 1974-77, as keynote speaker. Her address was followed by three sessions: "Women in Uniform," "Women on the Homefront During World War II," and "Women in



Brig. Gen. Evelyn P. Foote, USA, Deputy Commanding General of the Military District of Washington, DC, speaking on Army women in World War II during a conference held at the Eisenhower Library, October 20-21, 1988, entitled "In the Service of Their Country: Women During the Eisenhower Era." (Photograph by Robert Paull.)

Civilian Service."

With the aid of a grant from the German Marshall Fund, the Kennedy Library sponsored three conferences on the Marshall Plan and the 1992 Economic Integration of Western Europe. One conference was for the general public, one for high school classes, and one for the business community.

The Kennedy Library Foundation's Friends of the Hemingway Collection held its second event on September

27, 1989, when the Friends celebrated the 60th anniversary of the publication of *A Farewell to Arms* with the opening of an exhibition, a reception, and a question-and-answer session with Charles Scribner, Jr. Sixty people have joined the Friends since its establishment in May, and \$3,650 has been raised through memberships and institutional donations.

The Johnson Library cosponsored with the University of Texas a symposium entitled "Cities in



A logbook of Ernest Hemingway's boat *Pilar* is presented on May 17, 1989, to Charles U. Daly (right), Director of the John F. Kennedy Library, by Patrick Hemingway (left), son of the author. The logbook was purchased by the Friends of the Hemingway Room for deposit in the library. (Photograph by Allan Goodrich.)



Transition: Policies for the 1990's."

The principal speakers were Nicholas Katzenbach, former U.S. Attorney General; Professor Barbara Jordan, who holds the University of Texas LBJ Centennial Chair in National Policy; and Henry Cisneros, Mayor of San Antonio.

On March 3, 1989, the Johnson Library and the National Press Foundation sponsored a symposium, "The Press and the Presidency," in Washington, DC, at the National Press Club. Marlin Fitzwater, Press Secretary to President Bush, was the luncheon speaker. Dr. Don Wilson, Archivist of the United States, convened the symposium, which began with a panel discussion of White House correspondents and former White House press secretaries.

The Ford Library was the site of an All-Democracies Conference, December 5-8, 1988. Delegates from 44 countries attended the conference, for which former Presidents Ford and Carter served as cohosts. It was sponsored by the Committee for a Community of Democracies-USA, with funding provided by the Gerald R. Ford Foundation, the J. Howard Pew Freedom Trust, the National Endowment for Democracy, and the U.S. Information Agency.

The Ford Library assisted Hofstra University in its preparations for a conference titled "Gerald R. Ford: Restoring the Presidency" and held at Hofstra April 6-8, 1989. The conference covered a wide range of topics in the areas of foreign policy, domestic affairs, and White House operations.

## Exhibitions

The Presidential libraries and museums maintain 205,958 museum objects. This past year many of these objects were displayed or loaned for display in exhibitions on the Presidents and significant events in the Nation's history. This year, 1,339,151 visitors came to the libraries to see a variety of exhibitions.

On April 15, the Hoover Library opened a major exhibition entitled "Over There," commemorating the 75th anniversary of the start of World War I. The opening ceremonies honored 44 World War I veterans and sparked considerable media interest. The exhibition brought together more



On March 3, the Johnson Library in Austin, TX, and the National Press Foundation sponsored a symposium in Washington on the press and the Presidency. This is the first in a series cosponsored by the Presidential libraries and the National Press Foundation. Marlin Fitzwater, Press Secretary to President Bush, was the luncheon speaker. Dr. Wilson convened the symposium, which began with a panel of White House correspondents questioning a panel of former White House press secretaries and ended with the questioners reversed. (Photograph by Susan Amos.)



Former Presidents Ford and Carter greet delegates from 44 nations at the All-Democracies Conference, held at the Gerald R. Ford Library, December 5-8, 1988, and sponsored in part by the Gerald R. Ford Foundation. (Photograph by Richard Holzhausen.)

than 500 artifacts from more than 60 sources. Herbert Hoover's work as head of the Commission for the Relief of Belgium is a major part of the display. The Hoover Library worked with its Teacher Consulting Group to develop a curriculum guide to this exhibition. More than 200 copies of the

guide were distributed to history and social studies teachers across the country, and 125 teachers attended an open house at the library to discuss the guide.

The special exhibition "Royal Visit, 1939," which commemorates the visit of King George VI and Queen

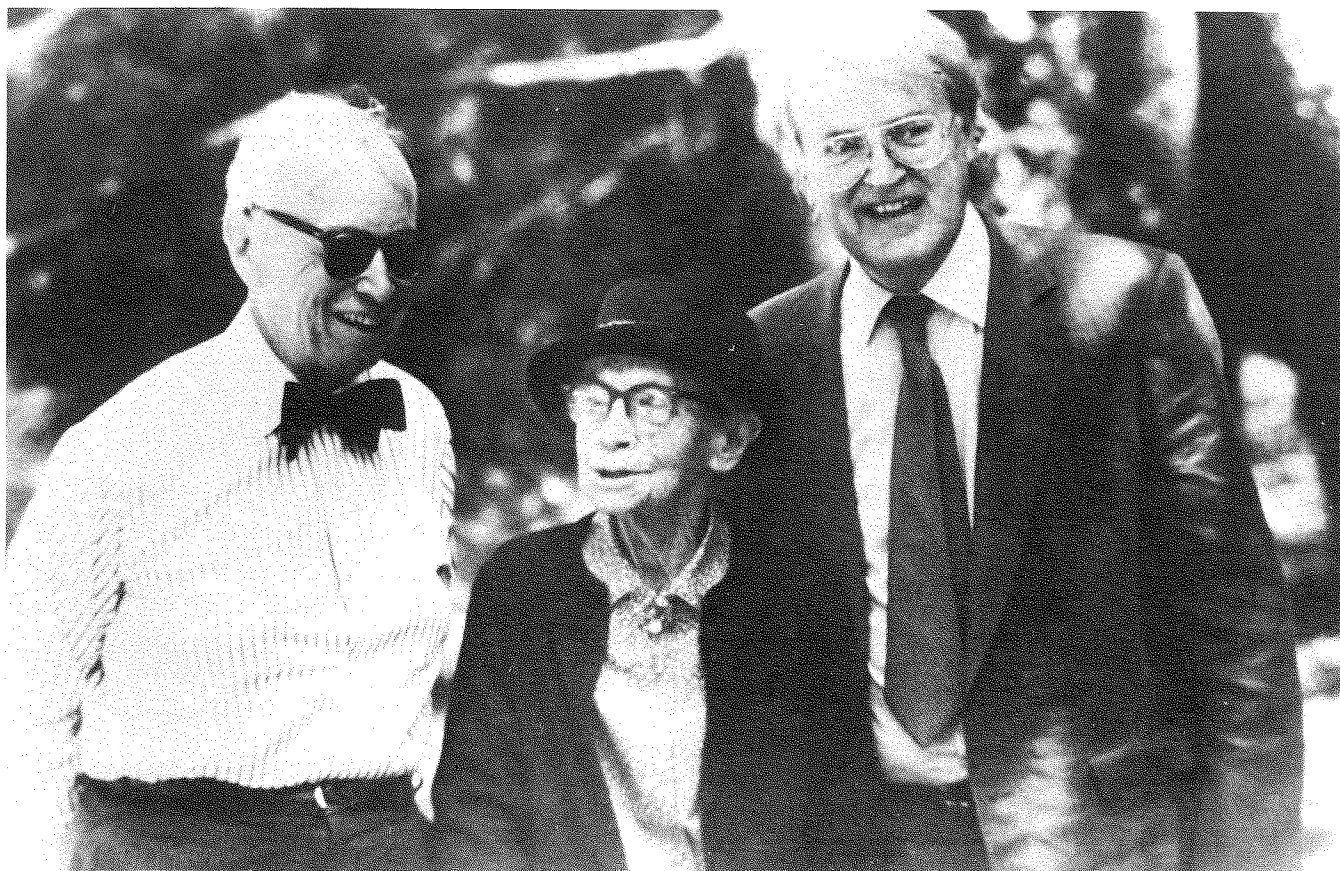




Iowa veterans of World War I were honored at the April 15, 1989, ceremonies opening the Hoover Library exhibition "Over There." The veterans, ranging in age from 88 to 98, received a special preview of the display and pronounced it "very realistic, except there isn't enough mud and it smells too good." (Photograph by Joseph P. Wildenberg.)

Elizabeth to the Roosevelt Library 50 years ago, was opened on June 11 by Sir Anthony Acland, British Ambassador to the United States; William J. vanden Heuvel, president of the Franklin and Eleanor Roosevelt Institute; and William R. Emerson, Director of the Roosevelt Library. The ceremony was followed by a picnic on the grounds of Springwood, the Roosevelt home, featuring the same menu served to the King and Queen in 1939. Her Majesty's Royal Marine Band entertained with musical selections.

In March, the Truman Library opened "Good Friends and Missouri Rascals: Thomas Hart Benton and Harry S. Truman." The exhibition recalls the friendship that developed between the artist and the President during the painting of Benton's mural at the library. Featured in the show are Benton's mural in the lobby of the library, photographs, pencil sketches and studies, and correspondence between Truman and Benton. The



William J. vanden Heuvel (right), President of the Roosevelt Institute, and Arthur Schlesinger, Jr. (left), chat with Margaret Suckley, Franklin Roosevelt's cousin and former archivist at the Roosevelt Library, at a picnic on June 11, 1989. The event commemorated the 50th anniversary of a picnic on June 11, 1939, at the Roosevelt home in honor of King George VI and Queen Elizabeth, which Miss Suckley also attended. (Photograph by Jack Goodman.)

exhibition is one of the activities in the Kansas City area marking the 100th anniversary of Benton's birth this year.

As part of the Kennedy Library's "A Farewell to Arms" celebration, a small exhibition was put together on the book's ending. It includes a heading in Hemingway's hand saying "I rewrote the last chapter over 40 times but I hope it does not read that way," and 24 of the more interesting 44 pages of endings, including samples of the best and the worst. The exhibition will run through the Fourth International Hemingway Conference in July of 1990.

In January of 1989, the traveling exhibition "Harlem Renaissance: Art of Black America" was installed at the Johnson Library. The show consists of more than 100 paintings, sculptures, photographs, and prints created in Harlem during the Twenties and Thirties.

On April 28, the Johnson Library opened a 3,500 square foot exhibition of the sculptures of Robert Berks entitled "Biographies in Bronze." Complementing the sculptures of major figures are letters, manuscripts, and other documents, each from the hand of the subject. Also among the sculptures are portraits. Robert Berks presented an orientation lecture and tour to 62 volunteer docents to aid them in their interpretive activities.

The new exhibition "A Time to Heal: Gerald Ford Becomes President," opened on August 1, 1989, at the Ford Museum. It commemorates the 15th anniversary of the Ford Presidency. The Ford Museum and the World Affairs Council cosponsored a program on September 14, 1989, featuring the first Ambassador of the United States to the People's Republic of China, Leonard Woodcock. Ambassador Woodcock spoke on the recent crisis in Tiananmen Square and the repercussions in China's political, social, and economic life.

The Carter Library placed on exhibition "Ten Israeli Artists on War and Peace," a collection of prints created in honor of the 40th anniversary of the state of Israel. The prints were given to President Carter by Prime Minister Begin at Camp David.

An exhibition of works by Octavio Ocampo opened at the Carter Library on July 8. Ocampo, a Mexican artist, was commissioned to paint a portrait of President Carter by Mexican President



*Former President and Mrs. Carter in front of the portrait of President Carter with artist Octavio Ocampo (right) and business manager Joaquin Pineiro (left) at the Jimmy Carter Library, July 13, 1989. The portrait, painted in metamorphic style, was presented to President Carter in 1979 by then Mexican President Jose Lopez Portillo. The library sponsored an exhibition of Ocampo's artwork from July 8 to October 30, 1989. (Photograph by Anne Marie Poyo.)*

Lopez Portillo in 1979. That portrait is one of the most popular gifts on display in the museum. The exhibition consists of murals, paintings, and bronze sculptures by Ocampo.

## School Programs

Each of the Presidential libraries continued active programs of sending speakers to schools or of hosting visits by school groups, which come to the libraries for special presentations related to their studies and to tour new exhibitions. The Kennedy Library's total attendance for classes was up more than 30 percent, while guided tours at the Ford Library increased 45 percent this year.

Children's book author Suzanne Hilton participated in two programs sponsored by the Hoover Library on September 21. The author of "The World of Young Herbert Hoover" as well as other books on the boyhoods of American Presidents spoke to 4th, 5th, and 6th graders in the afternoon and later to area teachers and media specialists.

The symposium "Teaching Presidential Politics" for high school

teachers was held on October 5, 1988, at the Kennedy Library. The program included two panels, one on the nature of the office of the Presidency and one on creative and successful curriculum approaches to teaching Presidential politics.

The staff of the Nixon Project, in cooperation with the Close-Up Foundation, presented a trial program on the Watergate tapes for visiting history and government teachers. The program was successful and more sessions are scheduled.

"Primed for the Presidency," programs for students in grades 1 through 3, began in September at the Carter Library. Grade 1 students hold mock elections featuring puppets Elmer Elephant and Donald Donkey. Grade 2 watches the museum video "If I Were President" and uses puppets in a discussion. Grade 3 role-plays the process of "How a Bill Becomes a Law," a museum video.

## Staff Appointments

The Archivist announced the selection of Dr. Frank H. Mackaman as Director of the Gerald R. Ford

Presidential Library and Museum. Dr. Mackaman had been serving as Curator of the Ford Museum in Grand Rapids since August of 1987. He came to the museum from the Dirksen Congressional Center in Pekin, IL, where he served as Executive Director for 9 years. He is a 1971 graduate of Drake University in Iowa. He earned M.A. and Ph.D degrees in American history from the University of Missouri-Columbia.

Patrick J. Borders was appointed Deputy Assistant Archivist for Presidential Libraries. An employee of the National Archives since 1967, Borders served most recently as the Director of the Kansas City Federal Records Center.

Clarence L. Henley, formerly the Director of the White House Office of Records Management, was appointed Director of the Reagan Presidential Materials Project Staff.

James J. Hastings, Director, Nixon Presidential Materials Project Staff, continues on special assignment to the White House. Clarence Lyons was reassigned from the Office of National Archives to the Nixon Project as Acting Director on December 5, 1988.

## Office of Presidential Libraries Staff

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Office of Presidential Libraries National Archives Washington, DC 20408		
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Director, John F. Kennedy Library .....	Charles U. Daly	617-929-4500
Columbia Point Boston, MA 02125		
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1000 Beal Avenue Ann Arbor, MI 48109		
Director, Jimmy Carter Library .....	Donald B. Schewe	404-331-3942
One Copenhill Avenue Atlanta, GA 30307		
Director, Reagan Presidential Materials Staff .....	Clarence L. Henley	213-215-2125
9055 Exposition Drive Los Angeles, CA 90034		

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## Office of Public Programs

This year, through exhibitions, educational workshops and materials, lectures and dramatic performances, film programs, publications, special events, and volunteer-led tours and outreach activities, the Office of Public Programs continued to bring the rich and varied resources of the National Archives to the public. A number of recent bicentennial commemorations,

beginning in 1987 with the 200th anniversary of the Constitution, have increased public awareness of the National Archives as the home of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights. More than 1,119,800 visitors came to the National Archives Exhibition Hall this year. The National Archives Trust Fund Board is the

funding source for some of these programs (see Chapter 12).

### Exhibitions

As the repository for the permanently valuable records of the Federal Government, the National Archives commemorated the 200th anniversary of the establishment of the



The Honorable Richard Thornburgh, Attorney General of the United States (far right), visited the National Archives Circular Gallery exhibition "American Voices: 200 Years of Speaking Out" with His Excellency Antonio Gava, Minister of the Interior of Italy. Curator Stacey Bredhoff (far left) described the exhibition. (Photograph courtesy of the Department of Justice.)

Government with the opening of an exhibition entitled "American Voices: 200 Years of Speaking Out." Illustrating the First Amendment right to "petition the Government for a redress of grievances," this popular exhibition includes pleas to the President, Congress, the courts, and Federal agencies over a 200-year period. The petitions are drawn primarily from the records of the National Archives and come from famous Americans such as Mary Todd Lincoln and Sitting Bull as well as from lesser known citizens such as school children who wrote President Ford about his pardon of President Nixon.

A new exhibition, "This Fierce Spirit of Liberty: The Making of the Bill of Rights," opened in April. This is the first of two major exhibitions commemorating the 200th anniversary of the Bill of Rights. It explores the ideological foundations and political struggles from which this milestone document emerged.

Another exhibition, "Saving Our Sources," graphically demonstrates, through a series of photos, sound recordings, and hands-on models, the challenges of preserving records in a wide variety of formats. This popular display, which opened this year, is on view until 1990 outside the Central Research Room.

As another way of making available the rich records of the National Archives, the exhibition staff coordinates the temporary loan of original records to qualified museums and other institutions around the country. The National Gallery of Art in Washington, DC, borrowed original photographs by Timothy O'Sullivan and Mathew Brady for their major exhibition "On the Art of Fixing a Shadow: 150 Years of Photography." The Museum of History and Industry in Seattle displayed George Washington's annotated copy of a printed draft of the Constitution with five other documents from the National Archives in its centennial exhibition, "Washington Salutes Washington." The National Archives loaned a total of 119 documents to 16 museums and other institutions this year.

## Educational Programs

The education staff celebrated the 10th year of developing learning

packages for schools this year with the publication of its 10th title, *The Bill of Rights: Evolution of Personal Liberties*. This package, containing 46 facsimiles of National Archives documents and a teacher's guide, is part of the National Archives celebration of the 200th anniversary of the Bill of Rights. More than 22,400 of these learning packages have been sold. The staff has also produced 52 feature articles, entitled "Teaching with Documents," in *Social Education*, the journal of the National Council for the Social Studies.

Secondary school education specialists on the staff presented 23 workshops this year. The workshops, designed to help teachers use primary sources in the classroom, ranged from workshops with the American Bar Association, Americans United Foundation, the Library of Congress, and school districts to workshops given at regional and national meetings of social studies professionals. "Primarily Teaching," the annual summer teacher workshop, was held twice this year, for teachers from across the United States and from Department of Defense dependents' schools across the world. More than 1,000 teachers participated in these workshops during 1989.

In addition to these programs, the education specialists worked with more than 90 educators from a wide variety of institutions on the design of teaching materials. They also served as evaluators of educational materials from the National Radio Theatre, the Commission on the Bicentennial of the United States Constitution, and *Cobblestone*, a history magazine for children. They wrote articles for the Organization of American History's *Magazine of History*, Northern Virginia Writers Project Newsletter, and other national publications for teachers, and helped prepare two widely publicized brochures, developed by national education organizations, on teaching about religion in the public schools.

The staff adult education specialist completed two trial learning packages aimed at undergraduates, which are being reviewed nationwide by college instructors. These "minipacks" will contain from 10 to 12 documents from the National Archives on issues of interest in a variety of disciplines. The first two focus on the internment of Japanese during World War II and on issues relating to Watergate.

The staff adult education specialist developed discussion questions for more than 4,500 study-group leaders and teachers to supplement materials created by the Kettering Foundation's Domestic Policy Association/National Issues Forum (NIF). This year's issues—the environment, the drug crisis, and child care—were selected by NIF participants across the country for discussion in community college classrooms and a variety of other settings.

The genealogical program expanded this year, offering 41 workshops and one short course to a total of 845 participants. The staff genealogy specialist collaborated with the National Institute for Genealogical Research in its 1-week summer institute.

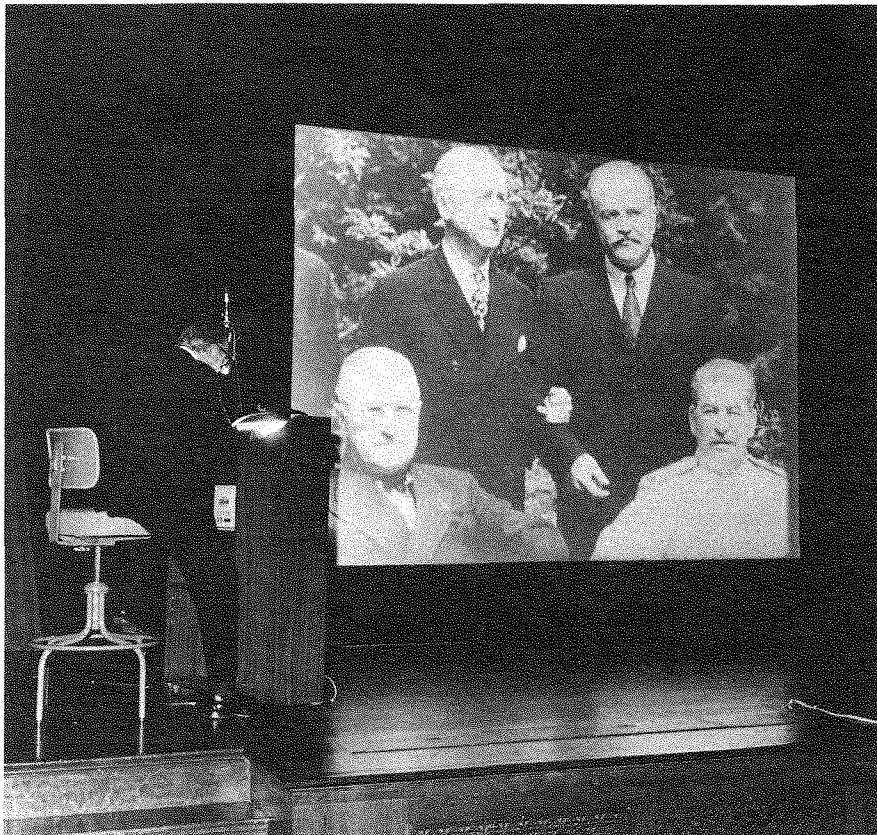
This year the arts and culture program moved onto the national scene by launching a national competition for scripts that are based on issues relating to the Bill of Rights and researched in the National Archives, the regional archives, or Presidential libraries. To date, more than 125 inquiries have been received: the script deadline is mid-January, 1990. The competition has received national press attention and includes a cash award for the two best scripts and the prospect of their performance in the National Archives Theater.

The arts and culture program offered a number of performances this year, all based on records in the National Archives. "Postmark USA," mounted in conjunction with the exhibition "American Voices: 200 Years of Speaking Out," celebrated Americans' indefatigable exercise of their right to rebuke, praise, and entreat their Government. The play was written by Paul Lavrakas and produced by Paradise Island Express. "Campaign Trails," written and produced by Katherine Flye and June Armstrong Wright of Interact Theatre Company, combined words and music to document nearly 200 years of Presidential campaigns.

## Film Program

The film program continued to draw large audiences, setting attendance records over previous years. These free public screenings drew heavily on National Archives holdings, as well as





Ed Herlihy, the "voice" of Universal News from 1942 to 1967, made a special appearance in the National Archives Theater on March 22, 1989, to narrate the "Newsreel Theater" series live. In this photograph, Herlihy provides narration for the World War II VJ Day Special from the Universal Newsreel Library in the holdings of the National Archives. (Photograph by Nancy Olds.)

on the work of contemporary documentary filmmakers.

In February, the 3-D slide presentation entitled "The Stereograph: A Study in Depth" was presented before standing-room-only audiences. Produced by the Exhibits and Educational Programs Division, the program combined stereo images from the National Archives photographic holdings with music and narration. The program included images of the Civil War, the Wheeler Survey of the American Southwest in 1871-74, and the German invasion of Poland in 1939. Also shown were two Hollywood 3-D films of the 1950's, "House of Wax" and "Dial M For Murder." Audience members were given special 3-D glasses to view the programs.

In March, as part of the Newsreel Theater series, Ed Herlihy, narrator of Universal newsreels from 1942 to 1967, introduced a special evening program consisting of newsreels from the National Archives' holdings. Herlihy

related interesting and amusing stories from his Universal career. At a reception before the screenings, Jack Rush of Universal Studios presented Herlihy with a special award, citing his long and distinguished contribution to film journalism.

A popular 12-week retrospective of the career of famed Hollywood director Frank Capra offered a comprehensive look at his Hollywood career and at his wartime documentaries produced for the U.S. Government. In September, the National Archives presented a month-long film series on Washington filmmakers. Each locally produced documentary was introduced by the filmmaker.

## 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 and a

special program commemorating the anniversary of the signing of the Constitution.

The traditional July 4 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.

In honor of Constitution Day, a naturalization ceremony was held in the Rotunda, presided over by the Honorable John H. Pratt, Judge of the U.S. District Court for the District of Columbia, with Congressman Paul B. Henry (5th District, Michigan) as the featured speaker. Thirty-two petitioners took the oath of citizenship in front of all four pages of the Constitution. A concert by the world-renowned U.S. Army Field Band and Soldiers' Chorus followed at noon on Constitution Avenue. For the only time during the year, all four pages of the Constitution were on display.

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

As 1989 was an inaugural year, the National Archives continued its traditional Inauguration Day program. Employees and special friends were invited to bring their families to view the inaugural parade from the Pennsylvania Avenue windows of the building. More than 250 guests enjoyed the activities from the National Archives.

In cooperation with the Mentor Group and the Friedrich-Naumann Foundation, the Archivist of the United States was host at "The German Constitution after 40 Years: Reflections of the U.S. Constitutional Experience" program. Speakers included the noted German parliamentarian Hildegard Hamm-Bruecher and several other German and U.S. parliamentarians and members of the judiciary.

The Archivist once again cosponsored, with the Kettering Foundation's Domestic Policy Association, a program and reception in the Rotunda in conjunction with the National Issues Forum 89.

## Archival Tours and Training

In this fiscal year, 163 archivists, records managers, librarians, historians, and others in related professions came from 23 countries to visit the National Archives and to meet with staff members to discuss issues of mutual concern. The foreign visitors program has expanded dramatically in recent years.

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. Held for the last 44 years, the course includes lectures, discussions, workshops, and visits to various units of the National Archives and to the Manuscript Division of the Library of Congress. In FY 1989, the course was held twice in Washington for 73 representatives of public and private archives located throughout the United States and in several foreign countries. In addition, a regional "Institute," cosponsored by the State Historical Society of Iowa, was held in Des Moines, IA. Thirty-five participants,

primarily from Midwestern archival organizations, attended that special program.

The newly established outreach services coordination staff began a program that emphasizes making available the records of particular interest to families, younger Americans, and minorities. The staff established a Martin Luther King, Jr., Memorial Holiday Commemorative Committee to provide for an annual commemorative celebration, and developed a program on Jackie Robinson as a prototype for other public programs relating to African Americans, among other activities.

## 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

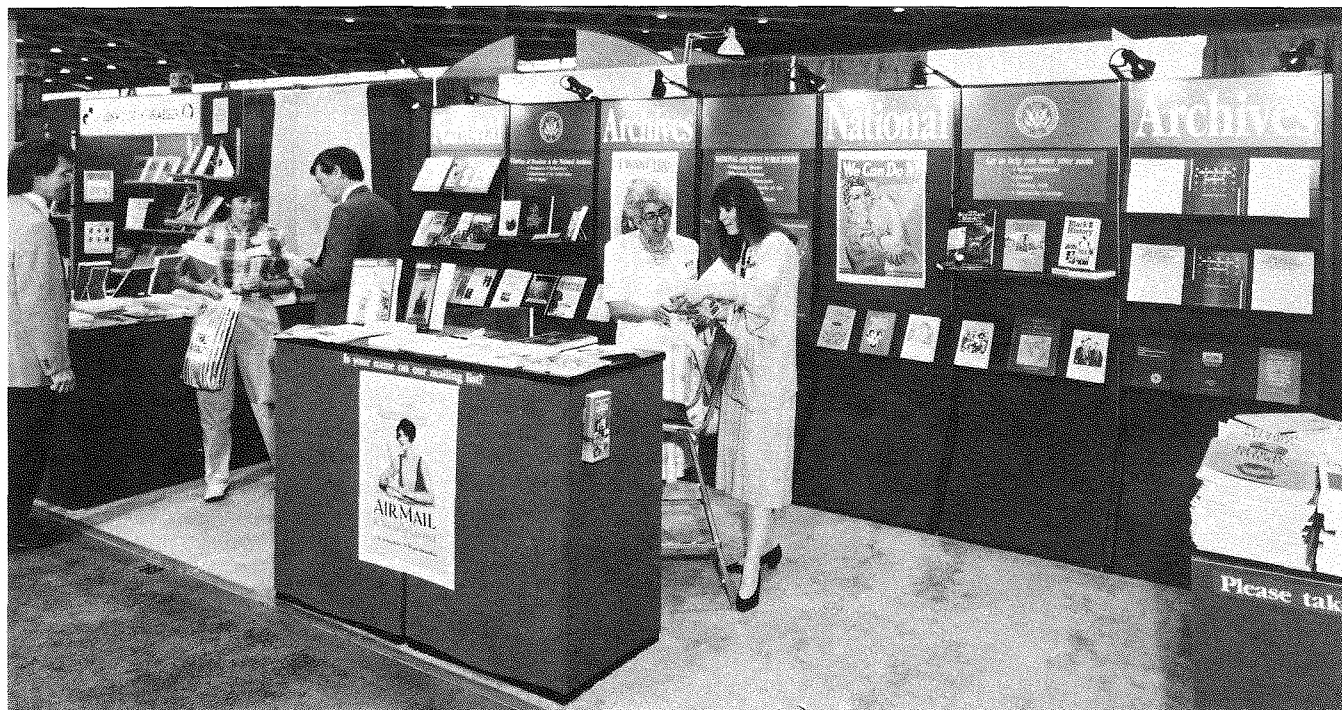
the interactive video disc format, the latest development in educational technology. Proceeds are distributed to the National Archives Trust Fund.

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 684,000 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 printed publications that educate and inform the many constituents of the National Archives about the Federal documentary heritage. In 1989 the Division produced 8 publications and 4 issues of *Prologue: Quarterly of the National Archives*. Most of the publications were published under the



National Archives publications were displayed at major national and local scholarly, professional, and trade conferences throughout the year. Publications Division Director Charles W. Bender and Marketing Specialist Nancy M. Mottershaw assist conference participants at the American Library Association conference held in Dallas, TX, June 24-29, 1989. (Photograph by Roberta Dupuis-Devlin.)

imprint of the National Archives Trust Fund Board.

Modern First Ladies: Their Documentary Legacy, edited by Nancy Kegan Smith and Mary C. Ryan, was a very popular new book published this year. It was based on an earlier issue of *Prologue*. A paperback edition of T.R. Schellenberg's archival classic *The Management of Archives* was also printed after rights were acquired from the University of Chicago Press.

The *Guide to Pre-Federal Records in the National Archives* was added to the series on the holdings of the National Archives. Reprints included the *Guide to the National Archives of the United States* and the microfilm catalog *1910 Federal Population Census*. In the General Information Leaflet series, the Division printed the *National Archives Gift Collection Policy* and revised and reprinted *Select List of Publications of the National Archives and Records Administration*.

During 1989, articles in *Prologue* covered the span of American history from the beginning of the Federal Government to the beginning of the nuclear age. The "Washington Talk" column of *The New York Times* printed a full summary of the discussion in Roger M. Anders' article in the winter issue of *Prologue* on the question of which President authorized the Trinity nuclear test. The summer issue of *Prologue* included a new regular column entitled "Genealogy Notes" which discusses research in the National Archives and highlights bodies of records particularly useful for genealogical research.

During the year, the publications program continued to be recognized for excellence. *Prologue* won the Neographics Silver Award, presented for excellence in graphic reproduction. The poster "Modern American Presidents" received the prestigious Dillard Award for "Best in Show, 1988," a presentation by the Printing Industries of the Virginias.

The National Archives continued to distribute microfilm publications of historically important records to preserve them and make them available for research. (See appendix M.)

Midway through the year, the complete inventory of microfilm master rolls was transferred from the Publications Division's Marketing and Fulfillment Branch to the new microfilm

duplication lab of the Office of the National Archives' Preservation Policy and Services Division in Alexandria, VA, in order to facilitate requests for copies of microfilm publications. The Publications Division continues to perform the customer service functions associated with the microfilm publication program.

The Publications Division was instrumental in forming a working group to develop detailed plans for releasing the 1920 Federal Population Census on microfilm. The 1920 census data, consisting of 2,076 rolls (35mm) of population census schedules and 8,590 rolls (16mm) of the Soundex system, is scheduled for release on March 1, 1992.

In an effort to increase the visibility of National Archives publications nationwide and to make them available for research use by the widest possible audience, the Office negotiated three new marketing contracts with commercial microfilm distributors and extended one existing contract.

Marketing publications produced and distributed during the year included a complete catalog of books and related print publications and an illustrated brochure of posters and facsimiles available for resale. Finally, a comprehensive catalog, *Aids for Genealogical Research*, brought information about all of the genealogical resources of the National Archives together in one publication. The catalog provides necessary information for researchers working in Washington, DC, in a regional archives, or through the mail—as well as illustrated descriptions of genealogical publications and gift items available for purchase.

National Archives publications were displayed at 13 major scholarly, professional, and trade conferences across the country and locally. The publications were reviewed in a number of periodicals, including *American Libraries*, *American Reference Books Annual*, *The Journal of American History*, *The New York Times*, and *The Washington Post*.

## Museum Shop

Through its museum shop program, the Publications Division produces and distributes educational material for the more than one million annual visitors to the National Archives Building. The

Division also sponsors a popular lecture program featuring highly esteemed authors whose publications relate to the holdings of the National Archives. Authors Senator William Fulbright, Margaret Truman, McGeorge Bundy, Theodore Sorensen, Doris Kearns Goodwin, and William Seale, among others who had written related books, participated in authors' lectures and booksignings. This year, for the first time, special emphasis was given to the Martin Luther King, Jr., holiday commemoration, and guest speaker Taylor Branch discussed *Parting the Waters*, for which he later won the New York Critics Circle Award and the 1989 Pulitzer Prize. Neil Sheehan, another featured author, won both the 1988 National Book Award for nonfiction and the 1989 Pulitzer Prize for *A Bright Shining Lie*. Roger Kennedy and Simon Schama participated in the observance of the Bicentenary of the French Revolution. A variety of other topics were covered by such authors as John Eisenhower, Carl Bernstein, Margaret Walker, and Robert Donovan, often to standing-room-only audiences.

During 1989 the National Archives Museum Shop once again set new sales records. Sales increased by 9 percent over fiscal year 1988—the sixth straight year a new annual sales record has been set. Specific products were created to commemorate the bicentennial anniversaries of the Presidency and the U.S. Congress. The Museum Shop now has more than 3,000 items on its product list; the largest category is books, with new titles being added almost weekly.

## Volunteer Service

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-scene 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 140 volunteers contributed 23,217 hours during the year.

More than 32,500 visitors, ranging



*Dr. Wilson (far right) presented volunteers June Robinson and Paul Janaske with Archivist Achievement Awards for their service to the National Archives at the Annual Awards Ceremony on September 13, 1989. In 1989 the National Archives had 140 active volunteer members in the Washington, DC, area who contributed more than 23,000 hours to the programs of the National Archives. (Photograph by Elizabeth Mallonee.)*

from school children and families visiting Washington, DC, to constituents referred by congressional offices, enjoyed these services. Visitors this year also included dignitaries, archivists, and librarians from Australia, England, Spain, Shanghai, Brazil, Japan, Tunisia, Canada, Korea, Turkey, Chile, New Zealand, the U.S.S.R., and China. Special programs were created for the Close-Up Foundation, Department of Defense and Foreign Service families, International Neighbors Club, Columbia Historical Society, Library of Congress and Common Cause interns, Institute of International Education, African American Institute, Russian Orthodox bishops, and students from American University, University of Maryland, Colgate University, University of Virginia, Hillfield College, Kent State University, and Muhlenberg College.

Each month an average of 80 congressional offices booked tours for

approximately 1,000 constituents. Special tours were offered to interns and congressional staff members in conjunction with the Congressional Affairs staff.

During the year National Archives volunteers conducted 120 tours for 4,000 school children. The children saw behind-the-scenes activities, toured the Exhibition Hall, and had an opportunity to participate in one of 12 workshops on topics reflecting issues and events in American history. A new workshop on immigration was added this year.

Docents conducted more than 350 school outreach programs—ranging from “An Introduction to the National Archives” to workshops on the Constitution—for more than 7,000 students in nearly 250 metropolitan area schools. Docents also offered workshops on school programs to social studies and history teachers and administrators from metropolitan area

schools and presented 16 outreach programs for more than 800 people in community organizations.

In addition to services provided by docents, more than 19 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.

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 12,000 visitors interested in pursuing genealogical research at the National Archives and assisted the Education Branch staff with genealogical workshops.

Volunteer staff aides continued their work with archivists and other staff members on a wide variety of projects. Work on preparing finding aids for World War II OSS records continued



as volunteers entered information into the computer, resulting in valuable printouts for use by staff and researchers. Staff aides have prepared records for microfilming and are assisting in the preparation of a documentary publication, entitled *Foreign Relations of the United States of America, 1781-1789*, and a more manageable system for ship registers and enrollments. A retired staff member who is a volunteer is indexing names in the 196 preliminary inventories, 11 inventories, and the descriptions of records groups in the National Archives. This index will eventually merge into a master index to all the series descriptions for records in the National Archives.

Another volunteer activity during the year included the Bicentennial Roundtable Discussion—monthly forums on the formation of the Presidency, Supreme Court, Congress, and the State Department.

New special projects include the establishment of a committee to prepare workshops and tours to mark

the 50th anniversary of World War II and the establishment of the U.S./U.S.S.R. Genealogical Exchange Clearinghouse Task Force. This group will develop a system to take advantage of the new opportunities for access to genealogical documentation in the U.S.S.R. Patricia Eames is the coordinator for the exchange project.

### Office of Public Programs Staff

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# Archives II

## History

The present National Archives Building, located on Pennsylvania Avenue in Washington, DC, was completed in 1935 and reached its records storage capacity of approximately 800,000 cubic feet in the late 1960's. To alleviate the space shortage, more than 500,000 cubic feet of archival records received since 1970 have been diverted to federally owned space, primarily the Washington National Records Center in Suitland, MD, and to a leased building in a Virginia suburb. These temporary

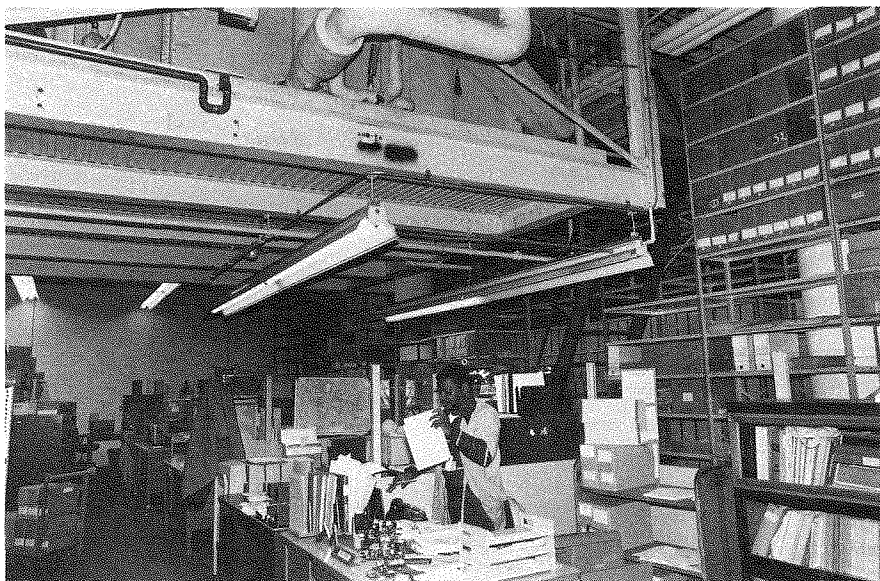
facilities do not meet current criteria set by the National Institute of Standards and Technology for storage of archival records. The National Archives also has been forced to relocate various administrative support activities from the National Archives Building into several office buildings within the District of Columbia.

During the past two decades, the National Archives has attempted to gain support for a new archival facility. The National Archives joined with the Pennsylvania Avenue Development Corporation in the early 1970's in an attempt to secure a 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. On September 22, 1988, the President signed Pub. L. 100-440—the Treasury, Postal Service, and General Government Appropriations Act. It authorized the National Archives to construct and



An architectural model of Archives II details the design of the new 1.7 million square foot building. Situated on a 33-acre site in College Park, MD, Archives II will provide specially designed space for storage, reference rooms, laboratories, offices, and general facilities, including a theater, conference rooms, a cafeteria, and day-care center.



*To alleviate a critical shortage of space in the National Archives Building, both records and staff have been moved to several federally owned and leased buildings in the Washington, DC, area. This has resulted in less than optimum working and storage conditions. Technician Morris Izlar is shown here processing archival records in a crowded stack area at the Washington National Records Center in Suitland, MD. Archives II will provide modern processing offices separate from the stack areas so that records can be stored in the proper environmental conditions. (Photograph by Nancy Olds.)*

finance a new facility, informally known as Archives II.

The law reflected the outcome of negotiations begun in March of 1987, when officials of the National Archives were invited to join University of Maryland officials at a meeting, initiated by Congressman Steny Hoyer of Maryland's Fifth District, to discuss the possibility of locating a new National Archives building on the University's College Park campus. At that time two possible sites were proposed by University officials, one of which was later eliminated as inappropriate. The meeting participants were enthusiastic about the mutual benefits of locating the new facility on the campus.

Following discussions with University officials, Congressman Hoyer and Senator Barbara Mikulski acted quickly to secure a \$6 million appropriation in fiscal year 1988 for the National Archives to design Archives II. The design program for the new building, which had been produced the previous year by Summer Consultants, Inc., became the basis of a contract awarded in September of 1988 to the joint venture firm of Hellmuth, Obata and Kassabaum (HOK), architects, and Ellerbe Becket, engineers, to design Archives II. At the same time, the

Gilbane Building Company was hired to act as the Government's construction quality manager for the project, from initial design through construction.

The appropriation of funds to design Archives II was followed a year later by the inclusion of authorization to construct and finance a new archival



*Dr. Frank Burke, former Acting Archivist and currently Assistant Professor at the University of Maryland (left), and Dr. Don W. Wilson, Archivist of the United States, review the conceptual drawings for Archives II at a presentation on February 1, 1989. (Photograph by Nancy Olds.)*

facility in the FY 1989 appropriation law for the National Archives. This authorization was the result of the combined efforts and strong support of both Maryland Senators, Barbara Mikulski and Paul Sarbanes, the Maryland congressional delegation led by Representative Steny Hoyer, Maryland Governor William Donald Schaefer, and other key Maryland State officials. The authorization specifically provided that the new archival facility would be constructed on the campus of the University of Maryland at College Park on land leased to the Federal Government for that purpose. The details of the University's donation were completed when the Archivist of the United States signed a lease for the land with the University on May 22, 1989.

## Design

The first phase of the design of Archives II by HOK-Ellerbe Becket required the firms to present three conceptual designs for Archives II. Following this presentation in December of 1988, the National Archives selected the design that best encompassed the functional requirements and the limitations and opportunities offered by the site. The site is 33 acres of wooded land bounded on the north by Metzerott Road, the south by Adelphi Road, the west by a Potomac Electric Power Company (PEPCO) right-of-way, and the east by the University of Maryland golf course. The long, narrow contour of the site had a significant impact on the shape of the building design. Additionally, Prince Georges County's plan to widen Adelphi Road from two to four lanes meant that Adelphi Road was the clear choice as the entrance to the Archives II site, while the two-lane Metzerott Road would function as the service road for access to the building's loading dock. The building would also be positioned to take advantage of the vista toward the golf course by locating the building entrance, research complex, and offices facing the golf course. Records storage areas, which have no windows, would be located at the back of the building along the PEPCO right-of-way.

Other building design and site considerations emerged from a series of public meetings with local citizens. Officials of the National Archives

agreed with local citizens about the desirability of maintaining as low a building elevation as possible to prevent Archives II from overwhelming its neighbors. The chosen design reaches six stories at its highest elevation; the two rejected designs were 10 stories high. Another mutual goal was to preserve as much of the wooded character of the site as possible. Although construction of the 1.7 million square foot building obviously meant the removal of many trees, the building location was carefully selected to ensure minimal deforestation. The National Archives decided early on in the project that extraordinary measures would be taken to preserve the most valuable specimen trees on the site, thus ensuring a wooded buffer around Archives II that would obscure the building from passersby on both Adelphi and Metzert Roads. An urban forester has been hired to guide this effort.

Since selection of the Archives II design, National Archives staff members, working with the Office of Management and Administration, which is responsible for the overall direction of the project, have worked with the architects and engineers on a daily basis to develop and refine the conceptual design and to resolve design, cost, and space issues. By July of 1989, HOK-Ellebe Becket had developed and presented the tentative design proposal, and the production of working drawings was initiated.

Archives II will contain 1.7 million square feet for records and program support areas. The building will include records processing offices and storage areas, a research complex, extensive conservation and special media laboratories, offices, a theater, conference and training facilities, a day-care center, and an exercise facility. The building is expected to initially house approximately 600 employees and 200 contract employees, and to receive 50,000 researchers annually. The building will provide sufficient space to accommodate immediate records storage needs, to provide storage for records from the main building during its renovation, and to accommodate new accessions of textual records through 2004 and nontextual records through at least 2014. Storage space will be utilized to the maximum extent possible by installing electrical, movable compact shelving. The



Members of the architectural team of Hellmuth, Obata & Kassabaum (HOK) and Ellebe Becket review the conceptual design for Archives II with James C. Megronigle, Assistant Archivist for Management and Administration. From left to right are Jerry Sincoff (HOK) with back to camera, James C. Megronigle, George Dickey (HOK), Mark Breacher (Ellebe Becket), Ron Kessler (HOK), and Larry Sauer (HOK). (Photograph by Nancy Olds.)

agency's mission to preserve records of the Government dictates periodic additions of new storage space. With this in mind, the building is being designed to allow construction of expansion storage space.

## Records Relocation

Several staff units are scheduled to move to Archives II, including the Office of Management and Administration, the Office of Federal Records Centers, the Office of Records Administration, the National Historical Publications and Records Commission, the Nixon Presidential Papers Project, and a large part of the Office of the National Archives. In terms of square footage occupied, the Office of the National Archives, which has custody of the permanently valuable records of the Federal Government, will be the major tenant. More than 50 percent of the space in Archives II is records storage space that will house a variety of archival records.

Although further refinements will be made to the transfer plan as the move approaches, the basic concept for the transfer of records to Archives II is that textual records relating to genealogical researchers, including land patent application files and records of the War



Adrienne C. Thomas, Deputy Assistant Archivist for Management and Administration, consults with principal architect Larry Sauer of Hellmuth, Obata & Kassabaum on Archives II design questions. (Photograph by Nancy Olds.)

Relocation Authority, will remain in the National Archives Building since genealogical research will be centered there. In addition, records of the legislative and judicial branches of the



Federal Government, American Indian-related records, military records (cut off roughly at World War I), and all Navy records will remain in the National Archives Building. Modern military and almost all civilian records, including those of the State Department, will be located in Archives II. It was decided in the early stages of planning that all nontextual records would be located in Archives II where, for the first time, space could be designed and built to meet the special storage requirements of these records. Paper preservation and special media preservation will be carried out in laboratories with the most advanced equipment.

This division of records between Archives II and the National Archives Building is based on the decision that both buildings will operate as archival research and storage facilities but will emphasize different programs. The National Archives Building has storage space for approximately 800,000 cubic feet of textual records.

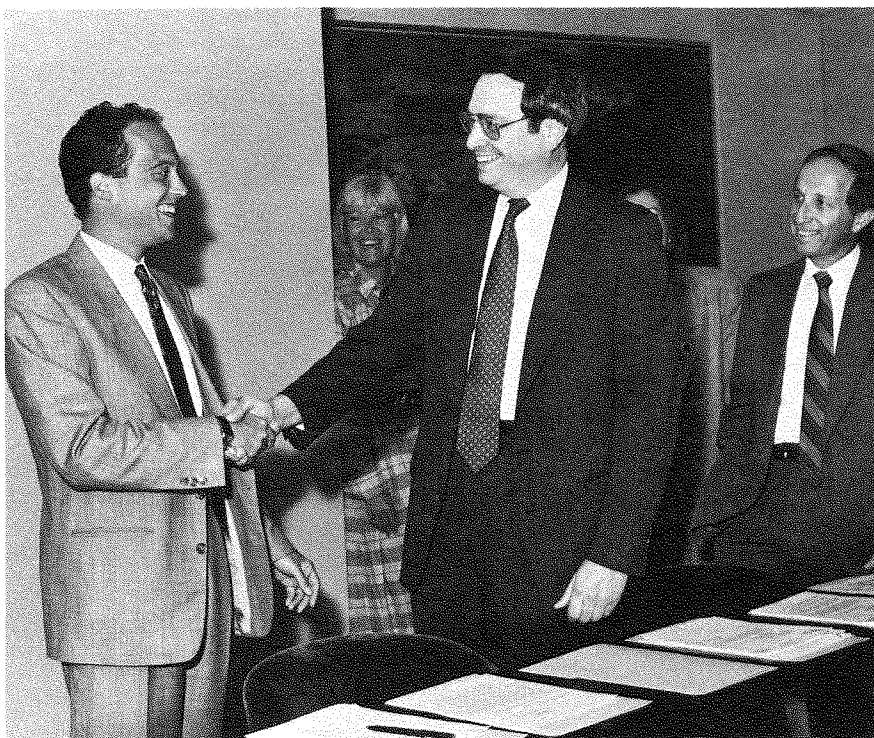
Because Archives II will be located outside the District of Columbia, the focus of most public activities will remain in the National Archives Building. Long-range space plans call for renovation of the existing National Archives Building, following construction of Archives II, to enhance its public space and improve records storage conditions. The renovation will be guided by the plan developed in 1984 by the architectural firm of Shepley, Bulfinch, Richardson, and Abbott, Inc.

## Financing

While work on the design of Archives II progressed during the year, the other major effort of the year focused on acquiring financing for the building. Because Archives II is a unique, single-purpose building, the traditional Government lease-purchase method of construction through a developer, who would then be responsible for obtaining financing, was not an appropriate option for this project. Instead, the National Archives obtained financing for Archives II through the sale of National Archives Facility Trust Certificates of Participation. The certificates were sold by Bear, Stearns and Company, acting as the lead underwriter, assisted by Kidder, Peabody and Company,



Many long hours have gone into designing Archives II. From left to right: Kenneth E. Harris, Director of the Preservation Policy and Services Division, Roscoe Estime, Senior Consultant from GPR Planners Collaborative Inc., and Michele F. Pacifico of the Policy and Program Analysis Division are shown here working on design details for the conservation and special media laboratories in Archives II. (Photograph by Elizabeth Mallonee.)



James C. Megronigle, Assistant Archivist for Management and Administration (center), and Tom Dooney of Bear, Stearns & Co. (left) shake hands on July 11, 1989 to conclude the successful effort of financing Archives II. National Archives Facility Trust Certificates of Participation were sold on June 27, 1989, to finance the construction of Archives II. The certificates were sold by Bear, Stearns & Co., acting as the lead underwriter, assisted by Kidder, Peabody & Co., Shearson Lehman Hutton, Inc., and six other participants. (Photographer unknown.)

Shearson Lehman Hutton, Inc., and six other participants. The certificates were priced against the rate being offered at the time of the sale for U.S. Treasury 30-year bonds. In simple terms, the National Archives has acquired the equivalent of a home mortgage at a fixed rate of 8.53 percent interest, which will be paid off over 30 years. The cost per square foot per year to amortize the loan is \$17.04.

The actual value of the Certificates of Participation that were sold is \$301,702,000. This figure represents the amount authorized by the Congress to construct Archives II (\$205 million) plus an additional \$45 million in escalated construction costs plus the money needed to pay interest on the loan until the first annual appropriation in 1994.

## Community and Professional Involvement

Throughout the year, National Archives officials continued efforts to communicate with and solicit comments from the surrounding Prince George's County community and from the Federal and public users of the National Archives. Several public meetings were held in College Park and Adelphi, MD, to enable National Archives representatives and the design team members to meet with community members to discuss common concerns and answer questions. As part of this effort, officials of the National Archives coordinated the development of a community liaison group that periodically meets with agency representatives to discuss matters relating to the development of Archives II throughout its construction.

Additionally, the Archivist of the United States invited representatives of the Society of American Archivists, the American Historical Association, the Organization of American Historians, the Society for History in the Federal Government, and the genealogical community to assist the National Archives in planning for Archives II. The users' advisory group met with agency representatives six times this fiscal year to discuss researcher services, accommodations, the location of records, and other issues of concern to researchers.

In addition to the local community



*In December of 1988, Archivist Don W. Wilson established an Archives II Users Advisory Group to assist the National Archives in planning researcher services in the new facility. The group includes representatives from archival, historical, and genealogical organizations. Reviewing plans for the Research Room Complex are, from left to right: Adrienne C. Thomas, Deputy Assistant Archivist for Management and Administration; Jannelle Warren-Findley, Organization of American Historians; Trudy H. Peterson, Assistant Archivist for the Office of the National Archives; Terrance J. Gough, Society for History in the Federal Government; Alan Kraut, American Historical Association; and Page Putnam Miller, National Coordinating Committee for the Promotion of History. (Photograph by Nancy Olds.)*

and representatives of the research community, the National Archives sought the advice of various experts. The Archives II engineers and National Archives representatives met with the National Archives Advisory Committee on Preservation on March 30 and 31 to share ideas about the preservation systems being developed for the new facility. In August, a series of fire tests were conducted by the Underwriters Laboratories, Inc., to determine the best type of fire protection system for use in Archives II and in particular in the records storage areas. Members of the Archives II project team and a National Archives representative also sought advice from archivists in England, Germany, and Austria during visits to these countries to investigate new national archives buildings, particularly storage areas, heating and air-conditioning systems, and research facilities.

In turn, other countries planning new archival facilities now look to the National Archives for advice on state-of-the-art archival buildings. National Archives representatives have met with archivists and architects from Canada, New Zealand, and United Arab Emirates.

As the year ended, the building design was approximately 50 percent complete and construction financing had been obtained. The National Archives and the University of Maryland also forged an agreement that looks beyond the immediate design and construction issues to the time when Archives II will be open for research. The Archivist of the United States Don W. Wilson and President William E. Kirwan of the University of Maryland at College Park signed an agreement for academic exchange and cooperation on September 12. The agreement established the Archival Research Coordinating Committee (ARCC) to provide a vehicle for coordinating joint educational and scholarly projects. The committee consists of seven members: three from the National Archives, three from the University, and a chairperson appointed jointly by the Archivist and the President of the University. The chairperson's term is limited to 2 years and will rotate between representatives of the two institutions. Dr. Wilson and Dr. Kirwan appointed James C. Megronigle, Assistant Archivist for Management and Administration, as the committee's first chairperson.



## Preservation

Preservation is an activity that relates to the functions of several offices in the National Archives. 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. After 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, the regional archives, and in the eight Presidential libraries are further measures taken to ensure long life for the documents in the care of the National Archives.

### Office of Presidential Libraries

During the past year, work was carried out on 1,296,941 pages of paper at the libraries. Much of this

work consisted of making electrostatic copies, on archivally sound paper, of deteriorating items such as newsprint and thermofax. In this past year, the Carter Library completed preservation work on 442,705 pages. The Truman Library continued reproducing and microfilming unstable materials from the scrapbook collection, the Democratic National Committee files, the President's secretary's files, the official files and confidential files of the White House central files, and the papers of Clark Clifford. At the Roosevelt Library, work continued on the copying and removal of highly acidic materials from President Roosevelt's official file



From left to right, Don W. Wilson, Archivist of the United States; Larry Hackman, Archivist of the State of New York; and Larry Tise, Executive Director of the American Association for State and Local History, at a meeting on statewide cooperative preservation planning, cosponsored by the National Archives, NHPRC, and the Library of Congress, March 1, 1989. (Photograph courtesy of the Library of Congress.)

and on reboxing and refolding projects. The Kennedy Library photocopied 17,062 pages and removed the originals from particularly active collections.

This year the libraries completed preservation work on a variety of items located in their museum holdings. Seventeen works of art on paper and a portfolio of 21 photographic prints from the collections at the Roosevelt Library were restored by the Northeast Document Conservation Center. In addition, 4 works of art on paper were sent to Edith MacKenna, Inc. for conservation treatment. The Eisenhower Museum shipped 4 paintings and 3 plaster busts to a conservator for repairs. As part of a three-phase contract with the Eisenhower Museum, 22 works of art on paper have been returned from a conservator following restorative work. The Kennedy Library deacidified and encapsulated in polyester the log of Ernest Hemingway's boat *Pilar*. As part of a continuing project, the Johnson Library completed conservation work on two new cartoons by Jake Day and placed 633 paper campaign objects in acid-free folders. The silver pieces on display in the replica of the Oval Office at the Ford Museum have been returned following cleaning and conservation.

Audiovisual preservation projects continued to receive the attention of the staffs of all the libraries this year. Preservation actions were taken on 78,938 feet of motion picture film, 9,312 hours of audio and video recordings, and 16,479 photographs. The Hoover Library had negatives made of 5,000 original prints from the permanent collection and photocopied 200 pieces of memorabilia for the museum photo index card file. The 200 photographs from the Farm Security Administration taken by Ben Shahn and Dorothea Lange and a collection of photographs taken of Hyde Park, NY, in the 1880's were put into polyethylene sleeves by the staff of the Roosevelt Library. In addition to producing 115 preservation negatives, the Truman Library also acquired new acid- and lignin-free containers for the Library's disc collection. The Kennedy Library placed the 8,000 black-and-white negatives of photographs of the Kennedy family from the estate of photographer Frank Teti in polyethylene sleeves. The Ford

Library staff placed 10 volumes of White House Photo Office contact sheets and 5,842 70mm color negatives in polyethylene sleeves as part of a continuing preservation project.

## Office of the National Archives

The Office of the National Archives continued an aggressive preservation policy this year, spending \$5.2 million on preserving 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, 96,700 cubic feet of records received holdings maintenance attention.

Conservators provided formal training for staff carrying out holdings maintenance and evaluated completed projects to 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. Additional 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 National Archives exhibitions and loans to a variety of institutions required the conservation of many documents this year. A wide variety of materials for the exhibition "Washington: Behind the Monuments" were surveyed and 12 items were treated in anticipation of the opening in March of 1990.

Conservation work has begun on 2,364 early charts from the Lake Survey. The charts were accessioned by the National Archives from the National Oceanographic and Atmospheric Administration. As the records are received by the National Archives in groups of several hundred, conservators complete a condition survey and perform basic conservation treatment and archival housing.

Major treatment of two rare 19th-century Civil War photographic panoramas preceded their loan to the George Eastman House for exhibition. Seven other 19th-century photographs were also treated and prepared for the same exhibition. In addition, important records relating to the *Titanic* in the custody of the National Archives—Northeast Region received treatment in the Document Conservation Branch. The deck plan of the *Titanic* was conserved, as were 9 photographs relating to the sinking of the ship. Also treated this year were an 1886 petition to the Senate signed by Frederick Douglass concerning unjust discrimination in places of public entertainment and an 1844 drawing by architect Robert Mills for a marine hospital at Key West. The smooth version of the first Senate Journal received full conservation treatment, including washing and repair of the text block and rebinding in full leather in a style appropriate to the late 18th century.

In the summer, the National Archives expanded its treatment facilities with the opening of a new conservation laboratory in the National Archives—Pacific Sierra Region. The lab is equipped and ready to begin major treatments following completion of a survey of the holdings. The facility is staffed with an experienced conservator who has planned the lab and guided its installation.

## Research and Testing

In July, the Research and Testing Laboratory moved to a newly renovated location in the National Archives Building. The new quarters are well suited to the efficient operation of the lab.

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



*In the Document Conservation Laboratory, staff members examine and treat photographs and textual records. (Photograph by Nancy Olds.)*

time. During this year, simulated bound volumes were aged and physical testing was begun. Before this year, single sheets had been aged and their properties measured to serve as a control for this study.

The laboratory also assembled records to carry out a test of the diethylzinc (DEZ) deacidification system. A broad range of archival materials in various types of containers was sent for treatment to the Texas Alkyls DEZ facility, which is under contract to the Library of Congress. Testing on these materials, which have been returned to the National Archives, will take place in the future.

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, such as inks, papers, and boards, coming in contact with archival records 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 1.53-1986, *Processed Films, Plates, and Papers—Filing Enclosures and Containers for Storage*) has been

used. Tests were conducted on samples of different file folder stocks and their adhesive seams. The Photographic Activity Test was also used to test samples of splicing tapes used on microfilm.

### ***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.

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 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, conservators provided training to staff monitors overseeing the filming and to custodial archivists evaluating and responding to requests to film records.

Conservation staff continued to teach preservation seminars for new archivists who are in their first 2 years of training at the National Archives and to provide preservation training for archives technicians and participants in the "Modern Archives Institutes." In addition, conservators have taught classes to the public, under the sponsorship of the Office of Public Programs, on the preservation of family papers and photographs.

### ***Special Media Preservation***

More than 100,000 individual photographic records received holdings maintenance treatment this past year. Treatment included the rejacketing 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 138,000 preservation copies of original prints and negatives, 121,000 more than were made last year. Included in this figure is the duplication of 7,316 black-and-white and color posters, which were copied onto 35mm color slide film for use by researchers. The posters include the "Smokey Bear" series created by the U.S. Forest Service, several groups of military recruiting posters from the World War II era, and a large body of posters from the records of the Government Printing Office covering the activities and programs of numerous World War I and II civilian and military agencies. The laboratory also copied onto negative film more than 64,000 prints created by Heinrich Hoffmann, Adolf Hitler's personal photographer.

In addition, more than 1,250 images in 18 photographic albums were duplicated to provide reference copies so that the originals could be removed from circulation for preservation reasons. These valuable and fragile albums include photographs of the French construction work on the Panama Canal; portraits of Indian delegations to Washington, DC, taken in 1872 by the famous 19th-century photographer, Alexander Gardner; and several albums of images of Monument Valley and the Oregon Coast by National Park Service photographer George A. Grant.

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 a contractor duplicated 1,520 safety-base film negatives from several photographic collections; the photographic laboratory duplicated more than 11,500 safety-base negatives. Included were negatives made by Abbie Rowe, the National Park Service photographer based in the White House during Presidential



*Octavio Lopez-Meza, optical instrument repairer, levels the enlarger for Yvonne Smith in the special media preservation laboratory. (Photograph by Nancy Olds.)*

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.

During the year, the microfilm duplication laboratory, comprising a staff of eight and 500,000 rolls of National Archives negative duplicating microfilm, moved to newly renovated space at the National Archives Pickett Street annex in Alexandria, VA. The laboratory's first major preservation project at the new facility was to complete the initial phase in the preparation of the 1920 Federal census microfilm for public access, scheduled

for 1992. This work consisted of inspecting, cleaning, and splicing 10,666 100-foot rolls of the census onto 1,000-foot rolls to facilitate duplication and distribution of the film to National Archives research rooms.

Preservation of motion picture film, audio and video records, and still photography images involves careful inspection of original records, improved housing, and duplication 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) 10 million feet of motion picture film accessioned from the Navy and the U.S.



Information Agency. The motion picture laboratory at the National Archives duplicated 1.5 million feet of color and black-and-white motion picture film; a contractor duplicated an additional 17,000 feet. The film duplicated this year was primarily from the Air Force, Army, and State Department records and from American Film Institute donations.

The National Archives recording laboratory reproduced 111,700 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 407 original 1-inch video recordings of proceedings received from the U.S. House of Representatives and Senate. A contractor transferred 3,574 minutes of Navy and Marine Corps film to videotape as well as television films donated by Longine-Wittnauer. Staff sound technicians re-recorded more than 110,000 minutes of sound recordings of oral arguments before the Supreme Court, 1987-88; proceedings and pretrial interrogations of the war crimes trials held before U.S. Military Tribunals, 1946-49, in Nuremberg, Germany; and proceedings in the court-martial of Lieutenant William Calley, 1970-72. A contractor re-recorded 34,377 minutes of original discs and tapes from the sound recording records of the Department of the Army and the Department of Housing and Urban Development.

Commercial contractors continued the task of duplication and preservation treatment of aerial film. Approximately 174,000 feet of roll negatives were copied to protect them from further use and handling. Another 53,000 feet of roll negatives were cleaned and repaired in preparation for future preservation duplication of this film.

## **Archival Research and Evaluation Staff**

### **Preservation Program Evaluation**

Preservation program monitoring includes the examination of the characteristics of paper, photographic film, magnetic tape, and optical discs with regard to their long-term storage capabilities and the latest advances in preservation media. Alan Calmes, the

Preservation Officer, who is a member of this staff, in conjunction with the Advisory Committee on Preservation, provides information to other offices on a wide variety of preservation matters. These include the progress of contractual research being conducted by the National Institute of Standards and Technology (NIST) on microenvironment. This research will have a profound impact on the preservation policy of the National Archives as it relates to packaging, shelving, and rate of air exchange in stacks. The Staff also provides technical guidance on image analysis, microfilm storage practices, microfilm inspection, and use of electrostatic copiers, and participates in the development of national and international preservation standards.

### **Fourth Annual Preservation Conference**

During the past 10 years, the use of video recordings has grown radically in the Federal Government. Expenditures on video productions are now far greater than on motion picture films. Important historical events are being recorded and preserved on videotape. For example, the White House television service, which records all the President's public appearances, switched from film to videotape in 1982.

Archivists will soon be confronted with the problem of preserving video images produced by a wide variety of machines and recorded on tape to many different formats. Difficulties inherent in the maintenance of audiovisual collections, including motion picture film, sound recordings, and still pictures, as well as video recordings, deserve special attention.

In July of 1988, the National Archives called upon a panel of experts to meet with the National Archives Advisory Committee on Preservation to advise the Archivist of the United States on the preservation of video recordings. The information assembled by that panel prompted the National Archives to develop the fourth annual Preservation Conference, convened on March 1, 1989, on the topic of "Current Trends in the Preservation of Audiovisual Collections." Many of the papers will be published in *Restaurator*, the international journal for the

preservation of library and archival materials.

The speakers at the conference included Alan Lewis, formerly the archivist for the Public Broadcasting Service, who described the growth and complexity of video productions, and Ampex Corporation engineer Jim Wheeler, who summarized the problems of keeping abreast of changing video technology. Gerry Gibson, sound recording archivist at the Library of Congress, discussed the maintenance of different types of sound recordings. The need for long-lasting products was expressed by sound and video recording consultant Steven Smolian. National Archives sound and video archivist, Leslie Waffan, summarized several general recommendations for the care of magnetic recordings. William Murphy, chief of the National Archives Motion Picture, Sound, and Video Branch, outlined steps to be taken in the preservation of motion picture film, including the use of videotape for reference purposes.

Collections management of photographic negatives and prints was addressed by Constance McCabe, photograph conservator at the National Archives. Allen Goodrich, audiovisual archivist at the Kennedy Presidential Library, commented on the use of cold storage for the preservation of film.

### **National and International Preservation Assistance**

Preservation Officer Alan Calmes participated in the National Association of Government Archivists and Records Administrators (NAGARA) preservation project at the State Archives of Florida during August of 1989. This self-evaluation survey is being developed through a grant from the National Historical Publications and Records Commission (NHPRC).

He also participated in the ICA/Reprography Committee meeting in Macau and a seminar on microfilming and photocopying techniques in Guilin, China. The committee, which is a clearinghouse for micrographics information to all countries, completed a micrographics manual for archivists and began the development of a training program for microfilm technicians.

## **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). NASA's Jet Propulsion Laboratory (JPL) at the California Institute of Technology designed the CMS, and Perkin-Elmer, an optical instruments manufacturer, integrated the various components of the system and wrote the software to control it.

The CMS is capable of recording in very fine detail 1-inch-square areas of documents and later retaking the pictures in exactly the same places under the same conditions of lighting and charge-coupled device (CCD) sensitivity. The CCD measures the reflectivity of what it sees. Repeatability of the experiment allows the National Archives to track and plot changes that may be occurring on the surface of the documents over time. For the Charters of Freedom, for example, the National Archives will be able to measure losses due to ink-flaking and fading.

As Professor Norbert Baer of the Conservation Center of the Institute of Fine Arts at NYU and Chairman of the National Archives Advisory Committee on Preservation has noted: "The rate of change of many kinds of materials can be determined by this new machine. It has the potential of being an extremely valuable research tool for the study of aging characteristics of documents, paintings, fabrics, and metals, exposed to a variety of accelerated and natural aging conditions."

During the second year of operation, detailed comparisons were made of images taken a year apart. JPL conducted a validation check of the CMS analysis by processing the Charters' data on JPL's powerful image processor, the one used to study pictures of the moons of Uranus and other outer planetary bodies. Ratios of year-apart images taken of the same areas of documents showed shifts in tiny dust particles trapped between the layers of glass, proving that the CMS is so good at observing changes that even shifts in the location of dust particles in relation to the glass and the document could be detected. All such anomalies

between pictures were accounted for and no signs of deterioration were observed.

The National Archives plans to use CMS for many projects, including image degradation research, as proposed by Professor Baer and other conservation scientists; long-term monitoring of the condition of selected archival records to determine the patterns of change under various conditions of exhibition and storage; and evaluating the physical well-being of the Charters of Freedom.

## **Conservation and Preservation of Microforms**

During 1989, the Preservation Officer developed criteria for the preservation of documents through reprography, especially microfilming. This work resulted in the issuance of a proposed new Federal Property Management Regulation (FPMR) on Micrographics Management. This regulation is based on the following findings:

The substrate of the longest lasting photographic film is polyester (polyethylene terephthalate), with an expected life of more than 500 years when stored in proper environmental conditions. Polyester film base is susceptible to degradation by hydrolysis and concomitant oxidation when subjected to high relative humidity and/or high temperature, but otherwise it is very stable.

Conventional black-and-white microfilm has a recording layer consisting of silver halide particles suspended in gelatin. If wet processed and adequately washed, the black-and-white-image layer will also last more than 500 years when stored and used in proper environmental conditions.

Gelatin has been in use for film emulsions for approximately 100 years and has proved to be durable and stable, but it is susceptible to mold attack at a relative humidity in excess of 60 percent. Since photography is based on the chemical activity of silver and silver compounds, there remains potential for further chemical reaction when the film is inadequately fixed and/or washed or when it is exposed to reactive chemicals in its environment.

There remain some films at high risk of self-destruction. They include those with a substrate of cellulose nitrate and some acetates. Although there are many examples of cellulose nitrate film that are in good condition after many decades of storage, this material will decompose in time. Moreover, its decomposition products will initiate degradation of other films and paper-based materials in the same storage area. Nitrate films also burn very vigorously because sufficient oxygen for burning is contained within the film itself; thus nitrate film constitutes a safety hazard. Such films should be segregated and copied onto a polyester-based or cellulose triacetate base film as soon as possible, and the original should be destroyed. Some acetate films will also deteriorate and release gases harmful to other films. Endangered photographic film on an acetate base should be replaced by a copy on cellulose triacetate-base or polyester-base as soon as possible.

The general storage requirements for photographic film are low temperature and low relative humidity—temperature as low as practicable and relative humidity no lower than 20 percent because of potential damage to the gelatin layer. The practical conditions for black-and-white film are approximately 30 percent RH and 15°C (59°F). Film should be stored within a separate storage room or vault away from any other types of media, especially paper.

The heating, ventilation, and air-conditioning (HVAC) system of a film vault should be separate from other systems to prevent the influx of unfiltered air from nonfilm storage areas. The air should also be as free of pollutant gases and dust as possible. It is important to note that oil-based paints and many other substances may emit peroxides that are particularly harmful to film.

## **Modern Photocopying and Its Usage in Archival Administration**

Photocopying (electrostatic or xerography) was another form of reprography that received attention in 1989 as a viable preservation alternative.

A comprehensive study by the GPO which was undertaken at the request of

the National Archives, was completed earlier. This study found electrostatic copies to be very stable if archival quality paper is used. As a consequence of this finding, the National Archives began implementing the substitution of copies for fragile originals as a preservation measure in the Office of the National Archives and the Office of Presidential Libraries.

In a modern archives, photocopies are often found both as original records and as replacements for deteriorating original records, and are available to researchers. Before the advent of electrophotography with the Xerox 914 in 1960, copy machines used a variety of photochemical processes that produced unstable copies. For example, coated papers that were thermally processed remain active chemically and eventually darken with age and will obliterate the image information. Such papers are candidates for an immediate recopying program.

Replacement of deteriorating paper records with long-lasting photocopies is a new preservation technique, one that requires quality control. The least stable element of electrophotography is the paper, but good quality paper now can be used in plain-paper copiers. The toner used in almost all photocopying machines is composed of carbon black and an acrylic binder. When properly fused, the image should be permanent. The fusion operation of a machine can be checked by adhering a piece of tape to the ink to see if any of the toner can be stripped off the page. An advantage that photocopying has over other copying techniques, such as microfilm, is that of instant quality control at the copy site so that the operator knows immediately that he has a usable copy.

The business of furnishing photocopies of documents to researchers has expanded greatly during the past 25 years. Repeated copying of the same papers greatly accelerates the aging process of those papers. Additionally, the action of forcing bound volumes open on a photocopying machine seriously damages bindings. An archival administration must control these activities to minimize the harm done to records.

## **Advisory Committee on Preservation: 10 Years of Service**

This committee comprises outstanding specialists in the areas of paper and film chemistry and the restoration and information sciences. The committee was formed to ensure that the National Archives would be fully apprised of technological developments and applications that could be of use in planning and implementing its preservation program.

As expressed in the initial charter, the Advisory Committee advises the Archivist on the state of current preservation technology and research, preservation problems arising from the use of past technologies, potential preservation problems that may arise when records on new media are accessioned, and related matters of concern to the continued preservation of the records of the National Archives of the United States.

Assignments of responsibility for the subcommittees are: (A) preservation of existing holdings; (B) information capture, storage, retrieval, and perpetuation; (C) long-range policy and planning; (EX) executive committee composed of the Chairman of the Advisory Committee, the three chairmen of the A, B, and C subcommittees, and two members at large.

Between 1980 and 1989, the Advisory Committee met 35 times. Ad hoc subcommittees focused on the preservation of the Charters of Freedom (Declaration of Independence, Constitution, and Bill of Rights) and on the preservation of sound and video recordings.

At first, the Advisory Committee took up the overall issue of the preservation of historical records, but soon split the problem into three major categories: preservation of current holdings, reprographics, and machine-readable records. These three topics were assigned to subcommittees A, B, and C respectively. The executive committee is responsible for coordinating the work of the subcommittees and compiling recommendations for submission to the Archivist.

National Archives staff usually bring preservation issues to the attention of the Advisory Committee when seeking

advice or requesting information, especially about new technologies or new applications of old technologies. Subcommittees meet with staff and inspect facilities as well as assess problems and recommend solutions.

During the past 10 years, the National Archives Advisory Committee on Preservation has helped to promote research by the agency on the deterioration of recording materials and the storage of archival materials in a variety of environments. Much of the research has been sponsored and funded by the National Archives at other agency laboratories—such as the National Bureau of Standards—or at contractor laboratories—such as the Jet Propulsion Laboratory.

The Committee also reviews current technology applications and forewarns the National Archives about the problems of preserving information contained in new media. Special attention has been paid to the problems of preserving machine-readable data and sound and video recordings.

The Advisory Committee provides efficient and effective counsel on scientific and technical advancements and on the latest developments in conservation processes for all types of materials.

## **Standards Development**

The staff actively participates in organizations such as American National Standards Institute (ANSI) and its various committees, which set standards for a variety of media.

The staff is also engaged in efforts to develop standards through the Society of American Archivists, the National Advisory Council on Preservation and Access, and the International Council on Archives.

## **Paper Records Usage Study**

A pilot study of reference activities in the records of the Military Reference Branch was undertaken with the assistance of statisticians from the Department of Transportation. The objective of the study was to characterize the frequency of use of paper documents at the National Archives. Together with information on value and condition of documents,

usage rates will enable the National Archives to estimate the size of the preservation workload.

A 10-percent sample of reference service slips and reproduction orders was selected from FY 1987 and FY 1988. In addition, a 100-percent sample of four record groups with

different volume and activity traits was selected.

Comparing rates of usage between the 100-percent group and the 10-percent sample revealed similar patterns, assuring the efficacy of the sampling technique.

The results showed that, during the

2-year period, approximately 5,700 different shelves were accessed at least one time. The next step in this study will be to evaluate the records on the accessed shelves for condition and value.

With proper housing and environmental controls, such as those planned for Archives II, it may be found that unused records, with a few exceptions, need not receive additional treatment or be copied. If so, this study will greatly narrow the focus of the 20-Year Preservation Plan, which could result in more refined and specific preservation goals and priorities.

#### **100-Percent Sampled Record Groups**

Office of Strategic Services	RG 226	High volume/high usage
Navy Chaplain	RG 52	High volume/low usage
Shanghai Municipal Police	RG 263	Low volume/high usage
Military Chaplain	RG 247	Low volume/low usage



# *The National Historical Publications and Records Commission*

## **The Commission and Its Work**

In 1934, the Congress established the National Historical Publications Commission to make plans, estimates, and recommendations for the publication of important historical documents and to work with various public and private institutions in gathering, annotating, and publishing papers and records of national historical significance.

The Commission was largely inactive from 1939 until 1950, when, at the urging of President Truman, the Congress provided funds for a small professional staff. In 1951 the Commission made a preliminary report to the President, formally published in 1954, proposing a national program for the publication of the papers of U.S. leaders. The report recommended that the Commission encourage organizations to undertake projects, assist existing projects in assembling copies of documents, establish editorial standards, and cooperate with State and local agencies and organizations in securing necessary funding.

The program was strengthened by the enactment of Pub. L. 88-383, which enabled the Commission to make grants to State and local agencies, as well as to nonprofit organizations and institutions, for collecting, editing, and publishing significant historical documents.

The Commission subsidizes and assists printed publication series, such as the papers of Thomas Jefferson, Benjamin Franklin, Woodrow Wilson, and Booker T. Washington, and numerous microfilm publications, including the papers of diplomats, politicians, reformers, scientists, and labor figures, as well as corporate and organizational records.

The Commission also provides subvention grants to nonprofit presses

to help support publication costs of sponsored editions. To assist editorial projects in locating documents, the Commission maintains a small research staff at the National Archives. In addition, the Commission conducts an educational program, funded primarily from private sources, to help train persons in the fields of documentary editing and archival administration.

In December 1974, the passage of Pub. L. 93-536 changed the Commission's name to the National Historical Publications and Records Commission and increased its funding level. The added records program provides grants to State and local governments, historical societies, archives, libraries, and associations for the preservation, arrangement, and description of historical records and for a broad range of archival training and development programs. The Commission's grants, for both the publications and records programs, usually require the contribution of non-Federal funds in a matching or cost-sharing plan.

Pub. L. 100-365, passed in July 1988, removes the authority of the Commission to make grants to other Federal agencies, but adds the authority to make grants to individuals. It was anticipated that grants to individuals would be limited to fellowships or consultantships. Representation on the Commission is fixed by Pub. L. 100-365 to include a member of the Federal judiciary, one Member from each House of Congress, two Presidential appointees, the Librarian of Congress, the Secretary of State, and the Secretary of Defense or their designated alternates, and one representative each from the American Historical Association, the Organization of American Historians, the Society of American Archivists, the American Association for State and Local History, the National Association of

Government Archives and Records Administrators, and the Association for Documentary Editing. The total membership of the Commission is now 15.

The Commission is required by law to meet at least once annually and on the call of the Chairman. In practice, the Commission meets three times a year to review and make recommendations on grant proposals and to consider plans, program standards, and policy statements that aid in the promotion of historical preservation and use of the documentation of our national history.

## **Publications Program**

This year marks the 25th year of the publications grant program.

Commission-supported projects have now produced more than 600 volumes and 8,600 reels of microfilm. Thirty volumes and 170 microfilm reels were published in 1989, among which were the first volume of the Thomas Edison Papers and the final volumes of the William Livingston Papers and the Daniel Webster Papers, as well as microfilm editions of the Papers of Martin Van Buren and the Papers of Charles Sumner.

A ceremony at Dartmouth College in May marked the completion of the Webster edition. The recipient of one of the earliest NHPRC grants in November 1964, the Webster editors, led by noted historian Charles Wiltse, produced a comprehensive microfilm and a 15-volume selective book edition. Chief Justice William H. Rehnquist spoke at the Dartmouth ceremony, and a panel of Webster scholars praised the usefulness and importance of the books and microfilm.

Volumes supported by the Commission continue to win prizes and awards. In 1989 the Society for History in the Federal Government awarded its



*The National Historical Publications and Records Commission held its third meeting of fiscal year 1989 at the National Archives on June 22 and 23. Nancy Sahli (standing at right), Director of the Commission's Records Program, is about to make a report during the first day's session. Seated around the table (beginning at the lower left and going clockwise) are Commission members William S. Price, Jr., Helen W. Samuels, Carol K. Bleser, William A. Schambra, William Z. Slany, and Alfred Goldberg; Commission Chairman and U.S. Archivist Don W. Wilson; the Commission's Executive Director Richard A. Jacobs; Historian of the Office for the Bicentennial of the U.S. House of Representatives Raymond W. Smock (representing Congresswoman and Commission member Lindy Boggs [D-LA]); and Commission members Albert J. Ossman, Jr., Norman A. Graebner, and Warren M. Billings. Seated in the mid-foreground is the stenographer for the meeting. (Photograph by Elizabeth Mallonee.)*

annual Thomas Jefferson Prize for excellence in documentary editing to Kenneth R. Bowling and Helen E. Veit for their edition of *The Diary of William Maclay and Other Notes on Senate Debates*, part of the *Documentary History of the First Federal Congress*. The project, sponsored by the George Washington University, is headed by Dr. Bowling and Charlene Bangs Bickford. The Johns Hopkins University Press is the publisher.

As a result of the staff's continuing efforts to help raise funds from private sources, seven foundations made eight grants during the year to the Commission on behalf of specific publication projects. Totalling \$200,000, the grants were made by the following foundations: George Gund, Ahmanson, William Bingham (two grants), The Commonwealth Fund, L. J. and Mary C. Skaggs, Henry Luce, and William Nelson Cromwell. The foundations earmarked the grants for projects that are publishing the papers of Jane Addams, Emma Goldman, Margaret Sanger, Elizabeth Cady Stanton and Susan B. Anthony, Marcus Garvey, Frederick Law

Olmsted, the Supreme Court, and Diego de Vargas. Two of the grants are multiyear awards.

In June the Commission awarded its first National History Day Prize at the 10th annual National History Day awards ceremony, held at the University of Maryland. The prize, which will be presented annually to a teacher who demonstrates an innovative use of documentary sources in the classroom, was won by Josephine Baker of Shepherd Elementary School in Washington, DC.

The research staff continues to assist project editors by searching for and furnishing copies of documents in the National Archives and the Library of Congress, maintaining a library of archives and manuscript repository guides and a microfilm lending library, and monitoring autograph and manuscript catalogs.

The Commission continued to sponsor a wide range of educational activities. These include the fellowship program which places young scholars at selected projects for 10 months of training in documentary editing. For 1989-90 the fellows, and their

sponsoring projects, are James C. Brandow (*Documentary History of the Supreme Court, 1789-1800*), William M. Ferraro (*The Papers of Salmon P. Chase*), and Kenneth B. Hawkins (*The Papers of Frederick Law Olmsted*). The 18th annual Institute for the Editing of Historical Documents, cosponsored with the University of Wisconsin and the State Historical Society of Wisconsin, met in Madison for 2 weeks in June. Both the fellowships and the Institute are funded in part by the Andrew W. Mellon Foundation.

## Records Program

This year, the records program continued its support of projects that preserve and make available historical records relating to American history. In addition to these activities, the Commission supported projects to promote cooperative efforts among institutions and organizations and to improve the professional skills of those who work with historical records.

The Commission recommended funding for 53 new records projects, many of which were of national and statewide significance. Among these were an award to the Research Libraries Group to expand the data base of public records descriptions in its Research Libraries Information Network; a grant to the University of Pennsylvania School of Nursing to develop its archives on the history of nursing in the Middle Atlantic region; funds to the State Historical Records Advisory Board in Florida for a study of the issues surrounding information technology and public records in that State; and the establishment of projects in Nevada and Virginia relating to local government records and the assessment and planning of archival preservation needs, respectively.

Close coordination with the State Coordinators Steering Committee and state historical records advisory boards continued throughout the year. The newly appointed Records Committee of the Commission is playing a valuable role in facilitating communication between the Commission and the records program's constituency. The staff were involved in several initiatives, including the planning of the National Conference on the Development of Statewide Preservation Programs (for



June 22, 1872

**The Last Shot of the Honorable Senator from Massachusetts.—  
He Pulled the Long-Bow Once Too Often.**

In 1872 Senator Charles Sumner of Massachusetts opposed President Ulysses S. Grant's desire to annex Santo Domingo, creating a feud between the two Republican leaders. Sumner hoped to deny Grant the upcoming Republican Presidential nomination by castigating him in a 4-hour Senate speech entitled "Republicanism vs. Grantism." The speech, however, created more political problems for Sumner than for Grant and inspired Thomas Nast's satirical comment (above) in the June 22, 1872, issue of Harper's Weekly. The NHPRC Publications Program awarded \$35,000 to the Correspondence of Charles Sumner project this year. The project is located at Pomona College in Claremont, CA. (Copy of cartoon courtesy of the U.S. Senate Historical Office.)

which the Commission served as a cosponsor), the continued development and enhancement of the United States Machine-Readable Cataloging (USMARC) formats and standards for archival description, and the Common Agenda for History Museums. The latter initiative seeks to identify common concerns of history museums and historical organizations and to propose and implement strategies that address those concerns.

Several private organizations recognized the importance of records projects supported by the Commission, including the Idaho Centennial Commission, the Knight Foundation, the Woods Charitable Fund, and individuals who provided approximately \$85,000 in financial assistance to various Commission-sponsored records projects.

A number of diverse reports and projects were completed this year. They provide valuable guidance in program development and archival practice for records custodians and include *The Archives Assessment and Planning Workbook*, developed under the auspices of the Society of American Archivists; *Records Management for Oklahoma Local Governments: A Resource Manual*; *Strengthening New York's Historical Records Programs: A Self-Study Guide*; and *MARC for Archival Visual Materials: A Compendium of Practice*.

Researchers in archival materials will benefit from the *Index and Guide to the Records of Schuylkill County, Pennsylvania*, the *Guide to the Records of the Order of Sons of Italy in America*, and *The High-Technology Company: A Historical Research and Archival Guide*. State assessment reports were completed and issued in Idaho, Indiana, and Missouri.

The archival fellowship program, funded in part by the Andrew W. Mellon Foundation, completed its fourth year. A colloquium of fellows, their institution sponsors, Commission staff, and members of the Commission's archival fellowship committee was held in February. The recipients of the 1989-90 archival fellowships and the sponsoring institutions are Nanci A. Young (New York State Archives and Records Administration) and Daniel J. Linke (Carl Albert Congressional Research and Studies Center at the University of Oklahoma).

## Commission Membership

The 15 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, Office of Personnel Management

### American Association for State and Local History

David H. Hooper, Arizona State Archivist

### American Historical Association

Carol K. Bleser, Professor of History, Clemson University

### Association for Documentary Editing

Warren M. Billings, Professor of History, University of New Orleans, and Historian of the Supreme Court of Louisiana

### National Association of Government Archives and Records Administrators

William S. Price, Jr., Director of the Division of Archives and History of the North Carolina Department of Cultural Resources



Justice Harry A. Blackmun, the Supreme Court's representative on the National Historical Publications and Records Commission, receives a copy of recently published volume 2 of the Commission-sponsored Documentary History of the Supreme Court of the United States, 1789-1800 from Maeve Marcus (center), the project's editor. Others in the photo (from the left) are U.S. Archivist Don W. Wilson; Justice William J. Brennan, Jr., who served on the Commission from 1965 to 1974; E. Barrett Prettyman, representing the Supreme Court Historical Society; and members of the Supreme Court project editorial staff—Christine R. Jordan, Natalie Wexler, and Mark Hirsch. The book presentation took place at the National Archives on June 22, 1989. (Photograph by Elizabeth Mallonee.)

### Organization of American Historians

Norman A. Graebner, Professor Emeritus of History, University of Virginia

### Society of American Archivists

Helen W. Samuels, Archivist, Massachusetts Institute of Technology

During 1989, William S. Price, Jr., and Warren M. Billings were appointed to the Commission, replacing Edward C. Papenfuss, Edwin C. Bridges, Ronald P. Formisano, and Louis R. Harlan.

## Commission Staff

Executive Director.....	Richard A. Jacobs	202-501-5600
Deputy Executive Director.....	Roger A. Bruns	202-501-5603
Publications Program Director (Acting).....	Mary A. Giunta	202-501-5605
Records Program Director.....	Nancy Sahli	202-501-5610

## Staff Expenses

Personnel.....	\$685,569
Travel of Commission members and staff.....	31,139
ADP equipment.....	24,039
Other operating expenses.....	54,224
<b>TOTAL.....</b>	<b>\$794,971</b>



## Publications and Records Grant Funding by State

### Northeast

Connecticut .....	\$119,500
Delaware.....	0
Maine.....	0
Massachusetts.....	252,000
New Hampshire.....	12,220
New Jersey .....	110,900
New York .....	275,362
Pennsylvania.....	8,430
Rhode Island .....	54,000
Vermont .....	40,273

### North Central

Illinois.....	60,000
Indiana .....	18,875
Iowa .....	104,958
Kansas.....	0
Michigan .....	50,656
Minnesota .....	0
Nebraska.....	0
North Dakota .....	0
Ohio .....	0

South Dakota.....	43,130
Wisconsin.....	140,026

### South

Alabama .....	0
Arkansas.....	0
Florida.....	146,552
Georgia .....	49,961
Kentucky.....	20,000
Louisiana .....	188,172
Maryland.....	148,000
Mississippi .....	81,240
Missouri .....	0
North Carolina .....	39,000
Oklahoma .....	500
South Carolina .....	63,000
Tennessee .....	239,265
Texas .....	41,991
Virginia.....	227,592
West Virginia .....	0

### West

Alaska .....	0
Arizona.....	27,000

California .....	321,421
Colorado.....	33,343
Hawaii.....	0
Idaho .....	37,904
Montana .....	0
Nevada.....	150,000
New Mexico .....	29,862
Oregon.....	6,072
Utah .....	0
Washington .....	56,500

### District of Columbia and Territories

American Samoa .....	0
District of Columbia.....	417,155
Guam.....	0
Northern Mariana Islands ..	0
Puerto Rico .....	0
Virgin Islands .....	8,350

Regional Projects .....	47,888
National Projects.....	569,399
<b>TOTAL Grants .....</b>	<b>\$4,240,497</b>

# The National Archives Trust Fund

## Overview

The National Archives Trust Fund had a net operating income of \$531,992 for fiscal year 1989. This is a decline of \$695,365 from last fiscal year. Total expenses increased 22 percent as a result of planned improvement and enhancement of various reproduction services, as well as increased operating costs at Presidential libraries. Net income, after adding investment income, miscellaneous income, and adjustments to prior year, amounted to \$1,388,067.

## Total Trust Fund (in thousands)

	1989*	1988
Gross Sales.....	\$10,633	\$9,479
Total Expenses.....	10,101	8,252
Net Operating Income.....	\$ 532	\$1,227
Investment/Other Income.....	1,188	672
Prior Year Income (Expense).....	(332)	549
Net Income.....	\$ 1,388	\$2,448

\*Preliminary report

## Financial Condition

Assets increased by \$1,646,054 in FY 1989 from the previous year. Liabilities increased by \$280,501, primarily because of a rise in unfilled prepaid orders and an increase in accounts payable. Retained earnings/capital increased by \$1,365,553.

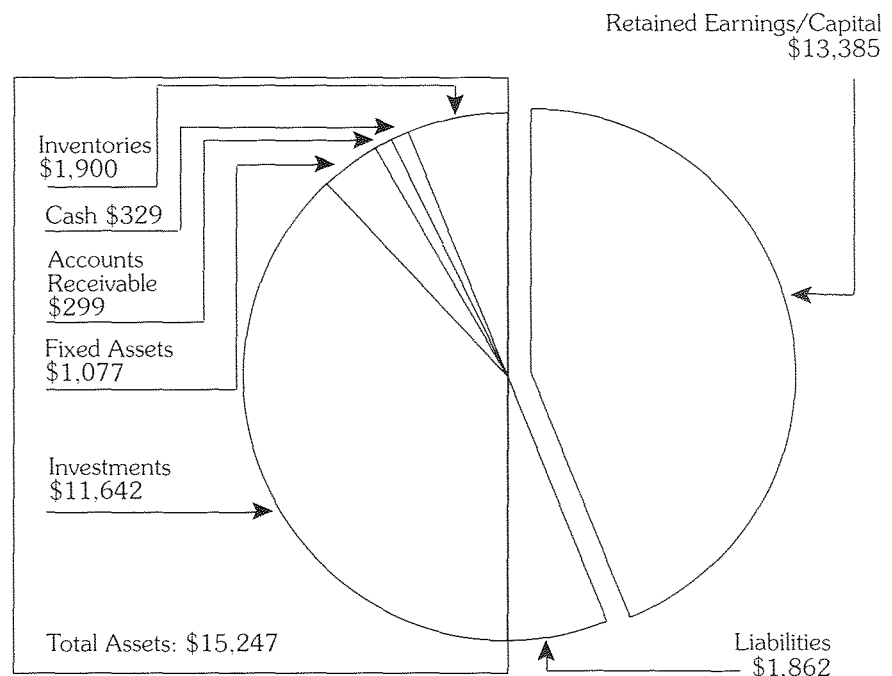
## Income and Expenses

Gross sales increased by \$1.2 million from FY 1988. All programs experienced a general increase in revenue. Total expenses rose \$1.8 million. This increase represents higher reproduction costs and increased personnel costs at Presidential libraries for admissions and museum shop operations.

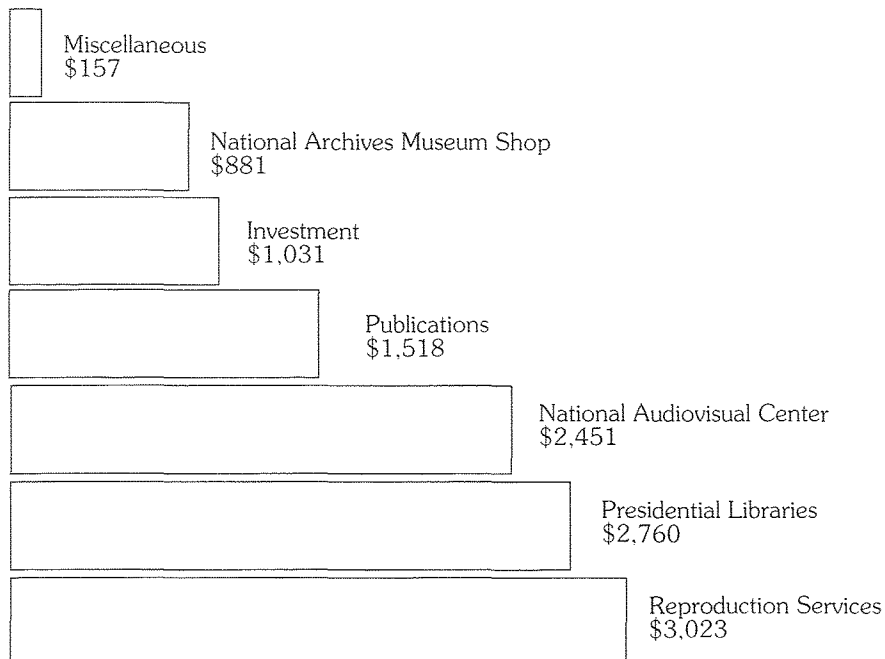
## Reimbursement

The National Archives appropriated fund reimbursed the Trust Fund \$320,335 to cover its costs to produce electrostatic copies for administrative use. Although total administrative copies produced increased 14 percent, reimbursement was \$22,900 less than in FY 1988. This reflects the full effect of a price reduction, effective in May 1988, in the reimbursement rates.

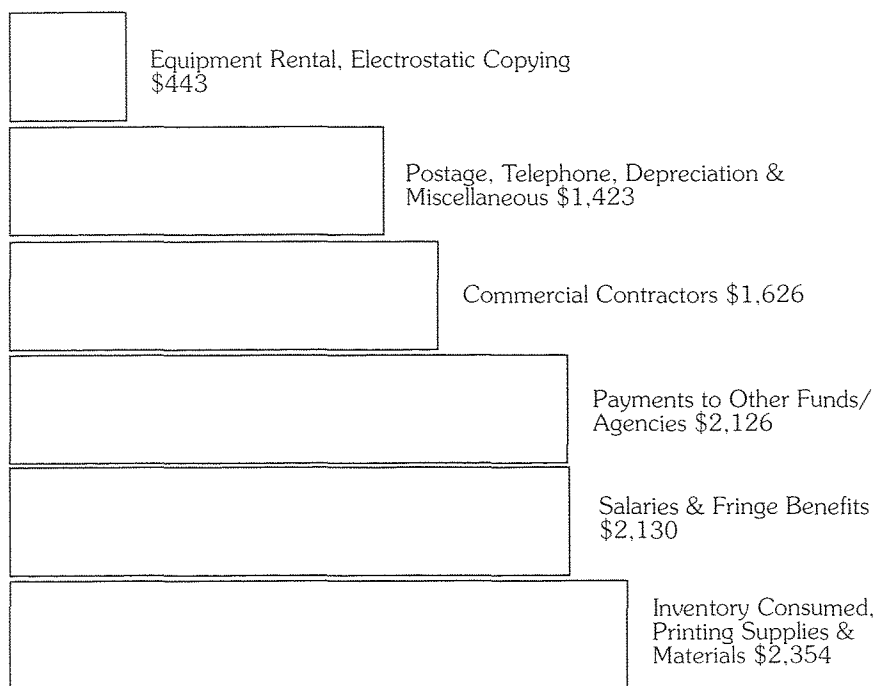
## Trust Fund Financial Condition (in thousands)



## Income by Source (in thousands)



## Expenses by Type (in thousands)



## 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 . . . . . \$ 744,593  
Archival handling and reproduction services. 257,950

### Office of Public Programs

National Audiovisual Center . . . . . 301,030  
Publication development and fulfillment services 321,233

### Office of Federal Records Centers

Reproduction services . . . 297,271

### Office of Presidential Libraries

Services related to reproduction and museum sales . . . . . 86,446

**TOTAL** . . . . . \$2,008,523

## Program Highlights

### Reproductions—Office of the National Archives

Reproductions of records held in the form of photographs, motion pictures, and sound recordings increased slightly during FY 1989. Total electrostatic copier reproductions increased by nearly 11 percent over FY 1988. The continuing decline in staff-produced reference copies was more than offset by an increase of nearly 368,000 copies made under the self-service program. This program permits researchers to make their own copies at a lower cost. In FY 1989, almost twice as many copies were made under the self-service program as were produced and sold by the National Archives staff.

A study was conducted on the self-service program in early FY 1989 to consider the various payment collection methods in operation and possible benefits of standardization on the debit card. As of March 1, all self-service copiers in the main research rooms in the Washington, DC, area were equipped to accept only customized

debit cards. In addition, automated debit card vending machines were added in each research room to accommodate evening and weekend researchers.

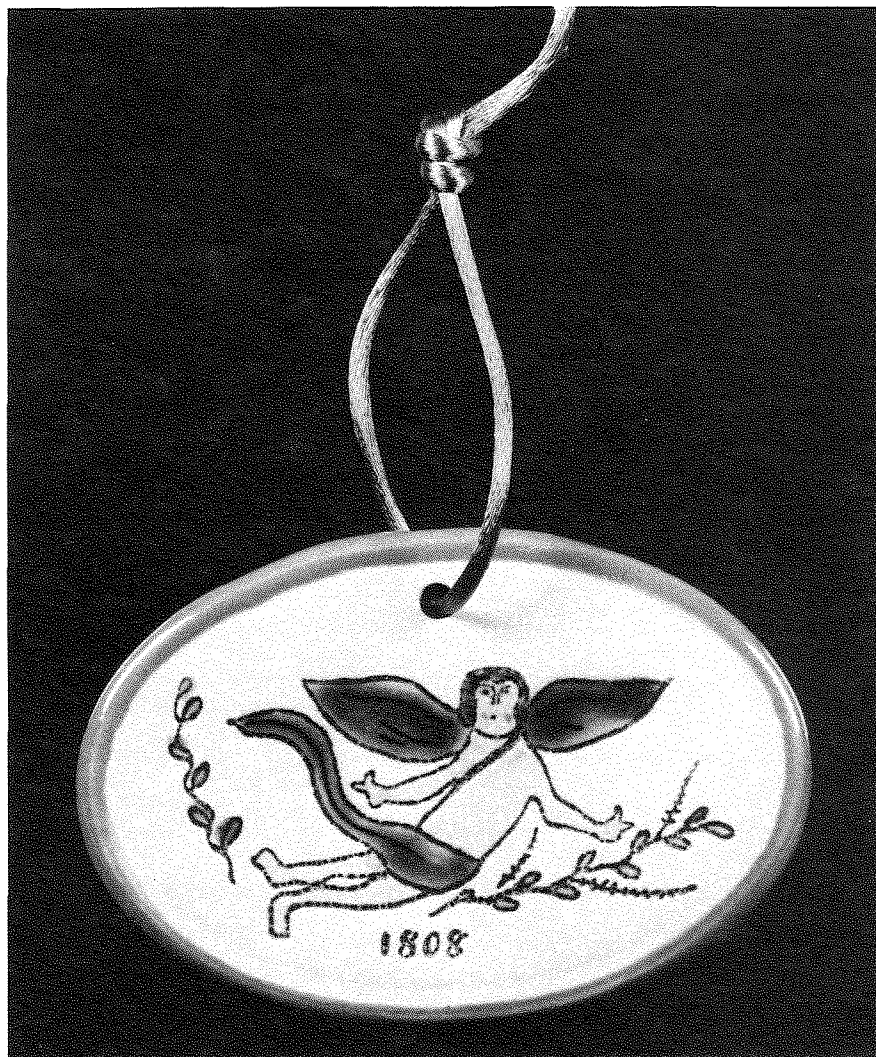
### **Museum Shop— Office of Public Programs**

The National Archives Museum Shop set an annual sales record for the sixth straight year. Sales during FY 1989 reached \$881,282, 9 percent over the previous year. For the second straight year, Museum Shop sales for the month of June exceeded \$100,000. These sales figures represent an ever-increasing interest by the public in the variety of publications and merchandise now available, particularly those items that have been developed exclusively for sale by the National Archives. Product development, with emphasis on items specifically relating to the National Archives and its holdings, continued at a brisk pace. In celebration of the 200th anniversary of the first inaugural and the Presidency, several joint projects were undertaken with museum shops at Presidential libraries. The Bicentennials of the Presidency and the Bill of Rights will continue to be an important focus in 1990, as will the 50th anniversary of World War II and the 200th anniversary of the establishment of Washington, DC, as the Nation's Capital.

Following the success of its first-ever holiday gift catalog, a new 1990 gift catalog was in development as the year ended. Other publications produced and distributed during the year included an illustrated brochure of posters and facsimiles for resale and a comprehensive catalog of the genealogical resources of the National Archives. The latter, *Aids for Genealogical Research*, not only provides information for individuals and groups that wish to do research, but also gives illustrated descriptions of genealogical publications and gift items available for purchase, either in person or through the mail.

### **Microform Publications— Office of Public Programs**

Sales of microform publications increased from \$1,267,128 in FY 1988 to \$1,289,771 in FY 1989. Approximately



*Ceramic Christmas ornament based on a detail from an 1808 illustrated family record in the custody of the National Archives. This was one of more than 500 new products, including books, for sale in the National Archives Museum Shop this year.*

57 percent of the orders were the result of efforts by contract distributors, representing 52 percent of the total income from microform publication sales.

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

In 1989, four publications were produced for the National Archives Trust Fund. *Modern First Ladies: Their Documentary Legacy*, published this year, was developed from an earlier issue of *Prologue: Quarterly of the National Archives*. This collection of essays discusses American first ladies from Lou Hoover to Nancy Reagan and explores both the historical impact of these women on their times and the

evolution of the role of First Lady. The archival classic, *Management of Archives* by T.R. Schellenberg, was published as a paperback edition after rights were acquired from the University of Chicago Press. Other publications included the *Guide to Pre-Federal Records in the National Archives* and a reprint of the microfilm catalog *1910 Federal Population Census*.

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

Income for the National Audiovisual Center rose 30 percent over FY 1988, to \$2,451,000, a 6-year high. The Center conducted special public



mailings to promote video programs on the issues of public health, industrial safety, and foreign-language instruction. The Center also completed two major distribution programs during the year. The first, drug prevention program videotapes prepared by the Department of Education, were marketed and distributed to school districts nationwide. The second, for the U.S. Commission on the Bicentennial of the Constitution, involved the distribution to school districts nationwide of 10,000 sets of "Equal Justice Under the Law" series.

### Presidential Libraries

The Kennedy Library realized a net income of \$113,738 in FY 1989 on sales of \$1,143,928, a substantial increase over FY 1988. Reproduction services rose nearly 19 percent, but museum admissions accounted for the largest portion of the total increase, up 277 percent from FY 1988. This

reflects a higher admission fee implemented during the year as well as increased attendance resulting from media attention on the 25th anniversary of President Kennedy's death.

Total library sales were \$2,759,081, consisting of museum store sales and admissions of \$2,391,161 and reproduction services of \$367,920. Total sales increased 16.5 percent from FY 1988. Operating costs increased by 15.6 percent over the same period, primarily in the area of personnel costs. Net income for all Presidential libraries in FY 1989 was \$113,997.

While some of the increase in sales can be attributed to higher fees, several libraries reported that the average sale in their museum stores has increased dramatically from last year, reflecting the use of credit cards. At the Hoover Library, the average credit card sale was \$61.15, up from \$38.43 in FY 1988. The Eisenhower Library began accepting credit cards for reference

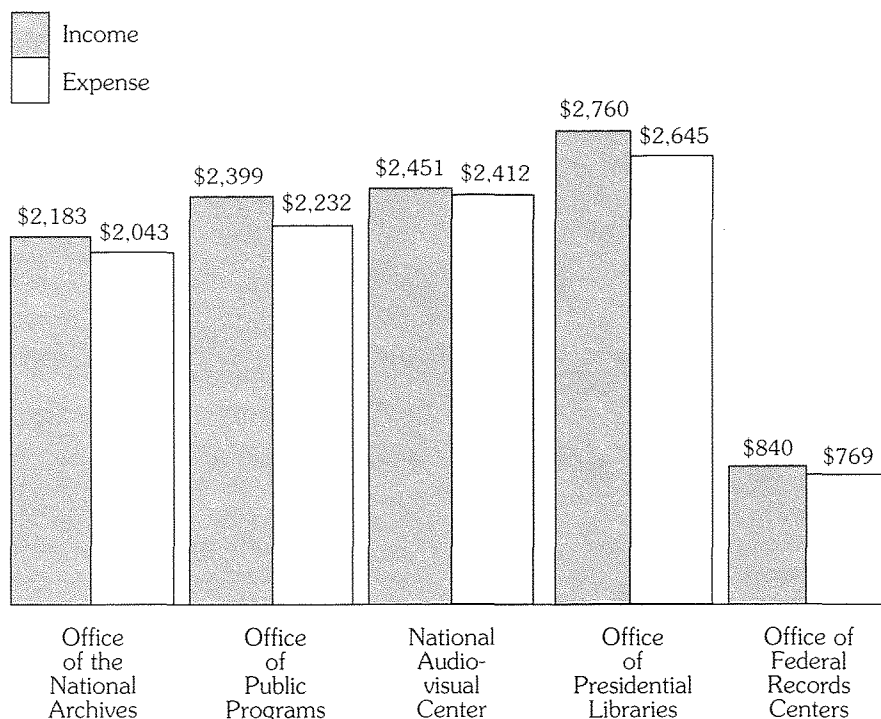
orders in January of 1989, and since that time it has recorded an average of \$700 per month in credit card sales for reproductions.

### Public Outreach

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

- The *Calendar of Events*, with a circulation of 20,000, provides information about lectures, workshops, courses, films, performances, exhibition openings, special events, recent accessions, new publications, and other items concerning the National Archives.
- *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 again honored *Prologue*, this year with two honorable mentions. One was in the "Periodical for General Audience, One or More Colors" category. The other was for the special *Prologue* issue "Celebrating the Constitution," in the "Publication for General Audience, Four Colors" category. *Prologue*, Vol. 20, No. 3 also received the Neographic Silver Award from the 110-year-old Graphic Association.
- Supplementary school units are marketed on behalf of the National Archives by Social Issues Resources Series, Inc. Each unit consists 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 10th unit, *The Bill of Rights: Evolution of Personal Liberties*, was published during the year. Total units sold now exceed 22,400, and contributions to the Trust Fund now total over \$124,000. The Trust Fund received royalty payments of \$15,496 during FY 1989 from the sale of these units.

### Total Income/Expense by Organization (in thousands)



## Modern Archives Institute

The "Modern Archives Institute: Introduction to Modern Archives Administration" training course was held in February and again in June of 1989. Fees totaled \$29,200. Other workshops—ranging from half-day genealogy programs to 2-week-long teacher workshops—reached 900 people and resulted in fees totaling over \$15,500.

FY 1989 marked the first year that this course, as well as other educational workshops and conferences, was funded by the Trust Fund. In prior years, they were funded as cultural and archival programs of the National Archives Gift Fund.

## NARA Preservation Conference

The fourth National Archives preservation conference was held on March 1, 1989. Over 150 people attended the conference. Registration fees totaling \$4,920 were collected to cover expenses.

## Investment Program

FY 1989 was the fourth 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 1989, ASB was investing \$13.3 million (\$11.3 million from the Trust Fund and \$2 million from the Gift Fund) for the Trust Fund. The average rate of total return for FY 1989, based on Trust and Gift Fund cash invested, was 9.4 percent.

The Trust Fund also holds \$300,000 in U.S. Treasury notes, which yielded 8.8 percent in FY 1989. ASB's annual fixed income investment performance, which includes market value, net contributions, and interest earnings less management fees, increased by 17.7 percent, or \$2 million as of September 30, 1989. The 3-Month Treasury Bill Index increased 8.5 percent for the same period. The management fee charged by ASB was renegotiated downward to 1/8 of 1 percent for all assets over \$10 million during the fiscal year. This resulted in a savings of approximately \$4,200 in fees for FY 1989.

## Trust Fund Income Statement

For Period Ended September 30

	1989*	1988
Revenue:		
Reproduction Services.....	\$ 4,333,411	\$ 3,838,465
Over-the-Counter Sales.....	1,956,417	2,113,135
Publications.....	207,620	329,738
NAC Sales and Rentals.....	2,449,649	1,884,067
Reimbursable Income.....	1,634,234	1,148,481
Other Revenue.....	51,806	165,520
TOTAL Revenue.....	<u>10,633,137</u>	<u>9,479,406</u>
Cost:		
Cost of Goods and Services.....	<u>10,101,145</u>	<u>8,252,049</u>
Income or (Loss) for Operations.....	<u>531,992</u>	<u>1,227,357</u>
Other Incomes:		
Prior Year Income.....	102,487	564,318
Interest Income.....	1,031,025	664,472
Other Income.....	156,549	6,859
TOTAL Other Income.....	<u>1,290,061</u>	<u>1,235,649</u>
Other Expenses:	<u>433,986</u>	<u>15,166</u>
Net Income or (Loss).....	<u>\$ 1,388,067</u>	<u>\$ 2,447,840</u>

## Statement of Changes in Financial Position

For Period Ended September 30

	1989*	1988
Sources of Funds:		
Operations:		
Net Income (or Loss).....	\$ 1,388,067	\$ 2,447,840
Items not Affecting Working Capital:		
Depreciation & Amortization.....	375,863	148,514
Loss on Sale of Equipment.....	—	27
Adjustments.....	17,890	(13,252)
Funds Provided by Operations.....	<u>1,781,820</u>	<u>2,583,129</u>
Grants and Donations.....	—	4,443
Deferred Income.....	(40,240)	(157,272)
TOTAL.....	<u>\$ 1,741,580</u>	<u>\$ 2,430,300</u>

## Schedule of Changes in Working Capital Effect on Working Capital

	1989*	1988
Current Assets:		
Cash.....	\$ (656,319)	\$ 71,169
U.S. Securities.....	2,042,899	2,585,808
Accounts Receivable.....	(210,157)	(478,230)
Inventories.....	87,307	487,340
Advances to Others.....	(15,565)	(21,305)
Prepaid Expenses/Deferred Charges.....	<u>156,411</u>	<u>(28,563)</u>
Current Liabilities:		
Accounts Payable.....	(183,790)	21,752
Advances From Other Agencies/Funds...	(3,256)	(16,777)
Deferred Income.....	<u>(40,240)</u>	<u>(157,272)</u>
Increase in Working Capital.....	<u>\$ 1,177,290</u>	<u>\$ 2,130,922</u>

\* Preliminary data; the accompanying notes are an integral part of this statement.

# Trust Fund Balance Sheet

For Period Ended September 30

ASSETS	1989*	1988
Current Assets:		
Cash .....	\$ 329,275	\$ 985,594
Securities .....	11,641,722	9,598,823
Accounts Receivable, Net of Allowance for Uncollectable		
Accounts of \$129,193 and \$181,910 .....	287,057	482,357
Advances to Other Agencies or Funds .....	10,729	26,294
Accrued Interest Receivable .....	1,252	16,109
Advances to Employees .....	236	400
Inventories:		
Held for Sale .....	1,735,874	1,648,567
Operating Supplies .....	6,823	6,823
Prepaid Expenses and Deferred Charge .....	157,539	1,128
TOTAL Current Assets .....	<u>\$ 14,170,507</u>	<u>\$ 12,766,095</u>
Property and Equipment, at Cost Less Accumulated		
Depreciation of \$3,113,342 and \$2,737,479 .....	1,076,500	834,858
Long-Term Accounts Receivable .....	161	161
TOTAL Assets .....	<u>\$ 15,247,168</u>	<u>\$ 13,601,114</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable .....	\$ 749,134	\$ 565,344
Advances from Other Agencies .....	63,865	60,609
Deferred Income .....	514,341	474,101
TOTAL Current Liabilities .....	<u>\$ 1,327,340</u>	<u>\$ 1,100,054</u>
Long-Term Liabilities:		
Annual Leave Liability .....	112,494	95,686
Deferred Credits .....	421,836	385,429
TOTAL Long-Term Liabilities .....	<u>534,330</u>	<u>481,115</u>
TOTAL Liabilities .....	<u>\$ 1,861,670</u>	<u>\$ 1,581,169</u>
INVESTMENT OF U.S. GOVERNMENT		
Retained Earnings (Deficit) .....	\$ 13,455,788	\$ 12,115,401
Provision for Unamortized Annual Leave Liability .....	(88,658)	(113,824)
TOTAL Retained Earnings (Deficit) .....	<u>13,367,130</u>	<u>12,001,577</u>
Donated Capital .....	18,368	18,368
TOTAL Investment of U.S. Government .....	<u>13,385,498</u>	<u>12,019,945</u>
TOTAL Liabilities and Investment of U.S. Government .....	<u>\$ 15,247,168</u>	<u>\$ 13,601,114</u>

\*Preliminary data; the accompanying notes are an integral part of this statement.

## Notes to Financial Statements

### Summary of Significant Accounting Policies

Revenue is derived from the sale of publications, *Prologue*, releases, film and film strips, reproduction and microfilm services, rental of film and

film strips, interest earned and accretion of discounts, and the Presidential libraries sale of souvenirs and fees to museums. Revenue other than sales of souvenirs and fees by the Presidential libraries is recorded on an accrual basis.

U.S. Government and other securities held by the Trust Fund: (1) Short-term securities are stated at cost adjusted for accretion of discount; (2)

long-term securities, if any, are stated at face value, which is cost.

Inventories of goods held for sale are valued at cost and applied on the first-in, first-out (FIFO) basis. Inventories of supplies are expensed at the time of receipt. At fiscal year end, a physical inventory is taken and the book inventory amount is adjusted to the actual amount. The adjustment either increases or decreases supply expense.

Fixed assets are carried at original acquisition cost. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of approximately 8 years.

Annual leave liability represents the cumulative amount payable to Trust Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is utilized.

### Accounts Receivable

The status of receivables at September 30 was:

	1989	1988
Billed .....	\$ 422,160	\$ 673,678
Less: Allowance for Uncollectable Account...	129,139	181,910
Net Collectable		
Billed .....	293,021	491,768
Unbilled .....	(5,964)	(9,411)
TOTALS .....	\$ 287,057	\$ 482,357

### Deferred Income

Deferred income is advance payments for reproduction and microfilm services that are to be furnished within a year.

### Accounts Payable

As of September 30, payables consisted of the following:

Payables:	1989	1988
General .....	\$ 342,555	\$ 313,002
Reversible .....	93,895	117,724
Payroll .....	194,657	110,072
Payments in Transit .....	118,027	24,546
TOTALS .....	\$ 749,134	\$ 565,344

### Adjustments to Prior Years Operations

There were no items included in adjustments to prior years operations that met the criteria for extraordinary item classification.

### Deferred Credits

Deferred credits are long-term advances from Government agencies for services rendered by the Audiovisual Center over a period of years.

## 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 major areas of activity in the National Archives Gift Fund continue to be the Presidential libraries and the National Historical Publications and Records Commission. The highlights of FY 1989 follow.

### Presidential Libraries

On June 11, the Franklin D. Roosevelt Library opened a special exhibition, "Royal Visit, 1939," with the help of Sir Anthony Acland, British Ambassador to the United States, and William J. vanden Heuvel, president of the Franklin and Eleanor Roosevelt Institute. The exhibition commemorates the visit of King George VI and Queen Elizabeth 50 years ago.

The Franklin D. Roosevelt Library Gift Fund received an additional donation of \$2,525 from the estate of Professor George Beeke-Levy, of Pittsburgh, PA. The annual investment income from the bequest amounted to \$8,634. 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 1989, 24 such grants were awarded.

Total donations to Presidential libraries in FY 1989 amounted to \$94,819. The Gerald R. Ford Library received a gift of \$17,760 from the American Agenda project, co-chaired by former Presidents Ford and Carter. The Eisenhower Foundation contributed \$4,000 to the Eisenhower Centennial Project as well as another \$7,200 in support of conferences held at the Eisenhower Library. Approximately \$5,000 was realized at the Truman Library from the sale of donated items. The Herbert Hoover Library received a gift of \$1,750 from the Delta Gamma Sorority for the development of a curriculum for the



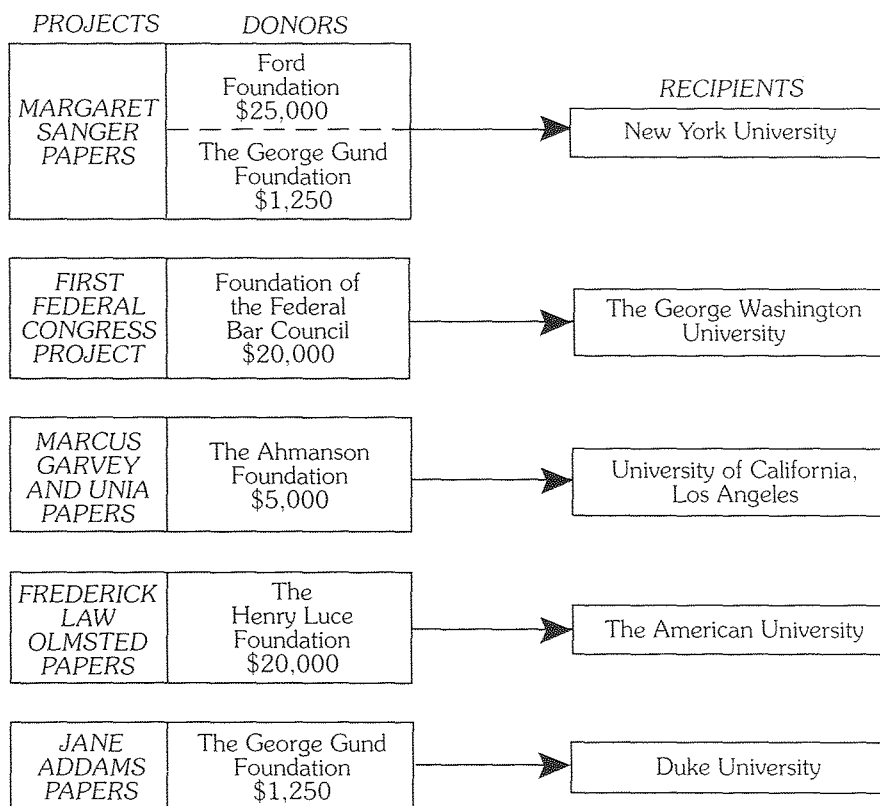


blind. The Philip Morris Companies, Inc., donated \$5,000 to each of the six Presidential libraries of deceased Presidents. Other donations averaged less than \$1,500 per library.

### ***National Historical Publications and Records Commission***

During FY 1989, several major foundation grants were received and administered by NHPRC. Donors, and the grant projects sponsored, are shown.

### **NHPRC Grant Donors and Recipients**



**Gift Fund  
Balance Sheet**

For Period Ended September 30

**ASSETS**

Current Assets:

	1989*	1988
Cash.....	\$ 138,554	\$ 75,163
Securities.....	1,986,007	1,925,813
Accounts Receivable.....	19,718	2,489
Accrued Interest Receivable.....	0	(79)
Deferred Charges.....	0	0
<b>TOTAL Current Assets.....</b>	<b>2,144,279</b>	<b>2,003,386</b>
Long-Term Investments—Bonds.....	0	0
<b>TOTAL Assets.....</b>	<b>\$ 2,144,279</b>	<b>\$ 2,003,386</b>

**LIABILITIES**

Current Liabilities:

Accounts Payable.....	\$ 37,498	\$ 27,755
<b>TOTAL Liabilities.....</b>	<b>\$ 37,498</b>	<b>\$ 27,755</b>

**FUND**

Fund Balance.....	\$ 2,106,781	\$ 1,975,631
<b>TOTAL Liabilities and Fund Balance.....</b>	<b>\$ 2,144,279</b>	<b>\$ 2,003,386</b>

**Statement of Changes  
in Financial Position**

For Period Ended September 30

	1989*	1988
Source of Funds:		
Excess (Deficit) of Revenue Over Expenses:		
Funds Provided by Operations.....	\$ 108,790	\$ 173,477
Grants and Donations.....	(3,581)	(180,258)
Adjustments.....	25,941	155,800
	131,150	149,019
Application of Funds:		
Working Capital.....	\$ 131,150	\$ 149,019

**Schedule of Changes  
in Working Capital**

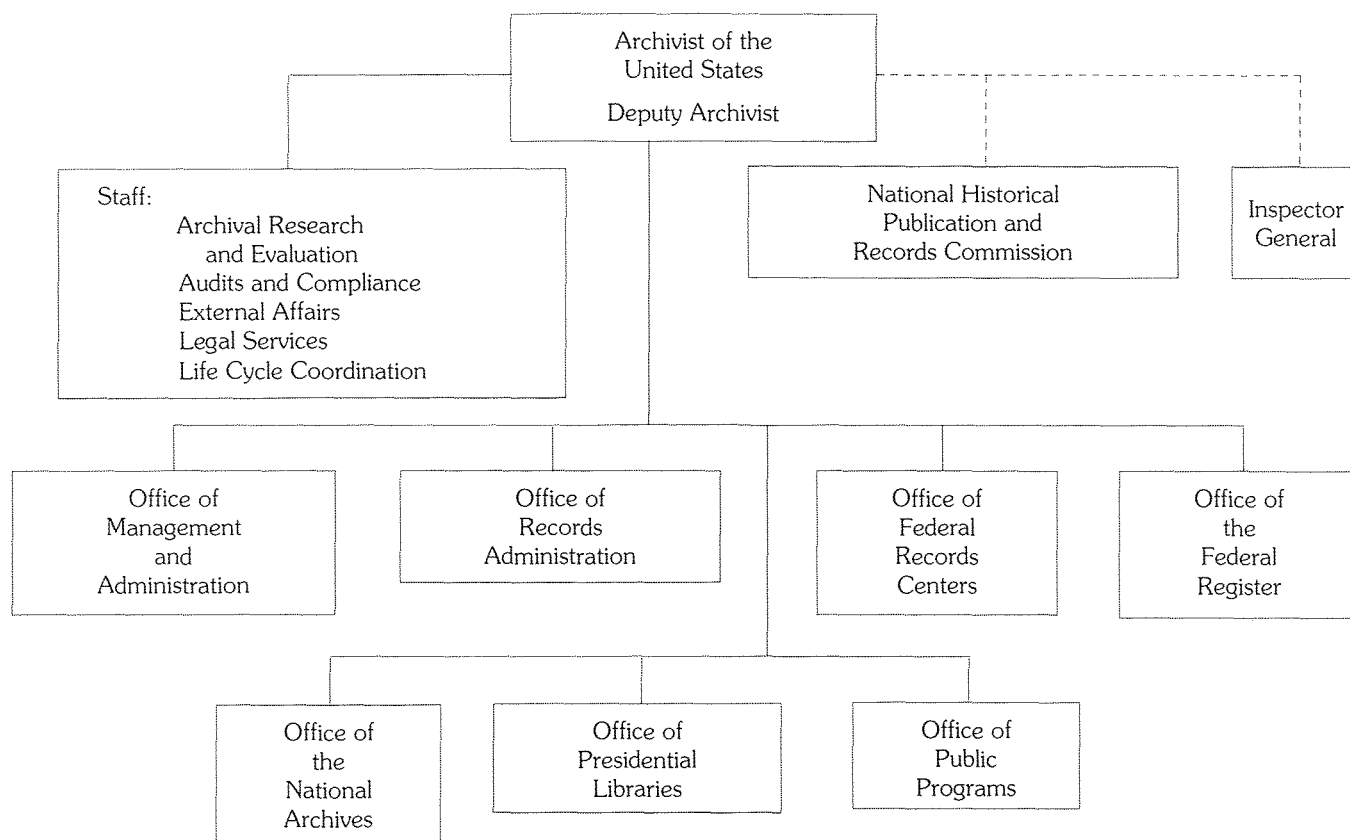
Effect on Working Capital

	1989*	1988
Current Assets:		
Cash.....	\$ 63,391	\$ (257,273)
U.S. Government Securities.....	60,194	166,838
Accounts Receivable.....	17,308	(1,600)
Prepaid Expenses/Deferred Charges.....	—	(15)
Current Liabilities:		
Accounts Payable.....	(9,743)	241,069
<b>Increase in Working Capital.....</b>	<b>\$ 131,150</b>	<b>\$ 149,019</b>

\* Preliminary data.

# Appendix A

## Organization Chart for the National Archives



# Appendix B

## Personnel on Board

All Funds

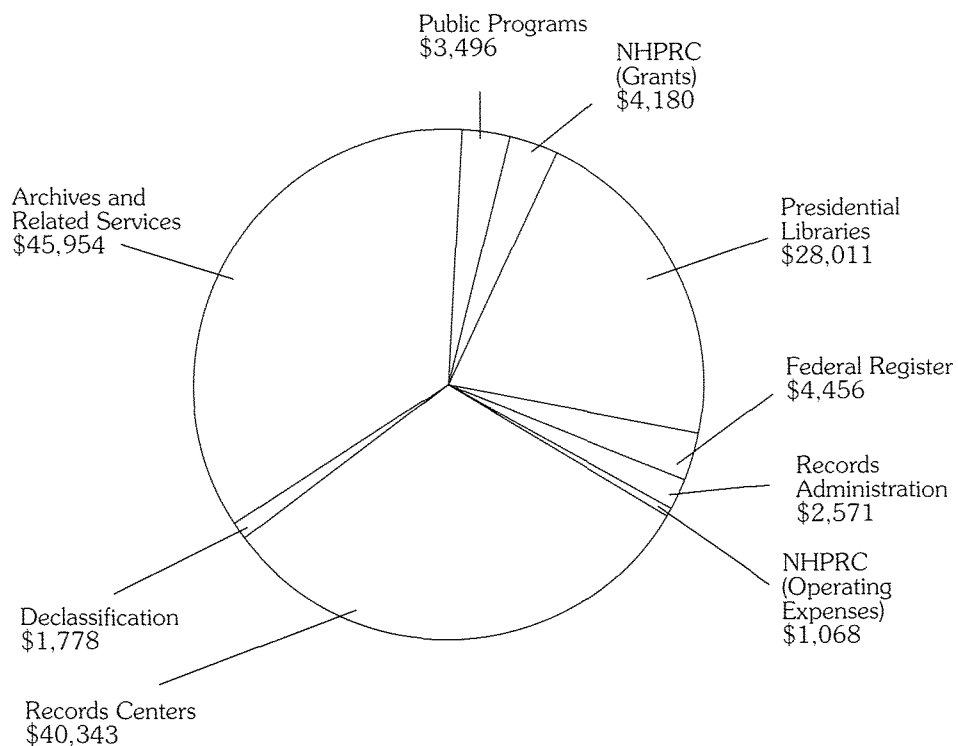
As of September 30, 1989

Programs	Washington, DC Area			Field Offices			Nationwide Total		
	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	157	53	210	646	749	1,395	803	802	1,605
Archives & Related	541	38	579	74	33	107	615	71	686
Public Programs	81	6	87	0	0	0	81	6	87
Records Administration	40	0	40	0	0	0	40	0	40
Presidential Libraries	72	8	80	194	57	251	266	65	331
Federal Register	78	0	78	0	0	0	78	0	78
Records Declassification	58	1	59	10	0	10	68	1	69
National Historical Publications & Records Commission	17	0	17	0	0	0	17	0	17
<b>TOTALS</b>	<b>1,044</b>	<b>106</b>	<b>1,150</b>	<b>924</b>	<b>839</b>	<b>1,763</b>	<b>1,968</b>	<b>945</b>	<b>2,913</b>

## Appendix C

### Obligations by Program Area (in thousands)

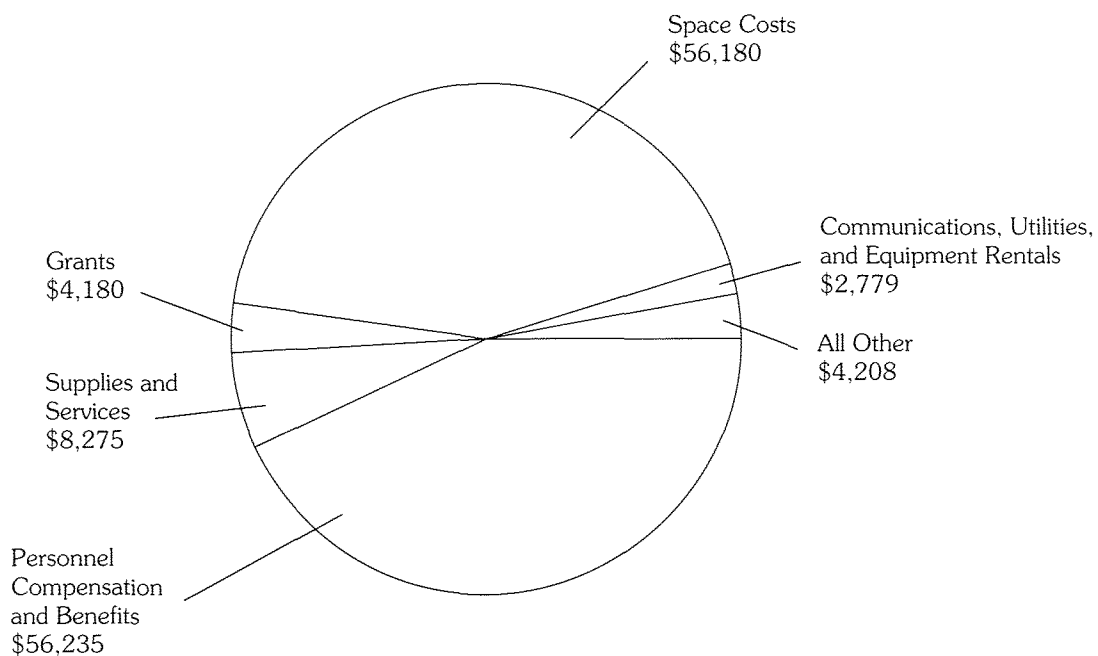
Total \$131,857



## Appendix D

### Obligations by Major Elements (in thousands)

TOTAL: \$131,857





# Appendix E

## Obligations by Object Classification

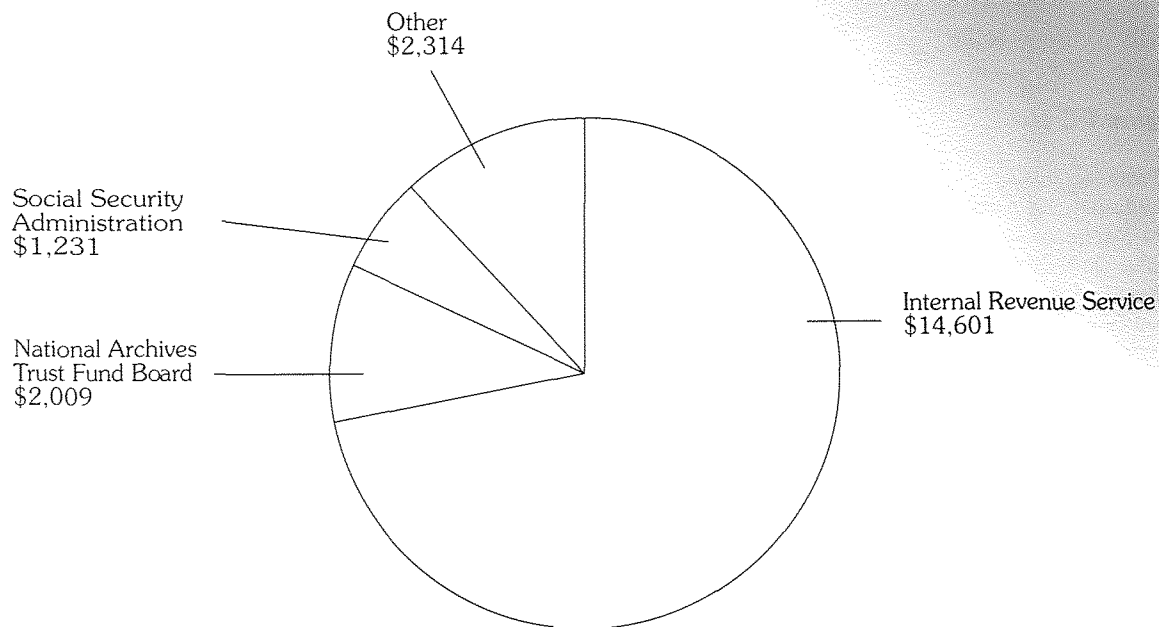
### Direct Operating Expenses (in thousands)

Full-Time Permanent Employees' Salaries.....	\$ 43,507
Other Than Full-Time Permanent Employees' Salaries.....	3,254
Other Personnel Compensation.....	1,086
TOTAL Personnel Compensation.....	<u>47,847</u>
Personnel Benefits.....	8,388
Travel and Transportation of Persons.....	396
Motor Pool Travel.....	76
Transportation of Things.....	707
Rent.....	22,889
Communications, Utilities, & Equipment Rentals.....	3,953
Printing & Reproduction.....	1,795
National Archives Building Operations.....	6,700
Archives II Building Design.....	10,000
Presidential Libraries' Operations & Maintenance.....	14,179
Recurring Utilities Costs.....	948
Preservation Services.....	652
Other Services:	
Commercial Contracts.....	2,021
ADP Studies & ADP Maintenance Services.....	1,569
Accounting & Payroll Services.....	699
Supplies & Materials.....	2,648
Equipment.....	1,695
Land & Structures.....	480
Grants, Subsidies, & Contributions.....	4,180
Insurance Claims & Indemnities.....	33
Interest & Dividends.....	2
TOTAL Direct Obligations.....	<u>\$ 131,857</u>

## Appendix F

### Customer Reimbursements (in thousands)

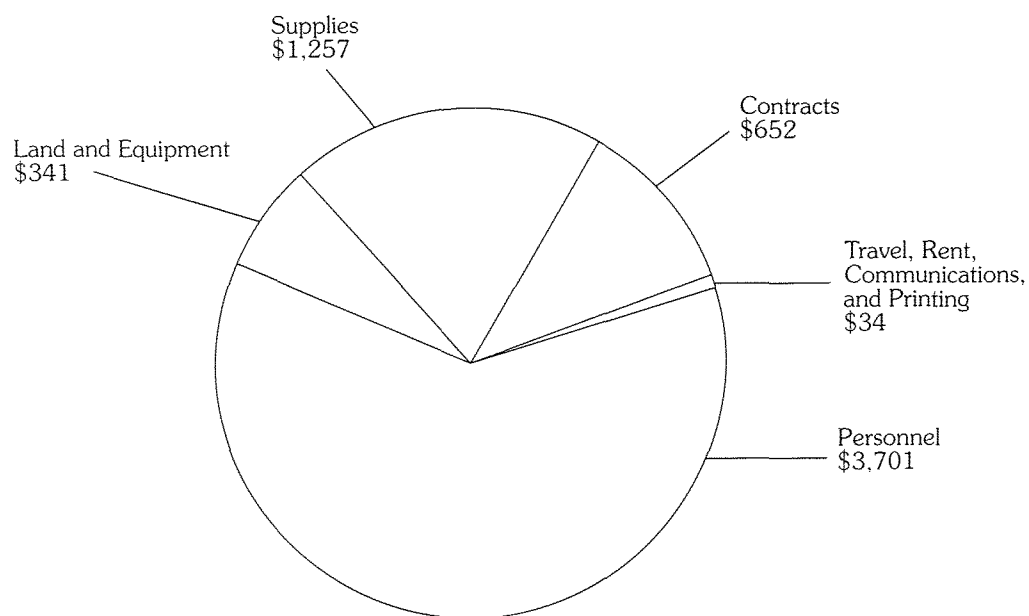
TOTAL: \$20,155



## Appendix G

### Preservation Obligations (in thousands)

TOTAL: \$6,074



# Appendix H

## Archival Holdings by Unit

Total Holdings (Cubic Feet)

	<u>Balance 9/30/88</u>	<u>Accession</u>	<u>Accretion</u>	<u>Transfer In</u>	<u>Other Increase</u>
<b>Washington DC area</b>					
Textual Projects	1,053,473	20,688	2,803	1,378	689
Center for Legislative Archives	73,491*	3,495	0	0	0
Center for Electronic Records	220	45	5	0	0
Cartographic & Architectural Branch	44,361	426	60	104	114
Motion Picture, Sound & Video Branch	35,763	406	312	1	0
Still Picture Branch	12,359	58	4	2	0
DC area Totals	<u>1,219,667</u>	<u>25,118</u>	<u>3,184</u>	<u>1,485</u>	<u>803</u>
<b>Regional Archives</b>					
New England Region	16,224	1,045	7	0	19
Northeast Region	62,129	0	0	27	0
Mid-Atlantic Region	39,252	187	859	0	0
Southeast Region	46,267	35	1,258	0	3
Great Lakes Region	52,052	341	1,055	171	0
Central Plains Region	29,442	84	99	0	0
Southwest Region	51,406	921	4,919	0	0
Rocky Mountain Region	14,719	15	5	0	35
Pacific Southwest Region	16,196	60	951	12	50
Pacific Sierra Region	24,789	1,658	66	0	2,818
Pacific Northwest Region	27,531	188	467	0	0
Regional Archives Totals	<u>380,007</u>	<u>4,534</u>	<u>9,686</u>	<u>210</u>	<u>2,925</u>
Office of the National Archives					
NATIONWIDE TOTALS	<u>1,599,674</u>	<u>29,652</u>	<u>12,870</u>	<u>1,695</u>	<u>3,728</u>

\* Established on October 1, 1989, the Center for Legislative Archives assumed control of the records of the Government Printing Office, formerly part of the Library and Printed Archives.

<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 9/30/89</u>
25,558	1,563	0	1,478	46	3,087	1,075,944
3,495	0	0	0	0	0	76,986
50	0	0	0	20	20	250
704	0	0	7	125	132	44,933
719	0	0	0	0	0	36,482
64	6	0	0	1	7	12,416
<u>30,590</u>	<u>1,569</u>	<u>0</u>	<u>1,485</u>	<u>192</u>	<u>3,246</u>	<u>1,247,011</u>
1,071	0	0	0	0	0	17,295
27	0	0	27	0	27	62,129
1,046	8	0	0	0	8	40,290
1,296	0	0	0	0	0	47,563
1,567	0	0	171	2	173	53,446
183	0	0	0	0	0	29,625
5,840	0	0	0	0	0	57,246
55	8	0	0	0	8	14,766
1,073	0	0	0	5	5	17,264
4,542	125	0	12	139	276	29,055
655	0	0	0	0	0	28,186
<u>17,355</u>	<u>141</u>	<u>0</u>	<u>210</u>	<u>146</u>	<u>497</u>	<u>396,865</u>
<u>47,945</u>	<u>1,710</u>	<u>0</u>	<u>1,695</u>	<u>338</u>	<u>3,743</u>	<u>1,643,876</u>

# Appendix I

## Archival Holdings by Number of Items

TRANSACTION	Still Pictures	Motion Pictures	Sound Recording	Video Recording
<b>BALANCE, 9/30/1988</b>	5,310,246	110,931	161,545	16,569
Accession	142,907	679	6	2,941
Accretion	14,200	0	46	3,660
Transfer In	19	2	5	10
Other Increase	11,392	1	0	10
<b>TOTAL INCREASE</b>	<u>168,518</u>	<u>682</u>	<u>57</u>	<u>6,621</u>
Disposal	9,800	0	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	19	1	0	10
Other Decrease	3,176	0	0	0
<b>TOTAL DECREASE</b>	<u>12,995</u>	<u>1</u>	<u>0</u>	<u>10</u>
<b>BALANCE, 9/30/1989</b>	<u>5,465,769</u>	<u>111,612</u>	<u>161,602</u>	<u>23,180</u>

TRANSACTION	Artifacts	16mm Neg Microfilm	16mm Pos Microfilm	35mm Neg Microfilm
<b>BALANCE, 9/30/1988</b>	1,758	100,789	16,139	99,918
Accession	0	2,951	0	0
Accretion	0	2	0	0
Transfer In	0	0	0	0
Other Increase	26	834	0	11
<b>TOTAL INCREASE</b>	<u>26</u>	<u>3,787</u>	<u>0</u>	<u>11</u>
Disposal	0	0	0	0
Perm Withdrawal	8	0	0	0
Transfer Out	0	0	0	0
Other Decrease	0	0	0	0
<b>TOTAL DECREASE</b>	<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>BALANCE, 9/30/1989</b>	<u>1,776</u>	<u>104,576</u>	<u>16,139</u>	<u>99,929</u>

<sup>1</sup>In FY 1989, the basis for counting machine-readable items changed from reels to data sets.

<sup>2</sup>This figure differs from total in FY 1988 Annual Report. The computation of machine-readable items changed from reels to data sets.



Film Strips	Machine-Read Items	Maps & Charts	Arch & Eng Plans	Aerial Photos
107	2,022 <sup>1</sup>	1,811,537	1,967,587	8,932,274
10	503	47,360	485	2
0	56	8,881	788	0
0	0	17,149	924	0
0	0	15,452	225	0
<u>10</u>	<u>559</u>	<u>88,842</u>	<u>2,422</u>	<u>2</u>
0	0	0	0	0
0	0	0	0	0
0	0	374	225	0
0	0	779	0	0
<u>0</u>	<u>0</u>	<u>1,153</u>	<u>225</u>	<u>0</u>
<u>117</u>	<u>2,581</u>	<u>1,899,226</u>	<u>1,969,784</u>	<u>8,932,276</u>

35mm Pos Microfilm	Micro-Fiche	Other Microforms	Total Items
26,364	102	41,250	18,599,138 <sup>2</sup>
0	0	0	
0	0	0	
0	0	0	
0	0	0	
<u>0</u>	<u>0</u>	<u>0</u>	
0	0	0	
0	0	0	
0	0	0	
10	0	0	
<u>10</u>	<u>0</u>	<u>0</u>	
<u>26,354</u>	<u>102</u>	<u>41,250</u>	<u>18,856,273</u>

# Appendix J

## Holdings of Presidential Libraries by Unit

<b>Accessions &amp; Holdings</b>	<b>Hoover</b>	<b>Roosevelt</b>	<b>Truman</b>	<b>Eisenhower</b>
<b>PAPER (Pages)</b>				
Personal Papers	6,745,453	16,616,076	13,617,924	19,530,493
Federal Records	136,949	710,000	713,600	689,300
Presidential Records	0	0	0	0
<b>MICROFORMS (Rolls/Cards)</b>				
Personal Papers	705	657	3,221	965
Federal Records	663	13	120	0
Presidential Records	0	0	1	0
<b>AUDIOVISUAL</b>				
Still Pictures (Images)	39,120	131,344	88,453	195,236
Film (Feet)	152,941	308,676	325,774	604,045
Videotape (Hours)	19	28	81	74
Audiotape (Hours)	420	1,024	267	1,051
Audio Discs (Hours)	78	1,108	261	248
<b>ORAL HISTORY</b>				
Pages	11,245	3,120	48,949	30,825
Hours	0	84	1,391	772
<b>MUSEUM OBJECTS</b>	5,264	23,491	24,969	30,339
<b>PRINTED MATERIALS</b>				
Books (Volumes)	24,774	44,546	39,982	22,413
Serials	25,399	33,020	72,508	33,342
Microform	1,402	2,483	1,409	5,151
Other	1,491	78,671	91,862	24,181

<u>Kennedy</u>	<u>Johnson</u>	<u>Nixon</u>	<u>Ford</u>	<u>Carter</u>	<u>Total Holdings To Date</u>
28,045,956	30,307,798	784,000	18,175,461	26,619,830	160,442,991
645,967	2,842,356	912,000	535,000	131,000	7,316,172
0	0	44,414,000	0	0	44,414,000
20,447	174	0	23	0	26,192
1,972	3,312	0	0	0	6,080
0	0	5,312	0	0	5,313
130,772	611,726	435,000	313,633	1,500,000	3,445,284
7,152,322	824,773	2,200,000	779,350	1,120,080	13,467,961
1,181	7,118	3,900	1,250	1,434	15,085
7,169	12,789	1,490	1,165	2,000	27,375
716	808	0	51	0	3,270
40,276	53,210	2,200	233	606	190,664
1,741	2,292	228	32	148	6,688
16,200	36,764	21,750	7,181	40,000	205,958
71,587	15,852	9,022	9,166	1,507	238,849
11,920	4,164	0	40	3,247	183,640
3,593	3,940	0	545	6,548	24,981
10,992	19,187	0	2,293	7,409	236,086

## Appendix K

### Use of Presidential Libraries

	Researchers	Researcher Daily Visits	Written and Oral Inquiries	Museum Visitors
Hoover	209	482	2,127	104,483
Roosevelt	749	1,587	4,076	184,964
Truman	660	1,591	13,782	155,182
Eisenhower	248	1,033	2,386	96,180
Kennedy	909	2,451	13,714	210,318
Johnson	323	2,007	8,897	420,199
Nixon	339	657	2,024	0
Ford	376	1,420	1,243	81,385
Carter	161	549	2,878	86,440
TOTAL	<u>3,974</u>	<u>11,777</u>	<u>51,127</u>	<u>1,339,151</u>

## Appendix L

### Actual Costs: Presidential Libraries (in thousands)

	Program Costs	Operations & Maintenance Costs	Repair & Alteration Costs	Recurring and Nonrecurring Reimbursables <sup>1</sup>	Common Distributable <sup>2</sup>	Rent	Total Costs
Hoover	\$ 643	\$ 367	\$ 0	\$ 0	\$ 0	\$ 6	\$ 1,016
Roosevelt	661	508	177	0	0	0	1,346
Truman	818	796	173	0	0	0	1,787
Eisenhower	765	900	120	0	0	0	1,785
Kennedy	1,144	1,164	7,053	0	0	39	9,400
Johnson	950	1,054	179	0	0	0	2,183
Nixon	827	0	0	41	0	67	935
Ford	735	1,076	0	0	0	0	1,811
Carter	697	975	25	0	0	0	1,697
Reagan	1,167	395	473	0	0	0	2,035 <sup>4</sup>
Central Office, Planning & Direction, & White House Liaison	1,178	418	0	0	449	303	2,348
TOTALS	<u>\$9,585</u>	<u>\$7,653</u>	<u>\$8,300<sup>3</sup></u>	<u>\$41</u>	<u>\$449</u>	<u>\$415</u>	<u>\$26,343<sup>5</sup></u>
Less: NARA Operations & Maintenance		<u>—418</u>					
TOTAL		<u>\$7,235</u>					

<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 \$6,855K for Kennedy Library from the 114X account.

<sup>4</sup> Start-up costs for the Reagan Presidential Materials Project included salaries, benefits, employee relocation expenses, furniture, equipment, supplies, and the cost of packing, moving, and transporting the historical materials from the Washington, DC, area to temporary storage facilities in California.

<sup>5</sup> Does not include \$1,668 share of allocated administrative costs.

# Appendix M

## Publications of the Office of the Federal Register

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### ***Federal Register***

248 issues  
53,937 pages

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

196 books  
132,700 pages

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

1989/90  
922 pages

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

52 issues  
2,793 pages

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

Revised as of January 1, 1989  
410 pages

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

***Ronald Reagan 1985 Vol. II***  
729 pages

***Ronald Reagan 1986 Vol. I***  
942 pages

***Ronald Reagan 1986 Vol. II***  
898 pages

### ***Slip Laws***

3,104 pages

### ***United States Statutes at Large 1986***

5 books  
5,463 pages

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

5 books  
3,732 pages

### ***Finding Aids***

30 issues  
4,436 pages

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

1,122 pages



# Appendix N

## Archival Publications

### Guides

Wehmann, Howard H.; DeWhitt, Benjamin L. *A Guide to Pre-Federal Records in the National Archives* (Washington: National Archives Trust Fund Board, 1989)

### General Information Leaflets

*National Archives Gift Collection Acquisition Policy: Personal Papers of Former NARA Professional Staff and Other Persons.* General Information Leaflet No. 33, 1989.

### Microfilm Publications

Pub. No.	Record Group No.	Title	Pub. No.	Record Group No.	Title	Pub. No.	Record Group No.	Title
M1247	11	Perfected International Treaties ("Treaty Series"), 1778-1945 (rolls 1, 2, 5, 6, 11, 12, 14, 16-29, and 31-64)	M1497	165	Military Intelligence Division Correspondence Relating to General, Political, Economic, and Military Conditions in Scandinavia and Finland, 1918-1941 (12 rolls)	M1508	165	Correspondence and Record Cards of the Military Intelligence Division Relating to General, Political, Economic, and Military Conditions in Poland and the Baltic States, 1918-1941 (10 rolls)
M1162	26, 36	Records of the Collector of Customs for the Collection District of New London, CT, 1789-1938 (57 rolls)	M1505	94	Compiled Military Service Records of Michigan and Illinois Volunteers Who Served During the Winnebago Indian Disturbances of 1827 (3 rolls)	M1523	153	Proceedings of the U.S. Army Courts-Martial and Military Commissions of Union Soldiers Executed by U.S. Military Authorities, 1861-1866 (8 rolls)
M1260	46	Engrossed Bills of the U.S. Senate, 1789-1817 (5 rolls)	M1506	287	<i>Stars and Stripes</i> : Newspaper of the Armed Forces in Europe, the Mediterranean, and North Africa, 1942-1964 (138 rolls)	Microfilm Publications completed with the assistance of the Genealogical Society of Utah		
M1403	46	Unbound Records of the U.S. Senate, 8th Congress, 1803-1805 (5 rolls)	M1507	165	Correspondence and Record Cards of the Military Intelligence Division Relating to General, Political, Economic, and Military Conditions in Cuba and the West Indies, 1918-1941 (10 rolls)	M1368	21	Petitions and Naturalization Records of the U.S. District Courts and Circuit Courts for the District of Massachusetts, 1906-1929 (330 rolls)
M1404	233	Unbound Records of the U.S. House of Representatives, 8th Congress, 1803-1805 (5 rolls)						
M1493	80	Proceedings and Hearings of the General Board of the U.S. Navy, 1900-1950 (28 rolls)						

## Appendix N—continued

Pub. No.	Record Group No.	Title	Pub. No.	Record Group No.	Title	Pub. No.	Record Group No.	Title
M1522	21	Naturalization Petitions for the Eastern District of Pennsylvania (369 rolls)	M1538	21	Naturalization Records of the U.S. District Courts for the State of Montana (3 rolls)	M1547	21	Naturalization Records of U.S. District Courts in the Southeast (107 rolls)
M1525	21	Naturalization Index Cards of the U.S. District Court of California, Central Division (Los Angeles), 1915-1976 (114 rolls)	M1539	21	Naturalization Records of the U.S. District Courts for the State of Alaska (5 rolls)	M1614	200	Naturalization Records of the Superior Court of Los Angeles County, CA, 1876-1915 (28 rolls)
						M1620	49	Federal Land Records for Idaho, 1860-1920 (23 rolls)

## Appendix O

### Holdings of Federal Records Centers

