

# *The National Archives and Records Administration*



*Annual Report for the Year Ended September 30, 1990*

*Cover: Architect's rendering of the entrance to Archives II, the National Archives facility being constructed on the campus of the University of Maryland in College Park, MD. Designed by the joint venture firm of Hellmuth, Obata, and Kassabaum (HOK) and Ellerbe Becket, Archives II is expected to be completed in the fall of 1993.*

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and Records Administration*

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*Washington, DC*

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*Archivist Don W. Wilson. (Photograph by Tammy Ljungblad, courtesy of The Kansas City Star.)*

# Archivist's Overview

**A**t the 1990 annual meeting of the National Association of Government Archives and Records Administrators (NAGARA), I had an opportunity to enunciate some of the goals and priorities that will continue to preoccupy the National Archives during the next several years. I would like to reiterate some of them in this Overview because they reflect the framework for this year's activities as well as for those in the years to come:

*“ . . . a hospitable environment for staff and users. . . . spacious state of the art facilities. . . . controlled and secure storage. . . . ”*

Funding, equipping, and moving to Archives II will be the National Archives top priority for the next 5 years. Perhaps the biggest challenge is to continue to provide an acceptable level of reference service during the relocation of nearly 1,000,000 cubic feet of records.

At the groundbreaking ceremony on October 17 of this fiscal year, which is described in fuller detail in Chapter 9, I commented that “Now, at last, we can do something for the employees who labor in that monumental but antiquated and inadequate building on Pennsylvania Avenue.” This new building, the largest archival facility in the world, will provide a healthy working environment with well-planned facilities and modern equipment.

In keeping with my frequently stated goal of making the National Archives better serve all the people of the United States, a new regional archives opened in July in Anchorage, AK. This is the 12th regional archives in the National Archives system. With the support of Senator Ted Stevens, this new research facility will make a large quantity of records relating to Alaska accessible to researchers in that faraway State. These records were previously located in Seattle at the National Archives—Pacific Northwest Region.

*“ . . . a premier archival and research institution. . . . ”*

An archival repository exists to identify, preserve, and make available records for research. The National Archives has made strides during the year to strengthen its ability to facilitate the research of its many thousands of users. Efforts are underway to ensure that the National Archives *receives* the records that it should, that it *controls* these records, and that it *assists* researchers in using them.

Several types of records present unusual challenges to our ability to perform these functions efficiently. They include electronic records, automated data bases, and personal papers. I have established a number of working groups to assess these challenges and propose workable and cost-effective strategies for the future.

The publication this year of another in the series of Technical Information Papers sets forth a framework for dealing with evolving standards for electronic records. The Paper is entitled *A National Archives Strategy for the Development and Implementation of Standards for the Creation, Transfer, Access, and Long-Term Storage of Electronic Records of the Federal Government*.

To guide the National Archives in putting this strategy into action, I formed the Working Group on Standards Development and Implementation. The members will oversee an integrated approach to implementing the strategies outlined in the Paper, evaluate results, and monitor the impact of emerging technologies on records management and archival practices.

Another study underway this year will identify the major automated data bases maintained by agencies of the Federal Government; it is being conducted by the National Academy of Public Administration. This study, with a view to developing criteria for evaluating Federal automated data bases, will assess the retention and accessibility of valuable information that may support historical research.

Still another task force is developing a unified approach to the creation and retention of personal papers within the Federal Government. It is reviewing all appropriate regulations, training manuals, and related publications in order to recommend guidelines on personal papers. The National Archives must take the lead in ensuring that official Federal records are properly identified and retained. The full historical record can only be preserved through the personal papers of scientists and policymakers within the Federal Government.

I appointed a descriptive standards committee to look at ways in which the National Archives can develop, evaluate, endorse, and use a variety of local and national descriptive standards. Again, my goal is for the National Archives to play a leading role in this area so that the staff, the archival profession, and, most importantly, the users of the National Archives, will benefit. The committee is identifying agencywide needs for descriptive standards; it will then recommend methods for meeting those needs and evaluate existing descriptive practices.

*“ . . . an essential ingredient in preserving a strong American democracy . . . ”*

If records are to serve as a vital foundation for the protection of our democratic system, they themselves must be protected. Preserving records for the future depends in large part on ensuring that the media on which records exist have long-term stability. The National Archives efforts to preserve electronic records, described above, reflect this concern. So does the National Archives involvement in the effort to encourage the use of permanent paper.

I was delighted to have the opportunity to testify on the damaging effect of acidic paper at a hearing of the Subcommittee on Government Information, Justice, and Agriculture of the House Committee on Government Operations. In my testimony, I discussed the fragility of certain records and the importance of developing standards for acid-free permanent paper that should form the basis for specifications for paper procurement by the Federal Government and others.

Later in the year, Congress passed Senate Joint Resolution 57 to establish a national policy on the use of acid-free permanent paper. All of us in the historical and archival profession applaud this important initiative by Congress. The National Archives is pleased to play a leading role in the implementation of this new nationwide effort.

*“ . . . a margin of excellence. . . . ”*

To explore how the National Archives can secure sufficient resources to achieve all of these goals, to restore programs that have been undernourished for years, and to keep up with increased numbers of records and users, I commissioned a major study of fundraising options. The firm of Brakeley, John Price Jones, Inc. (BJPJ) is conducting a feasibility study to determine whether the National Archives' programs—now almost entirely supported by appropriated funds—can be enhanced through fundraising from private sources.

This effort will lead to a 10-year plan that will set priorities for both public and private funding. A series of face-to-face interviews with individuals and representatives of major corporations and foundations will test their willingness to participate in specific projects identified by the National Archives. A report from BJPJ will assess the perception of the National Archives among potential donors, the strengths of its long-range funding plan, and its prospects for raising money in the private sector to augment public funding of its core mission.

In my remarks at NAGARA, I pledged that the National Archives will continue to exert “a leadership role, sharing responsibility with professional, State, and local constituencies.” This year's annual report explores the work of the National Archives staff to meet this leadership goal. This report reveals both the challenges ahead and the prospects for success in preserving the records of democracy for future generations.

Don W. Wilson  
Archivist of the United States

# Office of the Archivist



*Deputy Archivist Claudine Weiher greets Serge Garov, First Secretary for Cultural Affairs of the Embassy of the U.S.S.R. (left), who represented the Soviet Government in the transfer of Russian consular records, January 31, 1990. The late Robert Brookhart, special assistant to the Archivist who negotiated the agreement, looks on. (Photograph by Elizabeth Mallonee.)*

**I**n his Inaugural Address of December 4, 1987, the Archivist said: "I am convinced that the National Archives can articulate the national interest in the identification, preservation, and accessibility of archival records at all levels of government. . . . Generations of specialized researchers and ordinary citizens will benefit if we

are now able to establish a sound and thoughtful records policy."

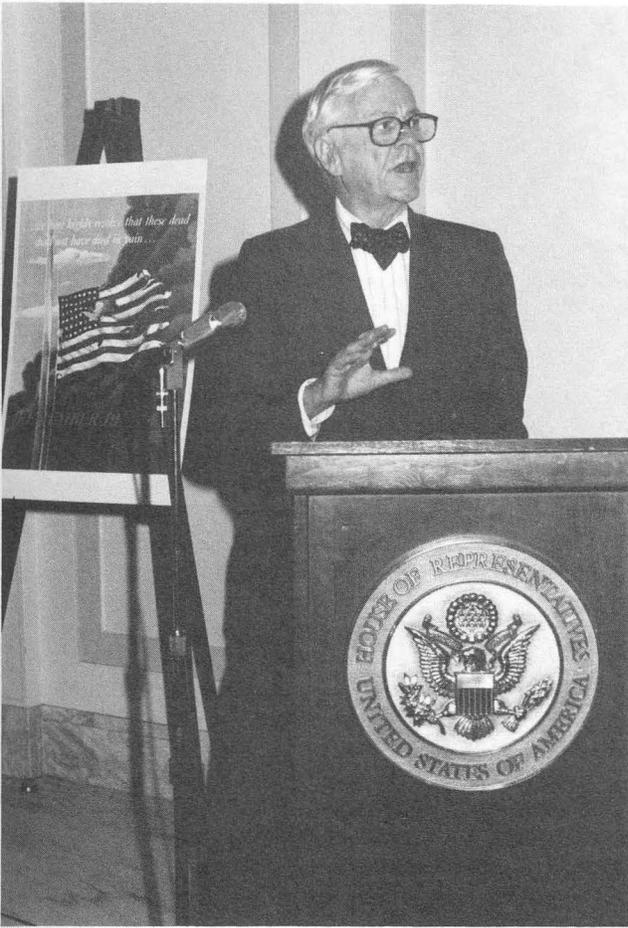
In keeping with this goal, the Archivist continued to forge relationships with other cultural and scholarly institutions at home and abroad, with Government agencies, and with the research community. This past year, the Archivist traveled extensively to

local, national, and international forums to discuss issues of mutual concern with a wide variety of archival, genealogical, historical, and other professional associations.

In the spirit of *Glasnost*, the return of the Imperial Russian Consular Records to the Soviet Union was completed. In April of 1989, the Archivist had signed a joint agreement on archival cooperation for 1989-90 in Moscow. At that time, he returned to the Soviet Government the first two boxes of the original files of the Imperial Russian Consulates in North America for the period 1862-1922. The remainder of 400 boxes were returned on January 31, 1990. In turn, the Soviets released copies of documents from the Central Committee of the Communist Party relating to American anarchists Emma Goldman and Alexander Berkman. The material was released to the Emma Goldman Papers Project at the University of California at Berkeley. This project is supported in part by the National Historical Publications and Records Commission, the grantmaking body of the National Archives.

During the year, exchanges with Soviet colleagues continued through symposia, lectures, and visits. The National Archives volunteers made significant progress on establishing a system to process genealogical inquiries from Americans seeking copies of documents from the Soviet Union.

The Archivist and his staff spoke at a number of conferences around the country on issues ranging from the preservation of electronic records to records management. Information exchanges with the archival profession have been enhanced through the Archives Library Information Center (ALIC), which provides bibliographical services to archivists nationwide. The



*U.S. Representative Charles E. Bennett (D-FL) reminisces about his experiences in World War II and the importance of the 50th anniversary commemoration at the luncheon honoring the Committee members on November 8, 1989. Representative Bennett is one of four honorary cochairmen of the Committee. (Photograph by Susan Amos.)*



*U.S. Representative Robert Michel (R-IL), in the foreground, and U.S. House of Representatives historian Raymond Smock examine the documents that signify the end of World War II. The Archivist hosted a luncheon on November 8, 1989, honoring members of the National Archives World War II Commemorative Committee. Representative Michel is one of four honorary cochairmen of the Committee. (Photograph by Susan Amos.)*

Intergovernmental Records Project, established by the Archivist in 1988, has issued a report on its data base of more than 1,000 series of intergovernmental records. The report, described in more detail in Chapter 5, identifies issues to be resolved if a national archival data base is to be effective.

The Archivist reported to the President of the United States on the suitability of the three possible sites for the Bush Presidential Library. After several visits to the University of Houston, Rice University, and Texas A & M, the Archivist advised the President that all three sites meet the criteria for a library site and accord with the requirements of the Presidential Libraries Act of 1986.

The Archivist established two com-

mittees to advise the National Archives on its commemoration of the 50th anniversary of American participation in World War II. The National Archives World War II Commemorative Committee comprises 83 current Members of Congress who are World War II veterans. It is chaired by Senators Robert Dole (R-KS) and Daniel Inouye (D-HI) and Congressmen Charles Bennett (D-FL) and Robert Michel (R-IL). The Executive Branch Steering Committee was formed to coordinate plans for Federal agency participation in the commemoration. The composition of the nine-member ad hoc committee will be expanded as the scope of the commemorative activities widens.

President Bush saluted this

commemorative effort in a message that read, in part: "This nationwide program of events will reach millions of Americans, giving a record of that war with the authenticity, clarity, and detail that only the National Archives can provide."

The activities of the six staff units within the Office support the myriad duties of Archivist Don W. Wilson and Deputy Archivist Claudine J. Weiher. These activities are described here by unit.

### *Office of Inspector General*

The Inspector General Act Amendments of 1988 (Pub. L. 100-504) established agency-appointed inspectors gen-



*In appreciation for their participation on the National Archives World War II Commemorative Committee, Archivist Don W. Wilson presented the 84 members with certificates of appreciation. Pictured on the left is Senator Robert Dole (R-KS) and on the right is Senator Daniel Inouye (D-HI), two of the four honorary cochairmen of the Committee. (Photographs by Susan Amos.)*

eral in 33 designated Federal agencies to complement the inspectors general appointed by the President in the larger Federal agencies. Both groups have the same statutory authorities and responsibilities to conduct independent audits and investigations of agency programs and operations administered or financed by their respective agencies. Such efforts are performed to promote economy and efficiency and to detect and prevent fraud, waste, abuse, or mismanagement in agency programs and operations.

The National Archives Office of Inspector General (OIG) was established on April 16, 1989, and Lawrence A. Oberg was appointed as the Inspector General (IG). The IG works under the general supervision of the Archivist of the United States, with the dual responsibility to keep the Archivist and the Congress informed about the

results of OIG efforts, problems disclosed, and recommended corrective actions.

Among the efforts completed this year were an evaluation of cost savings in travel by groups of employees and of the adequacy of administrative controls over office and stack master keys. The IG staff also conducted a review of procurements through blanket purchase agreements.

Audits in process at the conclusion of the fiscal year included alternatives for leasing the facility at Pickett Street in Alexandria, VA; reimbursable micro-filming services for Federal agencies; and a review of State audits of recipients of grants from the National Historical Publications and Records Commission.

The staff conducted 25 investigations in the following categories: fraud, conflict of interest, contracting irregulari-

ties, misconduct, larceny, torts, and others. Audit reports and results of other efforts are addressed in the IG Semiannual Report to Congress, which is available to the public from the Office of the Inspector General.

### ***Archival Research and Evaluation Staff***

The Archival Research and Evaluation Staff, directed by William M. Holmes, monitors technological change, assists other offices in the application of technology to their functions, and provides technical consultation services within the National Archives. The Staff performs, conducts, or undertakes by contract a program of applied technical research projects. The Archival Research and Evaluation Staff also includes Preservation Officer Alan R.

Calmes who, in addition to advising the Archivist on preservation matters and coordinating the overall preservation program, oversees research contracts in preservation-related areas.

### **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 to improve reference service through the use of automated search, retrieval, and replication techniques.

At the conclusion of last fiscal year, the ODISS operations staff had used the system to capture, enhance, index, and store the images of 220,713 pages constituting the compiled military service record (CMSR) files of 53,783 Tennessee Confederate Cavalry veterans. During the first 3 months of this fiscal year, additional testing was performed on a wide variety of archival documents. These tests were conducted to determine the minimal acceptable scanning resolution to compare image quality captured from paper as opposed to microfilm, and to identify the most efficient workflow processes and the best combinations of image enhancement algorithms to use on documents with specific attributes.

A report on the project is being prepared, which will detail the findings and conclusions of the 6-year project. The report will include a comparison of the costs of converting various forms of documents with the costs of continuing to maintain and support reference activities using original paper records. The report should be published and ready for distribution in the next fiscal year.

### **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 fourth 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.

In September, the Staff installed the first completed microcomputer-based retrieval application system at the Gerald R. Ford Library in Ann Arbor, MI. The system, designed by the Staff, contains the full conversion of the loose-leaf daily diary of President Gerald R. Ford. Staff and researchers can search for and retrieve all occurrences of a particular word, proper name, or phrase, or complex combinations of words, names, and phrases.

The Staff and the Still Picture Branch jointly developed an automated finding aid to retrieve information from series-level descriptions of the still picture holdings at the National Archives.

### **Research into Applications 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. Expert systems are computer programs capable of considering a question or problem and, through trial and error, recommending a solution or course of action. The calculations of expert systems are based on simulated reasoning and value judgments rather than on the application of strict, inflexible 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 exploring various research alternatives for prototypical applications of this technology. The Staff is also completing a technology assessment report on expert systems that features a review of the use of the technology. The report, entitled *Expert Systems Technology and Its Implication for Archives*, will be available in the next fiscal year.

### **Electronic Data Exchange**

The National Archives holdings of machine-readable, computer-generated records generally reflect the state of Federal data processing activities more than a decade ago. In that period, most record systems were developed and maintained on mainframe hardware 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, if not impossible, for the National Archives to guarantee their usability to all researchers.

The most promising solution to these problems appears to lie in the development of electronic data transfer methodologies and standards. This year, the National Archives published *A National Archives Strategy for the Development and Implementation of Standards for the Creation, Transfer, Access, and Long-term Storage of Electronic Records of the Federal Government* (National Archives Technical Information Paper No. 8). This Paper was based in part on the report of the National Institute of Standards and Technology (NIST), reported on in the 1989 annual report, and on substantial research by National Archives staff. It has been adopted as part of the Archivist's program to improve the electronics records program of the National Archives.

The Paper delineates the approach to standards for those electronic records that the National Archives will receive over the next several years. It identifies several important activities supporting the development and use of electronic records management and archives that the National Archives will undertake. These activities include the identification of functional requirements for the life-cycle management of electronic records and additional cooperative research projects with NIST. As part of the implementation of the strategy, the National Archives has established the internal Working Group for a Standards Strategy for Electronic Records.

In order to keep abreast of rapidly emerging trends in the use of standards, the group will establish regular communications with other interested parties in the Federal Government, with non-Federal archives and records management programs, and with the standards-setting and vendor communities.

In order to be able to voice its needs and interests in the development of standards governing electronic records, the National Archives has joined the American National Standards Institute (ANSI) Accredited Standards Committees on Text Processing: Office and Publishing Systems, and on Information Resource Dictionary Systems. The National Archives has been a member of ANSI's committee on the National Information Systems Organization for a number of years.

### National Archives User Study

A study of the information and service needs of researchers who contact the National Archives in person and by mail or telephone was begun in December of this fiscal year. The major purposes of the study are to construct a broad portrait of the people who actually use the holdings of the National Archives and to describe the process that researchers follow when visiting Washington, DC, area facilities. Information gathered in the study will be used to establish the most effective reference services system for Archives II and to identify the need for improved staff and researcher education programs.

The Staff had completed face-to-face interviews with 800 researchers in seven reference areas by the end of this fiscal

year. More than 750 reference letters were assessed for evidence of why people write the agency, 650 incoming telephone calls to the consultants' office were logged by type of call and action taken, and reference interviews in the civil and military reference branches were observed. Additionally, the reference activity of a group of new researchers was followed to discover patterns of use of the holdings and of reference facilities. Many of the archivists who provide direct services to patrons were interviewed to elicit comments on potential improvements, and background files on previous reference studies were reviewed.

The final report, which will be available in the next fiscal year, will describe the findings and implications of each component of the user study and will make specific recommendations.



*The visit of Prime Minister of Lithuania Kazimiera Prunskiene to view the Charters of Freedom on May 4, 1990, generated interest from the national and international press corps. Archivist Don W. Wilson (left center) explains the significance of these documents to the Prime Minister (right center, in white suit). (Photograph by Susan Amos.)*

## Technical Consulting Activities

Staff members provided short-term consulting support on automation to libraries, archives, and other institutions around the world. Among their activities, the Staff advised the Nuclear Regulatory Commission and the National Agricultural Library on digital imaging and optical disk systems and provided technical assistance on records management issues to the Organization for Economic Cooperation and Development located in Paris.

## Congressional Affairs Staff

The Congressional Affairs Staff coordinates the legislative activities of the National Archives, with particular emphasis on providing information and services to congressional offices.

During the 101st Congress, the Staff expanded its efforts to monitor legislation related to the National Archives and its mission. Among the legislation that passed both Houses was the Joint Resolution on Permanent Paper, which establishes a national policy on the use of acid-free permanent paper for significant Federal documents. The Archivist of the United States testified on February 21 in support of such a policy before the Government Information Subcommittee of the House Committee on Government Operations.

On November 16, Deputy Archivist Claudine J. Weiher testified before the Transportation and Hazardous Materials Subcommittee of the Committee on Energy and Commerce concerning corporate support of the National Archives celebration of the 200th anniversary of the Bill of Rights.

As part of the national effort to commemorate the 50th anniversary of American participation in World War II, the Archivist formed the World War II Commemorative Committee. The Staff helped to organize the initial meeting of the Committee, on November 8, and several informational seminars for the staffs of its members. These seminars provided congressional staff members with information about forthcoming National Archives activities to commemorate the anniversary of World War II and about how to assist constituents with questions regarding military records.

To commemorate the 100th anniversary

of North Dakota, South Dakota, Idaho, Wyoming, Montana, and Washington, the National Archives prepared a portfolio of facsimile documents for presentation to the six congressional delegations. Each portfolio set consisted of the first and last pages of the statehood bill, an 1894 color map of the United States, and related photographs.

In July, Michelle Cobb joined the National Archives staff as Congressional Affairs Liaison.

## External Affairs Staff

Organized contact with professional peers in the academic, Federal, and international areas is an essential element of National Archives programs. Robert Brookhart served as liaison with the international community for several years, among other duties. On May 7 he died of an embolism at the age of 53. He had been instrumental in negotiating archival agreements with the international community including the return of the records of the Imperial Russian Consulates. He also worked with foreign archivists on questions of access and archival standards.

Interagency Liaison Officer George C. Chalou continued to work with historical offices in the Federal Government, assisting historians to use the wide range of National Archives resources and services and informing National Archives officials of current and future needs of Federal historical offices. During this past year, the Interagency Liaison Officer visited more than 25 Federal history offices and organized several scholarly conferences, symposia, and seminars in the interest of promoting the use of documentary resources.

He worked closely with interagency groups formed to develop better relations between those agencies and the National Archives and with professional organizations, such as the National Association of Government Archives and Records Administrators and the Society for History in the Federal Government.

A special assignment this past year was to coordinate the formation of the National Archives World War II Executive Branch Steering Committee. This group of senior-level Federal officials met in June and was briefed on the plans for the Eisenhower centennial

commemoration at the Eisenhower Library in Abilene, KS; the major scholarly conference on the Office of Strategic Services on July 11, 1991; and other events sponsored by the National Archives to commemorate the 50th anniversary of American participation in World War II.

## 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 a wide variety of civil litigation. On August 13, the National Archives filed suit in Detroit Federal court to establish title to an 1837 map of Michigan that was drawn by, or at the direction of, Henry R. Schoolcraft, then the acting head of the Office of Indian Affairs (OIA) Michigan Superintendency. The map, which National Archives officials believe was sent to OIA headquarters by Schoolcraft to accompany his 1837 annual report, left National Archives possession improperly in the 1950's. A resident of Michigan claims to own the map and is disputing the Government's claim. The Department of Justice is representing the National Archives in this matter with the assistance of a member of the General Counsel's staff.

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). One of these

lawsuits was filed by War Babes, an organization composed primarily of British citizens whose fathers were American servicemen stationed in the United Kingdom during World War II. This organization brought suit to challenge the Department of Defense's (DOD) refusal, on privacy grounds, to disclose the last-known home addresses of servicemen believed to be the fathers of War Babes members. The suit also challenged the adequacy of searches done by National Archives staff in response to FOIA requests filed by War Babes members. The National Archives Personnel Records Center (NPRC), located in St. Louis, MO, maintains and services the military personnel records of deceased, discharged, or retired servicemen in accordance with Federal recordkeeping and access statutes and regulations and decisions issued by the DOD and its components, including the service branches and the Defense Privacy Board. The primary mission of the Center is to assist servicemen in obtaining veterans' benefits.

Two other lawsuits brought under the FOIA challenged the long-standing policy of the National Archives (1) to make potentially responsive unrestricted records available to researchers in our research rooms in lieu of performing research in response to general requests and (2) to charge for copying records. In one case, *Oglesby v. Department of the Army*, the Court of Appeals for the District of Columbia Circuit held that the National Archives had met its burden under the FOIA by making responsive records available in its research room. In addition, the Legal Services Staff aided the Department of Justice in appealing a lower court decision denying the Government's motion to dismiss in *Armstrong v. Bush*, a case challenging 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 Court of Appeals heard arguments in the case on November 8.

The General Counsel and his staff were also involved with 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 GSBGA, and the Comptroller General on administrative and contractual matters.

In addition to these litigation activities, the Legal Services Staff was involved in a number of other activities. These included participation in a delegation with Trudy Peterson, Assistant Archivist for the National Archives, and Robert Wolfe, Director of the Captured German Records Staff, which met with officials of the Federal Republic of Germany (FRG) to discuss several issues relating to the Berlin Document Center (BDC). The BDC is a facility presently operated by the State Department in Berlin; it houses the central membership files and related materials of the Nazi Party. The BDC is scheduled to be transferred to FRG control as soon as the Nazi Party records have been microfilmed, a procedure expected to be completed in 1994 or 1995.

Other activities included coordinating the National Archives response to requests made by Independent Counsel Lawrence E. Walsh for Reagan Presidential records in accordance with the Presidential Records Act, and negotiating a joint use agreement between the National Archives and the Ronald Reagan Presidential Foundation for the operation of the Reagan Library, scheduled to open in 1991.

In his role as the DAEO, the General Counsel continued efforts to counsel National Archives employees concerning their responsibilities under the Ethics in Government Act and the existing standards of conduct. Congress recently enacted an ethics reform bill that, among other things, requires the Office of Government Ethics (OGE) to prescribe standards of conduct applicable to all Federal agencies. When these standards have been promulgated they will supersede the current individual agency standards now in effect. The General Counsel and his staff have also reviewed the Public Financial Disclosure Reports filed by the senior National Archives employees and reviewed confidential statements of employment and financial interests filed by other National Archives employees.

## Public Affairs Staff

The Public Affairs Staff serves as the liaison between the National Archives, the public, and the press. Under the direction of Jill D. Brett, the Staff issues a variety of free publications. The *Monthly Calendar of Events* is available to 20,000 monthly subscribers and nearly 5,000 visitors. *News from the Archives*, which is reprinted in *Prologue: Journal of the National Archives*, is issued quarterly to 700 institutions and scholars nationwide.

The Public Affairs Staff, consisting of four full-time employees and one part-time employee, also coordinates an active outreach program with the media. The Staff distributes monthly public service announcements to radio and television stations about special events at the National Archives. This year the Staff issued 65 press releases to more than 600 television stations, newspapers, periodicals, and magazines on a wide variety of issues and programs.

The Staff organizes special press previews for commemorative activities and special exhibitions at the National Archives. During this year, the Staff responded to 1,140 press inquiries and escorted 75 national and international film crews around the National Archives. The agency was featured in more than 600 articles appearing in newspapers and magazines across the country.

This year the Staff continued its efforts to focus public and media attention on the activities being coordinated by the National Archives to commemorate the 200th anniversary of the Bill of Rights and the 50th anniversary of World War II. Through the publication of the first issue of an occasional newsletter, the Staff drew attention to commemorative World War II activities being coordinated by the National Archives. This newsletter, and briefings with veterans organizations, have created widespread interest in the 1991-95 commemorative period.

The Staff was also active in coordinating an agreement with WETA-TV to produce a television series entitled "Archival Treasures," which will explore significant historical events through the holdings of the National Archives. Funding for the series is now being sought.



*WETA President Sharon Rockefeller and Archivist Don W. Wilson after signing the agreement on September 20, 1990, to produce a series of programs entitled "Archival Treasures." (Photograph by Jerry Thompson.)*

During the fiscal year, the Staff continued its fundraising efforts. The firm of Brakeley, John Price Jones, Inc. (BJPJ), a professional fundraising firm, was selected to conduct a feasibility and planning study in order to evaluate the fundraising potential of the National Archives. After an internal review of the agency, BJPJ began interviewing representatives of the corporate and philanthropic world. Approximately half of the interviews were completed by the end of the fiscal year. BJPJ will present its findings and rec-

ommendations to the Archivist in February of 1991.

The Staff has continued to explore funding opportunities for the National Archives World War II commemoration. The Potomac Electric Power Company has agreed to underwrite a portion of the exhibition "World War II: Personal Accounts from Pearl Harbor to VJ Day." As the fiscal year ended, additional support from the private sector was being explored.

The following publications were issued during this fiscal year:

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<b>Publications</b>	<b>Circulation Per Issue</b>
Monthly Calendar of Events (published by the National Archives Trust Fund Board)	25,000
Quarterly News from the Archives	800
Weekly Staff Bulletin	3,900
Annual Report	2,500

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# 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 1990 by appropriation under Public Law 101-136 for direct operating expenses was \$121,612,000. In addition, \$5,251,000 was available for grants by the National Historical Publications and Records Commission, and \$1,764,000 for the design of improved access and additional archival storage at the Kennedy Library. This provided a total of \$128,627,000.

Under Public Law 101-239, the Omnibus Reconciliation Act of 1989, the National Archives FY 1990 appropriation was reduced by 1.4 percent. The reduced funding available in FY 1990 for direct operating expenses was \$119,910,000, a reduction of \$1,702,000. In addition, \$5,181,000 was available for grants by the National Historical Publications and Records Commission, a reduction of \$70,000, and \$1,764,000 remained for the Kennedy Library. This provided a reduced total of \$126,855,000.

Of the funds available, \$41,141,000 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 \$38,684,000 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 \$2,680,000 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 \$25,886,000 to operate the eight existing Presidential libraries, to maintain and process the Nixon Presidential materials, and to acquire and process Reagan Presidential materials. Of the \$25,886,000, the

Office of Presidential Libraries obligated \$4,930,000 for remodeling and expansion of the Hoover Library and Museum. The Office of Public Programs obligated \$3,586,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$4,623,000 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 \$1,938,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$6,160,000 in grants and to administer grants.

The following table summarizes funds available and actually obligated in FY 1990:

Fund	Availability	Obligated
Operating Expenses, Direct	\$114,980,000	\$114,721,000 <sup>1</sup>
Grants	5,181,000	5,018,000 <sup>2</sup>
Kennedy Library	1,764,000	29,000 <sup>3</sup>
Hoover Library	4,930,000	4,930,000
<b>TOTAL</b>	<b>\$126,855,000</b>	<b>\$124,698,000</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, \$7,565,000 has been spent, including the \$29,000 obligated in FY 1990 for the building extension construction and related services contract.

During FY 1990, the National Archives received \$21,786,000 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 1990, \$19,163,000 was received for these services. The Offices of the National Archives and of Presidential Libraries and declassification activities provided the balance of \$2,623,000.

## 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

In 1988 and 1989 the National Archives was one of only a few agencies to participate in a Department of Commerce pilot program to use credit cards to make small purchases. In 1990 the agency switched to the GSA Governmentwide Commercial Credit Card contract and expanded the program to encourage participation by employees who are routinely involved in initiating or controlling small purchases. The Budget and Finance Division worked with the Rocky Mountain BankCard System to establish administrative procedures and reports that will enable the National Archives to monitor card use. The use of the card streamlines the procurement process and should significantly improve compliance with the Prompt Payment Act. It also provides an audit trail and reduces payments from the imprest fund.

## Automation

The Office operates a nationwide automated system, the Office Automation Network. Primarily an administrative system, the 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 is in a transitional phase as standard terminals are replaced with personal computers, which can access many different systems, operate in a local area network, and provide basic office automation as self-sufficient microcomputers.

The Office is developing an Integrated Communications and Administrative Support System (ICASS). The new system, which will be implemented when Archives II is completed in 1993, will provide greater support for administrative functions such as finance,

budget, personnel, facilities management, acquisitions, and information management. It will also provide the data communications platform for a unified, nationwide system that will link all program offices and provide a single point-of-access to all reference data bases. The integrated system 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 related administrative activities.

## Program Evaluation

The National Archives continued to evaluate and improve its management policies and practices during the fiscal year.

At the request of the director of the Office of the Federal Register, program analysts conducted a management study of that Office. They analyzed operations and made recommendations for improving the organizational structures, policies, and procedures involved in the publishing of laws, Presidential documents, and some of the publications, including the *Federal Register* and the *Code of Federal Regulations*. The director plans to implement many of the recommendations in order to enhance service to Congress, executive agencies, and the public.

To ensure that certain functions are performed in the most efficient manner, a study of the nonarchival operations of the Federal records centers was conducted in accordance with OMB Circular A-76. As a result of this study, the Government and private companies will compete for the business of operating the records centers nationwide. In December of 1989, the National Archives released a draft Request for Proposals (RFP) and held a site visit at the Atlanta Federal Records Center. Incorporating comments from potential offerors, a final RFP was released to potential offerors. As the fiscal year came to a close, the National Archives was conducting site visits for interested offerors at each records center. By June of 1991, the agency expects to award a contract or retain the function at a higher rate of efficiency. Regardless of the outcome of the competition, the A-76 process ensures that the centers will be run in

the most efficient manner possible.

Management Analysis, Incorporated (MAI), a contractor, completed studies of the operational effectiveness of the Jimmy Carter Library, of the Office of Presidential Libraries, and of procurement functions.

MAI also developed work standards for the Military Reference Branch of the Office of the National Archives; the Microfilming and Reproduction Branch and Reference Service Branch of the Washington National Records Center; and the Navy Reference Branch of the National Personnel Records Center. Standards were implemented in all of these offices by the end of the fiscal year. These studies have resulted in better measures of work and are expected to increase productivity.

The National Personnel Records Center in St. Louis continued to operate at an increased productivity level through the application of work standards instituted last year.

The Office of Management and Administration kept track of bills in Congress during the year and provided information to the Office of Management and Budget and the Congress. The most successful effort of 1990 was the National Archives support for the passage of Senate Joint Resolution 57 to establish a national policy on permanent papers. The main purpose of the legislation is to establish a formal policy that Federal records of enduring value be produced on acid-free permanent papers. The National Archives, the Public Printer, and the Librarian of Congress are to monitor the implementation of the policy and report to the Congress. The Archivist offered testimony to both Houses of Congress, and the National Archives provided counsel to the committee staffs in the planning effort. The resolution was passed by the House on September 17, 1990, and the Senate cleared the measure for the President on September 26. The President subsequently signed the measure into law.

## Facilities Management

While the planning for and construction of Archives II in College Park is the center of agency interest, other initiatives relating to facilities have been undertaken this year. The exterior of the National Archives Building is



*Limestone statues flanking the Pennsylvania Avenue entrance to the National Archives being cleaned in June of 1990. (Photograph on the left by Susan Amos. Photograph on the right by Cecelia Epstein.)*

undergoing a complete renovation. In addition to cleaning all surfaces, the joints in the stone facade are being renewed. When the cleaning has been completed, repairs of the wire barriers will prevent birds from perching on the building.

The National Archives Materiel Management Branch was established in Landover, MD, as a central point of control for agency property in the Washington, DC, area. The configuration and available space in the National Archives Building is inadequate for this purpose. As well as serving as a warehouse for publications, supplies, furniture, and other items of inventory, the Landover facility is the central receiving and distribution point for all shipments of goods not intended for immediate use by units in the metropolitan area. An automated system facilitates control of supplies and personal property. When Archives II is completed, the Branch will transfer its operations to that building.

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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 1970, records holdings have increased from 10.5 million to 16.9 million cubic feet, an increase of 60.9 percent that illustrates the confidence of Federal agencies in the centers' ability to provide economical storage. The centers provide many services to agencies, including retrieval of records for reference purposes, technical assistance with records management, and micrographics services. Centers also provide services directly to the public and to Members of Congress.

Stored records are maintained for specific periods of time in order to meet legal, fiscal, or other administrative requirements. While most of these records are not often requested by agencies, some records—such as IRS tax returns and Social Security claim folders—are requested fairly frequently.

## *Permanent and Unscheduled Records*

The records centers play a crucial role in the life cycle of records by providing secure storage of permanent records. During this fiscal year, some 4.6 percent of the records centers' holdings (781,400 cubic feet) were permanent records.

During the year, the centers made arrangements with regional Federal agencies to deposit both permanent and unscheduled records in Federal records centers. These agencies included the Bureau of Indian Affairs (BIA), Army Corps of Engineers, National Park Service, and U.S. attorneys' offices. Significant collections of

records were found in all of these agencies. Examples include 300 cubic feet of records that BIA had borrowed from the National Archives in 1960, U.S. district court records from Little Rock, AR, going back to the 1830's, and Antarctic research and development files from the Army Corps of Engineers' Cold Regions Research and Engineering Laboratory. These efforts should help in the transfer of permanent records to the National Archives.

## *Services to the Public*

The National Personnel Records Center, housed in two locations in St. Louis, MO, stores 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, along with 594,000 cubic feet of former civilian employees' personnel and pay records. The Center answers more than 2.2 million requests for information annually from former civil servants, members of the military services, and their families. These inquiries often relate to benefits claims.

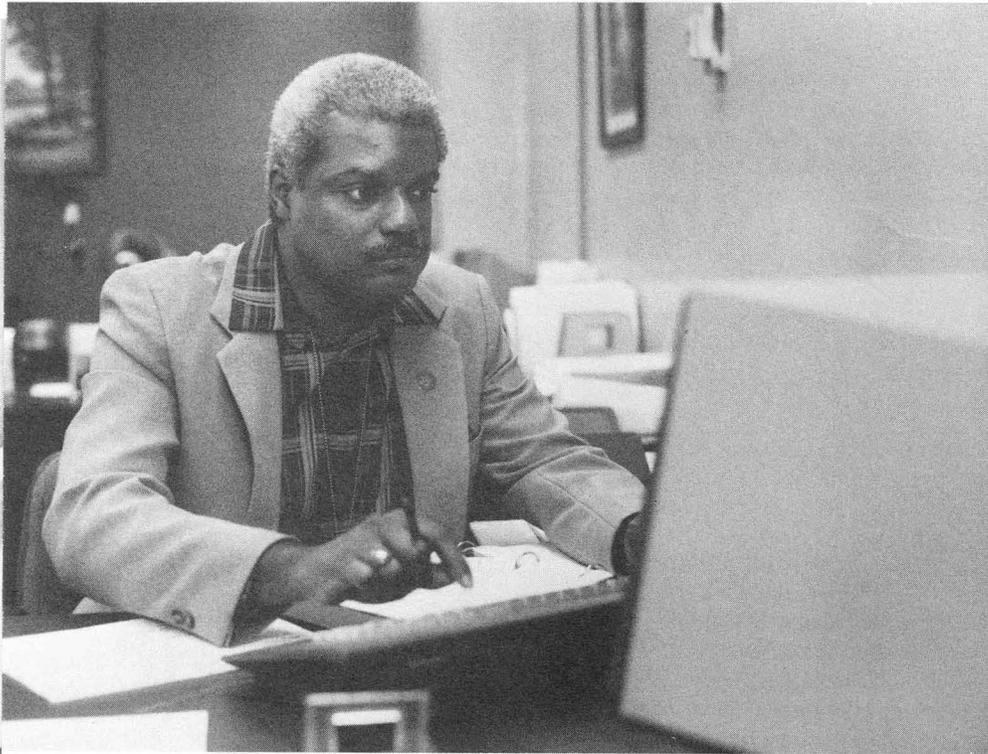
New procedures for transmitting requests for military discharge documents by FAX were undertaken at the National Personnel Records Center. These requests are made to verify honorable military service by homeless veterans who are seeking admission to shelters. The FAX link is available to certain shelters that are funded in part by the Government, as well as to State veterans affairs offices, Department of Veterans Affairs medical centers, and the like. Veterans have high priority for admission to these shelters, where training and job-seeking are as much a

part of the program as housing itself; proof of honorable service is a condition of admittance. The new procedures have resulted in better service to homeless veterans.

## *Services to Federal Agencies*

During the year, the centers received for storage 1.76 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 \$19.43 per cubic foot, or more than \$34 million overall. Besides storing noncurrent records, 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 1 million cubic feet of records and transferred almost 19,800 cubic feet to the National Archives. The centers responded to 23.2 million reference requests from agencies and the public, of which the vast bulk—more than 16 million—pertained to IRS tax returns.

Federal records centers also provide other services to agencies. One of the records centers' services is the reimbursable micrographic program, in which 21.5 million images were filmed for agencies by center staffs in fiscal year 1990. The centers also participated with other National Archives offices in some 76 reviews of agencies' records programs. Additionally, the centers offer files improvement and records disposition workshops that are designed to assist agency staffs in proper maintenance and disposition of office files. More than 8,300 Federal employees attended workshops, 15.4 percent more than those participating in 1989.



*John Smith, staff member in the Accession and Disposal Branch at the Washington National Records Center, reviews a records center holdings control input document to ensure that records are eligible for storage in the center. (Photograph courtesy of Craftwork Films.)*

### ***Reimbursable Agreements***

The National Archives has reimbursable agreements with several Federal agencies to provide additional services. These agreements provide that agencies will pay for costs of storing and servicing their current, active files. Such agreements are in effect with the Internal Revenue Service (IRS), 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 also negotiated reimbursable agreements with individual centers.

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 taxpayers. 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 lowers storage and servicing costs for SSA service cen-

ters. Normally, files would be transferred to a Federal records center when all claim activity had ceased. However, since SSA service centers' workloads have expanded beyond the capacity of their facilities, large blocks of active claim folders are transferred to seven records centers. SSA reimburses the National Archives for all storage and document interfile costs at the centers.

The USPS reimburses the National Archives for storage of USPS records in records centers, as well as for reference services performed by the National Personnel Records Center.

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

This year, the National Personnel

Records Center was involved in a large reimbursable postal money order project for the USPS. Since all postal money orders clear through the Federal Reserve Bank in St. Louis, they are all stored at the National Personnel Records Center. The Center performed large-scale searches for evidence that batches of money orders, in the same amounts and with the same points of origin, were used to launder drug money.

### ***Courtesy Storage for Papers of Members of Congress***

The records centers provide courtesy storage for the inactive papers of Members of Congress. The centers offer secure, economical storage and prompt retrieval of Members' personal papers during their terms of office. These papers, being personal property, are removed from the centers when Members leave office. However, center staff members can and do provide advice on the process of transferring these papers to permanent repositories.

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

OMB Circular A-76 requires that Federal agencies obtain goods and services from the private sector when it is economical to do so. 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. One such function is the storage and servicing of records in Federal records centers.

The Office of Federal Records Centers has carried out this multiphased, major review for some time. Following preparation of the Statement of Work to be performed, a pre-bidders conference was held, the Request for Proposals was published, and bidders' visits to centers began this year.

### ***Improvements to Automated Systems***

The Office of Federal Records Centers has implemented several automated data systems over the past 25 years for better management of records centers and their holdings. The automated

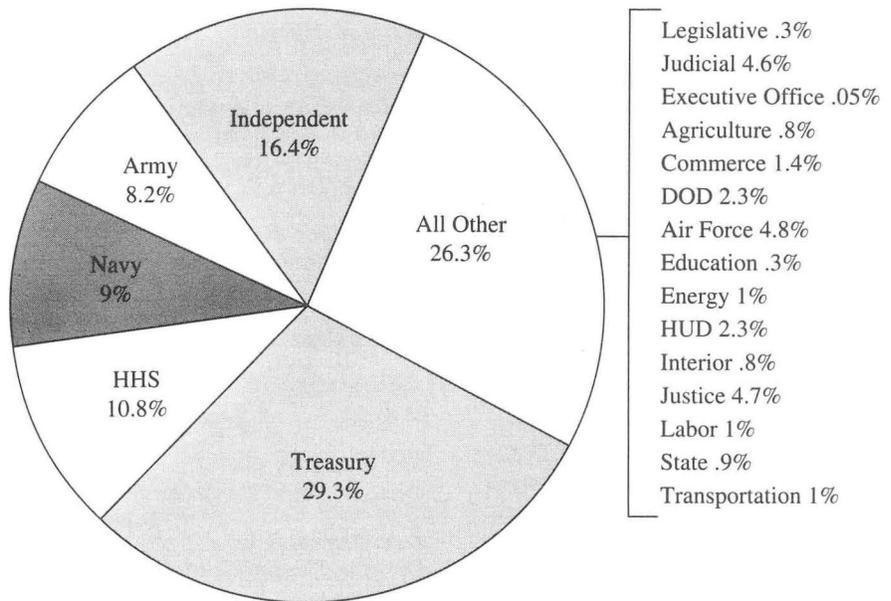
inventory system (NARS-5) provides control of agency records by series and box number. The Space Information System (SIS) uses each center's numbering system and shelving configurations to show exact locations and amounts of space available. The management information system (TASK) collects information on production and hours worked by employees. 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 126 million entries, are searched more than 25,000 times per day to respond to reference inquiries and to update files. A project to convert these registry files to on-line, interactive systems is close to completion. In these systems, staff will be able to access information immediately from terminals at their desks—a significant improvement over batch processing. This year, the Military Personnel Records Center's first terminals were installed, completing implementation of the program's start-up phase. The Data Systems Center continued necessary programming for installation of the Civilian Personnel Records Center's system.



Garry Ketts, in the St. Louis Data Systems Center, monitors operation of the Office of Federal Records Centers nationwide computer system, fall of 1990. (Photograph courtesy of Craftwork Films.)

### Federal Records Center Holdings by Agency



### Robots

An automatic guided vehicle, or robot, made by Apogee was put into service at the Atlanta Federal Records Center. It is designed to transport records throughout the center. The assessment of its usefulness was so favorable that the purchase of two more robots is planned. The robot, named "Bleper," is estimated to free at least one employee for other duties.

On order is a special hydraulic work platform that can be towed by "Bleper" and that will be used in storing or removing records on upper level shelves. The robot and the platform are designed to work together in moving nearly all records horizontally and vertically throughout the 7-acre center.

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<i>Director, National Personnel Records Center</i> David L. Petree	314-538-4201
<i>Director, Washington National Records Center</i> Ferris Stovel	301-763-7000

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## *Regional Federal Records Centers Directors and Locations*

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<i>Atlanta, GA</i> Director, Thomas G. Hudson	404-763-7438
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<i>Kansas City, MO</i> Director, John J. Allshouse	816-926-7271
<i>Fort Worth, TX</i> Director, James W. Mouat	817-334-5515
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# Office of the Federal Register

**T**he 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*.

## 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 Archivist has delegated to the Office of the Federal Register the legal responsibility of receiving State ratifications of proposed constitutional amendments. 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, two more States submitted ratifications to the Archivist, raising the total number of ratifications to 34. Thirty-eight ratifications are required for adoption.

Special workshops, seminars, and training sessions were conducted by the Office this year to assist agencies in document drafting and publication procedures.

Particularly valuable assistance was provided to the Office of Management and Budget in the development of multi-agency common rule documents regulating lobbying in connection with Federal grants and contracts and establishing provisions for drug-free workplaces. Senior staff members continued their intensive involvement in helping agencies implement major changes in the savings and loan industry regulations mandated by the Financial Institutions Reform, Recovery and Enforcement Act of 1989. Staff members also gave extensive advice to new agencies, such as the Office of Government Ethics, in drafting and publishing their establishment documents and initial regulations.

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

The Office of the Federal Register continued working with the Federal agencies and the Government Printing Office (GPO) on projects to enhance preparing, publishing, and distributing Federal Register system publications by use of current technology. A pilot project with the Environmental Protection Agency testing and using GPO-developed composition software on its document submissions for the *Federal*

*Register* resulted in substantial cost savings to both EPA and GPO. As a result of the EPA pilot project success, GPO announced additional discounts to agencies that used the new Microcomp software and submitted fully encoded and verified *Federal Register* submissions.

This year, the Office of the Federal Register began the process of modernizing its computerized text processing capabilities. With GPO assistance and guidance, the Office is replacing its 15-year-old, obsolescent text editing system with a new personal computer-based system. Because of current production requirements, the replacement will be accomplished in several phases. As part of the first phase, a system has been installed that will allow the Office to set up a local area network with its personal computers. In addition to text editing and storage capability improvements, the new networked system will allow for enhanced information processing and retrieval capabilities and improved methods of transmitting data to and from GPO and other Federal agencies. The Office plans to fully integrate its internal document tracking system with its new networked system to achieve maximum efficiencies in operations.

During the fiscal year, the Office of the Federal Register assumed complete responsibility for the maintenance and updating of all its official subscription lists, which were handled formerly by GPO. This distribution function has been computerized and standardized, resulting in an efficient, streamlined process for maintaining and accounting for all subscriptions to the Office's publications. Also, the Office is now able to periodically provide comprehensive lists of all publication subscriptions to the Congress, Federal depart-



On August 1, 1990, Archivist Don W. Wilson (third from right) presented President Bush with a leather-bound edition of the Public Papers of the President in a ceremony in the White House Oval Office. The book documents the President's first months in office. Also participating in the ceremony were King Banks and Gwen Estep, editors of the Public Papers series (to the left of the President), and Robert W. Houk, Public Printer, and Martha L. Girard, Director of the Office of the Federal Register (to the right of the Archivist). (Photograph by Carol Powell.)

ments and agencies, and the courts for review and updating.

### *Services to the Public*

More than 20,000 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 52,559.

More than one million individual CFR volumes were sold to the public, and another 805,000 copies were distributed throughout the Government.

The 125,200 pages published in the FY 1990 CFR are contained in 199 volumes, an increase of 3 volumes from 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. Seventeen public workshops were held this year for 981 participants. Seven regular workshops were held in Washington, DC, and nine more in other cities: New York, Seattle, San Francisco, Durham, NC, Salt Lake City, Boston, Kansas City, Minneapolis-St. Paul, and Dallas.

In addition, a special workshop was conducted for Government depository librarians. The office also presented a special workshop designed for librarians attending the annual convention of the Maryland Library Association.

On May 10, the Office of the Federal Register was host to the first Administrative Codes and Registers regional meeting. This 1-day meeting was attended by 32 State Government representatives, from five States, who are responsible for the publication of regulations in their States. During the highly successful meeting, the State representatives and the Federal Register staff exchanged information on topics unique to legal publishing, such as incorporating by reference, authority,

citations, and regulatory drafting techniques.

Fifty-two issues of the *Weekly Compilation of Presidential Documents*—which chronicles the remarks, news conferences, messages, and letters of the President—were published during the year, as well as four hardcover books in the *Public Papers of the Presidents* series: the two books for 1987 and the first book for 1988 on the Presidency of Ronald Reagan. The first book for 1989, on the first year of the administration of George Bush, was published and presented to the President in an Oval Office ceremony. Also published were 2,714 pages of slip laws, and the 3-part set of the 1987 *U.S. Statutes at Large*. Work was completed in compiling and editing the 5-part set of the 1988 *Statutes*.

The cover of the 1990/91 edition of *The United States Government Manual* features a page from the 1790 census, obtained from the National Archives census records. This best-selling publication underwent several editorial and organizational changes in 1990. In an effort to improve the overall quality of the publication, all agencies were provided with an informational guide, "How to Prepare Manuscript for the United States Government Manual." Each agency was instructed to make an effort to reduce the volume of its material by 10 percent. In addition, the

*Manual* contains organizational and functional statements on the new banking agencies. The *Manual* staff spent additional time verifying agency telephone numbers when several Federal agencies switched to a new telephone system.

The 1989 publication of the 5-volume set of the *Privacy Act Compilation* was the last time the *Compilation* was published on an annual basis. Because of a change in the publishing requirement made by the 100th Congress, the 5-volume set *Privacy Act* was published biennially rather than annually in FY 1990. The *Compilation* describes systems of records maintained on individuals by Federal agencies.

A supplement to the 1989 *Guide to Record Retention Requirements* was published in the *Federal Register* in 1990. The supplement, used in conjunction with the 1989 *Guide*, provides guidance to the public on which records must be kept, who must keep them, and how long they must be kept.

The Archivist appointed Martha L. Girard as Director of the Office of the Federal Register in November of 1989. Ms. Girard began her career with the Office as an entry-level indexer and proofreader in 1966. During her career, she has served as editor of the major publications of the Office and has held various management positions, including that of Deputy Director from 1983.

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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, the General Services Administration, 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. This program is carried out by the Office of Records Administration and consists of five basic functions: establishing standards, furnishing guidance, providing training, 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.

This year, three major revisions of regulations were published as final rules in the *Federal Register* and the 1990 edition of the *Code of Federal Regulations*. The new regulations on electronic records management (36 CFR Part 1234) were developed in

coordination with the General Services Administration, which simultaneously published an identical rule in its *Federal Information Resources Management Regulations*. The revised rule contains a number of new sections, including requirements for office automation applications, such as word processing, as well as the more traditional mainframe computer applications.

The revised regulations on creation and maintenance of records and adequate and proper documentation (36 CFR Part 1222) for the first time provide instructions on how to determine which informational materials are Federal records and how to distinguish them from nonrecord materials and personal papers. Also new are require-

ments for the handling of records created or maintained for a Federal agency by a contractor and a requirement that "agencies shall develop procedures to ensure that departing officials do not remove Federal records from Federal custody."

The regulations on micrographics (36 CFR Part 1230) were revised to update all references to technical standards. The new rule also makes a number of changes in the requirements for inspecting permanent or unscheduled microforms. Previously, agencies were required to inspect these microforms every 2 years, even after their transfer to a Federal records center operated by the National Archives. Now, agencies must conduct such inspections when



Three instructional guides relating to the management of special types of records were produced by the Office of Records Administration. The guides, which were enthusiastically received by the archival and records management communities, are available from the Records Administration Information Center. (Photograph by Amy Young.)

the microfilm is 2 years old and every 2 years thereafter until transfer to a Federal records center or the National Archives.

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

### **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. This year, walk-in service was instituted.

### **Publications**

The National Archives produces a variety of publications that provide guidance to agencies on a broad range of information management concerns. This year three new instructional guides were published: *Managing Audiovisual Records*, *Managing Cartographic and Architectural Records*, and *Managing Electronic Records*. These guides provide the basic elements of records management programs for these records.

A new poster was created this year. Entitled "Cut off your files . . . before they cut you off," the poster humorously illustrates the dangers of an excessive accumulation of files.

Also produced this year was "The Management of Electronic Records in the 1990's," a report on last year's conference on electronic records held in Easton, MD, including the progress to date on implementing the recommendations of the conference.

The National Archives continues 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.

### ***Training***

The National Archives program to educate Federal employees about records and information management includes



*Assistant Archivist for the Office of the National Archives Trudy Peterson, (left), explains archival policy to NASA Administrator Richard H. Truly, (second from left); Jessie Harris, executive assistant to the Administrator; and Sylvia Fries, chief historian, NASA, on January 11, 1990. The visit by NASA officials is part of a program established by the Office of Records Administration to involve Federal officials in records management issues. (Photograph by Elizabeth Mallonee.)*

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**

The Archivist continues to encourage agency heads or their representatives to visit the National Archives, view their agencies' records, and discuss matters of mutual concern. The visits reinforce the importance of cooperation between the National Archives and Federal agencies in managing and preserving records.

This year, the Archivist met with officials from 11 agencies which included the FBI, the Department of State, the National Aeronautics and Space Administration, the Department of the Interior, the Air Force, the Department of Justice, the Department of Labor, and the Pennsylvania Avenue Development Corporation.

### **Conferences**

This year three special training conferences on records management issues were offered to Federal employees. The staff presented a special program for Federal records managers at the annual meeting of the Association of Records

Managers and Administrators (ARMA), held in New Orleans, LA, in October. The second Records Administration Conference was held in November, attended by more than 200 Federal records managers. And, in June, the staff conducted a 1-day Federal records managers' program at a conference sponsored by four local ARMA chapters.

### **Training Course and Services**

The National Archives continues to expand its program to educate Federal employees concerning their records management responsibilities. Total enrollment in the training courses this year was 444.

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 agencies in planning their own classes.

Briefings on records management for program managers were offered to representatives of the Navy, the U.S. Army Information Systems Command, the National Highway Traffic Safety Administration, the 1st U.S. Army Command, and the Department of Commerce.

### **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 relevance and effectiveness of services provided by the National Archives. Among the activities that are evaluated are records schedule coverage and application, documentation and record-keeping standards, files maintenance, and the handling of permanent records. The subject agency is required to prepare an action plan to implement the evaluation recommendations.

This year, a full-scale evaluation of the Bureau of Indian Affairs was completed and an evaluation of all aspects of records management was initiated at the Environmental Protection Agency. Also initiated was an evaluation of the management and disposition of permanent and electronic records at five com-

ponents of the Department of Transportation, including the Office of the Secretary, the Coast Guard, the Federal Highway Administration, and the Federal Aviation Administration.

The staff conducted a study of micrographics programs for selected series of permanent records in the Departments of the Air Force, Army, Navy, State, and Veterans Affairs as well as the Administrative Office of the U.S. Courts, the Bureau of Reclamation, the Securities and Exchange Commission, and the Tennessee Valley Authority.

The Bureau of Land Management is working jointly with the National Archives to establish appropriate records disposition for the Automated Land and Minerals Records System, the major automated system being implemented by the Bureau, and to ensure that the National Archives can eventually accession the permanent records from that system. The group's first report, published in January of 1990, included a Memorandum of Understanding, signed by the two agency heads, for continuing cooperation in areas of mutual interest. Based on an action plan published in this report, the group reviewed the Bureau's pilot automation efforts in New Mexico and focused as a first step on one component, the Texas Acquired Minerals Project, for which it is developing broadly applicable records guidance, an inventory, and a disposition schedule.

### **Records Appraisal and Disposition**

The National Archives determines which Federal records will be preserved for future research at the National Archives of the United States and authorizes the destruction or other final disposition of remaining Federal records. To fulfill statutory requirements, Federal agencies prepare records schedules and submit them to the National Archives for approval. These schedules describe agency records and propose a specific retention period and final disposition for each. National Archives archivists appraise the records described on the schedules and identify those that must be preserved because they document the organization, policies, and activities of the Federal Government, or because they contain

unique and valuable information. Most records are deemed disposable 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.

In addition to identifying archival records, the schedules provide a valuable management tool. 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 such as a Federal records center. Appraisal archivists assist agencies and Federal records center personnel in implementing approved schedules. For older or particularly important records, appraisal archivists either initiate the appraisal or prompt agencies to implement schedules to ensure that valuable records are transferred to the National Archives.

During FY 1990, the National Archives completed the appraisal of more than 7,700 series of records, including paper files, motion pictures, photographs, magnetic tapes, posters, maps and charts, and drawings, as well as copies produced on microfilm. 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 most agencies. The GRS eliminate the need for each agency to schedule those records individually. This fiscal year, new records were approved for Civilian Personnel Records (GRS 1) to cover records accumulated in conducting Federal employee drug testing programs, including agency test plans, test results, and documentation of the chain of custody of test specimens.

### **Bureau of Labor Statistics**

The National Archives approved the last of a series of seven comprehensive schedules covering organizational components of the Bureau of Labor Statis-

tics (BLS). These schedules, submitted to the National Archives between 1984 and 1988, cover electronic records and publications as well as textual records. Given the agency's role in gathering statistical data necessary to an understanding of our society and economy, the records generated are of keen interest to researchers. The final schedule covers the records relating to occupational safety and health statistics, including an annual survey of occupational injuries and illnesses, supplementary information on the nature and characteristics of reported injuries and illnesses, and surveys to examine specific types of accidents.

### **Department of Education**

The staff reappraised Department of Education grant records and determined that the current schedule designates too many grant-related records for permanent retention. Under a revised schedule, grant programs aimed at addressing social problems through education projects will be documented fully by preservation of the full case files. Grant programs that address strictly academic problems will be documented by preserving only annual reports and summary statistics.

### **Department of Justice**

The National Archives approved a series of disposition schedules for Department of Justice litigation case files. The schedules are applicable not only to the Department's current records, which are increasing at a rate of more than 5,800 cubic feet per year, but also to the more than 135,000 cubic feet of case files dating from the 1940's that are stored at the Washington National Records Center. The schedules resulted from a 5-year appraisal project that involved an intensive review of more than 8,000 closed litigation case files. The National Archives estimates that roughly 40 percent of the case files that accumulate annually will be preserved under the disposition standards in the schedules. The standards provide for the preservation of (a) virtually all civil rights case files, (b) nearly all antitrust case files, (c) a substantial portion of the files relating to protection of the

environment, Indian rights, and Federal land and resources, (d) a significant number of files covering national security matters, (e) many files relating to major prosecutions for misconduct in office, and (f) files for key cases having a constitutional dimension in defending Federal programs.

### **Department of State**

For the past several years, the National Archives has systematically appraised State Department records maintained separately from the Department's central foreign policy file. This year, archivists appraised approximately 900 cubic feet of records, most of which were designated as permanent. Among the materials appraised were: records of the Special Assistant to the Secretary for East-West Exchanges, 1955-61; documents pertaining to the Jonestown Massacre maintained by the U.S. Embassy in Guyana; and records of the International Committee on Trade Agreements, 1934-61.

With the cooperation of the Executive Secretariat, the National Archives also began the appraisal and scheduling of records of high level departmental officials maintained by the Secretariat. Schedules were completed this year for the records of the offices of the Under Secretary for Security Assistance, Science, and Technology and the Under Secretary for Economic Affairs.

As part of long-term work on schedules for records of Foreign Service Posts, an appraisal archivist traveled with two members of the Department's records management staff to Bangkok, Thailand, to review American embassy records.

### **Interstate Commerce Commission**

The National Archives has completed an appraisal of 13,850 cubic feet of Interstate Commerce Commission (ICC) valuation records. Most of the records were created from 1915 to 1920 by ICC and railroad employees for the purpose of determining the value of investments in railroad property in the United States. Later records carry the story forward to the 1960's. Included among the 9,915 cubic feet of records approved for transfer to the National

Archives are extensive maps, numerous photographs, listings and descriptions of all types of railroad property, and detailed financial data pertaining to the railroads.

### **National Aeronautics and Space Administration**

The National Archives successfully launched a long-term project with the National Aeronautics and Space Administration (NASA) to update comprehensively its records disposition manual, parts of which are nearly 20 years old. National Archives appraisal archivists and the NASA records officer made the first of six planned visits to NASA centers throughout the country. Site visits are critical to the success of the project, for they enable National Archives and NASA personnel to verify the accuracy of the proposed revision of the manual and incorporate additional program records that may be unique to individual NASA facilities. During a visit to the Kennedy Space Center, more than 30 record series unique to the Center, including those related to the space shuttle program, were appraised.

### **National Security Agency**

A special project to develop comprehensive schedules for records of the National Security Agency was completed with the approval of six additional schedules. During the life of the project, 20 schedules containing more than 3,000 separate items were drafted with the full-time assistance of a National Archives archivist. As a result of this project, the records of this agency are covered by schedules that provide for the eventual transfer of historically valuable records to the National Archives.

### **National Security Council**

National Archives archivists prepared schedules covering approximately 500 cubic feet of National Security Council (NSC) program records accumulated before the Bush administration, including formal policy papers, agenda, minutes and other records relating to NSC meetings, records of committees estab-

lished under NSC auspices, and special collections relating to significant events and issues. Most of these records were approved for eventual transfer to the National Archives.

### **Temporary Commissions**

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

■ The President's Commission on Aviation Security and Terrorism, created in the aftermath of the destruction of Pan Am Flight 103 over Lockerbie, Scotland, to appraise commercial aviation security policies and furnish recommendations for improvement.

■ The Commission on the Ukraine Famine, created by Congress in 1984 to increase the U.S. public's understanding of the Soviet system by delineating the U.S.S.R. Government role in the Ukraine famine.

■ The Lower Mississippi Delta Development Commission, created by Congress in 1988 to survey the economic needs, problems, and opportunities of the Delta and develop a 10-year regional economic development plan.

■ The Commission for the Study of International Migration and Cooperative Economic Development, created by the Immigration Reform and Control Act of 1986 to examine the causes of unauthorized migration to the United States and propose reciprocal trade and investment programs with source countries of the Western Hemisphere to alleviate the causes of the migration.

■ The Monitored Retrievable Storage Review Commission, 1988-89, which studied the Department of Energy's proposal to create a Federal monitored retrievable (interim) storage facility for nuclear waste until a permanent storage repository is available.

■ The Federal Interagency Committee on Education, 1964-81, established to coordinate interagency educational activities, eliminate duplication in Federal programs, and conduct research on the state of American education as it reflects national goals.

■ The President's Committee on Fund Raising, established in 1957, to review charitable fundraising within the Federal Government. The Committee's recommendations led to the establishment of the Combined Federal Campaign.

■ The National Commission on Food Marketing, 1964-66, established to analyze the marketing structure of the food industry, predict likely changes, identify changes that would serve consumers without stifling competition, recommend legislation and regulations, and study the impact of imported food.

### **Other Major Appraisal and Scheduling Activities**

To supplement other National Archives initiatives to acquire audiovisual records, appraisal archivists sought out permanent audiovisual records. Among those scheduled for immediate or future transfer were: Post Office Department photographs, 1910-50, showing exterior and interior views of post offices throughout the country; NASA's Wallops Island Flight Facility research and development films showing rocket launches; Navy still and aerial photographs of a key post-World War II nuclear test; and, Soviet motion picture films acquired by U.S. forces during the liberation of Grenada in 1983.

Among textual records scheduled for immediate or future transfer to the National Archives were: Navy and Marine Corps personnel diaries, records comparable to older military muster rolls, that will be of interest to genealogists; War Relocation Authority property inventories created by the Department of the Interior's War Agency Liquidation Unit, which provide descriptions of the four sites used as relocation centers for Japanese-Americans during World War II; Manhattan Engineering District/Atomic Energy Commission records pertaining to research into and production of fissionable material for nuclear weapons; and Department of Justice case files relating to the prosecution of Dr. Jeffrey MacDonald for the murder of his wife and children.

In addition, the National Archives approved schedules for the following: records of the Defense Intelligence

Agency, including raw intelligence reports maintained electronically, data concerning the training, education, and occupational specialties of personnel, and the operation of the National Military Intelligence Center; Drug Enforcement Administration records including intelligence records, electronic systems, and audiovisual records; Navy records pertaining to ship design, construction, maintenance and materiel, and communications matters, including communications security, special intelligence, and cryptology; autographic records of weather observations and upper air observation files of the National Oceanic and Atmospheric Administration, National Climatic Data Center; and Internal Revenue Service, Research Division records including the system used to select tax returns for audit and public opinion surveys that reflect the public's perception of the tax system.

### ***Intergovernmental Records Project***

The Intergovernmental Records Project (IRP) concluded its first phase with the publication of a report in June of 1990. Featured in a program session at the annual meeting of the National Association of Government Archives and Records Administrators, the report describes the IRP's experiences with identifying and describing more than 1,000 series of intergovernmental records in a national online data base. The report also describes problems encountered with archival descriptive

practices and library cataloging standards, and recommends an agenda for future action by the archival profession to increase the effectiveness of a national archival data base. A case study in the comparison of scheduled records at the State and Federal levels identified issues to be resolved in order to move toward more cooperative appraisal across levels of government.

The IRP is currently continuing work on Phase II, a national survey of records in two categories—19th-century territorial records for territories in the continental United States and records relating to U.S. participation in World War II.

### ***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 is only now being explored.

A prototype Electronic SF 115 was developed as the first stage in identifying contract specifications for the Records Administration Information System (RAIS). RAIS will enable agencies to create records schedules (SF 115) and submit them to the National Archives electronically, thus building a data base of descriptive information about all scheduled records in Government custody. The Electronic SF 115 will be tested in several agencies next year.

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## *Office of the National Archives*



*(Left to right) U. S. Senator Ted Stevens (R-AK), Archivist of the United States Don W. Wilson, and Anchorage Mayor Tom Fink at the ceremony marking the opening of the National Archives—Alaska Region, July 10, 1990. (Photograph courtesy of the National Archives—Alaska Region.)*

**T**he 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.

This was a significant year for the Office of the National Archives. A new regional archives opened in Anchorage, AK, on July 11, 1990. It brings to 12 the number of regional archives nationwide and is the first such facility outside the contiguous 48 States. The regional archives could not have opened at a more opportune time, as the Department of Justice began generating voluminous records in the litigation resulting from the oil spill at Prince William Sound.

During the past year the Office of the National Archives has given priority to three projects: preparing the records for relocation to the new archives (known as Archives II) under construction in College Park, MD; developing the Archival Information System (AIS), a nationwide automated data base of records description; and processing the 1920 Federal population census for release to the public on March 2, 1992.

### *Relocation of Records*

The Office of the National Archives began to prepare the records for relocation to Archives II in 1989. During this fiscal year, description and data collection for an automated master location register continued. In this major effort to establish intellectual and physical control over the records, roughly 63 percent of the data collection is complete and almost 20 percent of the records are ready to be moved. Software development for the automated system is complete and data entry will

begin in FY 1991. Eventually, data on all of the records scheduled to be moved will be entered into the automated tracking system.

### *Archival Information System*

The National Archives is developing an 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 1990, the first prototype of the AIS system was tested. The contractor delivered a personal computer version of the data base. This small-scale version of AIS will be used to demonstrate the system design capabilities to user groups, State archivists, and other professionals to ensure that the final system can be easily used by all. Once the review process ends, full system procurement will begin.

### *1920 Federal Population Census*

Scheduled to open for research in Washington, DC, and the 12 regional archives on March 2, 1992, the 1920 Federal population census represents a significant increase to the resources used to study genealogy and local history. The Bureau of the Census microfilmed the records during the 1950's and destroyed the originals. The microfilm copies are contained on 10,066 rolls of schedules and indexes. During the past year, 5 complete sets of the entire 1920 census on microfilm were duplicated—more than 1,000 miles of film.

### *Description, Accessions, and Openings*

The National Archives continued to grow during FY 1990 by adding, or accessioning, 42,349 cubic feet of records. The Still Picture Branch accessioned 1,800 cubic feet of records consisting of roughly 900,000 negatives and prints from the the four military



*Noted photographer Rondal Partridge (left), accompanied by his wife (far right), of Berkeley, CA, visited the Still Picture Branch on May 15, 1990, to see photographs he made nearly 50 years ago for the National Youth Administration. These images are among the 6 million photographs in the holdings at the National Archives. Pictured with the Partridges are Fred Pernell (standing), Barbara Burger (center), and Elizabeth Hill (back to photograph), National Archives staff members. (Photograph by Jerry Thompson.)*

services. The records date generally from the mid-1950's through the end of 1981. Of special interest is a significant body of images in each service's records covering U.S. involvement in the Vietnam war. As more military bases and operations are phased out during the next 2 years, the National Archives expects to double the holdings of motion pictures and video recordings.

Other accessions included the State Department security files on assassin Lee Harvey Oswald. The State Department also transferred historical files on the formulation of the Marshall Plan for European recovery, files on Philippine rehabilitation, and a major index to World War II and cold war files. In accordance with the statute that authorized the creation of independent counsels, the National Archives accessioned records from several investigations immediately after the counsels' offices ceased work. The Central Intelligence Agency transferred a sanitized historical file documenting its creation as an independent agency and its roots in the World War II military Office of Strategic Services. The records of the 1989 Presidential Inaugural Committee were

also added to the Archives. The Committee records will eventually be transferred to the Bush Library.

During the past year, the Office of the National Archives continued special projects to identify and accession records that should be part of the holdings. Two projects in the Washington, DC, area are under way, one in electronic records and a second in cartographic records. These projects are referred to as "Gaps" projects because the records identified and accessioned will fill gaps in our holdings. The projects involve creating automated data bases of records tracking systems with entries for permanently valuable records. These tracking systems will allow the National Archives to remind agencies of promised transfers in a timely fashion while also serving as a major planning tool for allocating staff and space.

In the regional archives, our focus has been on records of the U.S. district and circuit courts. The aggressive acquisition policy in the regions has been a great success, resulting in the addition of nearly 15,000 cubic feet of records to their holdings in 1990.



*Judge William Webster, Director of the Central Intelligence Agency (CIA) (background), presented the Archivist of the United States with the first CIA document to be declassified and transferred to the National Archives for release to the public under the CIA Historical Review Program, November 14, 1990. (Photograph by Amy Young.)*

The permanent holdings of the National Archives now consist of 1,663,777 cubic feet of records including:

- 4 billion textual (paper) documents
- 111,827 reels of motion picture film
- 161,827 sound recordings
- 25,416 video recordings
- 6,438,125 still pictures
- 1,908,477 maps and charts
- 8,939,269 aerial photographs
- 5,222 data sets

## Publications

This year, the National Archives completed a major publication effort to issue general guides to the records in the 12 regional archives.

Also in 1990, a special list of lighthouse plans and drawings, in the records of the U.S. Coast Guard, was issued as part of the celebration of the 200th anniversary of the establishment of lighthouses. This year two major special finding aids to our audiovisual records, *The Holocaust, Israel and the Jews: Motion Pictures in the National Archives* and *War & Conflict: Selected Images from the National Archives, 1765-1970*, were published by the National Archives Trust Fund Board. Two major Technical Information Papers (TIP's) were also published: *Preservation Research Priorities: Past and Present* and *A National Archives Strategy for the Creation, Transfer, Access, and Long-Term Storage of Electronic Records of the Federal Government*. Both TIP's are being distributed by the National Technical Information Service (NTIS), and will be useful for other archival institutions and Federal agencies.

To enhance access to records, the National Archives completed 36 microform publications of records in its holdings this year, including *The Journals of the U.S. House of Representatives, 1789-1817*; the *Bush-Conant File Relating to the Development of the Atomic Bomb, 1940-45*; *Ratified Amendments to the Constitution, Amendments XI-XXVI*; *Lincoln at the Bar: Selected Case Files from the United States District and Circuit Courts, 1855-1861*; and a *History of the Office of Strategic Services in London, 1942-1945*. Twenty-six microform publications were filmed in the regional archives with the assistance of the Genealogical Society of Utah.

Several smaller publications (including a select list of *Pictures of World War II*; General Information Leaflet 34, *Gift Acquisition Policy: Motion Pictures & Sound and Video Recordings*; and other general information publications) were also released during 1990.

## 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.

While recent reports indicate that tourist visits to Washington area monuments are on the decline with overall visitors to museums and monuments declining 17 percent, the National Archives experienced a 3-percent increase in research visitors during 1990. Researchers using maps, architectural drawings, and motion pictures in Washington, DC, were up more than 10 percent over 1989. During FY 1990, 109,758 researchers came to the National Archives in Washington, DC, and 108,044 to the 12 regional archives. Overall requests for reference reproductions increased 12 percent over the previous year, and the use of self-service copiers in the Washington, DC, area research rooms increased by more than 20 percent. All together, 4,128,622 reproductions were furnished during the fiscal year.

These increases may reflect commemorative events or popular interest. The 50th anniversary of World War II, for example, has caused significant increases in requests for service records, unit histories, photographs, motion picture footage, maps, and the wide variety of records that can be used to document the war experience. The Civil War has recently enjoyed a resurgence as one of the most frequently researched topics at the National Archives. The motion picture *Glory* and recent public broadcasting programs directly contributed to this resurgence.

During FY 1990, the staff responded to 501,895 reference inquiries—208,808 oral requests and 293,087 written requests. Research in military records was up 10.5 percent over 1989. One reference unit, which searches for and provides copies of military service and pension records, saw massive increases in the number of requests received and the number of records copied during

1990. Compared to last year, the unit responded to almost 5,300 more mail requests from the public for copies of Civil War service records and pension files and provided 230,000 more pages of copies (a 38% increase over last year) from the files. Researchers visiting the National Archives examined nearly 4,300 more individual service and pension files.

Reference users of the still pictures, motion pictures, and sound and video recordings in the National Archives tend to be commercial users, such as filmmakers, book illustrators, and television researchers. They make the American image available to the American people through the multiplier effect of broadcasting and publishing. Of course, this effect also multiplies the work of the special media reference staffs. The film *Glory* led to a dramatic increase in requests for photographs of black soldiers during the Civil War.

## Records Declassification

With ever greater frequency, the archivists are encountering documents containing national security information.

Approximately 40 percent of all newly accessioned records contain security-classified information. Between 1987 and 1990, the number of Freedom of Information Act (FOIA) requests for classified records in National Archives custody increased by nearly 400 percent.

The Office of the National Archives performs two kinds of declassification activity—systematic and researcher-initiated review. The growth in the number of FOIA requests for access to security-classified records has forced the National Archives to reallocate staff and create a special unit devoted to processing referrals of the requests to the originating agencies and to final processing of returned determinations. This reallocation has meant a reduction in resources to conduct declassification review of records that are more than 30 years old.

## 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



*Karl Weissenbach (center), from the Office of the National Archives, shows representatives from the German Democratic Republic documents relating to American history, March 8, 1990. (Photograph by Amy Young.)*

prepared by the 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 of these records require page-by-page review. Documents containing sensitive information 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, and the agencies review 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 1990, nearly 3.7 million pages were reviewed and released in response to such requests.

A total of 21 million pages were surveyed 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 two major efforts:

■ A majority of the pages reviewed (nearly 12.6 million pages) were surveyed in bulk, including 2.7 million pages of Navy records, 2.4 million pages of U.S. Air Force "Wringer Reports," 1.9 million pages of records of the Office of the Chief Signal Officer, 1.2 million pages of the records of the Office of the Chief of Engineers, nearly 900,000 pages of records of the U.S. and Mexican Claims Commission, and 750,000 pages of records of the Bureau of Aeronautics.

■ Almost 2.8 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 750,000 pages of AID records were declassified in bulk. These agencies funded more than half of the staff employed in these projects.

### Center for Legislative Archives

The Center for Legislative Archives was established as part of the general reorganization of the Office of the National Archives in FY 1989. 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.

During FY 1990, the staff of the Center for Legislative Archives, in conjunction with a special advisory committee, conducted a major study of the management of congressional records at the National Archives and developed a series of strategies for their preservation and access. Members of the advisory committee were: Senate Historian Richard A. Baker; House Historian Raymond Smock; Donald Bacon, Director of the Encyclopedia of Congress Project; former Members of Congress John Culver and Charles Whalen; and Page Miller, Executive Director of the National Coordinating Committee for the Promotion of History.

The Center is responsible for accessioning, arranging, describing, and performing basic reference services for both legislative records and Federal printed documents. 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 in 1989 by the Senate and House as part of the bicentennial commemoration of the Congress, won major recognition from the archival profession in FY 1990. The guides are designed to give researchers a sense of the magnitude and scope of these rich historical records. The Society of American Archivists awarded its C.F.W. Coker Prize to the Center "in recognition of works or activities of exceptional merit that advance the practice of archival description." The Mid-Atlantic Regional Archives Conference selected the guides for its outstanding finding aid award.

The 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 Director continued his 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 service to support the current administrative needs of Congress is the highest priority of the Center's Reference Branch. In FY 1990, a total of 181 loans (totaling 595 items) were provided to congressional committees and administrative offices. The House committees that borrowed

	Total Pages Reviewed	Classified Pages Reviewed	Classified Pages Withdrawn	Total Pages Declassified
Systematic and Specials	20,509,888	7,230,395	261,914	6,968,481
FOIA Reviews	501,888	239,363	13,654	225,709
EO 12356 Reviews	25,924	25,007	12,650	12,357
<b>TOTALS*</b>	<b>21,037,700</b>	<b>6,484,765</b>	<b>288,218</b>	<b>7,206,547</b>

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

the greatest number of archival materials were the Committee on Interior and Insular Affairs and the Committee on Government Operations. In the Senate, the Select Committee on Ethics and the Committee on the Judiciary were the greatest users of their historical records.

During FY 1990, the Reference Branch received 1,125 letters and orders for reproduction of original records and replied to 2,676 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 27,161 electrostatic copies of original congressional documents and Government publications. The Branch logged in 593 researcher visits, to whom a total of 5,508 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 511,045 pages of documents.

During FY 1990 the Center's Projects Branch completed basic preservation work on 2,633 cubic feet of records of the Senate and the House of Representatives. The work is being done in chronological order; this year, preservation of records from the period of the 57th through the 63d Congresses (1901-15) was completed.

More than 1,200 cubic feet of Senate records were accessioned this year, mostly from the 98th through the 100th Congresses (1983-88). The Clerk of the House of Representatives transferred some additional committee records of the 98th Congress in FY 1990 and began transferring committee records of the 99th Congress amounting to 800 cubic feet.

Among the records of the House that the National Archives accessioned in FY 1990 were 85 cubic feet of records of the House Committee on Internal Security (formerly the Un-American Activities Committee), which had been in the custody of the Judiciary Committee. The Center staff completed the basic arrangement and identification of series for the approximately 1,000 cubic feet of records of this committee and began describing the records. We expect to complete the description in the next fiscal year.

Two microfilm publications of records of the GPO were completed during the year. These projects were a microfilm edition of the Pacific edition of the U.S. Armed Forces newspaper *Stars and Stripes*, 1945-63, and a microfilm edition of various lists and indexes that serve as finding aids for many U.S. Army technical and administrative publications for the period 1940-79. At the end of the year the staff had resumed the project to microfilm the records of the first 14 Congresses (1789-1817).

### *Center for Electronic Records*

The Center for Electronic Records was established last fiscal year as part of the effort to enhance and upgrade the machine-readable archives program. The strengthening of the program is reflected in the exceptional growth in its holdings during FY 1990: the Center now reports twice as many data sets as at the end of FY 1989. The newly accessioned tapes include many important data bases, such as the Department of Justice's Prosecutors Management Information System and its Docket and Reporting System, both for FY's 1974-89; the Agricultural Research Service's decennial survey of household food consumption (1977-78); the Nuclear Regulatory Commission's Radiation Exposure Information System since 1978; and the Office of Personnel Management's Central Personnel Data File for 1973-88.

The Center's "Gaps" data base to identify electronic records that have archival value and should be transferred to the National Archives now contains information on 600 separate series of valuable electronic records. In FY 1990, 20 agencies were contacted regarding records eligible for transfer. They transferred a total of 181 data sets on 105 reels, with the promise of additional records as they are available in FY 1991.

One of the major issues facing the National Archives is estimating realistically the scope of future accessions of electronic records. Requests from agencies reflect only a fragmented and incomplete picture of the volume and type of electronic records that exist. A sound estimate of the size of the problem is necessary for realistic planning. To this end, the National Archives

awarded a contract this year to the National Academy of Public Administration (NAPA) to survey and evaluate major automated data bases in use throughout the Federal Government. The survey focuses on data bases that might have sufficient value to warrant preservation in the National Archives. NAPA also is assembling a panel of experts to review the survey results and provide the National Archives with advice on determining the archival value of automated data bases.

### *Regional Archives System*

The Office of the National Archives now operates 12 regional archives in or near Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, Seattle, and, since July, Anchorage. Each of these provides a full range of archival activities and programs to the public. These repositories accession, from Federal agencies (including the U.S. district and appeals courts) across the country, records that document the history of a locality or region. In order to make the holdings of the National Archives as accessible as possible, the regional archives also maintain copies of those National Archives microfilm publications that are most in demand with the research public. 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.

During this fiscal year, the Office of the National Archives continued to improve the quality of the facilities housing some of the regional archives. Design work was completed on an expansion of the research, office, and public areas of the National Archives—New England Region and on the relocation site in Manhattan for the National Archives—Northeast Region (now located in Bayonne, NJ).

The National Archives—Alaska Region's formal opening ceremony in Anchorage featured addresses from



*Photographs of Ethel and Julius Rosenberg used as evidence in the atomic bomb conspiracy case. These materials were among U.S. attorneys records accessioned this year by the National Archives—Northeast Region. The region also added records relating to organized crime, narcotics, extortion, the constitutionality of the Vietnam war, and Clifford Irving's forged autobiography of Howard Hughes.*

Senator Ted Stevens and Archivist of the United States Don W. Wilson. The ceremony was attended by representatives of city, State, and Federal Governments and of numerous cultural institutions. Public areas, including the microfilm research room, are now open to the public; construction of the regional archives' stack area began in August of 1990 and is planned for completion by mid-March of 1991.

Original records relating to Alaska will be shipped from the Pacific Northwest Region in Seattle for permanent storage in the Alaska Region. Permanently valuable records created by Federal offices in Alaska will be the future source of the Alaska Region's textual holdings; the region also holds copies of the genealogy-related microfilm publications that all other regional archives have, as well as microfilm publications relating to the history of Alaska.

### Outreach

The regional archives increased their involvement with the Federal community from which they receive permanently valuable records. The staffs continued their visits to Federal courts, U.S. attorneys, Bureau of Indian Affairs offices, and other key agencies to assist those agencies in identifying and transferring to the regional archives older permanently valuable records. In addition, the regions participated in evaluations of the records disposition programs of local and regional offices of the Environmental Protection Agency, NASA, the Department of Transportation, the Minerals Management Service, and the Bureau of Reclamation. The regional archives also worked with the Federal courts' historical program and the American Society for Legal History to create a methodology for selecting historically valuable bankruptcy case files for permanent retention in the regional archives.

Indispensable to the regions' operations is their volunteer force, drawn from the local communities. This year, the volunteers numbered 333 nationwide and contributed a total of 22,199 hours of work. These 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

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## 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  
 201-823-7545

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: 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  
 P.O. Box 25307  
 Denver, CO 80225  
 303-236-0817

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

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## Area Covered

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

*(continued on next page)*

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**Regional Archives**

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**Area Covered**

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

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

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

Idaho, Oregon, and Washington

Director: Thomas E. Wiltsey  
**National Archives—Alaska Region**  
654 West Third Avenue  
Anchorage, AK 99501  
907-271-2441

Alaska

Director: John M. Scroggins, Jr.  
**Regional Archives System**  
**National Archives (NNA)**  
7th and Pennsylvania Avenue, NW  
Washington, DC 20408  
202-501-5340

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**Office of the National Archives Staff**

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**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**

Vacant

202-501-5345

**Director, Center for Legislative Archives**

Vacant

202-501-5350

**Director, Preservation Policy and Services Division**

Lewis J. Bellardo

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

202-501-5575

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certain administrative activities.

The regional archives conducted 136 genealogical workshops for 3,426 people. They also presented 19 workshops for 981 teachers on how materials from the National Archives can be used in the classroom. In addition, the staffs spoke about their holdings and services to universities, genealogical societies, schools, and professional associations, reaching a total of 11,023 people; sponsored tours and open houses in their repositories for 3,430 people (including elementary and high school students and teachers); and provided technical assistance to Federal, State, and local agencies and to private organizations, including disaster-recovery aid to the Territorial Archives, U.S. Virgin Islands, after Hurricane Hugo struck.

The regional archives held exhibitions at their facilities as well as at 30 governmental, educational, or cultural institutions across the country. These exhibitions were viewed by an estimated 44,000 people nationwide.

Federal court records form a large percentage of the regional holdings. In FY 1990, the National Archives—Great Lakes Region and the National Archives—Pacific Northwest Region continued the bicentennial celebration of the Judiciary Act of 1789 by producing mock trials, funded in part by donations from the American Bar Association and the Association of Trial Lawyers of America. The Great Lakes Region's mock trial, "Lincoln at the Bar," was a dramatic interpretation of six cases argued by Abraham Lincoln as a lawyer. Records of the six cases are among the holdings of the Great Lakes Regional Archives. The script was written by the staff of the regional archives and presented by members of the Chicago Bar Association's "Christmas Spirits" acting group. The mock trial was held at the historic Mount Pulaski, IL, courthouse on February 12, 1990, and attracted much favorable attention from the media and the public. A videotape of the play is now available for use in high schools throughout Illinois. The Pacific Northwest Region's mock trial, based on the famous Gordon Hirabayashi case, was produced as part of a seminar, "Minorities Under the Law: A Bicentennial Review," on May 10-11, 1990, at Western Washington University in Bellingham, WA.

# Office of Presidential Libraries

**T**he Office of Presidential Libraries administers eight Presidential libraries and the Nixon and Reagan Presidential Materials Projects. The libraries and the projects preserve the papers and other historical materials of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, Ford, Carter, and Reagan. In addition to processing these materials for availability to the public, the libraries offer a wide variety of public programs to enhance knowledge about individual Presidents, the institution of the Presidency, the American political system, and specific historical events.

## *Joint Meeting of Advisory Committee and Library Directors*

The third meeting of the Advisory Committee on Presidential Libraries was held in Hyde Park, N.Y., on November 14, in conjunction with the Library Directors Conference at the Roosevelt Library.

The Advisory Committee, established by the Archivist in 1988, is composed of nine members who are knowledgeable library supporters, associates, or family members of the former Presidents interested in the growth of library programs.

Topics discussed at the Hyde Park meeting included the relationship between the libraries and their foundations, Presidential library core programs, fundraising activities, and an update on Archives II and the World War II exhibition.

The Presidential Library Directors Conference, which was held November 15–17, included a joint session with the



*Among the festivities to commemorate the 25th anniversary year of Lyndon Johnson's inauguration as elected President was a dinner for nearly 1,500 people on the plaza of the Lyndon B. Johnson Library, May 4, 1990. (Photograph by Frank Wolfe.)*

Advisory Committee on fundraising and core programs. Major topics discussed during the Directors Conference were budget, Trust Fund activities, personnel, processing security-classified materials, and training for new archivists.

## *Eisenhower Centennial Celebration*

Throughout the year, the 100th anniversary of Dwight D. Eisenhower's birth was celebrated through a wide variety of public events.



*President Reagan pays tribute to President Eisenhower on the front porch of Eisenhower's boyhood home, July 27, 1990. President Reagan visited the Eisenhower Library as part of the year-long activities commemorating the 100th anniversary of President Eisenhower's birth. (Photograph by Robert Paull.)*

In addition to speeches at the library by former Presidents Reagan and Ford, the popular culture of the Eisenhower era was recaptured in events held during a "Fabulous Fifties" week in June. Popular performers Chubby Checker and the Coasters gave concerts, a "sci-fi" filmfest was held, and film and TV star Jerry Mather of "Leave It to Beaver" made an appearance.

In conjunction with the centennial celebration, the Eisenhower Library opened a special exhibition entitled "White House Treasures." One of the most popular exhibitions ever held at the library, the display included 87 pieces of china and crystal loaned by the White House.

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

Construction of the Reagan Library continues on schedule with a projected completion date of February of 1991.

The Reagan Library will be the ninth in the Presidential library system. It is being designed by Hugh Stubbins Associates of Cambridge, MA.

### ***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, bringing the total archival holdings of Presidential libraries to 258,615,462 pages of manuscript material, 5,023,154 photographs, 13,565,861 feet of motion picture film, and 84,532 hours of audio and video recordings.

During this year, the libraries reviewed 1,839,683 pages of manuscript material for public access. The libraries assisted 4,255 researchers, who made 13,087 visits to the reading rooms. The libraries furnished 297,820 items to the requesters and responded to 18,469

written inquiries and 29,511 oral inquiries.

The libraries opened numerous files of special interest to researchers during the past year. The Hoover Library opened the papers of Frank Mason, a newspaper and broadcasting executive who was a close friend and adviser to Herbert Hoover. The Truman Library opened the papers of Leon H. Keyserling, which document his career as an economist devoted to liberal causes.

The Eisenhower Library opened approximately 100,000 pages of a significant series from the National Security Council Staff Papers, the Operations Coordinating Board Central Files. The Kennedy Library opened the papers of William Vanden Heuvel, an aide to Senator Robert Kennedy, and part of the files of Bernard R. Fall, an author and educator, containing Vietnam studies.

The Johnson Library opened the Handwriting File, which consists of 16 cubic feet of Lyndon Johnson's handwritten notes from 1938 to 1969. Also opened by the Johnson Library was a series of congressional briefings on Vietnam. The Nixon Presidential Materials Staff opened 303,000 pages of documents from subject categories and staff files of the Nixon White House Central Files. The Ford Library opened parts of President Ford committee records from 1975 to 1976.

The libraries also accessioned many important collections. The Hoover Library accessioned 60 feet of the papers of Walter N. Thayer, president of the *New York Herald Tribune*. Also accessioned were 10 feet of the papers of William F. Tompkins, Assistant Attorney General of the United States for Internal Security (1954-58). Mr. Tompkins was the prosecutor of the Soviet spy Rudolf Abel.

The Eisenhower Library accessioned the papers of Eisenhower's confidential secretary, Ann C. Whitman, 1952-87.

Among the newly accessioned records of the Johnson Library are eight volumes of journals of Atomic Energy Chairman Glenn F. Seaborg, 1963-69, and 13 feet of the papers of Secretary of Defense Clark Clifford.

Mrs. Ford signed a deed of gift for her papers, which were deposited at the Ford Library. The library accessioned 99 cubic feet of the papers of H. Guyford Stever, the President's Science Advisor and Director of the

National Science Foundation.

Among the papers and materials accessioned by the Ronald Reagan Presidential Materials Staff were 335 cubic feet of 1984 Reagan-Bush campaign files; 27 cubic feet of William Bennett's papers; 105 cubic feet of the records of the White House Administrative Office; and 8 cubic feet of papers of David R. McDonald, Deputy U.S. Trade Representative.

The Kennedy and Ford Libraries published substantially revised editions of the guides to their holdings.

## Grants and Awards

For the encouragement of research in Presidential libraries holdings and of publication of works based on such research, the libraries are indebted to the organizations of private donors that support their programs.

The Franklin and Eleanor Roosevelt Institute in November of 1989 awarded grants to nine individuals for research on a variety of topics.

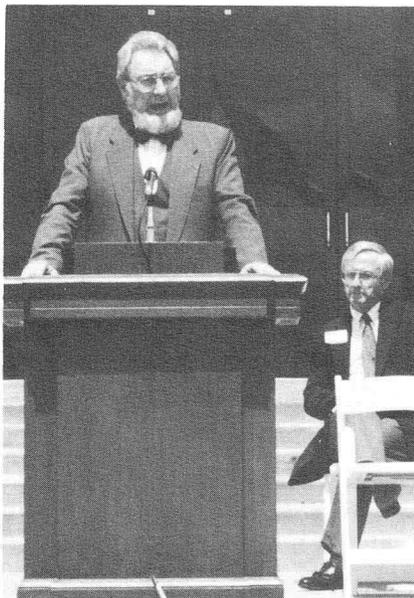
In October of 1989, the Grants Review Committee at the Johnson Library awarded \$22,398 in grants-in-aid to 25 researchers.

The Foundation Grants Screening Committee of the Ford Library awarded nearly \$20,000 to 16 individuals in the spring of 1990. The foundation also granted two journalism prizes. Gerald Seib of the *Wall Street Journal* won the Gerald R. Ford Prize for Distinguished Reporting on the Presidency, and Debra Polsky of *Defense News* won the Defense Prize. At a National Press Club luncheon, each reporter received a check for \$5,000 and a plaque.

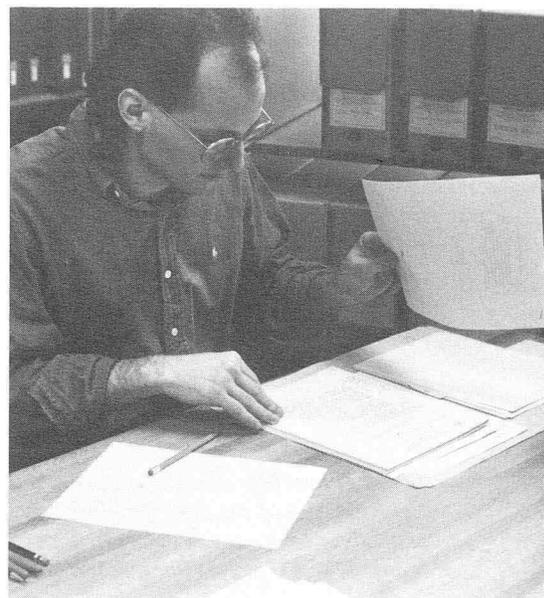
## Lectures and Symposia

The Hoover and Ford Libraries jointly sponsored a conference in the fall on the role of former Presidents in American public life. President Gerald Ford, historian Daniel Boorstin, journalists Roger Mudd and Helen Thomas, and prominent scholars participated in the conference. The event received wide coverage in both print and broadcast media.

Speaking on recent developments in Eastern Europe and the Soviet Union, Dr. Henry Kissinger presented the sec-



*Former Surgeon-General C. Everett Koop accepts the Harry S. Truman Award for Public Service in a ceremony at the Harry S. Truman Library on May 5, 1990. Flanking Surgeon-General Koop in the front row are Mayor William Carpenter of Independence (left) and Rep. Ike Skelton (D-MO) (right). (Photograph courtesy of the Harry S. Truman Library.)*



*James Michael Strine, a Johns Hopkins University doctoral candidate, doing research in the files of White House advisers Philip Buchen and Ed Schmults at the Gerald R. Ford Library. Strine was one of six scholars to receive a Gerald R. Ford Foundation semiannual grant. (Photograph courtesy of the Gerald R. Ford Library.)*



*A panel of journalists and Government representatives discuss the topic "The Press and Public Service" at a symposium cosponsored by the John F. Kennedy Library and the National Press Foundation on May 2, 1990. This was the third in a series in which each of the Presidential libraries join with the National Press Foundation in sponsoring a symposium on a topic of interest to the press and the public. (Photograph by Jerry Thompson.)*



*The Gambier Bay Association presented the Franklin D. Roosevelt Library with "The Sinking of the USS Gambier Bay." Artist Richard C. Moore, Mrs. Moore, and Library Director William R. Emerson are pictured here at the unveiling ceremony, May 25, 1990. (Photograph courtesy of the Franklin D. Roosevelt Library.)*



*Docent Jim Nichols leads a group of students on a guided tour of the Museum of the Jimmy Carter Library, February of 1990. (Photograph by David Stanhope.)*



*Posing with former First Lady Rosalynn Carter (center) during her visit to the Herbert Hoover Library are the Library's "Outstanding Teachers of the Year" for 1990. The teachers were recognized for their work in using the resources of the Hoover Library and Museum for the benefit of their students. (Photograph by Pat Wildenberg.)*

ond William E. Simon Lecture on Public Affairs at the Ford Museum in January of 1990.

The Kennedy Library welcomed 278 participants to the Fourth International Hemingway Conference in July of 1990. Norman Mailer gave the keynote speech. The Hemingway Foundation Award, administered by PEN, was presented for the best first work of fiction in 1989 to Mark Richard for his collection of short stories, *The Ice at the Bottom of the World*.

The Franklin and Eleanor Roosevelt Institute and the American Council for Jean Monnet Studies cosponsored a conference entitled "Jean Monnet and the Americans" at the Roosevelt Library in October.

## **Exhibitions**

The Presidential libraries and museums maintain 282,036 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, 1,282,117 visitors came to the libraries to see a variety of exhibitions.

The paintings of Dwight D. Eisenhower, Winston Churchill, and Adolph Hitler were presented in an exhibition entitled "War Lords," which was displayed at the Hoover and Eisenhower Libraries.

The Hoover Library also displayed 16 historic gowns and hundreds of other items in an exhibition about the lives and times of each First Lady. "Mrs. President: From Martha to Barbara" was open from April through November of 1990.

When the Richard M. Nixon Library and Birthplace opened in Yorba Linda, CA, in July, among the items exhibited were approximately 600 museum objects and documents loaned by the Nixon Presidential Materials Staff. The privately operated Nixon Library is not affiliated with the National Archives, which has custody of the Nixon Presidential materials by an act of Congress.

A personal view of Presidents was offered in the exhibition "Presidential Pets" at the Ford Museum from May through November 1990. Items on display in the popular exhibition included Rex's doghouse, a replica of the White

House, given to the Reagans; Old Whitey's (Rutherford Hayes' horse) saddle; and Millie's water bowl from Air Force One.

Exhibitions at the Carter Library this year featured Thomas Nast political cartoons, World War II overseas posters, and "Up Close and Personal: The Many Faces of Jimmy Carter."

### **School Programs**

Each of the Presidential libraries continued active programs of visiting schools to talk to students, of hosting special museum tours for school groups, and of holding introductory sessions on manuscript research for secondary and college students.

During the summer of 1990, 29 high school teachers participated in an institute that was cosponsored by the Franklin and Eleanor Roosevelt Institute and Bard College. The Kennedy Library held a forum series entitled "Beyond the Cold War: The Transformation of the Communist World" and three morning conferences, for high school students, entitled "After the Cold War: A New Historical Era."

In January, the Nixon Presidential Materials Project Staff conducted a special session as part of the Smithsonian Associates program. The 47 participants were given an introduction to the Nixon materials, including the audiovisual holdings, gifts, the Nixon tapes, and paper records.

Clarence L. Henley, Director of the Reagan Presidential Materials Staff, met with Dr. Stanley Bowers, President of Moorpark College, in October to begin planning for cooperative educational programs between the Reagan Library and local schools.

### **Staff Appointments**

Dr. John E. Wickman, Director of the Eisenhower Library, retired on December 3, 1989. Hoover Library Director Richard Norton Smith served as Acting Director until the selection of Daniel D. Holt. Mr. Holt, who began as director of the library on August 17, 1990, came from the Liberty Memorial Museum and Archives in Kansas City.

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## **Office of Presidential Libraries Staff**

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<b>Director, Reagan Presidential Materials Staff</b> Clarence L. Henley 9055 Exposition Drive Los Angeles, CA 90034	213-215-2125

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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. Recent bicentennial commemorations—beginning in 1987 with the 200th anniversary of the Constitution and continuing with those of the establishment of the Federal Government, the selection of the District of Columbia as the Nation's Capital, and the ratification of the Bill of Rights—have increased public awareness of the National Archives as the home of the Declaration of Independence, the Constitution, and the Bill of Rights.

More than 1,053,000 visitors came to the National Archives Exhibition Hall in the Rotunda this year. Notable visitors to the Rotunda included Lithuanian prime minister Kazimiera Prunskiene, Hungarian President Arpad Goncz, and the Soviet minister of justice.

The National Archives Trust Fund Board is the funding source for some of the public programs mentioned here (see Chapter 12).

## Exhibitions

As the repository for the permanently valuable records of the Federal Government, the National Archives launched the bicentennial celebration of the District of Columbia's designation as the Nation's Capital with the opening of an exhibition entitled "Washington: Behind the Monuments." Containing more than 200 historical documents, maps, photographs, and drawings, this exhibition tells the story of the found-

ing of the District and shows the parallel cities of Washington: the Federal city and the city that many people call home. Highlights of the exhibition include the original 1790 Residence Act (which selected the site of the Nation's Capital), prehistoric artifacts from the banks of the Anacostia River, and the police blotter for April 14, 1865, the date of the assassination of President Lincoln.

Complementing this exhibition were a series of lectures by local history experts and special tours, as well as an exhibition catalog and exhibit posters, which brought new audiences to the National Archives.

For audiences outside Washington, the staff of the Exhibits Branch produced an exhibit of facsimile documents from the National Archives holdings, entitled "The Holocaust: The Documentary Evidence." The 17-poster set, which is available for sale, reproduces captured German records that document Hitler's "final solution of the Jewish question."

As another way of making available the rich resources of the National Archives, the Exhibits staff also coordinates for the Archives the temporary loan of original documents to qualified museums and historical societies nationwide. Documents were loaned to institutions as diverse as the Museum of Our National Heritage in Lexington, MA, the Gene Autry Museum in Los Angeles, the Boise (ID) Art Museum, and the Washington State Historical Society. The National Archives loaned a total of 94 documents to 18 museums and other institutions this year.

## Educational Programs

Materials for secondary schools and teacher training programs continued to

grow this year. *The Bill of Rights: Evolution of Personal Liberties*, the 10th learning package produced by the Education Branch since 1979, was released early in fiscal year 1990. The 11th learning package in the series, *The United States Expands West: 1785-1842*, was released in September. A third publication, *Teaching With Documents*, was released during the winter, celebrating a collaboration of long standing with the National Council for the Social Studies (NCSS). *Teaching With Documents* is a compilation of 52 feature articles from the NCSS journal *Social Education*, each featuring a document from the National Archives with teaching suggestions.

Seven hundred educators in 17 organizations were trained by secondary school education specialists in the use of documents in the classroom this year, including many in organizations new to the program. Among these were the Society of American Archivists, National Middle School Association, North Carolina Council for the Social Studies, and the Jefferson Foundation. "Primarily Teaching," the annual summer teacher workshop, attracted 18 participants from 12 States.

For the third year, the Education Branch's adult education specialist prepared document packages for the National Issues Forum (NIF), a Kettering Foundation organization that promotes discussion of public policy issues by a wide and varied number of community groups across the country. The packages, sent to 3,200 group leaders and teachers, contained National Archives documents and discussion questions related to abortion, racial inequality, and economic competitiveness.

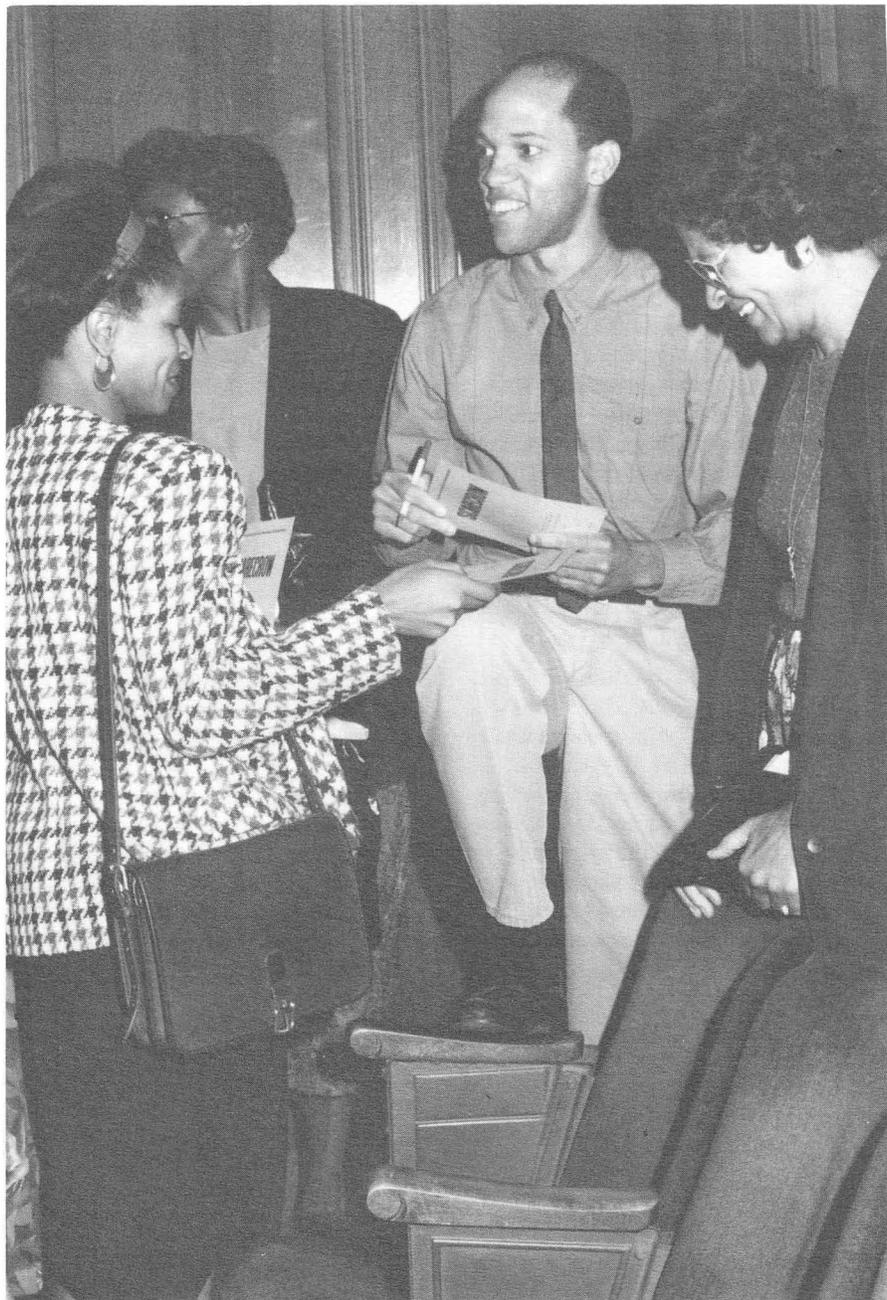
"Community College Update," intended to promote the use of archival documents to supplement and enrich

community, technical, and junior college instruction, was published twice this year, with a document and teaching suggestions. Good contacts were also made with teachers in literacy and corrections programs, who seek original material for instruction. Other networks with whom projects are under way or contemplated include the Community College Humanities Association, the Center for Community College Education of George Mason University, and the teaching committees of the American Historical Association and the Organization of American Historians.

A wide variety of genealogical and family history workshops were offered by the Education Branch. Eight hundred genealogists attended 27 workshops on National Archives records related to genealogical research and on research methods. The workshops included the popular 6-day course "Introduction to Genealogy" and the week-long course cosponsored by the National Archives and the National Institute for Genealogical Research. The genealogical program staff has published articles in the National Genealogical Society newsletter.

The arts and culture program of the Education Branch sponsored the annual holiday season show "I Can't Come Home for Christmas," based on the records of the U.S. Service Organization (USO) and its World War II British counterpart, the Entertainment National Service Association (ENSA). The popular musical was commissioned by the National Archives, written by Rosemary Knower, and produced by Interact, a Washington-based theater company. Following the premiere of the show at the National Archives, it toured local veterans' hospitals, military facilities, and schools, and has become the unofficial show of the USO.

The arts and culture program also launched its first national playwriting competition, awarding two cash prizes and an honorable mention for plays based on issues relating to the Bill of Rights and researched in the National Archives, the Presidential libraries, or regional archives. First-prize winner was Chuck Cummings, a first-time playwright from Decatur, GA, whose play, *Scarecrow*, used records from the National Archives—Southeast Region holdings to dramatize a Ku Klux Klan



*Chuck Cummings, center, winner of the National Archives Bill of Rights playwriting competition, signs autographs after the performance of his one-act play "Scarecrow" in the National Archives Theater on September 24. The competition was designed to encourage the use of original records by playwrights. (Photograph by Amy Young.)*

incident in the first part of the 20th century. Second-prize winner was Jane Ross of Washington, DC, whose play, *Topaz*, was based on War Relocation Authority records of the relocation of Japanese-Americans in World War II. R. Rex Stephenson, Ferrum, VA, received an honorable mention for his play, *Charity for All*. An awards ceremony was held at the Archives in Sep-

tember, with Archivist of the United States Don W. Wilson presiding. Wordstage, a Virginia-based theater group specializing in staged readings, adapted Cummings' play for its premiere at the Archives.

Pleased with the results of this first effort, a second playwriting competition is under way, with scripts due January 15, 1992. Plays must be original,

unpublished, previously unproduced, and based on events or experiences during World War II. They also must reflect research in the holdings of the National Archives, its regional archives, or the Presidential libraries.

In all, the five-person staff of the Education Branch mounted 60 workshops and training presentations to more than 2,300 participants this year. The Branch also produced 16 performances, 11 lectures, three learning packages, more than a dozen articles aimed at helping the public use National Archives records, and reached some 5,000 community college faculty and members of the general public with reproductions of National Archives documents.

### *Film Program*

The film program began this year with the Washington premiere of "The Johnstown Flood," a new documentary by filmmaker Charles Guggenheim. The film, which later this year won an Oscar, was introduced by Mr. Guggenheim, who also answered questions from a near-capacity audience. In May,

a reception and screening was held in conjunction with Filmfest DC to honor the more than 11,000 films produced by the U.S. Information Agency (USIA) that are now in the custody of the National Archives. These films, which by law previously could be seen only by foreign audiences, were recently released to the American public through an act of Congress. Before the screening, Dr. Don Wilson presented the Archivist's Achievement Award to noted filmmaker George Stevens, Jr., who was the Director of USIA's Motion Picture and Television Service from 1962 to 1967.

In conjunction with the exhibition "Washington: Behind the Monuments," several guest speakers presented rare archival films about our city's recent past. Popular local radio personality Dick Cerri screened videotape made in 1969 at the Cellar Door that featured performances by John Denver and Peter, Paul and Mary. Broadcast executive Milton Grant returned to Washington to screen the only surviving episode of "The Milt Grant Show," his popular teenage dance program aired on local television in the 1950's. As a result of a long fea-

ture article in a local newspaper, more than 40 persons who had appeared on the program as teenagers were in the audience to share their memories.

Films about World War II proved to be among the most popular shown this year. British documentary director Stephen Peet presented an episode of his BBC Television series "Yesterday's Witness." The program made extensive use of eyewitness interviews to bring alive historical events—in this instance, a riveting account of an RAF bombing raid on Copenhagen. American filmmaker Richard Kaplan screened and discussed "The Exiles," the story of European emigrants who came to the United States to escape persecution by the Third Reich. The most ambitious program was the six-part Italian television series "Italy at War," which was presented in June to mark the 50th anniversary of Italy's entrance into the war. The National Archives was most grateful to RAI-TV in Rome, which subtitled the series in English for exclusive use by the National Archives. This series, and other films relating to World War II, will also be made available by the film programming staff to the regional archives and Presidential libraries.

### *Special Events*

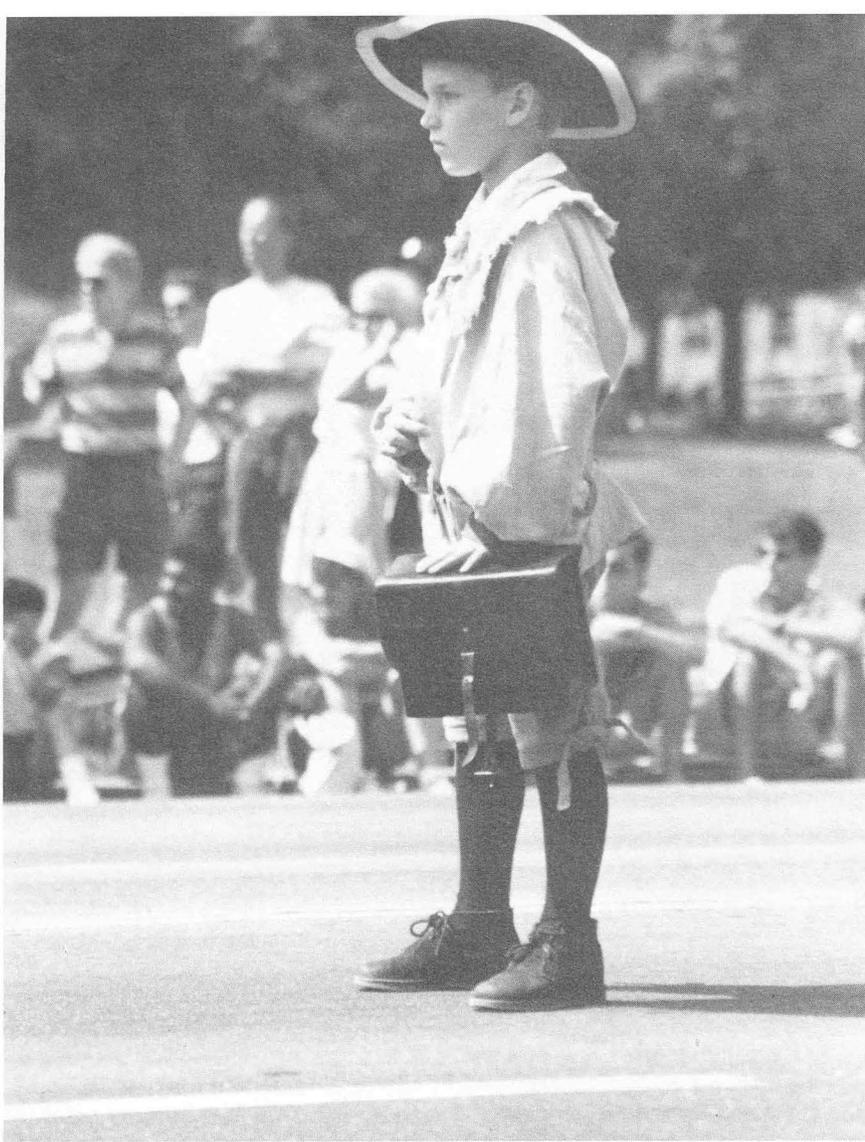
The annual Independence Day ceremony began with a concert by the U.S. Army (3d Infantry) Old Guard Fife and Drum Corps, followed by the traditional reading of the Declaration of Independence. The program concluded with a demonstration of Revolutionary War tactical maneuvers, complete with cannon and musket fire on Constitution Avenue.

The annual Constitution Day ceremony was held on September 17. The Archivist was host at the traditional naturalization ceremony in the Rotunda, where petitioners from many countries were sworn in as U.S. citizens. Judge Harold Greene of the U.S. District Court of the District of Columbia presided, and Senator Nancy Landon Kassebaum (R-KS) delivered an inspiring address to the new citizens. A concert by the world-renowned U.S. Army Field Band and Soldiers' Chorus followed at noon on Constitution Avenue.

The Archivist of the United States



*(Left to right) filmmaker Charles Guggenheim, National Archives film programmer Bill Blakefield, former director of the motion picture and television service of the USIA George Stevens Jr., and other guests attend a reception and film preview to mark the opening of USIA films to domestic audiences, May 2, 1990. The National Archives is the repository of 11,000 films produced by the USIA. (Photograph by Susan Amos.)*



*As part of the annual Independence Day ceremony at the National Archives, this youngster participated in the colonial military maneuvers that took place on Constitution Avenue after the reading of the Declaration of Independence, July 4, 1990. (Photographer unknown.)*

welcomed the Patriarch of the Greek Orthodox Church from Istanbul to the National Archives on the occasion of his first visit to the United States. The Patriarch viewed the Alaska Purchase Treaty, as well as the Bill of Rights and the other Charters of Freedom.

The Honorable Arpad Goncz, President of the Republic of Hungary, participated in a program at the National Archives, cosponsored with the Center for Democracy and the Virginia Bicentennial Commission, commemorating the global impact of the U.S. Bill of Rights.

A reception for attendees at the National Genealogical Society's annual meeting in June drew more than 1,000 to the National Archives Rotunda.

More than 700 State and local historians attended a reception at the National Archives on the occasion of the American Association of State and Local History's 50th annual meeting held in September in Washington.

### *Archival Tours and Training*

The "Modern Archives Institute: Introduction to Modern Archives Administration" is a 2-week archival training course held for the last 45 years in Washington, DC. The course includes lectures, discussions, workshops, and visits to the Manuscript Division of the Library of Congress and various units of the National Archives. In 1990, 76

attendees came from public and private archives located in the United States and elsewhere. Among the institutions to send archival staff were the World Bank, Project HOPE, Alcoholics Anonymous, the Metropolitan School of Art, the Senate, the Secret Service, Little Big Horn College (Crow Agency, MT), and the Lawrence Livermore National Laboratory.

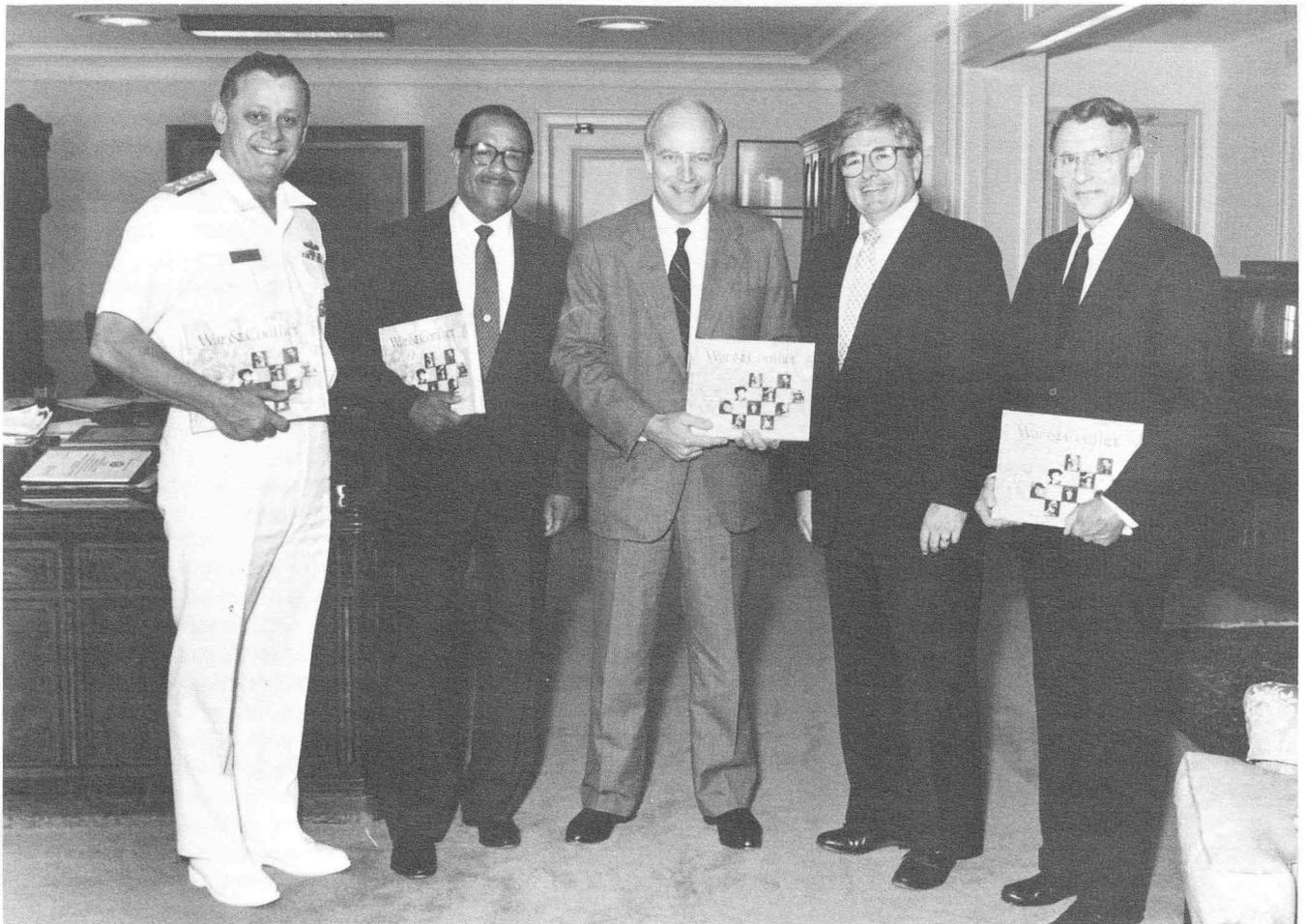
During this year, 75 archivists, records managers, librarians, historians, and others in related professions visited the National Archives to exchange information, receive training guidance, and discuss issues of mutual concern.

The outreach services staff again assisted the Martin Luther King, Jr., Memorial Holiday Commemorative Committee to provide for annual commemorative activities, and continued efforts to create programs emphasizing records of interest to families, younger Americans, minorities, and women.

### *National Audiovisual Center*

The National Audiovisual Center, located in Capitol Heights, MD, is the Federal Government's central distributor for all federally produced audiovisual materials. These include not only traditional film and audiotape, but also the newer electronic media such as videodisc and CD-ROM. Operating as a self-supporting entity, the Center offers for sale or rental more than 8,600 separate titles on topics ranging from health and safety to language and job skill training. Proceeds are distributed to the National Archives Trust Fund.

The Center works closely with Federal agencies to provide assistance in the duplication, packaging, and distribution of audiovisual materials. More than 70 new items were acquired for distribution this year. Through the distribution of 827,000 copies of brochures and catalogs, Federal agencies and the public were informed about the Center's holdings and services. More than 26,000 videotapes, audiotapes, and mixed media packages were sold and distributed during this year. The Center maintains an 800 telephone number to facilitate public access. The Center also works closely with other divisions in the Office of Public Programs on joint projects to increase public knowledge and access



*War and Conflict, a fine-photography catalog of still pictures in the National Archives relating to American wartime history, was presented by the Archivist of the United States (second from right), to (left to right) Vice Adm. Jimmy Pappas, representing the Chairman, Joint Chiefs of Staff; Under Secretary of the Army John Shannon; Secretary of Defense Richard Cheney; and Special Assistant to the Secretary of the Army Lt. Gen. Robert Arter (USA Ret.), May 25, 1990.*

to materials produced by the National Archives.

The Center also works with the Office of Management and Budget in the compilation of data and publication of the annual report on *Federal Audiovisual Activity*. This report provides information on Federal agency purchase, production, and duplication of audiovisual materials. Through this report, the Center provides information to further increased sharing of Federal resources and minimizing of duplication.

### ***Publications***

The Publications Division of the Office of Public Programs produces microfilm and printed publications that educate and inform the many constituents of the National Archives about their Federal documentary heritage. In 1990 the

Division produced 25 publications and four issues of *Prologue: Quarterly of the National Archives*, the award-winning quarterly of the National Archives. Of the various books, guides, catalogs, leaflets, and periodicals, most were published under the imprint of the National Archives Trust Fund Board.

*War & Conflict: Selected Images from the National Archives* reproduces more than 1,500 black-and-white images relating to American military history from 1775 to 1970. Roughly 40 percent are photographs from World War II, tying the publication in with the National Archives commemoration of the 50th anniversary of the American participation in that war. The publication of a new finding aid, *The Holocaust, Israel, and the Jews: Motion Pictures in the National Archives*, coincides with both the World War II commemoration and the

establishment of the U.S. Holocaust Museum in Washington.

*Washington: Behind the Monuments*—which documents and expands upon the popular Circular Gallery exhibition of the same title—contains more than 100 reproductions of documents, maps, photographs, and drawings that trace the history of the city and its people.

The popular series of booklets called “Milestone Documents in the National Archives” continued with the publication of *Atoms for Peace: Dwight D. Eisenhower’s Address to the United Nations*. Reprinted editions of *Germany Surrenders, 1945*, *Japan Surrenders, 1945*, *The Story of the Constitution*, and *The Bill of Rights*, as well as a revised edition of *Microfilm Resources for Research: A Comprehensive Catalog*, were made available. A series of guides to records in each of the 11 regional archives was also published.

In the General Information Leaflet series, the Division printed a revised edition of *Using Records in the National Archives for Genealogical Research*; *The Washington National Records Center*; *Information About the National Archives for Prospective Researchers*; and English, French, German, Italian, Japanese, Spanish, and Russian editions of *Welcome to the National Archives Rotunda*.

During 1990, articles in *Prologue* covered a wide range of topics. The fall 1989 issue celebrated the 200th anniversary of the Judiciary Act by highlighting court records held by the regional archives. The winter 1989 issue commemorated the bicentennial anniversary of federally administered lighthouses. One article in the spring 1990 issue gained special attention when the *Washington Post* printed a summary of Jean Preer's piece on the 1940's Federal censorship case *Esquire v. Walker*.

The National Archives continued to distribute microform publications of historically important records to preserve them and make them available for research. The Publications Division published 14 descriptive pamphlets for individual publications released during 1990. Sales currently account for roughly 60 percent of total publications income, and sales figures are expected to increase in the coming year as a result of a year-end price increase from \$20 to \$23 per roll. Catalog development and other related work continued this year in anticipation of the release of the 1920 census microfilm in March of 1992.

In an effort to increase the visibility of National Archives publications nationwide and make them available for research use by the widest possible audience, the Publications Division continued trade marketing and distribution contracts for books and microfilm with commercial contractors during 1990.

The Marketing and Fulfillment Branch informs the public about the availability of microforms, books, posters, facsimiles, and Museum Shop items through a wide variety of materials. These include a complete catalog of books and related print publications, a brochure describing recently published teaching aids, a revised brochure describing materials relating to the Charters of Freedom, and a new comprehensive list of the publications,

gift items, and audiovisuals currently available from the National Archives that relate to World War II.

National Archives publications were displayed at 13 major scholarly, professional, and trade conferences across the country, and locally. Press releases and other marketing activities resulted in 28 book reviews in 26 diverse national publications, including *Library Journal*, *American Libraries*, *Social Education*, *The Journal of American History*, *The Jewish Chronicle*, and *Genealogical Forum*. A total of 16 space advertisements appeared in 7 national publications.

Five publications won awards in the National Association of Government Communicators (NAGC) Blue Pencil Competition. This annual competition selects and pays tribute to outstanding Government publications and their producers. The award-winning entries this year were *War & Conflict* (First Place); the *1989-90 National Archives Publications Catalog* (First Place); *Scene in Marsh* poster (Second Place); *Prologue* (Third Place); and *Teaching With Documents* (Third Place). The fall 1989 issue of *Prologue* was a Gold Award Winner in the 1990 Neographic competition. The purpose of this event is to select and reward excellence in graphic arts and publishing throughout the Mid-Atlantic region. The *1989-90 National Archives Publications Catalog* received an additional award for "Outstanding Excellence" from Washington Edpress, an organization of publishers and public relations specialists involved in education and related fields.

### *Museum Shop*

Through its Merchandise Sales Branch, the Publications Division administers the Museum Shop and produces and distributes educational material for more than 1,000,000 annual visitors to the National Archives Building. The Branch also sponsors a very popular lecture program featuring distinguished authors whose publications relate to the holdings of the National Archives.

This year, the Branch sponsored 50 lectures. Authors such as Paul Nitze, William Colby, Taylor Branch, Morley Safer, Jack Germond, Jules Witcover, Jeffry Ward, former Senator James Abourezk, and Ron Chernow spoke to audiences that exceeded 3,700 attend-

ees. Special guests included Congressman Stephen Solarz, West Point graduate Tom Carhart, World War II hero Admiral Arleigh Burke, U-Boat Captain Reinhard Hardegan, and Secretary of Veterans Affairs Edward Derwinski. Topics discussed were varied and included the Presidency, civil rights, Congress, foreign relations, genealogy, military history, the Civil War, Presidential campaigns, intelligence, diplomacy, architecture, art, Vietnam, Korea, World Wars I and II, aviation, and banking.

Although the Museum Shop was affected negatively by a 6 percent decline in Rotunda visitors, sales continued to increase and exceeded both previous year sales and estimates for the year.

The Museum Shop's poster and postcard reproduction program continues to be a great success, with new images added periodically throughout the year. The "parchment" documents series also has been very popular and now numbers 17 unique documents, each reproduced faithfully with informative descriptive information. Four new holiday notecards and a Washington, DC, bicentenary pocket calendar were produced, and the shop's audio and video departments were dramatically expanded. Special lighthouse products were added, most designed from lighthouse drawings in the records of the U.S. Coast Guard, to commemorate the bicentenary of the Coast Guard. More products relating to World War II were added.

Items have been added to highlight collections of the Presidential libraries, including reproduction bronze sculptures of Remington originals at the Johnson Library and blue and white Chinese porcelain based on pieces in the Hoover Library.

A new Christmas ornament was commissioned, as were redware plates based on fraktur designs, a special lighthouse lamp, and a silverplate skipper such as those attached to treaties in the holdings.

The Museum Shop's book section was expanded, and additional bookcases were added to accommodate the new titles. The shop now has more than 5,000 items in its inventory, with the majority of these being book titles. A video security system was installed to improve Museum Shop security.

## Volunteer Services

Volunteers within the Office of Public Programs extend the public service of the National Archives in Washington, DC, in many ways. They provide behind-the-scenes tours, offer outreach programs for students and community groups, provide research assistance to custodial units, and assist researchers and the public by staffing the Genealogical Orientation Room on the fourth floor and the Information Desk in the Exhibition Hall. More than 170 volunteers contributed 25,062 hours during the year.

More than 29,300 visitors, ranging

from school children to constituents referred by congressional offices, enjoyed these services. Visitors this year also included dignitaries, archivists, and librarians from England, Mongolia, Korea, Ukraine, U.S.S.R., New Zealand, Venezuela, Pakistan, Ivory Coast, Switzerland, Syria, Turkey, Japan, and Australia. Special programs were created for Federal agencies, various service clubs, universities and colleges, associations, and institutes.

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, volunteers conducted 154 tours for 4,498 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 the Bill of Rights was added this year.

Docents conducted more than 290 school outreach programs—ranging from “An Introduction to the National Archives” to workshops on the Constitution—for more than 8,300 students in nearly 250 metropolitan area schools. Docents also offered workshops on school programs to local teachers and administrators and outreach programs to community organizations.

In addition to services provided by docents, more than 20 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, 19 volunteers with special genealogical experience staff the Genealogical Orientation Room. During this year, they assisted more than 7,360 visitors interested in pursuing genealogical research at the National Archives and assisted the Education Branch staff with genealogical workshops.

To help the staff of the National Archives in preparing for the move to Archives II, the number of volunteer staff aides increased to 60, three times the usual number. These volunteers continued to assist archivists and other staff members on a wide variety of projects, including the OSS records project, holdings maintenance, and records relocation. A major new effort has been undertaken by 16 volunteer staff aides to assist in the preparation of the catalog of microfilm copies of the 1920 census schedules.

An American delegation of four genealogical specialists, led by Volunteer and Tour Coordinator Patricia Eames, visited the main Archival Administration of the U.S.S.R. in Moscow in March. The delegation began work on establishing the U.S./U.S.S.R. Clearinghouse for Genealogical Exchange.



*National Archives docents Virginia Ingram and Daniel M. Pritchett III conduct an introductory document workshop on records in the National Archives for 6th grade students from the Raymond Elementary School in Washington, DC, January 31, 1990. (Photograph by Amy Young.)*

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## Office of Public Programs Staff

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### *Volunteer and Tour Coordinator*

Patricia Eames 202-501-5205

### *Director, National Audiovisual Center*

George H. Ziener 301-763-1872

### *Director, Exhibits and Educational Programs Division*

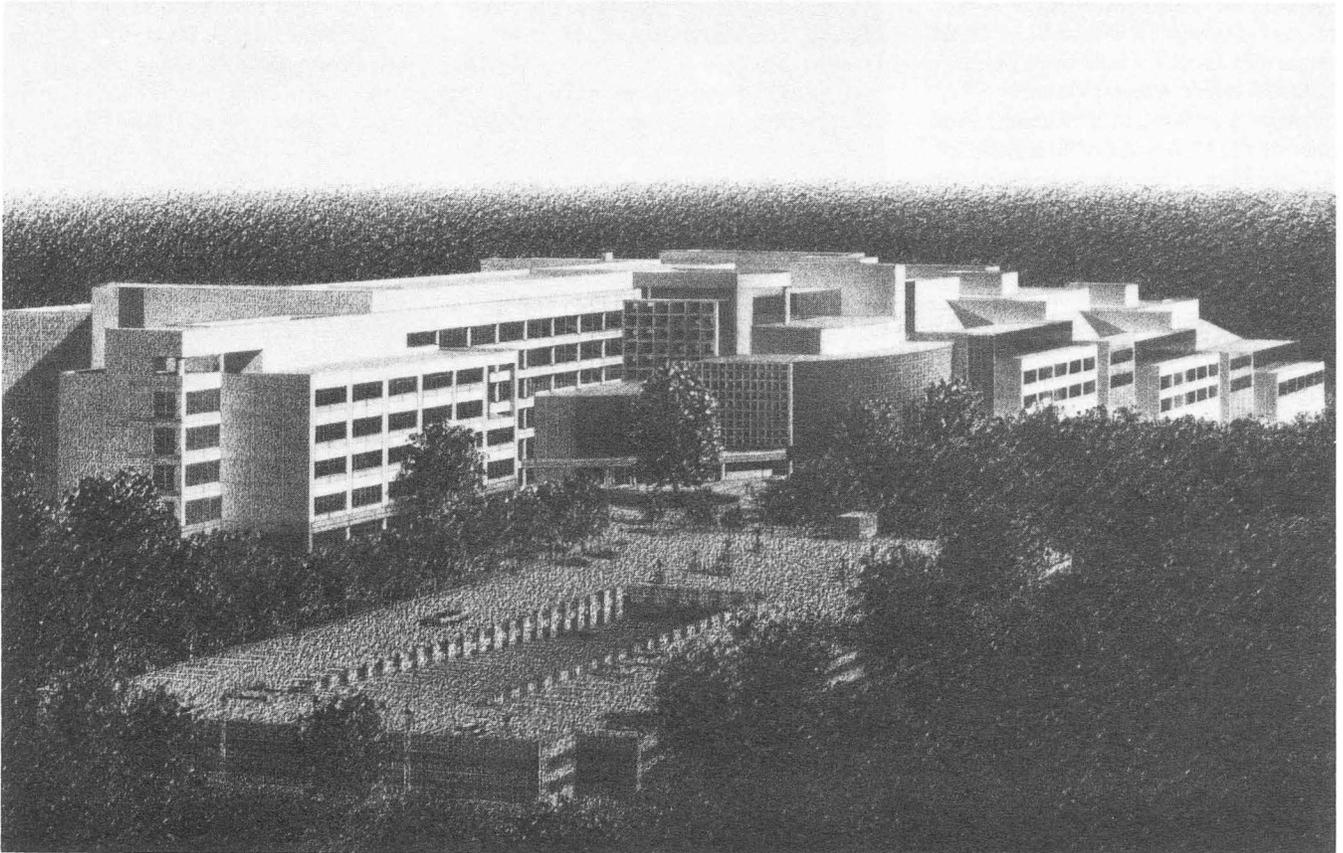
Edith James 202-501-5210

### *Director, Publications Division (Acting)*

Charles W. Bender 202-724-0084

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# Archives II



*An architectural rendering 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 state-of-the-art storage, reference, and laboratory facilities, as well as space for offices and general facilities, including a theater, conference rooms, cafeteria, and day-care center.*

## **History**

Space to store archival records in the National Archives Building in the District of Columbia was no longer available by 1970. At that time, archival records were moved to the Washington National Records Center in Suitland, MD. In the following years, archival records were also moved to a facility in Alexandria, VA, and administrative offices were placed in rented space in

several different locations in the District of Columbia.

Despite repeated attempts to obtain official support for a new archives building, National Archives officials were unsuccessful until after the National Archives regained its status as an independent Federal agency in 1985. In 1987, the National Archives contracted with Summer Consultants, Inc. (engineers) and Cooper Lecky (architects) to develop a design program for

a new facility. This document presented the functional requirements for the building and became the basis for the work done later to design and engineer the building. The design of the new building, to be known as the National Archives at College Park (informally designated as Archives II), became the responsibility of the joint venture of Hellmuth, Obata, & Kassabaum (HOK), architects, and Ellerbe Becket, Inc., engineers. The joint venture was

selected for the task in January of 1988 and began the design effort in October of that year.

The National Archives effort to gain support for a new building had attracted the attention of Representative Steny Hoyer, Congressman for Maryland's Fifth District. Congressman Hoyer was joined by Senator Barbara Mikulski in initiating efforts to provide money to design the new Archives building and, subsequently, to secure congressional authorization to fund construction. Senator Paul Sarbanes, a long-time supporter of archival programs, also added his influence to the campaign for Archives II. Other important support came from Maryland Governor William Donald Schaefer and William E. Kirwan, President of the University of Maryland at College Park. Through their efforts, and those of other key Maryland State officials, a 33-acre parcel of land adjoining the College Park campus was donated as the site for Archives II.

## Groundbreaking

The major symbolic event of the year occurred on October 17, 1989, when a group of 300 people gathered at the Archives II site in College Park, MD, in the pouring rain to break ground for the new building. Access to the acre of ground that had been especially cleared for the ceremony was made possible by the generous agreement of the Potomac Electric Power Company (PEPCO) to allow the construction of a temporary road on the PEPCO right-of-way that borders the Archives II site on the West. The temporary road will be used during the construction of Archives II and will then be returned to its original state. This is only one example of PEPCO's generous cooperation with the Archives II project.

Rain could not dampen the spirits of those gathered to celebrate the success that marked two decades of work to acquire a new building for the National Archives. That the participants' enthu-

siasm was sustained throughout the ceremony was due at least in part to the organizers' forethought in providing large, sturdy tents to cover the events. While the audience gathered under the largest tent on the site, speakers had their own separate tent as did the University of Maryland band, which entertained the audience before the ceremony began. The only group unable to escape the rain was the Armed Services colorguard, which opened the ceremony with the presentation of the colors.

Archivist of the United States Don Wilson acted as the master of ceremonies, introducing the other five speakers: Prince George's County Executive Parris Glendening; University of Maryland President of the College Park campus William Kirwan; Senator Paul Sarbanes (D-MD); Representative Steny Hoyer (D-MD); Maryland State Comptroller Louis Goldstein; and Governor William Donald Schaefer. During his own remarks, the Archivist called the ceremony "an occasion for great satisfaction" . . . that represents years of effort and concern by a great many people—in Congress, in the National Archives, in the professional associations, as well as support from a very active constituency of history-minded citizens and genealogists. Also a broad and effective advocacy was forged in the academic community, most particularly at the University of Maryland." The Archivist also commended the "pivotal leadership" of Senator Barbara Mikulski, who was unable to attend the ceremony, the support of Mayor Anna Owens of College Park, and the "work and professionalism" of James Megronigle, Office of Management and Administration, and his "team that is overseeing the design and planning of Archives II." Following the speeches, the speakers, joined by Maryland State Treasurer Lucille Maurer, donned hardhats and took up specially engraved commemorative shovels to break ground for Archives II.



*The groundbreaking ceremony for Archives II took place on October 17, 1989. Participating in the ceremony are (from left to right) William E. Kirwan, President of the University of Maryland at College Park; William Donald Schaefer, Governor of Maryland; Louis L. Goldstein, Comptroller of the State of Maryland; Paul S. Sarbanes (D-MD), United States Senate; Steny H. Hoyer (D-MD), United States House of Representatives; Lucille Maurer, Maryland State Treasurer; Don W. Wilson, Archivist of the United States; and Parris N. Glendening, County Executive, Prince George's County, MD. (Photograph by Susan Amos.)*

## Construction Begins

The site clearing and grading began a few weeks later when the Cherry Hill Construction Company cleared trees from the 17 acres of the site that represents the footprint of the building, the



*U.S. Representative Steny H. Hoyer (D-MD) and Legislative Assistant John Berry review the program at the Archives II groundbreaking ceremony, held on October 17, 1989. Representative Hoyer and Mr. Berry were instrumental in gaining congressional approval for Archives II and worked vigorously with the State of Maryland, Prince George's County, and the University of Maryland to secure the new facility's site. Prince George's County Executive Parris N. Glendening can be seen in the background. (Photograph by Susan Amos.)*



*Trudy H. Peterson, Assistant Archivist for the Office of the National Archives (center), confers with Marvin I. Shenker, Archives II Project Manager, and Adrienne C. Thomas, Deputy Assistant Archivist for Management and Administration, at the groundbreaking ceremony on aspects of the new facility's exterior design. The 1.7 million square foot building is situated on the center of its 33-acre site; the front of the building faces the University of Maryland golf course. (Photograph by Amy Young.)*

parking garage, and the road system. Significant precautionary measures were taken to protect the remaining trees from damage during construction. The tree protection plan for the site was developed by Steve Clark and Associates, who are urban foresters engaged specifically to spearhead the effort to save as many trees on the site as possible. Trees that had to be removed were chipped on the site and turned into mulch. Some of the wood chips will be used ultimately in the landscaping of the site.

Once the trees were removed, the Cherry Hill Construction Company began to excavate and remove approximately 125,000 cubic yards of dirt from the site. Because each dump truck holds 10 cubic yards of dirt, 12,500 dump truck trips were made over a 3-month period (or about 190 trips per day) from the site. An additional 30,000 cubic yards of dirt were relocated on the site for use later in the project.

After the site had been cleared, subsequent construction activities began. In May, the Donohoe Construction Company began construction of the parking garage for 763 vehicles. The contract also included construction of site utilities, including electricity, water, and sewer connections. Early construction of the parking garage was necessary for eventual use as the staging area for the general contractor, parking for approximately 600 construction workers, and for building materials.

While the garage construction was underway at one end of the site, Seaboard Foundations Company began to construct in June the deep foundations for the north end of the new building. A foundation consisting of caissons (reinforced concrete piers, 4 1/2 feet in diameter with a concrete bell-shaped foot that ranged from 6 feet to 13 feet in diameter) was necessary because soil conditions in that area were poorer than those in the remaining construction area. Seaboard used a giant earth auger to drill the shafts for 105 reinforced concrete caissons to an average depth of 40 feet. To ensure that the construction of the caissons would meet the standards set by the Archives II engineers, chief structural engineer Randy Wood was lowered to the bottom of a test shaft to inspect the work and to ensure the stability of the soil at the bottom of the shaft.

## *Movable Shelving*

The single most expensive element of the Archives II project, apart from construction of the building itself, is the 520 miles of movable shelving and 7,300 new map cases planned for Archives II. Throughout the year, the staff worked with the architects and engineers to determine shelving requirements. It had been clear from the early planning phase that it would be necessary to use compact, movable shelving in the records storage areas of the new building to provide sufficient storage capacity. Traditional stationary shelving would have required a building of nearly 2,500,000 square feet—or 800,000 square feet more than the size of the final design for Archives II.

As part of the effort to define the mobile shelving requirements, the architectural firm of HOK contracted with Underwriters Laboratories of Northbrook, IL, to conduct a series of fire tests on the type of compact, movable shelving units proposed for use in the new building. Four findings emerged from the tests. First, the tests showed that movable shelving should be designed to leave several inches of space between the shelving units even when the units are not in use. These spaces serve as a flue between mobile shelving units during a fire emergency. The greater the flue space, the sooner a fire will break out into the open and set off sprinklers.

The tests also demonstrated the necessity for "quick-response" sprinklers. These sprinkler heads are rated at 165 degrees Fahrenheit, a lower temperature than traditional sprinkler systems. In the Underwriters Laboratories test, quick-response sprinklers responded soon enough to drench the fire and salvage a sizable portion of the burning records. Quick-response sprinklers proved particularly important when storing highly combustible computer tapes.

Third, the test demonstrated the need for smoke detectors. When shelving units are closely packed with records, smoke provides an early warning system to set off alarms before actual flames would be visible. Finally, the tests demonstrated that if the sprinkler system is activated, a fire in mobile shelving, though more challenging to extinguish than a fire in station-

ary shelving, can be contained within a single storage area, an essential requirement for the overall fire safety of the facility.

In addition to the fire tests, staff conservators worked to identify materials that should not be used in stack areas, including materials that could give off substances that might damage archival records. As part of that effort, the decision was made to require vendors to provide shelving that had been painted with a polyester powder coating rather than enamel paint, to require that only latex paint be used on walls in the stack areas and that the concrete hardener used on the stack floors met the National Archives prescribed tests to ensure use of a safe product.

The movable shelving procurement solicitation was released for bid in late March of 1990. After bids were received, the Government began the evaluation and negotiation phases, which were continuing as the year ended. The winning company will be selected in the next fiscal year.

## *Design*

The tentative design proposed by HOK and Ellerbe Becket was accepted and working drawings were started at the beginning of the year. The building will include records processing and storage areas, a 5-level research complex of more than 60,000 square feet, extensive conservation and special media laboratories, offices, a 320-seat theater, conference and training facilities, a cafeteria, a day-care center, and an exercise facility.

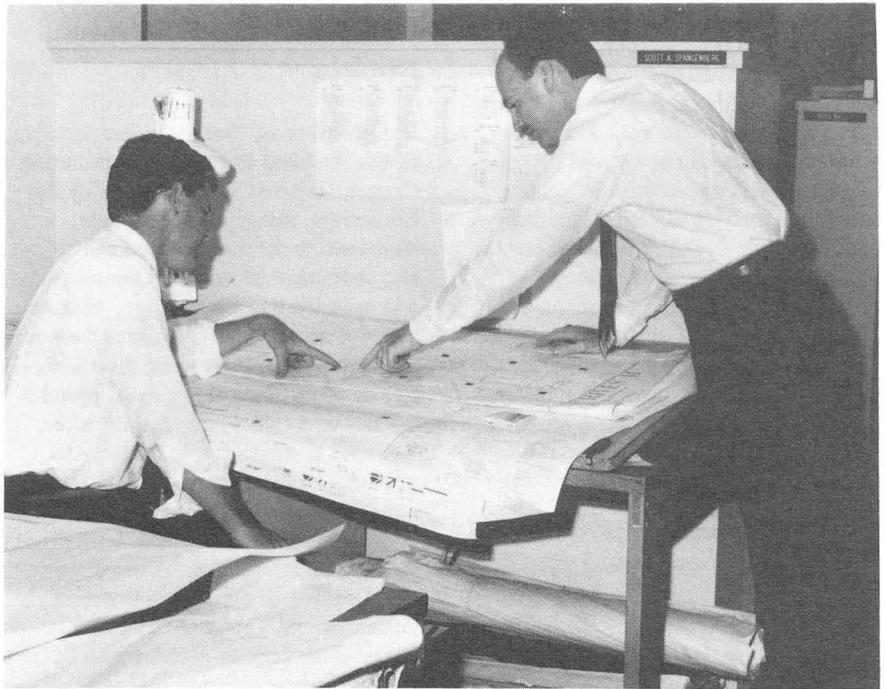
The central focus of the design effort was on those building systems crucial to Archives II: heating and air conditioning, mechanical and electrical systems, fire protection and security systems, as well as the shelving system for the storage areas. Ellerbe Becket engineers worked tirelessly to develop engineering designs that would achieve the temperature and relative humidity standards, as well as air filtration requirements, established for Archives II. The temperature and humidity standards for the following storage areas are: textual and cartographic records—70° F +/−2, 45% RH +/−5; black-and-white motion picture film, magnetic media, audiotapes and sound recordings—65° F +/−2, 30% RH

+/-3; color aerial film and color motion picture film—25° F +/-2, 30% RH +/-3; glass negatives, black-and-white photographs, slides, negatives, posters, and electronic records—65° F +/-2, 35% RH +/-3; and, still photography color film, slides, and photographs—38° F +/-2, 35% RH +/-3. These standards reflect the current thinking among conservators, scientists, and engineers about what constitutes the best storage conditions for each type of record media balanced against the need to bring the materials to researchers for their use. If reference service were not a consideration, the preferred storage condition for most records would be to freeze them and leave them alone.

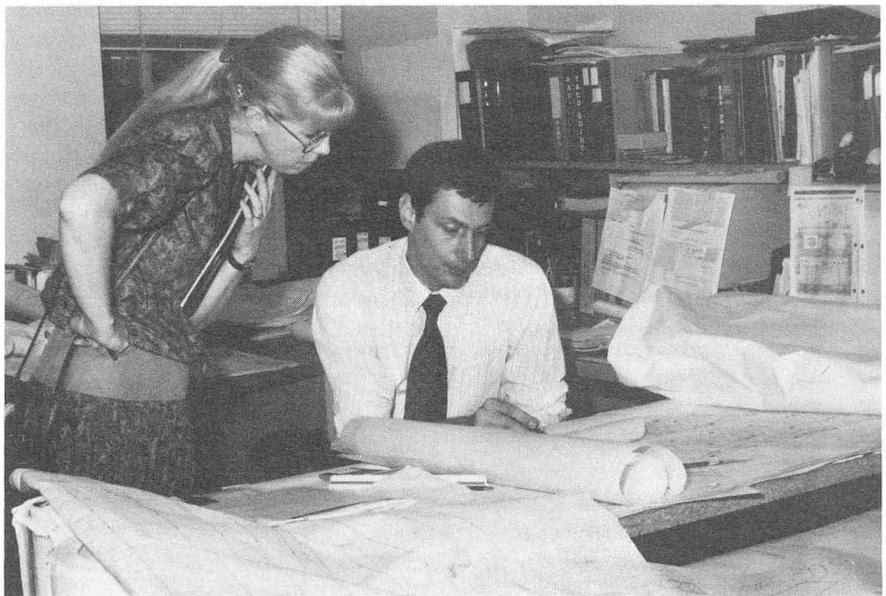
Archives II will provide textual storage space for nearly 1.5 million cubic feet of textual records, about 300,000 cubic feet of nontextual records, and an additional 230,000 cubic feet of printed materials. Achieving these multiple storage conditions in the various records storage areas of the new building presented an engineering challenge to the Ellerbe Becket team.

Working architectural drawings were created that provided the minute level of detail needed for a general contractor to understand how to construct the building from the plans. On April 5, the National Capital Planning Commission (NCPC) gave its final approval to Archives II, commending the quality of the design and responsiveness to NCPC and community concerns. NCPC had reviewed the Archives II design at various points during its development. By the end of the year, HOK and Ellerbe Becket had produced more than 1,400 separate drawings, which constitute the Archives II design.

From the beginning, the Office of Management and Administration, which is responsible for overall direction of the design and construction of Archives II, had determined that the contract for the new building must ensure the highest standards of construction. Therefore, with the assistance of the General Services Administration's National Capital Region's Public Buildings Service, the contract to build Archives II was one of the first construction contracts to be awarded on the basis of technical qualifications with price as a secondary factor. Unlike other Government construction contracts, a low bid by poten-

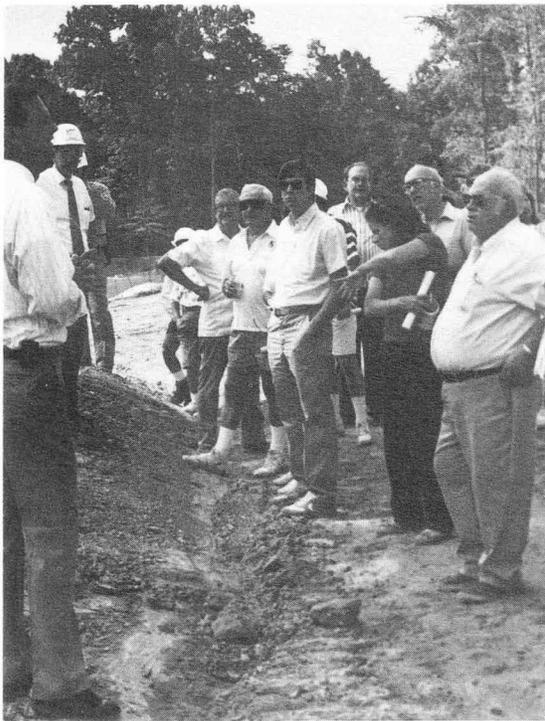


*Randy Wood (right), Ellerbe Becket's chief structural engineer for the Archives II project, discusses revisions to the facility's equipment rooms with one of the project's mechanical engineers, Scott A. Spangenberg (left). These equipment rooms house the state-of-the-art machinery that will keep Archives II's various record storage areas at required temperatures, relative humidities, and filtration levels. Archives II will house various kinds of media, including paper records, photographs, motion picture films, and electronic records. Each of these unique record types requires different environmental storage conditions. (Photograph by Amy Young.)*



*William Hoffman, the senior mechanical engineer from Ellerbe Becket, explains to Michele Pacifico of the Archives II project staff the ductwork layout for the heating, air conditioning, and ventilation systems in the special media laboratories. High ceilings and specific exhaust conditions in the laboratories presented a complex design challenge to the project's engineers. (Photograph by Amy Young.)*

tial contractors did not guarantee the award of the contract. The Archives II drawings and specifications were released to potential bidders in September of 1990. Over the next several weeks potential bidders would review the drawings; consult with possible subcontractors for electrical, mechanical, and other building systems; talk to materials suppliers; and eventually determine what it would cost them to build Archives II. These factors, in addition to plans for managing the project, corporate construction experience with very large projects, and specific details about the composition of the construction team, constituted the bids for the project.



*In a continuing effort to keep the neighboring community, National Archives staff, and other interested individuals informed about Archives II, the National Archives sponsored a program at the site on August 18, 1990. Chris A. Cowles (left), an urban forester with Steve Clark and Associates, Inc., describes the Archives II tree preservation program. Robert DeWolfe (wearing hardhat), senior project manager from the Gilbane Building Company, the construction managers for the Archives II project, discussed the general activities at the site and the construction schedule. (Photograph by Jerry Thompson.)*

## ***Community and Professional Liaison***

In December of 1989, the first meeting of the Archival Research Coordinating Committee (ARCC) was called by its Chairman, James C. Megronigle, Assistant Archivist for Management and Administration. The Committee was established to coordinate joint educational and scholarly projects between the National Archives and the University of Maryland. While most projects are not expected to occur until after Archives II opens for research, ARCC provides a mechanism for dealing with issues related to construction that may arise as Archives II is being built.

The potential impact of light from the Archives II site on the University's nearby astronomy observatory was one of the most serious problems faced by the Committee during the year. Lighting experts and astronomers worked on complicated mathematical analyses to determine whether the light from Archives II would degrade viewing from the observatory and what the significance of that impact would be on the University's astronomy program. The National Archives proposed installing a dual lighting system on the parking garage that will permit the use of one level of lighting on evenings when the observatory is not in use and the use of low pressure sodium lighting on nights when actual observations are planned. Low pressure sodium lighting can be entirely filtered by the observatory's telescopes and, therefore, has no negative impact on viewing capabilities. In addition, the National Archives will install the electrical conduit necessary to support a shade system for the window wall of the research complex. The decision whether to install the shade system will be made after the building is completed when the actual impact of light emanating from the building at night can be evaluated. Light from offices in Archives II is not a factor because these areas tend to be vacated by 6 p.m.

The Committee also proposed to use the time during construction to begin a program of briefings for department heads at the University of Maryland to provide them with greater knowledge of research opportunities to be found among the records scheduled for transfer to Archives II. Trudy Peterson,

Assistant Archivist for the National Archives, and Ronald Larsen of the University of Maryland, both members of ARCC, coordinated the first series of briefings for university personnel.

The Adelphi and College Park Citizens' Associations liaison committee, which was formed to keep local citizens informed about the development of Archives II, met at the National Archives in December of 1989. James Megronigle, Assistant Archivist for Management and Administration, and Bob DeWolfe of the Gilbane Building Company briefed the committee on the design progress and construction plans for the building. DeWolfe described in detail plans to minimize to the extent possible the impact of the dump truck traffic on Adelphi and Metzert Road and efforts that would be made to keep local roads clean from construction dirt.

Local citizens, University officials, local government officials, and National Archives staff were invited to tour the Archives II site in August of 1990 to see the construction progress. Approximately 80 visitors showed up on the hot, sunny day for the first "community day" at the site. Two groups were created and guided around the site to point out where the building and the parking garage would be built. At the time of the tour, the construction of the parking garage was underway. Chris Coles, representing the Archives II urban forester Steve Clark and Associates, explained the various techniques involved in preserving the maximum number of trees on the site while the building and garage are under construction. After the site tours, James Megronigle and Prince Georges County Executive Parris Glendening spoke briefly and answered questions about Archives II and the county's planned widening of Adelphi Road. Future tours will be held throughout the construction period.

National Archives officials continued to meet with the Archives II users' advisory group, which consists of 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. The group was established to discuss researcher services, accommodations, the location of records, and other issues of concern to researchers.

# Preservation

## ***Archival Research and Evaluation Staff***

The planning for preservation projects is part of the functions of this staff, under the direction of Alan Calmes, the Preservation Officer.

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

The 1985 National Archives 20-Year Preservation Plan, developed after a 3-year study with the assistance of statisticians from the National Institute of Standards and Technology (NIST, formerly NBS), continues to be the basis of preservation actions and priorities in the National Archives. The resources identified in that study, \$11 million annually over a 20-year period, represented the estimated level of funding needed to eliminate the backlog of preservation work.

The plan calls for rehousing inappropriately packaged paper records; microfilming or photocopying inherently unstable papers, such as Thermofaxes (trademark) and mimeographs; microfilming or photocopying frequently used records; and protecting, by laboratory conservation treatments, especially fragile and valuable documents subject to frequent use. This approach also agrees with the 1986 findings of the National Academy of Sciences (*Preservation of Historical Records*), which concluded that undisturbed papers needed little attention beyond good housing and a benign storage environment, which are the goals of Archives II.

This year, the Preservation Officer was assigned the task of updating the 20-Year Preservation Plan. With the

assistance of statisticians from the Department of Transportation, he conducted a study of the use of paper records in the National Archives. Tabulations of reference service slips and reproduction service orders revealed a pattern of limited use of the millions of paper records in the National Archives Building. Usage appears to be in small clusters, with the vast bulk of holdings not being touched. These clusters, however, are unpredictable as research interests shift from time to time. Because most unused records may be preserved by maintaining benign environmental conditions, a more precise estimate for additional preservation actions on records subject to use could reduce the funds needed for preservation. The purpose of the update, therefore, is to locate and identify the records subject to use, to evaluate the condition of those records, and to estimate preservation requirements for them.

"Holdings maintenance" goes a long way to slowing down deterioration of records. Because it is necessary to provide a benign microenvironment for all documents, it is unlikely that the holdings maintenance workload will be greatly affected by the usage rate. Usage, however, may indicate the best mix of holdings maintenance work to be scheduled over the long term because, for instance, frequently used papers should be reboxed sooner than unused papers. The funds needed for holdings maintenance may gradually increase or decrease over the time of the plan depending upon the frequency of use and the condition of the records.

The microfilming, photocopying, and conserving workload estimates are more likely to be affected by the study. Because frequently used records in

poor condition need to be protected, the quantity of records that falls into the "frequently used" category will help determine preservation costs.

A pilot study of military records reference requests in the National Archives Building, excluding service and pension files, was concluded in 1989. After review, the methodology was extended to civil records in the National Archives Building and to both civil and military records at the Washington National Records Center in Suitland, MD.

The low level of use of the holdings was demonstrated by the distribution of accessed shelves on location listings from the sampled 1987-88 reference service slips and reproduction service orders. This sampling indicates that the 1985 estimates for some preservation work may have been too high, but an evaluation of condition must be carried out to confirm that there is no great urgency for such action. For example, the pilot study found that among the military records in the National Archives Building, excluding service and pension files, only 5.7 percent of shelves in the Military Branch were accessed during the 2-year period FY 1987-88. About 24 percent of the used shelves were accessed only one time during the 2-year period; the rest experienced multiple references, but only .8 percent were referenced six or more times. The latter case might be interpreted as frequent usage.

## **Microenvironmental Research: The Relationship of Packaging and Preservation**

On April 5-6, the National Archives Advisory Committee on Preservation met in Washington, DC, and discussed

microenvironmental research and the efficacy of archives storage boxes and other methods of packaging documents for long-term storage.

Regular members present were: Norbert S. Baer (Chairman), Alan R. Calmes (Executive Secretary), Paul Banks, Peter Waters, and William K. Wilson. Ad hoc members present were: Marion F. Mecklenburg (Smithsonian Conservation Analytical Laboratory), Chandru Shahani (Library of Congress), J. N. Peters (DuPont), Susan Lee Bechtold (National Archives), Elio Passaglia (NIST, retired), Charles M. Guttman and Kenneth Jewett (NIST), Edward A. Miller and Russell Sugimura (Jet Propulsion Laboratory), James Druzik (Getty Conservation Institute), James Reilly (Image Permanence Institute), Robert McComb (Library of Congress), Robert M. Ehrenreich (National Academy of Sciences), and T. O. Taylor (Taylor Made Co.).

In its 1986 report, the National Academy of Sciences Committee on Preservation of Historical Records had called for a better understanding of what happens at the surface of a document in storage. As a result, the National Archives commissioned the then National Bureau of Standards (NIST) to design research experiments to determine what happens to documents inside storage containers. Elio Passaglia of NIST outlined several research projects. At the same time, there was concern at the National Archives over the possible side effects of shrink-wrapping bound volumes. The basic question raised was whether or not there was further degradation as a consequence of wrapping or encapsulating volumes or documents into tightly fitting, nearly impermeable packages. The National Archives took the Passaglia research design and commissioned NIST to determine (1) the diffusion rate of gases through paper-board archives boxes and (2) the products of degradation of paper. These studies are underway and will be completed in 1992.

### 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 possible losses due to ink-flaking and fading.

During FY 1989 detailed comparisons were made of Charter of Freedom images taken a year apart. JPL conducted a validation check of the CMS analysis by processing the 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.

This year, work began on the development and implementation of a documents degradation facility, which consists of a set of chambers for controlling the exposure of samples to various conditions. When completed, the chambers will be compatible with the CMS so that its image-processing capability can be used to evaluate changes to sample papers and parchments subjected to various temperatures, relative humidities, and light. CMS can measure dimensional changes and changes in reflectivity and, with the aid of the new degradation facility, rate the significance of the changes.

### Preservation of Video Recordings

The advantages of videotape, such as instant playback capability, easy editing, and low cost of video production, have discouraged the use of motion picture film. Videotape, however, is not a long-lasting medium; each time it is played it loses some of the picture signal. After about 100 plays, the degradation is noticeable. The flexibility of the material will gradually decrease as the plasticizers slowly evaporate. Fluctuating high temperatures and relative humidities further exacerbate the degradation process by causing embrittlement of the recording layer. Most significantly, video pictures must be played on compatible playback equipment, which often requires that a video be copied to a new format. With analog recordings, there is a subsequent loss of quality with each generation.

This year, the National Archives Preservation Officer initiated discussions and correspondence to alert the library and archival community to the possibility of losing information stored in the video format. Among the findings of these exchanges were that stable environmental storage conditions below 20° C (68°F)/50%RH will slow down chemical and physical deterioration of magnetic tape. Other conclusions were the importance of using materials of superior quality and of copying to a new format every 10 years. Images that must not be lost should be copied onto motion picture film and stored in cold storage. New digital formats may guarantee the fidelity of duplicated images from one generation to the next, but it may still be necessary periodically to recopy the images onto a format compatible with the latest equipment to avoid obsolescence.

### Standards

The Preservation Officer is working with the Joint Technical Commission of the American National Standards Institute (ANSI) and Audio Engineering Society (AES) to write standards, test methods, and recommend practices and specifications pertaining to the life expectancy and retrieval of analog and digital recordings on optical and magnetic systems (including media). Through this Commission, ANSI plans to assign LE (Life Expectancy) num-

bers to media and systems. There is coordination between other ANSI groups, such as X3 (computers), SMPTE (motion picture film and video), and NISO (library applications). Manufacturers, such as IBM, AMPEX, and Kodak, are well represented, as well as user groups such as the Association of Image and Information Management (AIIM), Association of Recorded Sound Collections (ARSC), and government agencies, such as the New York Public Library, NIST, Library of Congress, and National Archives. The Commission is chaired by Dr. Peter Z. Adelstein, who chaired the National Academy of Sciences/National Research Council's Committee on the Preservation of Historical Records.

### **Fifth Annual Preservation Conference**

On March 29, the National Archives sponsored the fifth annual preservation conference on the topic "Exhibits and Preservation: A Delicate Balance."

Conference speakers included Susan Saidenberg, of the New York Public Library, who spoke on how exhibitions bring library collections to life for visitors and increase public awareness; Kitty Nicholson, of the National Archives' Document Conservation Branch, who explored the often negative effects of displaying items; and Nancy Malan, a member of the National Archives Regional Archives System staff, who spoke about substituting facsimiles and photo reproductions for original records. Other speakers included David Erhardt of the Smithsonian Institution's Conservation Analytical Laboratory on the selection of materials, and Nathan Stolow, a conservation consultant from Williamsburg, VA, whose speech was entitled "The Magna Carta, A Case Study." The papers of the conference will be published by *Restaurator*, the international journal for the preservation of library and archival materials.

### **Office of the National Archives**

The Office of the National Archives effort to preserve the records of the Federal government continued this year.

More than \$4 million was spent 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, 162,499 cubic feet of records received holdings maintenance attention, an increase of 65,799 cubic feet over the previous year's efforts.

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. The standards will be evaluated and revised as appropriate in the coming year to reflect work of varying complexity.

### **Training and Outreach**

During the past year, the Document Conservation Laboratory in Washington, DC, 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 micro-camera operators on contract 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.

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 Institute." 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.

### **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 treated in preparation for the exhibition, which opened in March.

Conservation work continues 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.

A special project, in preparation for duplication, was initiated to flatten unusual early paper and flexible film negatives that document the Robert B. Stanton Survey (1889-1890) of the Colorado River Basin. Other projects included the extensive treatment of Civil War muster rolls of the Massachusetts 54th Regiment in preparation for microfilming. This regiment was featured in the film *Glory*, giving rise to research interest in the regiment's records. The Brearly draft of the U.S.



*These photographs were taken by U.S. Geological Survey geologist Robert B. Stanton during his 1889-90 survey of the Colorado River basin. The negatives, part of the holdings of the Still Picture Branch, are important not only as historic records of the Grand Canyon but also as photographic artifacts. They are among the earliest examples of commercially available flexible films that replaced heavy and fragile glass plates, revolutionizing the practice of photography.*

*This year the Preservation Policy and Services Division conducted a major preservation project on this photograph collection. The project included flattening the tightly curled negatives, allowing subsequent duplication. The duplicate negatives will be used to make prints, and the valuable and vulnerable originals may be retired from use.*

Constitution received major conservation treatment, including removal of deteriorated supporting silk gauze and mending. The document is included in an exhibition in the National Archives Rotunda on the Bill of Rights, entitled "This Fierce Spirit of Liberty: The Making of the Bill of Rights." David Brearly of New Jersey was a signer of the Constitution. The smooth version of the first House Journal received full conservation treatment, including surface cleaning, adhesive removal and repair of the text block, and rebinding in a conservation binding with decoration appropriate to the late 18th century.

In the Document Conservation Laboratory in the Pacific Sierra Region, architectural drawings depicting the San Francisco district court received conservation treatment before exhibition.

#### **Research and Testing**

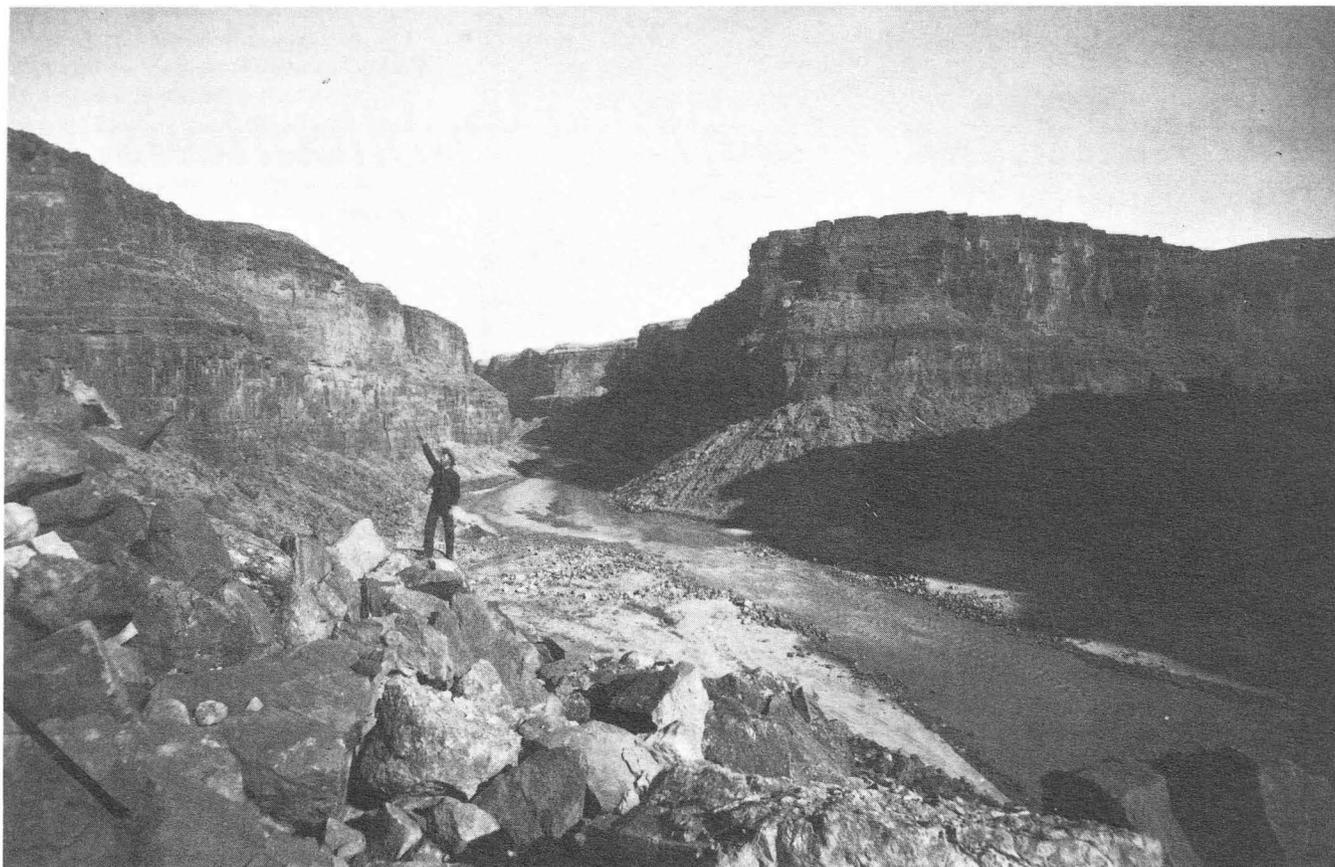
The Research and Testing Laboratory is engaged in a shrink-wrap study, which is expected to determine whether sealing and storing bound volumes in plastic is damaging over time. During this

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 Research and Testing Laboratory continued to test archival storage supplies purchased for holdings maintenance as well as 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, that come in contact with archival records are stable and nondamaging.

#### **Special Media Preservation**

During the past year, the highest priority was given to microfilm duplication. In preparation for the opening of the new regional archives in Alaska, the microfilm duplication laboratory duplicated 26,000 rolls of microfilm from December of 1989 to April of 1990. The laboratory was also engaged in the reproduction of the 10,666 rolls of microfilm of the 1920 census; upon completion of the project, 17 complete



sets of microfilm copies of the 1920 census will have been made, 12 of which will be housed at the regional archives. This year, film specialists duplicated more than 65,000 rolls.

In the area of sound and video preservation, the recording laboratory completed the duplication of House of Representatives video recordings, a joint project with the Library of Congress to ensure that each institution has copies of all recordings. The recording laboratory also worked on Dallas Police Department audio recordings relating to the Kennedy assassination, which were recently accessioned from the Department of Justice, and the rerecording of the Lt. William Calley videotapes relating to the My Lai massacre from the records of the Judge Advocate General.

The recording laboratory staff continued a multiyear effort to rerecord the seriously deteriorated memobelt recordings of the interrogations that took place as part of the Nuremberg War Crimes Trials following World War II. As the year ended, the staff had completed 23 percent of the 14,000 belts. By the end of the year, the laboratory had reproduced a total of

140,590 minutes of video recordings and 90,758 minutes of sound recordings.

During the past year, the motion picture laboratory devoted a large amount of its staff time to assisting in the 1920 census project. In addition, the staff duplicated 537,011 feet of motion picture film. In a significant cost-cutting measure, the laboratory itself developed all the black-and-white film used in duplication.

One of the primary special media concerns of the National Archives is the preservation of still photography. This year, 43,080 prints and negatives were reproduced, many of them negatives on acetate film stock subject to sudden, rapid deterioration.

### *Office of Presidential Libraries*

During the past year, preservation work was carried out on 1,901,317 pages, principally in reproducing on archivally sound paper originals on unstable sound mediums such as newsprint, Thermo-fax, and carbons.

Work was performed on 9,000 pages from the John L. Sullivan papers at the Truman Library. The papers were removed from their bindings. One-third of the documents required repair once they were unbound, and another third were copied for preservation. The staff at the Gerald R. Ford Library completed copying a selected group of 35mm color negatives from the White House Photograph Office collection. All these negatives, more than 26,000, are now trimmed, identified, and placed in polyethylene protection sleeves. The Photograph Office contact sheets were removed from their old glassine holders and placed in archival polyethylene pages. The Roosevelt Library is also placing photographs in archival-quality sleeves.

A major project at the Nixon Presidential Materials Project is the transfer of 2-inch videotape to "protection masters" for preservation purposes. Two-inch tape is now an obsolete format, and the manufacturer of the equipment that plays and records the tape is no longer supporting the system. Therefore, the Project is trying to complete preservation while 2-inch machines are still in operation.

# *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 and recommendations for the publication of important historical documents and to work with 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, 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 1964 enactment of Public Law 88-383, which enabled the Commission to make grants to State and local agencies, as well as to nonprofit organizations 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 sub-

vention 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 people in the fields of documentary editing and archival administration.

In 1974, the passage of Public Law 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.

Public Law 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. Such grants have been used for training fellowships thus far, but under consideration are limited grants-in-aid to a wide spectrum of individuals and institutions involved in establishing curricula for courses in archival processes and documentary editing, in sponsoring conferences, and in assisting archival research and documentary editing.

Representation on the Commission is fixed by Public Law 100-365 to include a member of the Federal judiciary, one member from each House of Congress, two Presidential appointees, the Librar-

ian 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 Archivist, ex officio, serves as chair. 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.

## *The Commission in 1990*

Three events occurred in 1990 that involved the Commission as a whole and differed from its activities in past years.

The Commission designated the first recipient of the annual NHPRC Award for Distinguished Service in Documentary Preservation and Publication. This award was presented to Arthur S. Link on November 2, 1989. Professor Link was cited for his editing of *The Papers of Woodrow Wilson*, "one of the . . . landmark scholarly achievements of our time." In addition to being the director and editor of *The Wilson Papers*, Arthur Link is the George Henry Davis Professor of American

History at Princeton University.

The Commission also launched, in conjunction with the American Council of Learned Societies, a Historical Documents Study. The study will examine the use of historical documentary sources in teaching and research in the United States. Ann D. Gordon became the director of the Historical Documents Study in June. The study is scheduled to conclude in 18 months with a written report of its findings and recommendations.

After a nationwide search, a new Executive Director of the Commission was named on July 6. Gerald W. George, a former director of the American Association for State and Local History, will undertake this position on January 13, 1991. Mr. George will succeed Richard A. Jacobs, who is retiring.

The two component programs of the Commission, the records and publications programs, carried out a variety of activities during 1990.

### ***Publications Program***

As the Commission moves into the final decade of the 20th century, the publications program continues to seek new initiatives and to pursue innovations in the field of documentary editing.

"Documentary Editing in a Changing World" was the theme of a conference at the Newberry Library in Chicago that brought together 10 editors and 9 Commission members. The conferees explored a wide range of issues, including project management and fundraising, the application of Compact Disc-Read Only Memory (CD-ROM) and other computer technology, sales of documentary editions, and the use of these editions in teaching. The Commission also sponsored a conference on marketing documentary editions, at which a number of representatives of university and commercial publishers, meeting at the Library of Congress, discussed ways of improving marketing techniques for scholarly books.

An important project received Commission funding for the first time in 1990. *The Lincoln Legal Papers* at the Illinois Historic Preservation Agency was awarded a \$30,000 grant to assist in the publication of the records of Lincoln's 25-year legal career. The



*Archivist Don W. Wilson presents the first annual NHPRC Award for Distinguished Service in Documentary Preservation and Publication to Professor Arthur S. Link, director and editor of *The Papers of Woodrow Wilson*, on November 2, 1989. (Photograph by Elizabeth Mallonee.)*



*(From left to right) NHPRC Executive Director Richard A. Jacobs, former NHPRC Executive Director and former Acting Archivist Frank G. Burke, NHPRC staff member Lisa B. Weber, Archivist Don W. Wilson, and U.S. Congresswoman and Commission member Lindy Boggs (D-LA) at the reception in the National Archives Rotunda honoring Arthur Link, November 2, 1989. (Photograph by Elizabeth Mallonee.)*

project director, Professor Cullom Davis of Sangamon State University, plans to produce a comprehensive microform and a selective book edition. The work will supplement the eight-volume edition of *The Collected Works of Abraham Lincoln* published in 1953.

In addition to *The Lincoln Legal Papers*, the publications program funded 44 documentary editing projects during 1990. Many of these projects also received subventions to help meet publication costs.

During the year, Commission-supported documentary editing projects published 17 volumes. Among these was Volume 4 of the *Documentary History of the First Federal Elections*, which completed that project. A microfilm edition also appeared: *The Papers of Robert Mills*, published in 15 reels. In addition, "*Dear Master*": *Letters of a Slave Family*, published in hardcover in 1978 by Cornell University Press, was reissued in paperback by the University of Georgia Press.

Commission-sponsored publications received honors in 1990. *Witness to the*

*Young Republic*, the journal of Benjamin Brown French, published by the University Press of New England, was listed by the Book-of-the-Month Club. The journal, written by a knowledgeable Washington bureaucrat, describes life in the capital city from 1833 to 1870. The Professional and Scholarly Publishing Division of the Association of American Publishers named the first volume of *The Papers of Thomas A. Edison* the Most Outstanding Book in Business and Management.

The research staff continued to assist project editors by searching for and furnishing copies of documents in the National Archives and the Library of Congress, maintaining a collection of archives and manuscript repository guides and a microfilm lending library, providing space for visiting editors to conduct research, and monitoring autograph and manuscript catalogs. Sara Dunlap Jackson, a member of the research staff, was awarded the Houston Civil War Round Table's Frank E. Vandiver Award of Merit for her many years of service to scholarship.

The Commission continued to spon-

*The Edison and Unger factory on Ward Street in Newark, NJ, circa 1871, where the Edison printing telegraphs were manufactured. The photograph was published in volume 1 of The Papers of Thomas A. Edison. The NHPRC voted a \$25,000 grant for the Edison Papers project at its June 1990 meeting. (Photograph courtesy of the Edison National Historic Site.)*



sor important educational activities. The fellowship program places young scholars at selected projects for 10 months of training in documentary editing. For 1990-91, the fellows, and their sponsoring projects, are Thomas F. Curran (The Papers of Andrew Johnson), Mark G. Malvasi (The Papers of John C. Calhoun), and Frank R. Millikan (J. Franklin Jameson and the Development of Humanistic Scholarship in America). The 19th 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**

In its 15th year of providing grants to archives and records projects, the records program undertook new endeavors while continuing its current activities.

During 1990 the Commission recommended funding for 61 new records projects, many of which were of national and statewide significance. This funding included an award to the Alabama Department of Archives and History, in cooperation with the New York State Archives and the New York State Library, to develop and test standardized procedures for the description of archival maps; a grant to the National Association of Government Archives and Records Administrators for a technical publications series; support for a study relating to documentation of the U.S. health care system, to be undertaken by the Massachusetts Eye and Ear Infirmary; and regrant projects in New York and South Carolina pertaining to historical records repositories and local government records, respectively.

A cooperative effort with the State Coordinators Steering Committee and State historical records advisory boards continued throughout the year. At a national meeting in Washington in November, the State coordinators adopted a formal organizational structure, to be known as the Council of State Historical Records Coordinators. During the year, the first regional meeting of coordinators was held in Chi-



cago, while the staff met with individual coordinators and boards in States as dissimilar as Hawaii and Minnesota. Staff members were also actively involved in numerous national-level initiatives. These initiatives included planning a census (sponsored by the Society of American Archivists) of archival repositories, the continued development of standards and procedures for archival description and information exchange, and support for the preservation of television newsfilm and other visual documentation.

In February, the Commission endorsed a staff report that explored issues and problems concerning electronic recordkeeping and recommended that the records program, as one of its principal goals, encourage and support projects that concentrate on information in electronic form. By the end of

*The Northern Pacific Railroad Depot, Audubon, MN, circa 1870. The NHPRC voted a \$10,117 grant for the Minnesota Historical Society in Saint Paul, MN, to create archival interpositives, negatives, and study prints of 222 wet-plate (collodion) glass negatives produced by William Illingworth, a 19th-century stereo photographer. (Photograph courtesy of the Minnesota Historical Society.)*

*Publications and Records Grant Funding by State (Funds Dispersed in Fiscal 1990)*

<i>Northeast</i>		<i>South</i>		<i>West</i>	
Connecticut	\$144,000	Alabama	156,831	Alaska	\$ 12,693
Delaware	0	Arkansas	0	Arizona	80,000
Maine	31,150	Florida	37,500	California	357,398
Massachusetts	183,750	Georgia	47,000	Colorado	48,862
New Hampshire	0	Kentucky	52,447	Hawaii	0
New Jersey	105,000	Louisiana	10,293	Idaho	0
New York	464,387	Maryland	254,707	Montana	22,142
Pennsylvania	91,658	Mississippi	77,995	Nevada	2,500
Rhode Island	124,462	Missouri	7,500	New Mexico	34,930
Vermont	0	North Carolina	47,000	Oregon	34,100
		Oklahoma	0	Utah	0
<i>North Central</i>		South Carolina	302,856	Washington	0
Illinois	229,043	Tennessee	268,565	Wyoming	0
Indiana	25,000	Texas	165,639		
Iowa	5,000	Virginia	184,925	<i>District of Columbia and Territories</i>	
Kansas	93,131	West Virginia	0	American Samoa	0
Michigan	49,860			District of Columbia	425,686
Minnesota	98,425			Guam	0
Nebraska	35,422			Northern Mariana Islands	0
North Dakota	4,902			Puerto Rico	0
Ohio	0			Virgin Islands	0
South Dakota	0				
Wisconsin	139,798			<i>Regional Projects</i>	0
				<i>National Projects</i>	796,311
				<b><i>TOTAL Grants</i></b>	<b>\$5,252,868</b>

the year, plans were well under way for a national conference that would establish an agenda and priorities for Commission support in this area.

Projects completed during the year produced a number of diverse reports and products. The North Dakota League of Cities' *North Dakota City Records Management Manual* provides valuable guidance in program development and archival practice for records custodians. The same may be said for a series of technical leaflets on various aspects of local government records administration and a technical report, *Archives and Manuscripts Administration: A Basic Annotated Bibliography*, produced by the American Association for State and Local History. Researchers in archival materials will benefit from publications such as the *Guide to Records of the Court of Quarter Sessions, Chester County, Pennsylvania 1681-1969*, the *Guide to the Community Archives of the Arlington County*

*[Virginia] Public Library, the Guide to the Lauderdale County [Mississippi] Department of Archives and History, Inc., and the Research Libraries Group's Government Records in the RLIN Database.* In addition, assessment reports on historical records conditions and needs were completed and issued in New Mexico and Puerto Rico.

The Commission's archival fellowship program, funded in part by the Andrew W. Mellon Foundation, completed its fifth year. A colloquium of fellows, their institutional sponsors, Commission staff, and members of the Commission's archival fellowship committee was held in February. The recipients of the 1990-91 archival fellowships, and the sponsoring institutions, are Dorothy T. Frye, South Carolina Department of Archives and History, and Patricia M. Hall, University of Wisconsin-Madison, Division of Archives.

## ***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**

Charles G. Palm, Deputy Director, Hoover Institution, Stanford University

Frank E. Vandiver, Director, Mosher Institute for Defense Studies, Texas A&M University

### **American Association for State and Local History**

David H. Hooper, Arizona State Archivist

### **American Historical Association**

John Alexander Williams, Professor of History and Director of the Center for Appalachian Studies, Appalachian State 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

### **Organization of American Historians**

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

### **Society of American Archivists**

Anne P. Diffendal, Consultant, Lincoln, NE

During 1990, Charles G. Palm, Frank E. Vandiver, John Alexander Williams, and Anne P. Diffendal were appointed to the Commission, replacing Albert J. Ossman, Jr., William A. Schambra, Carol K. Bleser, and Helen W. Samuels.

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## ***Staff Expenses***

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Personnel	\$751,360
Travel of Commission members and staff	50,711
ADP equipment	25,632
Other operating expenses	60,305
Total	\$888,008

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## ***Commission Staff***

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### ***Executive Director***

Richard A. Jacobs 202-501-5600

### ***Deputy Executive Director***

Roger A. Bruns 202-501-5603

### ***Records Program Director***

Nancy Sahli 202-501-5611

### ***Publications Program Director (Acting)***

Mary A. Giunta 202-501-5605

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# The National Archives Trust Fund

## Overview

The National Archives Trust Fund had a net operating income of \$868,268 for fiscal year 1990. This is an increase of \$336,276 from last fiscal year. The increase results from higher than normal requests for copies of Federal bankruptcy court proceedings. Net income, after adding investment income, miscellaneous income, and adjustments to prior year, amounted to \$1,812,389.

## Financial Condition

Assets increased by \$1,768,247 in FY 1990 from the previous year. Liabilities increased by \$108,867, primarily because of a rise in unfilled prepaid orders and an increase in accounts payable. Retained earnings/capital increased by \$1,659,380 from the previous level of \$13,385,000 in FY 1989.

## Income and Expenses

Gross sales increased by \$1.1 million from FY 1989. All programs, except the National Audiovisual Center, experienced a general increase in revenue. Total expenses rose \$766,662. This increase represents higher reproduction costs and increased personnel costs at Presidential libraries for admissions and museum shop operations.

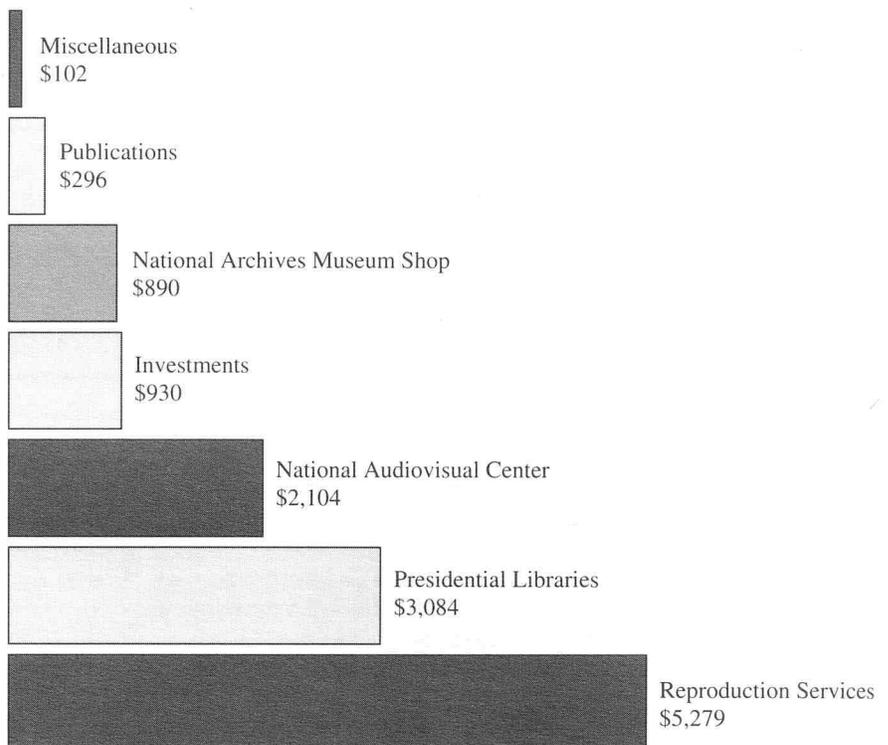
## Reimbursement

The National Archives appropriated fund reimbursed the Trust Fund \$409,278 to cover its costs to produce electrostatic copies for administrative use. Total administrative copies increased 20 percent over FY 1989.

## Total Trust Fund (in thousands)

	1990	1989
Gross Sales	\$11,736	\$10,633
Total Expenses	10,868	10,101
Net Operating Income	868	532
Investment/Other Income	949	1,188
Prior Year Income (Expense)	(5)	(332)
Net Income	\$ 1,812	\$ 1,388

## Income by Source (in thousands)



**Expenses by Type (in thousands)**

Equipment Rental, Electrostatic Copying \$427	
Commercial Contractors \$1,289	
Postage, Telephone, Depreciation, & Miscellaneous \$1,529	
Salaries & Fringe Benefits \$2,365	
Payments to Other Agencies/Funds \$2,553	
Inventory Consumed, Printing, Supplies & Materials \$2,705	

**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 1990. Total electrostatic copier reproductions increased by 15 percent over FY 1989. The slight decline in staff-produced reference copies was more than offset by a 24-percent increase in copies made under the self-service program. This program permits researchers to make their own copies at a lower cost. In FY 1990, more than 2.3 million copies were made by researchers in the Washington, DC, area, an increase of more than 450,000 copies from FY 1989.

As a further enhancement of the self-service program, the automated debit card vending machines introduced in FY 1989 were upgraded during FY 1990. They now accept different currency denominations when researchers add value to their cards.

**Museum Shop—Office of Public Programs**

The National Archives Museum Shop set an annual sales record for the seventh consecutive year, with an income of \$890,000. Monthly Museum Shop sales exceeded \$100,000 both in April and, for the third straight year, in June. With extremely limited display and selling space, these gains in retail sales reflect refinements in product selection and development, with particular emphasis on materials produced exclusively for the National Archives. The Shop featured items relating to the 200th anniversaries of the Bill of Rights and of Washington, DC, as the Nation's Capital; the 50th anniversary of World War II; and the 100th anniversary of Dwight D. Eisenhower's birth.

Mail order marketing efforts have increased awareness of National Archives products and publications. The second annual edition of the gift brochure (1989-90) was mailed in November of 1989, and the latest gift mailer (1990-91) was sent out during the last week of September. The 1990

**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:

	1990	1989
<b>Office of the National Archives</b>		
Reproduction laboratory services	\$1,210,901	\$ 744,593
Archival handling and reproduction services	386,337	257,950
<b>Office of Public Programs</b>		
National Audiovisual Center	132,279	301,030
Publication development and fulfillment services	377,444	321,233
<b>Office of Federal Records Centers</b>		
Reproduction services	544,300	297,271
<b>Office of Presidential Libraries</b>		
Services related to reproduction and museum sales	14,120	86,446
<b>TOTAL</b>	<u>\$2,665,381</u>	<u>\$2,008,523</u>

edition of the "National Archives Publications" catalog was published. An illustrated brochure of posters and facsimiles was also added to Trust Fund promotional literature during FY 1990.

### Microform Publications—Office of Public Programs

Sales of microform publications during FY 1990 totaled more than 100,000 rolls, a record for a year in which no census was released. Income increased by 35 percent, from \$1,289,771 in FY 1989 to \$1,738,000. Approximately 52 percent of the orders were the result of distribution by contract, representing 45 percent of the total income from microform publication sales.

### Paper Publications—Office of Public Programs

In FY 1990, mail order sales of fee publications increased from FY 1989 figures, with cumulative income up by 66 percent, at \$263,145. Nine fee publications were produced for the National Archives Trust Fund during the year. *War & Conflict: Selected Images From the National Archives* reproduces more than 1,500 black-and-white images relating to American military history from 1775 to 1970. Roughly 40 percent of the photographs are from World War II, tying in with the National Archives commemoration of the 50th anniversary of that conflict. Other new book titles include *Washington: Behind the Monuments*, which documents and expands on the popular exhibition of the same title; *Teaching With Documents: Using Primary Sources From the National Archives*; and *The Holocaust, Israel, and the Jews: Motion*

*Pictures in the National Archives*. A revised edition of *Microfilm Resources for Research: A Comprehensive Catalog* was published, as was a reprint of *The Story of the Constitution*. *Atoms for Peace: Dwight D. Eisenhower's Address to the United Nation* was added to the Milestone Documents series and *Germany Surrenders, 1945* and *Japan Surrenders, 1945* were reprinted.

### National Audiovisual Center—Office of Public Programs

Income for the National Audiovisual Center declined 14 percent from FY 1989, to \$2,104,468. This decline was due to the absence of any large agency distribution programs such as those in FY 1989. Productions in the alcohol and drug-abuse training area and in foreign languages continue to dominate the market.

### Presidential Libraries

The Eisenhower Centennial celebration began on January 29, 1990, and continued into FY 1991, with closing ceremonies held on October 14, 1990, in Abilene, KS. The celebration, and the concurrent "White House Treasures" exhibition, attracted many visitors, including members of several former First Families and principals in some of the landmark civil rights actions that took place during the Eisenhower Presidency. Because of the centennial activities and a much improved and expanded product line in the gift shop, Trust Fund income (exclusive of earned interest) increased from \$230,900 in FY 1989 to nearly \$545,000 in FY 1990 (an increase of 136 percent). The greatest

increase was in the gift shop with gross sales of \$348,600 (an increase of 233 percent).

The Gerald R. Ford Library and Museum Trust Fund experienced a dramatic turnaround during FY 1990. It moved from a net operating deficit of \$21,464 in FY 1989 to a net operating income of \$38,886 in FY 1990. This was accomplished through reduced expenditures and a 29-percent increase in revenues.

Total Presidential library sales were \$3,084,467, consisting of museum store sales and admission fees of \$2,645,489 and reproduction services of \$392,733. Total sales increased 11.8 percent from FY 1989. Operating costs also increased by 11.8 percent over the same period, primarily in the area of personnel costs. Net income for all Presidential libraries in FY 1990 was \$125,970.

### 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 25,000, provides information about lectures, workshops, courses, film 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 awarded *Prologue* third place in the "Periodical for General Audience, Two or Three Colors" category this year.

- Supplementary school units are marketed on behalf of the National Archives by Social Issues Resources Series, Inc. Each unit consists of a teacher's guide and reproductions of textual and audiovisual material from the holdings of the National Archives, which is packaged in a format appropriate for classroom or media center use. The 11th unit, *The United States Expands West: 1785-1842*, was published during the year. Total units sold

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

	Income	Expense
Office of the National Archives	\$2,481	\$2,275
Office of Public Programs	\$2,927	\$2,771
National Audiovisual Center	\$2,104	\$2,205
Office of Presidential Libraries	\$3,085	\$2,850
Office of Federal Records Centers	\$1,139	\$ 767

now exceed 25,600. The Trust Fund received royalty payments of \$13,575 during FY 1990 from the sale of these units.

### Modern Archives Institute

The "Modern Archives Institute: Introduction to Modern Archives Administration" training course was held in January and again in June of 1990. Fees totaled \$39,800. Other workshops—ranging from half-day genealogy programs to 2-week teacher workshops—reached 840 people and resulted in fees totaling \$13,245.

### National Archives Preservation Conference

The fifth National Archives Preservation Conference was held on March 29, 1990. More than 180 people attended the conference. Registration fees totaling \$5,040 were collected to cover expenses.

### Investment Program

Fiscal year 1990 was the fifth full year in which ASB Capital Management, Inc., acted as the Trust Fund's investment portfolio manager. As of the end of fiscal year 1990, ASB was investing \$14.2 million: \$11.6 million from the Trust Fund and \$2.6 million from the Gift Fund. The average rate of total return for the fiscal year was 8.7 percent.

The Trust Fund also currently holds \$300,000 in 2-year U.S. Treasury Notes, which mature in this fiscal year. ASB's annual fixed income investment performance, which includes market value, net contributions, and interest earnings less ASB management fees, increased by 6.5 percent, or \$871,400 as of September 30, 1990. In comparison, the 3-Month Treasury Bill Index decreased 4.7 percent for the same period. The Trust Fund's investment management fee remained unchanged at 1/8 of 1 percent for all assets over \$10 million and 1/4 of 1 percent for the first \$10 million of assets.

The Trust Fund investment guidelines during the fiscal year were based on a buy-and-hold, fixed income strategy.

## Trust Fund Income Statement

	1990	1989
Revenue:		
Reproduction Services	\$ 5,329,518	\$ 4,333,411
Over-the-Counter Sales	2,257,471	1,956,417
Publications	295,747	207,620
NAC Sales and Rentals	2,104,473	2,449,649
Reimbursable Income	1,620,195	1,634,234
Other Income	128,671	51,806
<b>TOTAL Revenue</b>	<b>\$11,736,075</b>	<b>\$10,633,137</b>
Cost:		
Cost of Goods and Services	10,867,807	10,101,145
<b>Income or (Loss) for Operations</b>	<b>868,268</b>	<b>531,992</b>
<i>Other Income:</i>		
Prior Year Income	65,434	102,487
Interest Income	929,468	1,031,025
Other Income	19,356	156,549
<b>TOTAL Other Income</b>	<b>1,014,258</b>	<b>1,290,061</b>
<i>Other Expenses:</i>	70,137	433,986
<b>Net Income or (Loss)</b>	<b>\$ 1,812,389</b>	<b>\$ 1,388,067</b>

## Statement of Changes in Financial Condition

	1990	1989
Source of Funds:		
Operations:		
Net Income or (Loss)	\$1,812,389	\$1,388,067
Items not Affecting Working Capital:		
Depreciation & Amortization	364,771	375,863
Adjustments	(3,215)	17,890
<b>Funds Provided by Operations</b>	<b>2,173,945</b>	<b>1,781,820</b>
Deferred Income	(149,762)	(40,240)
<b>TOTAL</b>	<b>\$2,024,183</b>	<b>\$1,741,580</b>

## Schedule of Changes in Working Capital

	1990	1989
<i>Current Assets:</i>		
Cash	\$ (148,570)	\$ (656,319)
Securities	210,218	2,042,899
Accounts Receivable	437,236	(210,157)
Inventories	1,202,993	87,307
Advances to Others	0	(15,565)
Prepaid Expenses/Deferred Charges	37,697	156,411
<i>Current Liabilities:</i>		
Accounts Payable	133,367	(183,790)
Advances from Other Agencies/Funds	(16,380)	(3,256)
Deferred Income	(149,762)	(40,240)
<b>Increase in Working Capital</b>	<b>\$1,706,799</b>	<b>\$1,177,290</b>

The accompanying notes are an integral part of this statement.

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**Trust Fund Balance Sheet**

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	1990	1989
<b>Assets</b>		
Current Assets:		
Cash	\$ 180,705	\$ 329,275
Securities	11,851,940	11,641,722
Accounts Receivable, Net of Allowance for Uncollectible Accounts of \$132,850 and \$129,193	725,545	287,057
Advances to Other Agencies or Funds	10,729	10,729
Accrued Interest Receivable	0	1,252
Advances to Employees	150	236
Inventories:		
Held for Sale	2,938,867	1,735,874
Operating Supplies	6,877	6,823
Prepaid Expenses and Deferred Charges	195,236	157,539
TOTAL Current Assets	<u>15,910,049</u>	<u>14,170,507</u>
Property and Equipment, at Cost Less Accumulated Depreciation of \$3,478,113 and \$3,113,342	1,105,366	1,076,500
Long-Term Accounts Receivable	<u>0</u>	<u>161</u>
TOTAL Assets	<u>\$17,015,415</u>	<u>\$15,247,168</u>

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*The accompanying notes are an integral part of this statement.*

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**Trust Fund Balance Sheet**

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	1990	1989
<b>Liabilities</b>		
Current Liabilities:		
Accounts Payable	\$ 615,767	\$ 749,134
Advances from Other Agencies	80,245	63,865
Deferred Income	664,103	514,341
TOTAL Current Liabilities	<u>1,360,115</u>	<u>1,327,340</u>
Long-Term Liabilities:		
Annual Leave Liability	148,456	112,494
Deferred Credits	461,966	421,836
TOTAL Long-Term Liabilities	<u>610,422</u>	<u>534,330</u>
TOTAL Liabilities	<u>1,970,537</u>	<u>1,861,670</u>
<b>Investment of U.S. Government</b>		
Retained Earnings (Deficit)	15,167,937	13,455,788
Provision for Unamortized Annual Leave Liability	(141,427)	(88,658)
TOTAL Retained Earnings (Deficit)	<u>15,026,510</u>	<u>13,367,130</u>
Donated Capital	18,368	18,368
TOTAL Investment of U.S. Government	<u>15,044,878</u>	<u>13,385,498</u>
TOTAL Liabilities and Investment of U.S. Government	<u>\$17,015,415</u>	<u>\$15,247,168</u>

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*The accompanying notes are an integral part of this statement.*

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## Notes to Financial Statements

### Summary of Significant Accounting Policies

Revenue: Revenue is derived from the sale of publications, reproductions of records, self-service electrostatic copies, museum shop items, Presidential library admissions, and investment income. Revenue, other than self-service electrostatic copies, museum shop sales, and admissions fees, is recorded on an accrual basis.

Investment Valuation: (1) U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount; (2) securities held by the investment banker are stated at cost adjusted for accretion of interest.

Inventory Valuation: Inventories of merchandise 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.

Fixed Assets Valuation and Depreciation: 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 5 years.

Unfunded Expense: 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. Sick or other leave is treated as an expense as it is used.

### Adjustment to Prior Years Operations

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

### Accounts Receivable

The status of receivables as of September 30 was:

	1990	1989
Billed	\$898,644	\$422,160
Less: Allowance for Uncollectible Amount	132,850	129,139
Net Collectable		
Billed	765,794	293,021
Unbilled	(40,249)	(5,964)
<b>TOTALS</b>	<b>\$725,545</b>	<b>\$287,057</b>

### 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:

	1990	1989
Payables:		
General	\$302,045	\$342,555
Reversible	69,699	93,895
Payroll	184,027	194,657
Payments in Transit	59,996	118,027
<b>TOTALS</b>	<b>\$615,767</b>	<b>\$749,134</b>

## Gift Fund

### Overview

The Gift Fund 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 1990 follow.

### Presidential Libraries

The Eisenhower Centennial activities and the opening of the "White House Treasures" exhibition sparked a new awareness of the Eisenhower Library. The Gift Fund benefitted from donations totaling \$50,000 given in support of the new Eisenhower film and \$27,000 given in

support of other centennial activities and as unrestricted gifts.

Total donations to Presidential libraries in FY 1990 amounted to \$113,381. The Lyndon B. Johnson Family Foundation gave an unrestricted gift of \$5,000 to the Johnson Library. The Truman Library Gift Fund realized approximately \$5,000 from the sale of donated items. Other donations averaged less than \$1,000 per library. Non-monetary gifts included a large piece of the Berlin Wall donated by the East German Government to the Kennedy Library.

### National Historical Publications and Records Commission

During FY 1990, several major gifts from foundations were received and then distributed as grants by the National Historical Publications and Records Commission (NHPRC). Donors, and the grant projects sponsored, are shown.

## NHPRC Grant Donors and Recipients

Projects	Donors	Recipients
<i>Margaret Sanger Papers</i>	The Rockefeller Foundation \$30,000	New York University
<i>Frederick Law Olmsted Papers</i>	The Henry Luce Foundation \$20,000	The American University
<i>Elizabeth Cady Stanton &amp; Susan B. Anthony Papers</i>	The George Gund Foundation \$1,250	The University of Massachusetts
<i>First Federal Congress Papers</i>	Commission on the Bicentennial of the U.S. Constitution \$62,984 Foundation of the Federal Bar Council \$5,000 New York State Bicentennial Commission \$800	The George Washington University
<i>Institutes for the Editing of Historical Documents</i> <i>Fellowships in Historical Editing</i> <i>Fellowships in Archival Administration</i>	The Andrew W. Mellon Foundation \$240,000*	*To be disbursed over a period of approximately 3 years.

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## *Gift Fund Balance Sheet*

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	1990	1989
<b>Assets</b>		
Current Assets:		
TOTALS		
Cash	\$ 16,421	\$ 138,554
Securities	2,647,176	1,986,007
Accounts Receivable	2,102	19,718
Advances to Employees	446	0
TOTAL Current Assets	<u>2,666,145</u>	<u>2,144,279</u>
TOTAL Assets	<u>\$2,666,145</u>	<u>\$2,144,279</u>
<b>Liabilities</b>		
Current Liabilities:		
Accounts Payable	\$ 12,412	\$ 37,498
TOTAL Liabilities	12,412	37,498
<b>Fund</b>		
Fund Balance	<u>2,653,733</u>	<u>2,106,781</u>
TOTAL Liabilities and Fund Balance	<u>\$2,666,145</u>	<u>\$2,144,279</u>

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## *Statement of Changes in Financial Position*

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	1990	1989
<i>Source of Funds:</i>		
Excess (Deficit) of Revenue Over Expenses:		
Funds Provided by Operations	\$(341,650)	\$108,790
Grants and Donations	888,603	(3,581)
Adjustments	0	25,941
	<u>546,953</u>	<u>131,150</u>
<i>Application of Funds:</i>		
Working Capital	<u>\$ 546,953</u>	<u>\$131,150</u>

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

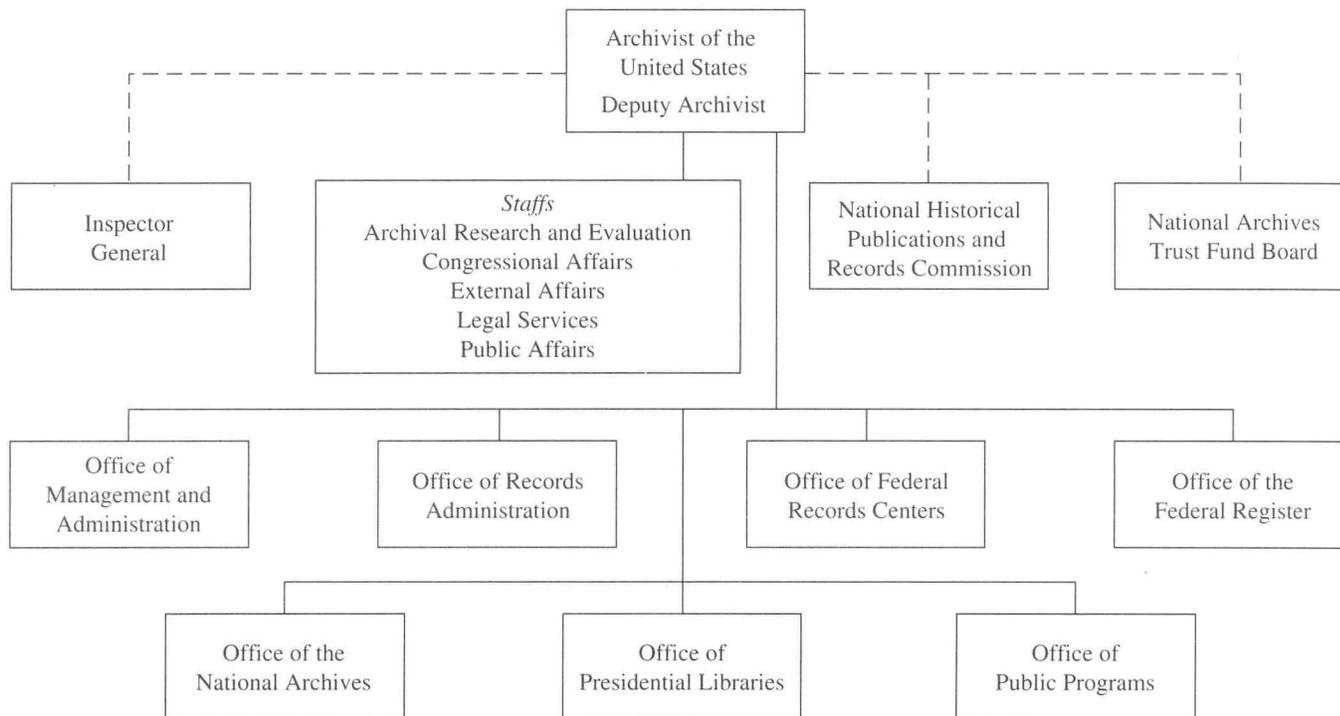
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	1990	1989
<i>Current Assets:</i>		
Cash	\$(122,133)	\$ 63,391
Securities	661,169	60,194
Accounts Receivable	(17,616)	17,308
Advances to Employees	446	0
<i>Current Liabilities:</i>		
Accounts Payable	25,087	(9,743)
Increase in Working Capital	<u>\$ 546,953</u>	<u>\$131,150</u>

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# Appendix A

## Organization Chart for the National Archives



# Appendix B

## Personnel on Board

All Funds

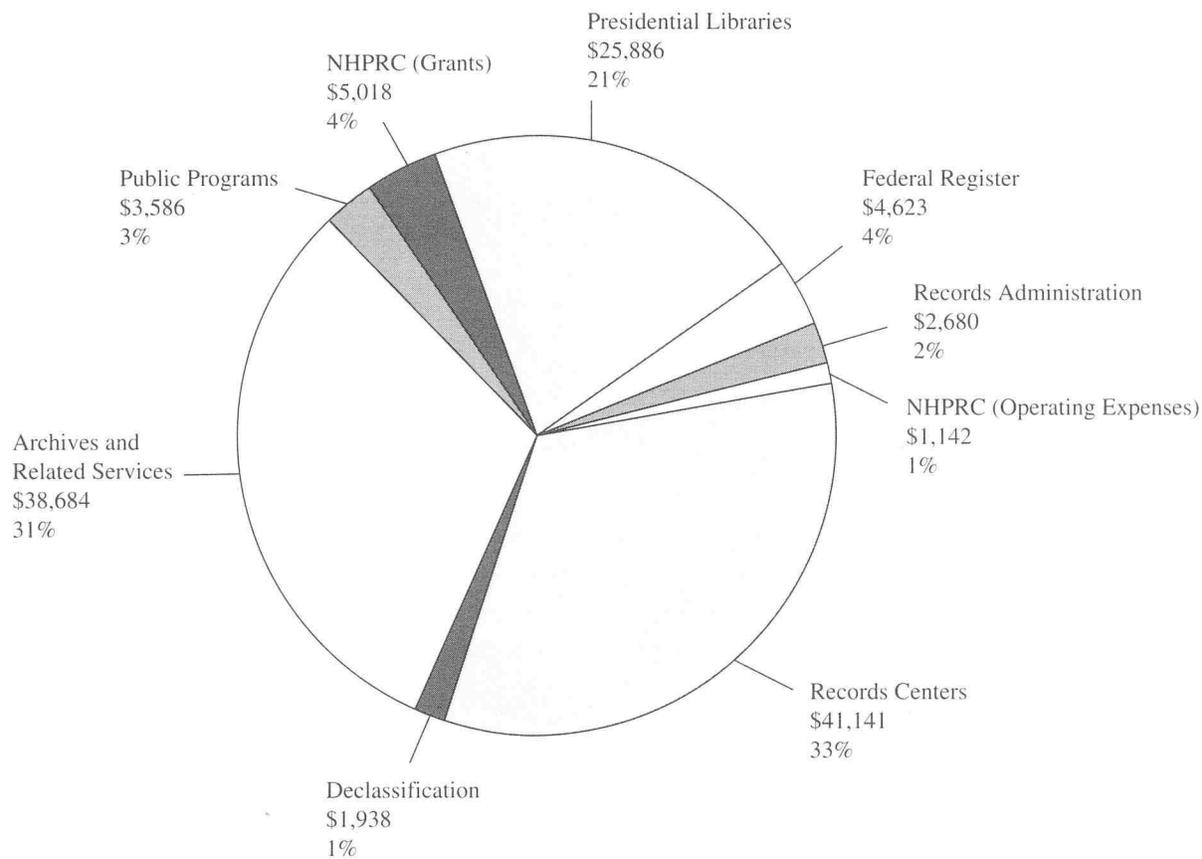
As of September 30, 1990

Programs	Washington, DC Area			Field Offices			Nationwide Total		
	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	147	37	184	643	844	1,487	790	881	1,671
Archives & Related	535	55	590	79	32	111	614	87	701
Public Programs	92	4	96	0	0	0	92	4	96
Records Administration	41	2	43	0	0	0	41	2	43
Presidential Libraries	63	6	69	220	52	272	283	58	341
Federal Register	71	1	72	0	0	0	71	1	72
Records Declassification	56	1	57	11	0	11	67	1	68
National Historical Publications & Records Commission	18	0	18	0	0	0	18	0	18
<b>TOTALS</b>	<u>1,023</u>	<u>106</u>	<u>1,129</u>	<u>953</u>	<u>928</u>	<u>1,881</u>	<u>1,976</u>	<u>1,034</u>	<u>3,010</u>

# Appendix C

## Obligations by Program Area (in thousands)

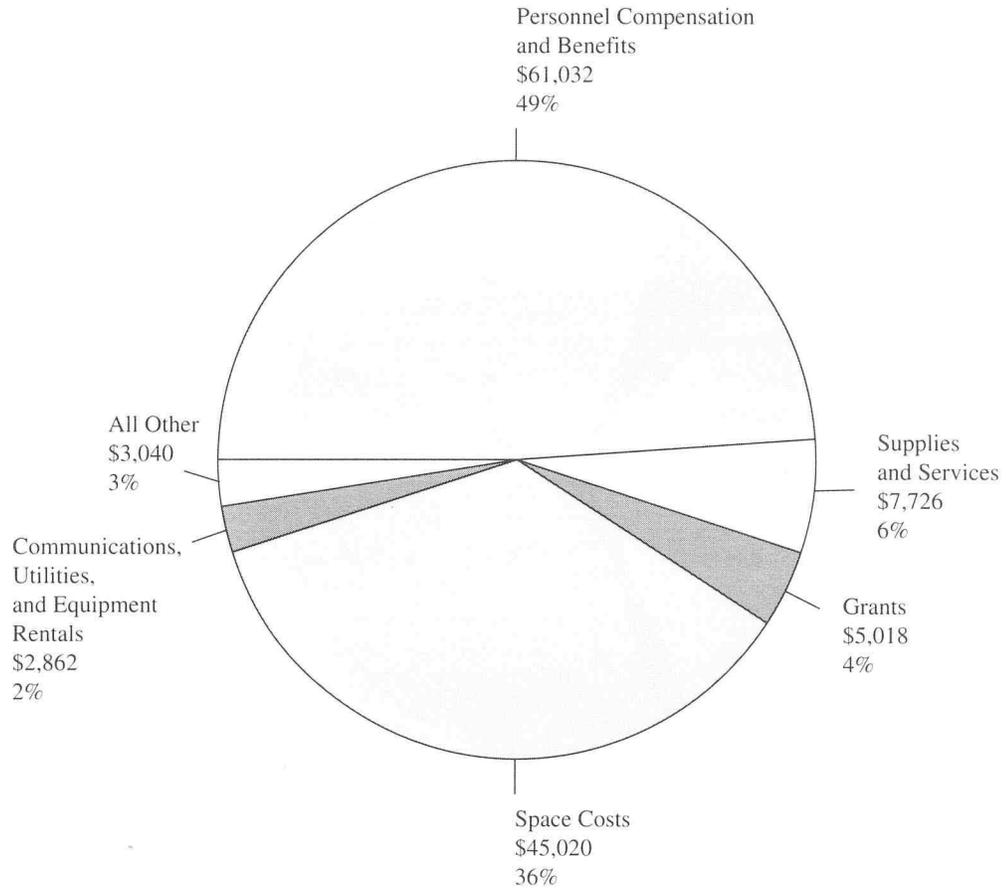
TOTAL: \$124,698



# Appendix D

## Obligations by Major Elements (in thousands)

TOTAL: \$124,698



# Appendix E

## *Obligations by Object Classification*

### *Direct Operating Expenses (in thousands)*

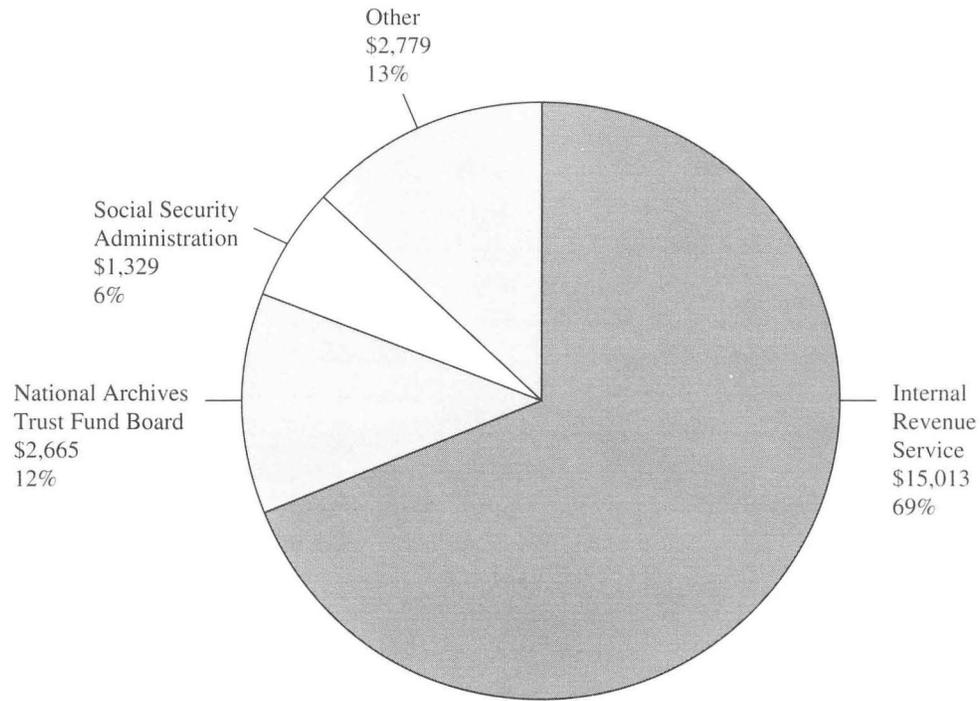
Full-Time Permanent Employees' Salaries .....	\$ 46,460
Other Than Full-Time Permanent Employees' Salaries .....	3,734
Other Personnel Compensation .....	1,212
Total Personnel Compensation .....	<u>51,406</u>
Personnel Benefits .....	9,512
Benefits for Former Personnel .....	114
Travel and Transportation of Persons .....	589
Motor Pool Travel .....	100
Transportation of Things .....	180
Rent .....	24,148
Communications, Utilities, & Equipment Rentals .....	2,862
Printing & Reproduction .....	2,089
National Archives Building Operations .....	5,357
Archives II Building Design .....	2,000
Presidential Libraries' Operations & Maintenance .....	7,372
Hoover Library Alterations .....	4,930
Recurring Utilities Costs .....	1,213
Preservation Services .....	487
Other Services:	
Commercial Contracts .....	1,852
ADP Studies & ADP Maintenance Services .....	1,729
Accounting & Payroll Services .....	767
Supplies & Materials .....	1,847
ADP Equipment .....	490
Other Equipment .....	369
Land & Structures .....	127
Grants, Subsidies, & Contributions .....	5,018
Insurance Claims & Indemnities .....	140
TOTAL, Direct Obligations .....	<u>\$124,698</u>

# Appendix F

## Customer Reimbursements (in thousands)

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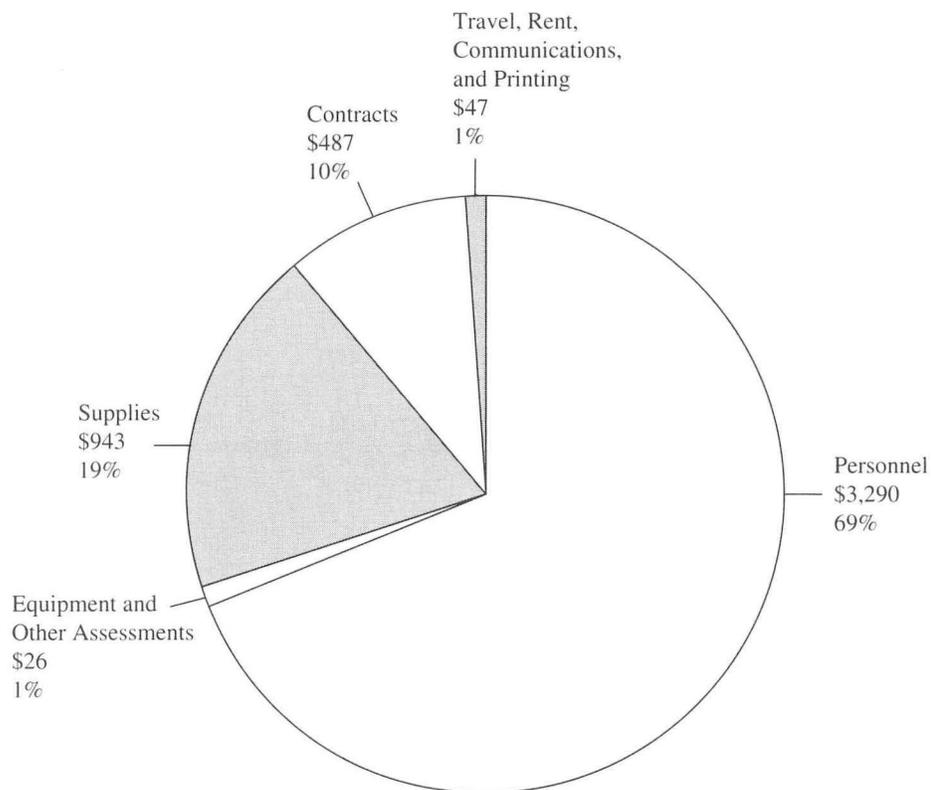
TOTAL: \$21,786



# Appendix G

## Preservation Obligations (in thousands)

TOTAL: \$4,793



# Appendix H

## Archival Holdings by Unit

### Total Holdings (Cubic Feet)

<i>Unit</i>	<i>Balance 9/30/89</i>	<i>Accession</i>	<i>Accretion</i>	<i>Transfer In</i>	<i>Other Increase</i>
<b>Washington DC area</b>					
Textual Projects	1,075,944	10,918	3,098	3,324	631
Center for Legislative Archives	73,911*	2,785	0	51	0
Center for Electronic Records	250	66	0	0	0
Cartographic & Architectural Branch	44,933	1,473	0	287	9
Motion Picture, Sound, & Video Branch	36,482	0	231	5	1
Still Picture Branch	12,416	2,290	4	3	2,550
DC Area Totals	<u>1,243,936</u>	<u>17,532</u>	<u>3,333</u>	<u>3,670</u>	<u>3,191</u>
<b>Regional Archives</b>					
New England Region	17,295	45	59	304	114
Northeast Region	62,129	548	1,758	2	3
Mid-Atlantic Region	40,290	162	390	17	6
Southeast Region	47,563	905	621	58	0
Great Lakes Region	53,446	25	1,249	785	0
Central Plains Region	29,625	260	77	320	7
Southwest Region	57,246	596	260	503	1,831
Rocky Mountain Region	14,766	0	0	279	59
Pacific Southwest Region	17,264	193	549	80	197
Pacific Sierra Region	29,055	106	383	0	0
Pacific Northwest Region	28,186	1,255	603	72	0
Regional Archives Totals	<u>396,865</u>	<u>4,095</u>	<u>5,949</u>	<u>2,420</u>	<u>2,217</u>
Office of the National Archives NATIONWIDE TOTALS	1,640,801	21,627	9,282	6,090	5,408

\*This figure has been revised from the 1989 annual report because of a remeasurement.

<i>Total Increase</i>	<i>Disposal</i>	<i>Permanent Withdrawal</i>	<i>Transfer Out</i>	<i>Other Decrease</i>	<i>Total Decrease</i>	<i>Balance 9/30/90</i>
17,971	1,441	0	5,885	572	7,898	1,086,017
2,836	0	0	0	0	0	76,747
66	0	0	0	3	3	313
1,769	0	0	1	0	1	46,701
237	16	0	0	0	16	36,703
4,847	0	0	0	0	0	17,263
<u>27,726</u>	<u>1,457</u>	<u>0</u>	<u>5,886</u>	<u>575</u>	<u>7,918</u>	<u>1,263,744</u>
522	7	0	33	30	70	17,747
2,311	9,490	0	0	0	9,490	54,950
575	0	0	0	133	133	40,732
1,584	0	0	69	6	75	49,072
2,059	0	0	0	0	0	55,505
664	0	0	12	30	42	30,247
3,190	0	0	28	1,575	1,603	58,833
338	0	0	6	0	6	15,098
1,019	0	14	0	46	60	18,223
489	0	0	80	0	80	29,464
1,930	0	0	72	0	72	30,044
<u>14,681</u>	<u>9,497</u>	<u>14</u>	<u>300</u>	<u>1,820</u>	<u>11,631</u>	<u>399,915</u>
42,407	10,954	14	6,186	2,395	19,549	1,663,659

# Appendix I

## *Archival Holdings by Number of Items*

<i>Transaction</i>	<i>Still Pictures</i>	<i>Motion Pictures</i>	<i>Sound Recording</i>	<i>Video Recording</i>
<b>BALANCE, 9/30/1989</b>	5,465,769	111,612	161,602	23,180
Accession	955,853	2	46	0
Accretion	1,762	406	42	2,246
Transfer In	666	68	144	2
Other Increase	14,676	120	39	0
<b>TOTAL INCREASE</b>	<u>972,957</u>	<u>596</u>	<u>271</u>	<u>2,248</u>
Disposal	0	228	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	599	65	45	0
Other Decrease	2	88	1	0
<b>TOTAL DECREASE</b>	<u>601</u>	<u>381</u>	<u>46</u>	<u>0</u>
<b>BALANCE, 9/30/1990</b>	6,438,125	111,827	161,827	25,428

<i>Transaction</i>	<i>Artifacts</i>	<i>16mmNeg Microfilm</i>	<i>16mmPos Microfilm</i>	<i>35mmNeg Microfilm</i>
<b>BALANCE, 9/30/1989</b>	1,776	104,576	16,139	99,929
Accession	20	85	9,725	115
Accretion	0	1,059	0	0
Transfer In	98	0	0	0
Other Increase	53	0	0	0
<b>TOTAL INCREASE</b>	<u>171</u>	<u>1,144</u>	<u>9,725</u>	<u>115</u>
Disposal	0	0	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	98	0	0	0
Other Decrease	0	0	0	0
<b>TOTAL DECREASE</b>	<u>98</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>BALANCE, 9/30/1989</b>	<u>1,849</u>	<u>105,720</u>	<u>25,864</u>	<u>100,044</u>

<i>Film Strips</i>	<i>Computer Data Sets</i>	<i>Maps &amp; Charts</i>	<i>Arch &amp; Eng Plans</i>	<i>Aerial Photos</i>
117	2,581	1,899,226	1,969,784	8,932,276
1	2,542	3,832	86,744	0
0	0	85	9	0
0	0	1,875	21,658	0
0	1,369	3,740	1,284	6,993
1	3,911	9,532	109,695	6,993
0	0	0	0	0
0	0	0	0	0
0	0	281	99	0
0	1,270	0	0	0
0	1,270	281	99	0
118	5,222	1,908,477	2,079,380	8,939,269

<i>35mmPos Microfilm</i>	<i>Micro-Fiche</i>	<i>Other Microforms</i>	<i>Total Items</i>
26,354	102	41,250	18,856,273
6	800	0	
0	4,200	0	
0	0		
0	0	0	
6	5,000	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
26,360	5,102	41,250	19,975,862

# Appendix J

## *Use of National Archives*

	<i>Researchers Microfilm</i>	<i>Researchers Nonmicrofilm</i>	<i>Oral Inquiries</i>	<i>Written Responses</i>
<b>NATIONWIDE TOTAL</b>	159,171	58,631	208,808	293,087
Washington, DC Total	56,964	52,794	139,567	266,980
Textual Records	56,950	40,458	100,119	246,395
Non-Textual Records	14	12,336	39,448	20,585
Regional Archives Total	102,207	5,837	69,241	26,107
New England	7,518	1,465	1,855	1,631
Northeast	2,785	874	11,447	5,990
Mid-Atlantic	9,159	577	4,227	3,980
Southeast	9,605	473	8,827	4,686
Great Lakes	8,374	299	4,645	2,746
Central Plains	7,991	335	12,475	1,118
Southwest	8,488	143	1,213	1,907
Rocky Mountain	10,619	282	2,547	551
Pacific Southwest	13,174	282	7,392	911
Pacific Sierra	11,106	474	10,505	1,790
Pacific Northwest	12,661	633	3,606	609
Alaska*	727	N.A.	502	77

\*Opened July 11, 1990

# Appendix K

## *Holdings of Presidential Libraries by Unit*

<i>Accessions &amp; Holdings</i>	<i>Hoover</i>	<i>Roosevelt</i>	<i>Truman</i>	<i>Eisenhower</i>	<i>Kennedy</i>
<b>PAPERS (Pages)</b>					
Personal Papers	6,926,052	16,623,465	13,638,024	20,817,379	28,115,279
Federal Records	136,949	710,000	713,600	689,300	645,967
Presidential Records	0	0	0	0	0
<b>MICROFORMS (Rolls/Cards)</b>					
Personal Papers	705	657	3,221	965	20,447
Federal Records	663	13	120	0	1,972
Presidential Records	0	0	1	0	0
<b>AUDIOVISUAL</b>					
Still Pictures (Images)	40,376	131,497	89,209	197,236	140,613
Film (Feet)	154,141	308,676	325,774	612,995	7,152,322
Videotape (Hours)	49	28	88	98	1,192
Audiotape (Hours)	420	1,024	278	1,064	7,265
Audio Disks (Hours)	78	1,108	290	275	721
<b>ORAL HISTORY</b>					
Pages	11,664	3,120	49,984	30,912	45,891
Hours	0	84	1,412	774	1,937
<b>MUSEUM OBJECTS</b>					
	5,427	23,589	25,042	30,798	16,291
<b>PRINTED MATERIALS</b>					
Books/Volumes	24,881	44,664	38,536	22,627	72,274
Serials	23,412	33,602	67,639	31,153	11,946
Microform	1,431	2,484	1,459	5,151	3,593
Other	1,503	79,572	92,389	24,089	11,079

<i>Johnson</i>	<i>Nixon</i>	<i>Ford</i>	<i>Carter</i>	<i>Reagan*</i>	<i>Total Holdings To Date</i>
30,941,787	784,000	18,182,674	26,701,630	1,757,500	164,487,790
2,842,356	912,000	535,000	131,000	200,000	7,516,172
0	44,414,000	0	0	42,197,500	86,611,500
174	0	23	0	0	26,192
3,312	0	0	0	0	6,080
0	5,312	0	0	6,600	11,913
613,685	435,000	315,538	1,500,000	1,560,000	5,023,154
824,773	2,200,000	779,350	1,120,080	87,750	13,565,861
7,401	3,900	1,297	1,434	16,000	31,487
12,898	1,490	1,274	2,000	22,000	49,713
808	0	52	0	0	3,332
54,075	2,200	233	606	0	198,685
2,294	228	32	148	0	6,909
36,764	21,750	7,375	40,000	75,000	282,036
16,208	9,022	9,307	1,534	15,000	254,053
4,314	0	40	3,255	25,000	200,361
3,940	0	545	6,593	0	25,196
21,434	0	2,315	7,409	0	239,790

\* Estimated holdings as of September 30, 1990.

# Appendix L

## *Use of Presidential Libraries*

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	<i>Researcher Daily Visits</i>	<i>Written and Oral Inquiries</i>	<i>Museum Visitors</i>
Hoover	700	1,811	99,741
Roosevelt	2,193	3,527	168,898
Truman	1,422	13,237	149,521
Eisenhower	1,291	3,647	158,058
Kennedy	2,646	10,358	199,927
Johnson	1,674	8,476	342,951
Nixon	827	1,659	0
Ford	1,682	1,196	83,353
Carter	652	2,775	79,668
Reagan	0	1,294	0
TOTAL	<u>13,087</u>	<u>47,980</u>	<u>1,282,117</u>

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# Appendix M

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

	<i>Program Costs</i>	<i>Operations &amp; Maintenance Costs</i>	<i>Repair &amp; Alteration Costs <sup>1</sup></i>	<i>Recurring and Nonrecurring Reimbursables <sup>2</sup></i>	<i>Common Distributable <sup>3</sup></i>	<i>Rent</i>	<i>Total Costs <sup>4</sup></i>
Hoover	\$ 698	\$ 357	\$4,930	\$ 0	0	7	\$ 5,992
Roosevelt	701	645	0	0	0	0	1,346
Truman	868	757	0	0	0	0	1,625
Eisenhower	807	880	0	0	0	0	1,687
Kennedy	1,082	1,122	29	0	0	42	2,275
Johnson	1,050	1,150	0	0	0	0	2,200
Nixon	807	0	0	35	0	64	906
Ford	854	1,024	24	0	0	0	1,902
Carter	738	1,054	0	0	0	0	1,792
Reagan	620	330	0	0	0	752	1,702
Central Office, Planning & Direction, & White House Liaison	1,223	325	0	0	398	253	2,199
<b>TOTALS</b>	<b>\$9,448</b>	<b>\$7,644</b>	<b>\$4,983</b>	<b>\$35</b>	<b>\$398</b>	<b>\$1,118</b>	<b>\$23,626</b>
Less: National Archives Operations & Maintenance		- 325					
<b>TOTAL</b>		<b>\$7,319</b>					

<sup>1</sup> Repair and Alteration Costs include \$29K for Kennedy Library from the H4X account.

<sup>2</sup> Building services in addition to rent.

<sup>3</sup> Proportionated share of central office support services.

<sup>4</sup> Does not include \$2,260 share of allocated administrative costs.

# Appendix N

## *Publications of the Office of the Federal Register*

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***Federal Register***

249 issues  
52,559

***Code of Federal Regulations***

199 books  
125,200 pages

***The United States Government Manual***

1990/91  
907 pages

***Weekly Compilation of Presidential Documents***

52 issues  
2,781 pages

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

Revised as of January 1, 1989  
410 pages—Supplemented as of January 1, 1990

***Public Papers of the Presidents***

***Ronald Reagan 1987 Vol. I***  
847 pages

***Ronald Reagan 1987 Vol. II***  
883 pages

***Ronald Reagan 1988 Vol. I***  
980 pages

***George Bush 1989 Vol. I***  
948 pages

***Slip Laws***  
2,714 pages

***United States Statutes at Large 1987***  
3 books  
2,313 pages

***Privacy Act Issuances 1988/89***  
5 books  
3,694 pages

***Finding Aids***  
30 issues  
4,180 pages

# Appendix O

## Archival Publications

### Guides

Guide to Records in the National Archives—Central Plains Region (Washington: 1989)

Guide to Records in the National Archives—Great Lakes Region (Washington: 1989)

Guide to Records in the National Archives—Mid-Atlantic Region (Washington: 1989)

Guide to Records in the National Archives—New England Region (Washington: 1989)

Guide to Records in the National Archives—Northeast Region (Washington: 1989)

Guide to Records in the National Archives—Pacific Northwest Region (Washington: 1989)

Guide to Records in the National Archives—Pacific Sierra Region (Washington: 1989)

Guide to Records in the National Archives—Pacific Southwest Region (Washington: 1989)

Guide to Records in the National Archives—Rocky Mountain Region (Washington: 1989)

Guide to Records in the National Archives—Southeast Region (Washington: 1989)

Guide to Records in the National Archives—Southwest Region (Washington: 1989)

### General Information Leaflets

Using Records in the National Archives for Genealogical Research. General Information Leaflet No. 5, Revised 1990.

Looking for an Out-of-Print U.S. Government Publication? General Information Leaflet No. 28, Revised 1990.

Information About the National Archives for Prospective Researchers. General Information Leaflet No. 30, Revised 1990.

National Archives Gift Acquisition Policy: Motion Pictures and Sound and Video Recordings. General Information Leaflet No. 34, 1990.

### Special Lists

Lighthouse Plans in the National Archives: A Special List of Lighthouse-Related Drawings in Record Group 26. Special List 57. Microfiche (Washington: 1990).

### Select Lists

Gellert, Charles L. The Holocaust, Israel, and the Jews: Motion Pictures in the National Archives (Washington: National Archives Trust Fund Board, 1989).

Heller, Jonathan. War & Conflict: Selected Images from the National Archives, 1765–1970 (Washington: National Archives Trust Fund Board, 1989).

Pictures of World War II. Select Audiovisual Records (Washington: 1990).

### Technical Information Papers

Harris, Kenneth, and Alan Calmes, William Holmes, Susan Lee-Bechtold, William K. Wilson, and Charles Mayn. Preservation Research Priorities: Past and Present. Technical Information Paper No. 7, 1990 (NTIS Order Number PB90 206244/AS).

A National Archives Strategy for the Creation, Transfer, Access, and Long-Term Storage of Electronic Records of the Federal Government. Technical Information Paper No. 8, 1990.

### Microfilm Publications

The letters “DP” signify that a descriptive pamphlet accompanies a microfilm publication.

Pub. No.	RG No.	Title
M1264	233	Journals of the U.S. House of Representatives, 1789–1817 (17 rolls) DP
M1265	233	Bill Books of the U.S. House of Representatives, 1814–1817 (1 roll) DP
M1375	17	Records of the U.S. Morgan Horse Farm, 1907–1951 (12 rolls) DP
M1392	227	Bush-Conant File Relating to the Development of the Atomic Bomb, 1940–1945 (14 rolls) DP
M1518	11	Ratified Amendments to the Constitution of the United States, Amendments XI–XXVI (15 rolls) DP
M1530	21	Lincoln at the Bar: Selected Case Files from the United States District and Circuit Courts, Southern District of Illinois, 1855–1861 (7 rolls) DP Great Lakes Region

Pub. No.	RG No.	Title
M1545	21	Index to Naturalization Petitions and Records of the U.S. District Court, 1906-1966, and the U.S. Circuit Court, 1906-1911, for the District of Massachusetts (115 rolls) New England Region
M1610	21	Equity Case Files From the Western District Court of Texas at El Paso Relating to the Chinese Exclusion Acts, 1892-1915 (34 rolls) DP Southwest Region
M1623	226	History of the Office of Strategic Services in London, 1942-1945 (10 rolls)
M1641	287	Selected Indexes and Lists to Army Technical and Administrative Publications, 1940-1979 (29 rolls)

Microfilm Publications Completed with the Assistance of the Genealogical Society of Utah

Pub. No.	RG No.	Title
M1524	21	Naturalization Records of the U.S. District Court for the Southern District of California, Central Division (Los Angeles), 1887-1940 (244 rolls) Pacific Southwest Region
M1526	200	Index to Naturalized Citizens From the Superior Court of San Diego County, California, 1868-1958 (5 rolls) Pacific Southwest Region
M1537	21	Naturalization Petitions for the U.S. District Court, 1820-1930, and Circuit Court, 1820-1911, for the Western District of Pennsylvania (437 rolls) Mid-Atlantic Region
M1540	21	Naturalization Records of the U.S. District Court for the District of Oregon, 1859-1941 (62 rolls) Pacific Northwest Region

Pub. No.	RG No.	Title
M1541	21	Naturalization Records of the U.S. District Court for the Eastern District of Washington, 1890-1972 (40 rolls) Pacific Northwest Region
M1542	21	Naturalization Records of the U.S. District Court for the Western District of Washington, 1890-1957 (153 rolls) Pacific Northwest Region
M1543	21	Naturalization Records of Superior Courts for King, Pierce, Thurston, and Snohomish Counties, Washington, 1850-1974 (103 rolls) Pacific Northwest Region
M1606	21	Index Cards to Overseas Military Petitions of the U.S. District Court for the Southern District of California, Central Division (Los Angeles), 1943-1945, 1954, and 1955-1956 (2 rolls, 16mm) Pacific Southwest Region

Pub. No.	RG No.	Title	Pub. No.	RG No.	Title	Pub. No.	RG No.	Title
N1607	21	Index to Naturalization Records of the U.S. District Court for the Southern District of California, Central Division (Los Angeles), 1887-1931 (2 rolls) Pacific Southwest Region	M1613	200	Naturalization Records From the Superior Court of San Diego County, California, 1883-1958 (19 rolls) Pacific Southwest Region	M1628	49	Records of the Bureau of Land Management, Phoenix General Land Office, 1873-1942 (15 rolls) Pacific Southwest Region
M1608	200	Naturalization Index of the Superior Court of Los Angeles County, California, 1852-1915 (1 roll) Pacific Southwest Region	M1615	21	Naturalization Records of the U.S. District Court for the Territory of Arizona, 1864-1915 (5 rolls) Pacific Southwest Region	M1629	49	Records of the Bureau of Land Management, Prescott General Land Office, 1870-1908 (16 rolls) Pacific Southwest Region
M1609	200	Index to Citizens Naturalized in the Superior Court of San Diego County, California, 1853-1956 (1 roll) Pacific Southwest Region	M1616	21	Naturalization Records of the U.S. District Court for the District of Arizona, 1912-1955 (7 rolls) Pacific Southwest Region	M1630	49	Records of the Bureau of Land Management, Los Angeles District Land Office, 1859-1936 (60 rolls) Pacific Southwest Region
M1611	21	Index to Naturalization Records of the U.S. District Court for the Eastern District of Tennessee at Chattanooga, 1888-1955 (1 roll) Southeast Region	M1618	21	U.S. District Court of Washington Rolls of Attorneys, 1890-1959 (1 roll) Pacific Northwest Region	M1639	21	Landing Reports of Aliens From the U.S. District Court for the Eastern District of Pennsylvania, 1798-1828 (1 roll) Mid-Atlantic Region
M1612	200	Index to Declarations of Intention in the Superior Court of San Diego County, California, 1853-1956 (1 roll) Pacific Southwest Region	M1619	129	McNeil Island Penitentiary Records of Prisoners Received, 1887-1951 (4 rolls) Pacific Northwest Region	M1640	21	Naturalization Petitions for the U.S. District Court for the District of Maryland, 1906-1930 (43 rolls) Mid-Atlantic Region
			M1622	49	Federal Land Records for Washington, 1860-1910 (70 rolls) Pacific Northwest Region	M1643	21	Naturalization Petitions for the U.S. District Court for the Northern District of West Virginia, Wheeling, 1856-1867 (2 rolls) Mid-Atlantic Region
			M1627	49	Records of the Bureau of Land Management, Surveyor General of Arizona, 1891-1950 (2 rolls) Pacific Southwest Region			

# Appendix P

## *Holdings of Federal Records Centers*

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