

The National Archives and Records Administration



Annual Report for the Year Ended September 30, 1991

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Washington, DC

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Archivist's Overview

During the fiscal year described in this annual report, the National Archives celebrated its sixth year as an independent executive agency. I have been the Archivist of the United States for more than one-half of that period. These milestones remind us that an institution as complex and diverse as the National Archives never stands still but continues to evolve—and, we hope, to improve. A report such as this gives all of us

a chance to take stock of where we are and where we are heading.

As I have said many times, completion of the National Archives new facility, known as Archives II, must remain the agency's principal priority for several more years. This past year, we awarded the construction contract for Archives II and watched the building begin to rise on a site adjacent to the University of Maryland in College Park.



Archivist Don W. Wilson speaks on June 3 at the National Archives opening ceremony to mark the "Week for the National Observance of the 50th Anniversary of World War II," as designated by Congress. The National Archives is spearheading the 4-year national commemoration of the 50th anniversary of U.S. participation in World War II with a series of events, including conferences and symposia relating to all facets of the war effort, film festivals, commemorative posters, facsimile exhibits, and educational workshops and teaching materials for secondary schools and junior colleges. (Photograph by Jerry Thompson.)

The scope of this project, fully one-half the size of the Pentagon, continues to astonish me. The high-density, mobile shelving, for instance, would, if laid end to end, stretch from my office in Washington, DC, to the Ford Library in Ann Arbor, MI! Progress on the building itself has proceeded slightly ahead of schedule. Even as construction is underway, and while the interior of the building is being designed, planning has accelerated for the monumental move of a million cubic feet of records and 600 employees from several sites in the Washington, DC, area to Archives II.

Records must be thoroughly identified, described, and prepared for the physical move. Offices and services must be studied so that those being relocated to Archives II can accomplish the move with a minimum of disruption. Researchers must be alerted as to which records will be moved, and when, so that they can plan their future research visits accordingly. Suitable equipment and other furnishings must be selected and ordered. In addition, we must begin to think about how to renovate and reconfigure the National Archives in Washington, DC, so that it can better serve the public.

When this planning, relocating, and disruption are behind us, we will have a modern, spacious building that will serve this Nation well into the next century. We will have spacious and pleasant research rooms and staff offices. We will have the best environmental conditions that can be secured. We will have the modern laboratory spaces that an institution of our nature demands. We will, in short, have the largest and, perhaps, the best archival facility in the world.

Although Archives II has been our foremost priority, the National Archives has hardly been standing still in other areas. As this annual report details, we have undertaken a variety of projects that reflect the efforts of the National Archives to fulfill not only its responsibilities as the keeper of this country's documentary heritage but also as a major cultural institution.

One of the ways in which we can call attention to the wide variety of documents held in trust at the National Archives and its Presidential libraries is through exhibitions. This year, a major new exhibition, entitled "DRAW! Political Cartoons from Left to Right," was installed in the Circular Gallery in June. Featuring 140 witty, irreverent, and sometimes caustic cartoons lampooning our political institutions and leaders, this exhibition underscores this country's commitment to the First Amendment, which guarantees freedom of speech. The exhibition, which has capped the National Archives celebration of the 200th

anniversary of the Bill of Rights, will remain on display through August of 1992.

In July, the National Archives sponsored the first scholarly conference on the Office of Strategic Services, whose records we hold and make available to researchers. This conference represents renewed efforts by the National Archives to sponsor programs drawing attention to scholarly uses of the records that it houses. The conference was also part of our activities commemorating the 50th anniversary of U.S. participation in World War II, activities that will continue for at least four more years.

Also this year, we announced our participation in a joint project to computerize information held by the National Archives on the military service of millions of Civil War soldiers. Working with the Federation of Genealogical Societies, the National Park Service, and the Genealogical Society of Utah, the National Archives will help to create a database of the names, regiments, and ranks of Union and Confederate soldiers. The project represents the kind of cooperation that the National Archives wishes to stimulate and encourage so that its users—and the American people generally—have greater access to this country's extremely rich documentary record.

Nor was Archives II the only manifestation of the physical growth and improvement of the National Archives. Even as we prepared to accept the new Ronald Reagan Presidential Library, our ninth such facility, the National Archives was working closely with President George Bush on the selection of a site for his library, which will be at Texas A&M University in College Station. In addition, major changes have been taking place at several other Presidential libraries and at the regional archives. These changes include expanded public programs, renovations, and new exhibitions.

As this annual report attests, the National Archives continues to develop and expand its role in American society. I am proud of the efforts that the staff has made, this year as in the past, to provide the highest quality of service to the American people. Working together, we can enable the National Archives to fulfill its vital role in helping to preserve and make available this Nation's documentary heritage to citizens and scholars alike.

Don W. Wilson
Archivist of the United States

Office of the Archivist

The Archivist continued his efforts during the year to strengthen ties between the National Archives and its many constituencies—Government agencies, scholarly and professional organizations, cultural institutions, the research community, and the general public. As in the past, the Archivist addressed many of these groups, describing the mission, programs, and needs of the National Archives and outlining how it can work with its constituencies toward mutually beneficial goals.

This year, the groups the Archivist addressed ranged from the 71st National Convention of the Military Order of the World Wars, where he spoke about the importance of commemorating the 50th anniversary of this country's participation in World War II, to the General Services Administration's 1991 Information Resources Management Conference, where he spoke about the role of the National Archives in supporting agency records and information management programs. Other events at which the Archivist spoke included ceremonies marking the opening of the Museum of Immigration on Ellis Island, the 75th anniversary of the Rutherford B. Hayes Presidential Center, the 1991 White House Conference on Library and Information Services, and the annual meeting of the National Council on Public History.

The Archivist was also involved in efforts to secure substantial private, supplementary support for certain National Archives initiatives; principally for World War II commemorative activities. He gained support from the United Services Automobile Association (USAA), a major insurance company based in San Antonio, for the National Archives traveling exhibition that incorporates firsthand accounts from the Second World War. Several other funding sources joined USAA in supporting this exhibition and related activities.

The Archivist also continued to serve as this country's principal representative in international archival affairs, including his service on the Executive Committee of the International Council on Archives. In March, he visited the National Archives of Canada. During his 4-day visit to Ottawa, the Archivist received a thorough briefing on the mission, organization, programs, and initiatives of that institution and laid the foundation for greater cooperation between the national archives of the two countries.

Among the wide range of visitors to the National Archives this year were Queen Margrethe II of Denmark; entertainer Bob Hope; Dr. Rudolf G. Pikhov, President of the Committee on Archival Affairs of the Russian Republic's Council of Ministers; and renowned artist G. Harvey.



Milton Gustafson, head of the Civil Reference Branch (far right), discusses a 19th-century treaty between the United States and Denmark with Her Royal Highness Margrethe II of Denmark, during her visit to the National Archives on February 21, 1991. Archivist Don W. Wilson is at far left, next to Danish Ambassador Peter Dyvig. At the close of her visit, the Archivist presented the Queen with a framed set of reproductions of two telegrams—one from President Franklin D. Roosevelt, congratulating the Queen's parents on her birth in 1940, and the responding telegram from the Queen's parents. As State Department records in the National Archives indicate, such an exchange was extraordinary, as it reflected continuing U.S. recognition of Denmark despite its occupation by Nazi Germany. (Photograph by Jerry Thompson.)

The activities of the staffs within the Office of the Archivist support the duties of Archivist Don W. Wilson and Deputy Archivist Claudine J. Weiher and are described here by unit. Executive Staff Director Raymond A. Mosley coordinates the work of these staffs.

Office of Inspector General

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



Douglas E. Van Houveling, of the University of Michigan, speaks to participants gathered in the National Archives Theater for the Technology Forecast Conference on March 20. Speakers at the Conference reviewed current information technologies and how they are transforming the nature of documentation in the workplace. (Photograph by Jerry Thompson.)

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 audit of the Government cost estimate for the Federal records centers and a review of an allegation of an improper contractual payment. The OIG staff also performed an audit of the Christopher Columbus Quincentenary Jubilee Commission and coordinated results with the U.S. General Accounting Office and the Office of Management and Budget.

Audits in process at the conclusion of the fiscal year included a review of allegations regarding consulting services contracts; a review of allegations regarding the solicitation for security guard services; a followup audit of prior reports on telecommunications resources; and a preliminary survey of museum shop operations at the National Archives and Presidential libraries.

The staff conducted 25 investigations in the following categories: fraud, conflict of interest, contracting irregularities, 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, carries out a threefold mission to study and monitor technological evolution and innova-

tions, assist other units in the application of technology to their programs and operations, and provide technical consultation services within the National Archives. The Staff performs studies and conducts, or undertakes by contract, a program of applied technical research projects. The Archival Research and Evaluation Staff includes Preservation Officer Alan R. Calmes, who advises the Archivist on preservation matters, coordinates the overall preservation program, and oversees research contracts in preservation-related areas.

Optical Digital Image Storage System (ODISS) Project

The Optical Digital Image Storage System project was established in 1984 as a research pilot project designed to test and evaluate the potential for application of digital imaging and optical disk technologies to archival programs. After 3 years of planning, in 1988 a pilot system was installed to capture, enhance, and index nearly 250,000 images from the original paper compiled military service records of the Tennessee Confederate Cavalry.

The testing phase of ODISS concluded in December of 1989. The Staff's technical report on the project, which was developed over the following 18 months, was published in March of 1991. Copies of the report are publicly available in both paper and microfilm from the National Technical Information Service, Springfield, VA.

As related in the project report, ODISS showed that application of digital imaging and optical disk technologies to archival programs is both technically feasible and highly desirable for many types of holdings. Nevertheless, the study concluded that a retrospective conversion of archival paper records to digital image format cannot be justified currently on the basis of cost savings alone but may be justifiable on a combination of cost, technical, and nontangible considerations. Each case must be decided on its own merits.

In light of current budget constraints, it is unlikely that the National Archives will pursue any large-scale implementation of digital image capture before the last half of the 1990's, following the completion and occupancy of the Archives II building in College Park, MD.

Digital Image Applications Group (DIAG)

The National Archives continued its active support of the Digital Image Applications Group (DIAG), an organization of representatives of Federal, State, and local government agencies as well as members of the private sec-

tor engaged in the development, sale, and support of digital image systems.

Established in 1985, DIAG holds quarterly forums for the exchange of information between users and vendors of digital image technology. Programs include demonstrations of new equipment by vendors and presentations by members of the user community regarding their experiences with digital image systems. Late in 1990, the National Archives entered into a joint arrangement with the Association for Information and Image Management (AIIM) whereby AIIM assumes responsibility for maintaining the membership roll, developing the meeting programs, and publishing and distributing the DIAG newsletter. The National Archives will continue to act as host for the meetings.

Text Conversion Technologies

In 1985, the National Archives Archival Research and Evaluation Staff launched a project to study different methodologies for conversion of existing manual finding aids to electronic form. The Staff experimented with the conversion of paper finding aids, using a variety of optical character recognition (OCR) hardware and software. Using commercially available products, only those textual materials created by contemporary electric typewriters or word processors could be read successfully and converted with accuracy rates exceeding 90 percent.

In 1987, the National Archives awarded a contract to a British firm that possessed the capability to convert both handwritten and the poorer quality typed and printed materials to electronic form. Between 1988 and 1991, the British company was asked to convert a number of National Archives typed, printed, and handwritten materials. No other source for this level of capability was ever identified. The Staff subsequently integrated some of the converted materials with text retrieval and database software to produce computer-based finding aids or document sets. An example was an automated version of President Gerald Ford's daily diary, which is now installed and in use at the Ford Library in Ann Arbor, MI.

Commercially available software, which can process virtually any combination of type fonts that may occur in contemporary documents developed on word processors, is now available. However, there are no available products capable of successfully processing physically degraded, manually typewritten, or handwritten materials. Because these types of materials make up the vast majority of the National Archives holdings, the Staff plans

to continue to evaluate new OCR hardware and software as they become commercially available.

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 system" applications currently enjoy the most extensive use and greatest promise within the field. Expert systems are computer programs capable of considering a question or problem and, through trial and error, recommending a solution or course of action. Expert systems differ from conventional programs in that their calculations are based on simulated reasoning and value judgments rather than application of strict, inflexible mathematical algorithms or program logic.

Between May of 1989 and November of 1990, the Staff engaged in a study of artificial intelligence and the use of expert systems in Federal and commercial applications. This technology assessment project culminated in the publication in February of 1991 of a monograph entitled *Expert Systems Technology and Its Implications for Archives*. The report, which is publicly available through the National Technical Information Service, introduces the reader to the potential of expert systems for improving archives administration. Further, it alerts archivists to ways in which they can expect intelligent technologies to affect Federal recordkeeping systems and scholarly research methods.

The Staff is continuing its evaluation of the potential for application of expert systems to archival administration. Current plans include a series of seminars to acquaint archivists with the technology and its potential uses. The Staff expects to undertake a study of one or more archival processes in which expert systems might yield significant benefits.

Optical Media Guidelines

There has been a growing and widespread recognition at both the Federal and State levels of government of the need for archival and records management guidelines for optical media. Last July, at the annual meeting of the National Association of Government Archives and Records Administrators (NAGARA), the Archivist of the United States reported that the National Archives would initiate such a project in cooperation with NAGARA. The

Staff was assigned to lead this effort.

Throughout 1991, the Staff worked with State archivists or their representatives to prepare a draft of the guidelines, which was presented at the July 1991 meeting of NAGARA. The guidelines focus on specific issues of concern to archivists and records managers, such as document scanning density, use of gray scale, image enhancement, header files, compression techniques, and conversion throughput rates. The most fundamental issue is that of ensuring continuous readability and intelligibility of records stored on optical media. A final version of the guidelines for State and local application will be published and distributed by NAGARA in 1992.

Optical Media Longevity Study

In 1987, the National Archives contracted with the National Institute of Standards and Technology (NIST) to develop a testing methodology for predicting the life expectancy of optical media. Life expectancy is defined as the point at which the byte error rate (BER) of a disk has increased to the point where reading the disk results in unrecoverable (uncorrectable) errors. Ideally, a standard reference testing methodology could be used by manufacturers of optical media to determine or substantiate claims of the useful life of their products. In July, NIST completed the data analysis and issued the interim report "Development of a Methodology to Derive Life Time Values for Optical Disks."

This report generally confirms the validity of using the accelerated aging technique based on an Arrhenius mathematical model. In addition, it confirms the need for an industrywide, reference testing methodology that employs agreed-on definitions of byte error rate, the amount of data to be tested, disk surface areas to be tested, criteria for data analysis, and test data patterns to be used, among others. The National Archives expects to receive the final version of NIST's study report sometime early in the next fiscal year.

On behalf of the National Archives and other interested parties, NIST is also pursuing a program to identify methodologies and techniques for online monitoring of disk error rates. The automatic error detection and error correction schemes used in optical drives are so efficient that data errors are generally corrected by the system transparently so that the user is unaware that there is a problem at all. However, an optical disk may degrade naturally and gradually over time until the error detection/correction mechanism can no longer compensate.

The objective of this program, which will continue indefinitely until the problem is resolved, is to work with manufacturers of optical drive systems to develop hardware and software that would monitor byte error rates during normal reading or writing of optical media and report any degrading condition before the error rate advances to the point where errors become nonrecoverable.

Congressional and External Affairs Staff

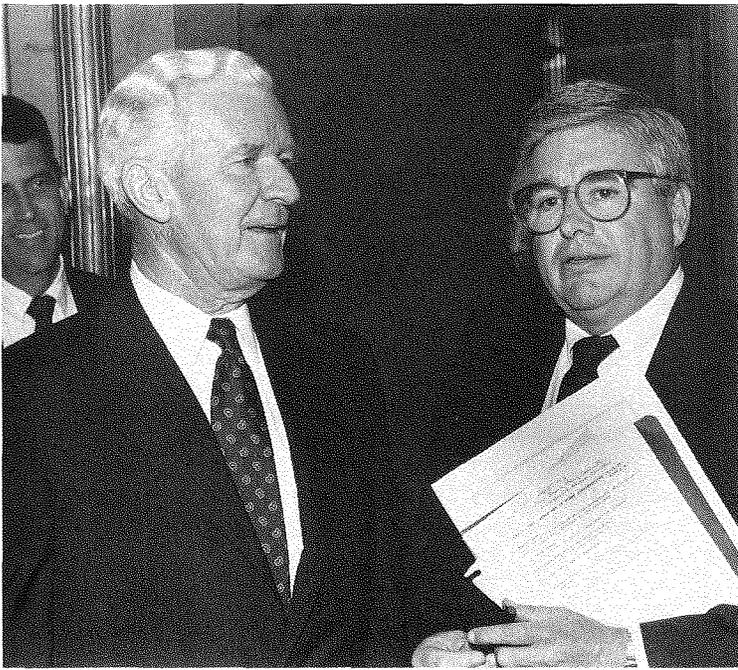
Congressional Affairs

The Congressional and External Affairs Staff coordinates the legislative activities of the National Archives and serves as a liaison between the National Archives and numerous historical and professional organizations. As a result, the Staff is typically involved in a wide range of National Archives activities connected to the relations the agency maintains with a broad set of constituencies. In addition, the Staff is the principal point of contact between the National Archives and the international archival community.

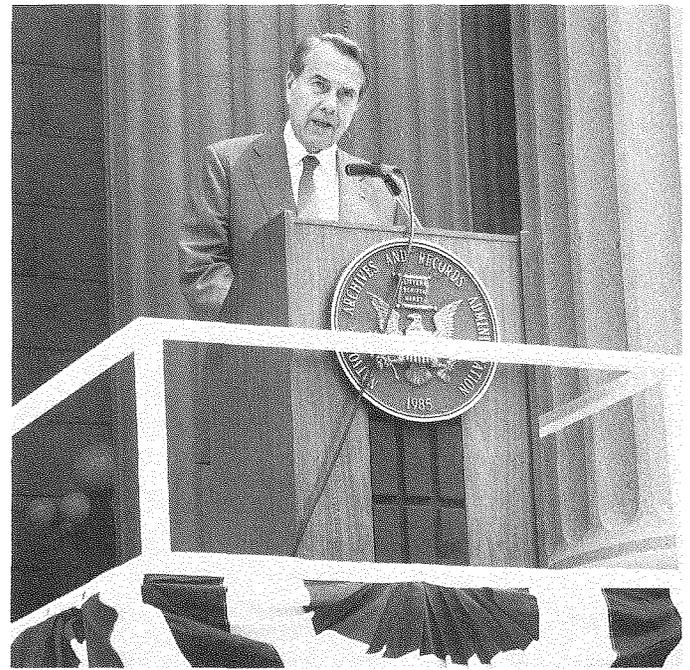
During the first session of the 102d Congress, the Congressional and External Affairs Staff continued to monitor new legislation and other developments related to the mission, holdings, and programs of the National Archives. The Staff also concentrated its efforts on updating and redesigning the pamphlet *Services Available to Members of Congress*, which the National Archives furnishes to the offices of Representatives and Senators, and on providing information about legislative developments to the staff of the National Archives.

Congressional and External Affairs Staff assisted with preparations for gatherings of two groups established by the Archivist to advise the National Archives on its activities during the 50th anniversary of American participation in the Second World War. One group, the World War II Commemorative Committee, is composed of Members of Congress who served in the Armed Forces during that conflict; the other, the World War II Executive Branch Steering Committee, includes senior-level representatives of a number of Federal departments and agencies.

Members of both groups were invited to the National Archives on June 3, 1991—the date chosen by Congress and the President to mark the beginning of the official observance of the anniversary. Events at the National Archives that day included a briefing on the National Archives major traveling exhibition, "World War II: Personal Accounts—Pearl Harbor to V-J Day," and a public program



Brig. Gen. Robert McDermott (USAF, Ret.), CEO of United Services Automobile Association (USAA) (left), talks with Archivist Don W. Wilson (right) at the June 3 ceremony. USAA contributed funding for the design and fabrication of "World War II: Personal Accounts— Pearl Harbor to V-J Day," the National Archives major World War II traveling exhibition. (Photograph by Jerry Thompson.)



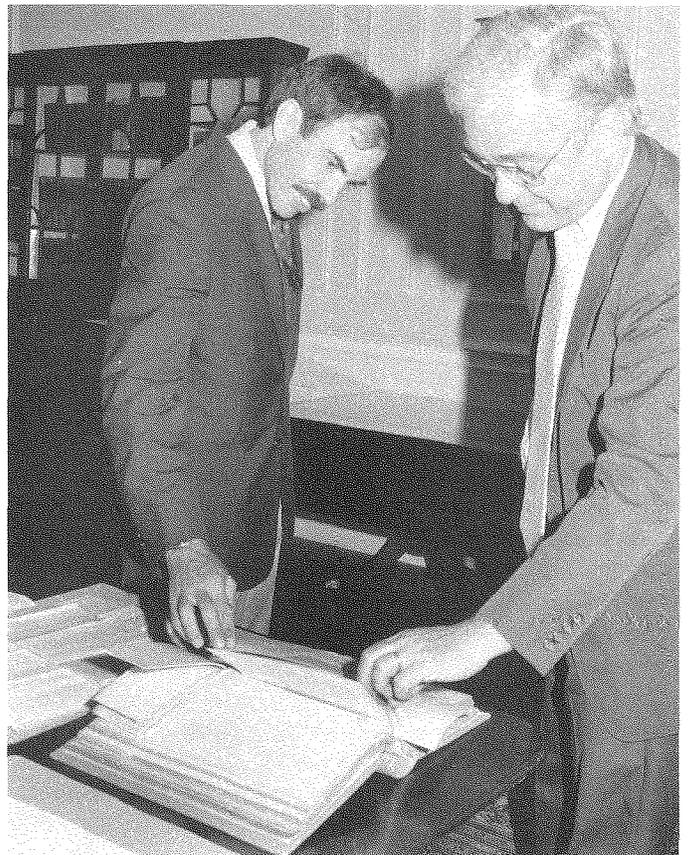
United States Senator Robert J. Dole (R-KS) was the keynote speaker at the commemorative ceremony on June 3, 1991. (Photograph by Jerry Thompson.)

on the Constitution Avenue steps at which Senator Robert J. Dole (R-KS), a co-chair of the World War II Commemorative Committee, spoke. The World War II Executive Branch Steering Committee also met in December.

A particularly important congressional visitor to the National Archives this year was Representative Bob Wise. Representative Wise chairs the House Subcommittee on Government Information, Justice, and Agriculture, part of the House Committee on Government Operations, which has oversight responsibility for the National Archives. On July 30, the Congressman toured the National Archives and viewed selected records, including some dealing with his own State of West Virginia.

External Affairs

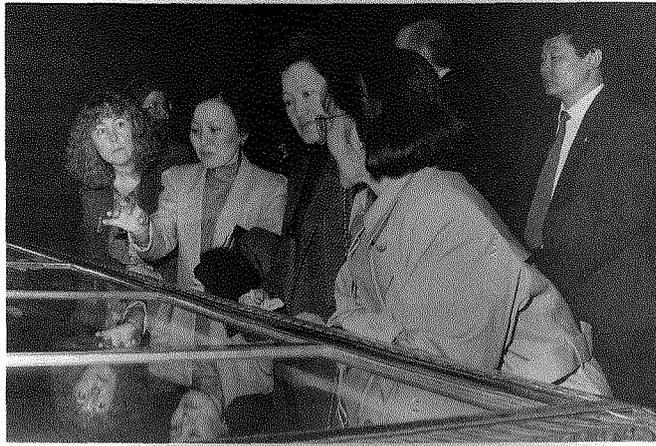
The Congressional and External Affairs Staff, which included George Chalou until his transfer to the Office of Records Administration in early 1991, played a key role in coordinating a major scholarly conference on the Office of Strategic Services (OSS), which the National Archives organized and hosted on July 10 and 11. This conference, held on the 50th anniversary of the creation of the OSS, attracted a capacity audience. Staff members organized the program, handled the publicity, arranged for logistical support, and helped to manage the conference when it took place. The Staff also assisted in preparations for publication of the proceedings of the conference. Earlier in the year, the Staff worked with the



On July 30, 1991, R. Michael McReynolds, Director of the Textual Reference Division, shows Representative Bob Wise (D-WV) documents from the House of Representatives concerning the approval during the Civil War of West Virginia's statehood. (Photograph by Amy Young.)



The Archivist and Deputy Archivist met in February with the Council of the Society of American Archivists (SAA), continuing a practice begun several years ago. Seated, from left to right, are: Nicholas Buckel and Linda Matthews (SAA); Linda Henry (a member of the SAA Council and a National Archives staff member); Trudy Peterson (Assistant Archivist, Office of National Archives); Claudine Weiber (Deputy Archivist); Don W. Wilson (Archivist of the United States); Robert Sink, James Fogerty, and Terry Eastwood (SAA). (Photograph by C. Epstein.)



The First Lady of Mongolia (third from left) views the Declaration of Independence, the Constitution, and the Bill of Rights during her visit to the National Archives on January 24, 1991. Mary Lynn Ritzenthaler (far left), a member of the National Archives Document Conservation Branch, discusses the preservation of these documents. (Photograph by Amy Young.)

Federal Bureau of Prisons on the History of Federal Corrections Conference, which was cosponsored by the Bureau and the National Archives.

As part of the Archivist's efforts to establish closer relations with other archivists, he met twice—in December of 1990 and in July of 1991—with the Board of the National Association of Government Archives and Records Administrators. In addition, he held his traditional annual meeting with State archivists, more than 30 of whom attended this year. At this meeting, staff of the National Archives briefed the State archivists on developments of mutual interest. One of these developments, and a tangible instance of collaboration between the National Archives and State archivists, was a project to explore the implications of optical disks. The Archivist also met with the Council of the Society of American Archivists. The Congressional and External Affairs Staff assisted in preparations for each of these meetings and in the dissemination of information to both organizations and to State archivists.

On the international scene, the National Archives continued to watch with interest political and archival developments in the Soviet Union to try to gauge their impact on exchange programs in which the National Archives participates. The Congressional and External Affairs Staff oversees the involvement of the National Archives in these programs. Many of the programs are part of a general exchange agreement under the auspices of the International Research and Exchanges Board. How the archival establishment in the Soviet Union will evolve and how American archivists can assist their counterparts as they struggle to create a new system remain topics of considerable interest.

As part of its general efforts to coordinate contacts between the National Archives and archivists from

abroad, members of the Congressional and External Affairs Staff helped throughout the year to facilitate and host visits to the National Archives for numerous visitors from other countries. This year, visitors came from countries that included China, Hungary, Israel, Norway, Great Britain, and Japan. In addition, Charles Kecskemeti, Executive Director of the International Council on Archives, visited the National Archives in March.

In May, the National Archives was host to a meeting of the Committee on Conservation and Restoration of the International Council on Archives.

Donn C. Neal joined the National Archives in October of 1990 as the Director of Congressional and External Affairs.

Public Affairs

The public affairs staff performs a dual function at the National Archives. It not only serves as a liaison between the National Archives, the press, and the public by responding to inquiries and issuing a variety of free publications, but it also initiates efforts to enhance the image of the National Archives and complement nationwide outreach and educational programs. Jill D. Brett is the Public Affairs Officer.

This year, the efforts of the staff are reflected in an increase in all outreach activities compared to those of last year. The staff continued to concentrate its efforts this year in two areas: the commemorations of the 50th anniversary of World War II and the 200th anniversary of the Bill of Rights. The staff undertook a joint project with Radio America, a nonprofit production company, to produce 3-minute weekly radio spots based on World War II audiovisual holdings in the National Archives. The series, entitled "World War II Chronicles," begins December 7,

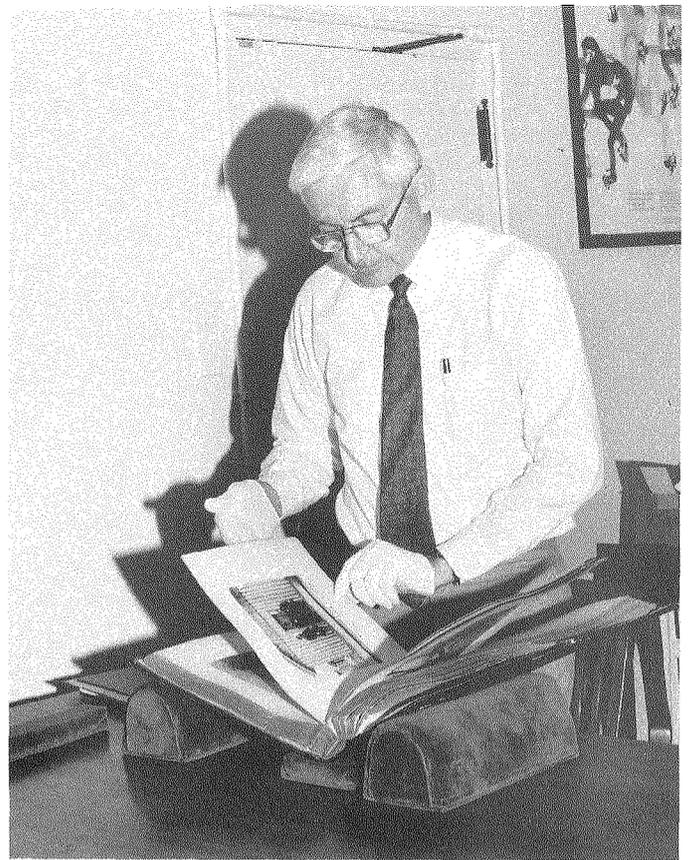
1991, and, subject to funding, will continue throughout the 4-year commemorative period. Ed Herlihy, the "voice of World War II," will be the narrator of the series.

Staff members coordinated national publicity for the opening of "World War II: Personal Accounts—Pearl Harbor to V-J Day" and "World War II: Views from the Front," which opens December 7 at the San Antonio Museum of Art. The staff also worked with the major television networks to encourage the use of archival materials in major documentaries relating to World War II.

Two issues of the National Archives World War II newsletter were edited and distributed to nearly 800 veteran organizations and interested individuals. The staff also worked on publicity and funding for the OSS conference held in July of 1991. "DRAW! Political Cartoons from Left to Right," part of the commemoration of the 200th anniversary of the Bill of Rights, attracted articles in 21 print and television outlets nationwide.

Among the other projects in which the staff was involved was the completion of the Brakeley, John Price Jones (BJPJ) feasibility study. The report surveyed 22 individuals, companies, and nonprofit institutions to determine whether, and to what degree, certain National Archives programs could be enhanced through private fundraising. The report concluded that the National Archives could garner funds from the private sector for many of its programs; however, BJJJ recommended building a case for support relating to educational concerns facing the Nation.

The staff initiated discussions with a Texas fine arts publishing house. Over the year, the discussions evolved into a cooperative arrangement with Somerset House to publish and distribute jointly a series of limited-edition prints made from four paintings by renowned Texas artist G. Harvey. A portion of the royalties from the sale of these prints will be used to restore a Civil War scrapbook that contains original designs submitted for the Confederate flag. By the end of the fiscal year, National Archives royalties amounted to more than \$44,000.



Renowned Texas artist G. Harvey looks at Mathew Brady photographs in the Still Picture Branch on February 11, in preparation for his four paintings depicting the Civil War. The National Archives entered into a cooperative arrangement with Somerset House Publishing, in which Somerset House agreed to publish and sell limited-edition prints of the paintings. A royalty from the sale of each print in the series benefits the National Archives. Of the royalties, \$75,000 will be used to conserve and microfilm a Civil War period scrapbook containing 141 proposed designs for the Confederate flag and correspondence, drawings, watercolors, and textile samples. (Photograph by Amy Young.)

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 laws and regulations; 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 one paralegal aide.

During the past year, the National Archives was

Publications	Circulation Per Issue
Monthly Calendar of Events (published by the National Archives Trust Fund Board)	27,000
Quarterly News from the Archives	950
Weekly Staff Bulletin	3,900
Annual Report	2,500
World War II Newsletter	1,471

involved in a wide variety of civil litigation. At the beginning of FY 1991, the Department of Justice, aided by an attorney on the General Counsel's staff, was preparing to go to trial in the 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 possession of the National Archives 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 has also represented the National Archives before 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.

During the year, the National Archives entered into a settlement agreement with War Babes, agreeing to forward their letters to the last-known address of the servicemen they believed to be their fathers.

Three other lawsuits brought under the FOIA continue to challenge 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 spite of a favorable ruling in *Oglesby v. Department of the Army* by the U.S. Court of Appeals for the District of Columbia Circuit, the National Archives position that it has met its burden under the FOIA by making responsive records available in its research room continues to be challenged.

The Staff also aided the Department of Justice in the Government's defense in *Armstrong v. Executive Office of the President*, 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. Following a court of appeals ruling that there is no judicial review under the

Presidential Records Act, the case has been remanded to the district court.

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 Staff.

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

In addition to these litigation activities, the Staff was involved in a number of other activities. These included participation with Access Staff Director Mary Ronan in a visit to Jackson, MS, at the invitation of the Mississippi State Department of Archives and History, to advise the State on a plan to open for research the records of the Mississippi Sovereignty Commission pursuant to an order of the Federal district court.

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 preparing for the opening of the Reagan Presidential Library.

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. The Office of Government Ethics (OGE) promulgated proposed standards of conduct applicable to all Federal agencies. The General Counsel filed comments with OGE citing the effects that the proposed standards of conduct would have on the outside professional activities of National Archives employees. 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.

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, 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 1991 by appropriation under Pub. L. 101-509 for direct operating expenses was \$124,969,000. In addition, \$5,413,000 was available for grants by the National Historical Publications and Records Commission and \$9,735,000 was available for alterations at the Kennedy Library, including the design of improved access, additional archival storage, and building condition report item repairs. This provided a total of \$140,117,000.

Under Pub. L. 101-508, the Omnibus Budget Reconciliation Act of 1990, the National Archives FY 1991 appropriation was reduced by .0013 percent. This provided a reduced total of \$140,114,000 in available funds.

Of these funds, \$44,270,000 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 \$40,590,000 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 \$2,721,000 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 \$27,697,000 to operate the eight existing Presidential libraries, to retain and process the Nixon Presidential materials, and to acquire and process Reagan Presidential materials. Of the \$27,697,000, the Office of Presidential Libraries obligated \$1,770,000 for repairs and alterations of the Roosevelt Library. The Office of Public Programs obligated \$3,541,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$4,798,000 to edit, compile,



All researchers are required to sign in at the security desk in the Central Research Room of the National Archives, where researchers use original records. (Photograph by Jerry Thompson.)

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 \$2,115,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$5,229,000 in grants and \$1,204,000 to administer the grants program.

The following table summarizes funds available and actually obligated in FY 1991:

Fund	Availability	Obligated
Operating		
Expenses, Direct	\$123,267,000	\$122,624,000
Grants	5,412,000	5,229,000 ¹
Kennedy Library	9,735,000	2,542,000 ²
Roosevelt Library	1,700,000	1,770,000
TOTAL	\$140,114,000	\$132,165,000

¹Funds 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.

²In 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 and 1991, an additional \$4,100,000 and \$8,000,000, respectively, were appropriated for continuation of construction. Of the total, \$10,107,000 has been obligated to date, including \$2,542,000 obligated in FY 1991 for the building extension construction and related services.

During FY 1991, the National Archives received \$23,283,000 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 1991, \$20,771,000 was received for these services. The Offices of the National Archives and of Presidential Libraries and declassification activities provided the balance of \$2,512,000 in reimbursable income.

Financial Subsystems

As required by OMB Circular A-127, the financial subsystems were evaluated. Reports of Assurance from the System Managers indicated that the financial systems were in conformance with the objectives detailed in OMB guidelines. A report was sent to the President and Congress indicating that the subsystems were in compliance with Office of Management and Budget and General Accounting Office standards.

Other Financial Programs

During FY 1991, acceptance of VISA and MasterCard credit cards for National Archives Trust Fund sales was expanded to the Office of Federal Records Centers field locations, as well as field locations in the Washington, DC, area. Credit card sales are processed electronically through the Mellon Bank system, and the National Archives Trust Fund receives the deposits the next day. These credit card sales not only afford the customer a choice in the method of payment, but they also have resulted in more efficient cash management.

Automation

The Office is responsible for the acquisition and management of automated data processing for the National Archives. Within this responsibility, the Office operates a nationwide automated administrative system, the Office Automation Network (OAN). OAN capabilities include word processing, electronic mail, electronic spreadsheets, data-base management, data entry for computer systems larger than the OAN, and networking of personal computers. The system is in a transitional phase: standard terminals are being replaced with personal computers that can access many different systems, operate in a local area network, and provide basic office automation

as self-sufficient microcomputers.

The Office is continuing the development of the 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 databases. The integrated system will provide access to systems in other Offices that support the accessioning and scheduling of records for disposition and online reference activities in the Offices of the National Archives, Presidential Libraries, and Federal Records Centers. ICASS will also support related administrative activities for these other systems.

The Office ensures that systems currently operational and under development in other Offices can share life-cycle information about records. This goal is accomplished through its responsibility for implementing and modifying the Life-Cycle Systems Data Elements Manual (DATA ELEMENTS 800).

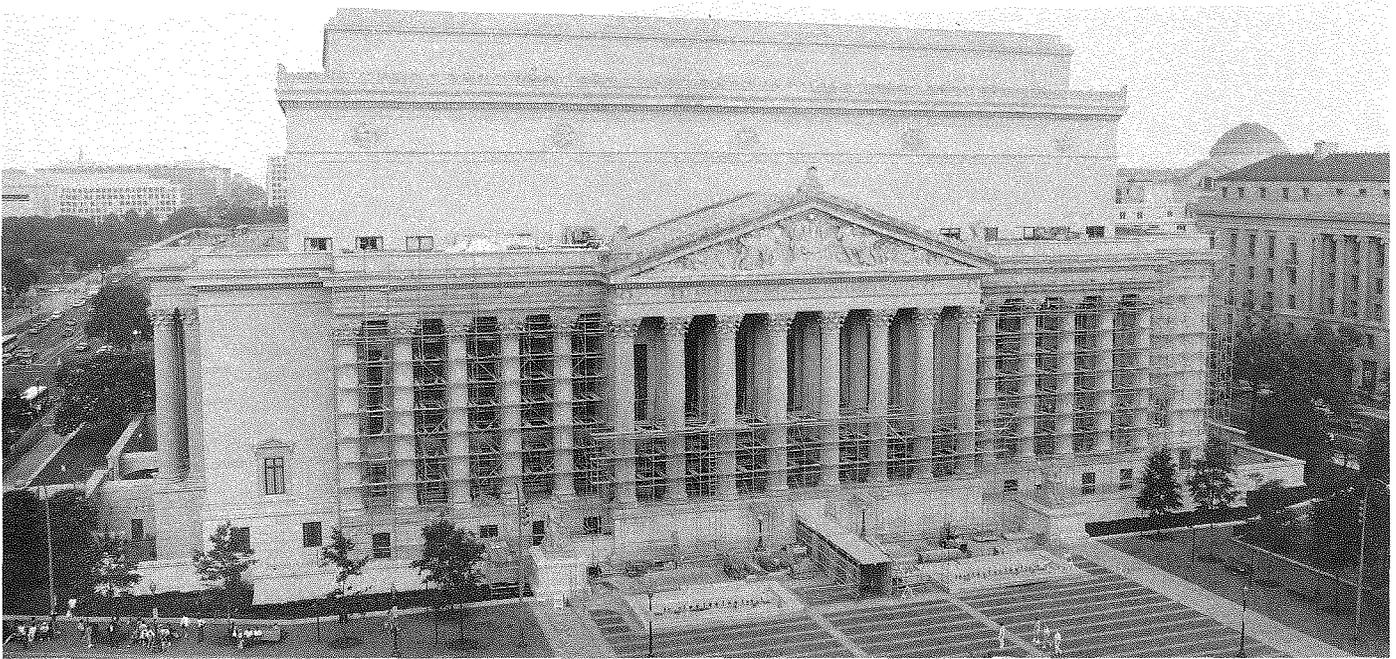
Program Evaluation

The Office conducted several management studies of internal agency functions and continued to monitor external studies, special projects, and legislation concerning the National Archives.

In accordance with OMB Circular A-76, the Office conducted a cost comparison of Government vs. private-sector performance of the nonarchival operations of the Federal records centers. The cost comparison, performed in July 1991, favored continued Government performance.

As a followup to a 1989 study of procurement functions, the Office completed a study of small purchase procedures used by the National Archives. This analysis resulted in improved policies and procedures for making purchases under \$25,000, which account for approximately 95 percent of agency expenditures. Program analysts also conducted a cost/benefit study of three types of payment methods—credit cards, purchase orders, and imprest funds. This examination produced an agency-wide policy on preferred purchase methods to encourage the use of Government credit cards.

Office staff conducted a management study of the Records Declassification Division at the request of the



Scaffolding around the National Archives Building was a familiar sight during a major renovation project that consisted of cleaning and tuckpointing the stone, repairing the roof, and installing birdproof netting. Ronald Hsu Construction Company, the general contractor, accomplished the project in phases, beginning with the Seventh Street side of the building in July of 1990 and completing the project on the Pennsylvania Avenue side (shown in the photograph) in September of 1991. (Photograph by Earl McDonald.)

declassification study group in the Office of the National Archives. The staff examined operations and made recommendations for improving systematic document review and for processing requests for documents under both the Freedom of Information Act and mandatory review guidelines. The Division has refined its procedures for declassifying documents as a result of the study.

The Office contracted with Management Analysis Incorporated (MAI) to develop work standards in several branches in the Office of the National Archives and the Office of Federal Records Centers. MAI completed reports on standards for the Holdings Maintenance Branch; the General Reference Branch; and reproduction work in the Civil, Military, and Suitland Reference Branches. For the Office of Federal Records Centers, MAI produced work standards for the Army and Air Force Branches of the National Personnel Records Center and for classified reference services at the Washington National Records Center. Work standards proposed by MAI were implemented, leading to improved work procedures and enhanced service to the public. For example, the holdings maintenance standards, finalized in 1991, led to an 8.61-percent productivity increase over last year.

In accordance with metric conversion provisions of the 1988 Omnibus Trade and Competitiveness Act, the Office surveyed vendors of archival supplies. Based on the results of the survey and the possible effect of the conversion on the planned move to Archives II, the Office recommended against the National Archives using metric measurements in contract specifications for archival products.

Directives and Information Management

The Office, in its continuing management of National Archives directives, applied particular effort to the goal of updating all internal directives by mid-1992. Attention can then be given to preparing directives to ensure that new policies and procedures are in place for the move to Archives II and that archival services to the public and other Government agencies will not be interrupted.

In compliance with OMB Circular A-123, the National Archives conducted 111 internal control evaluations of program and administrative areas during FY 1991. The Office developed an automated tracking system to monitor the status of evaluations and the implementation of corrective actions recommended in evaluation reports.

Facilities Management

Although planning for and constructing Archives II in College Park, MD, remains the center of facilities activity, the renovation of the National Archives Building exterior was successfully completed this year. This renovation included tuck pointing (i.e., repairing damaged masonry by repointing and sealing mortar joints); removing discolorations and bird excrement from the building and statues; and installing wire and net barriers to prevent birds from perching on exterior surfaces and on overhead pipes in the moat under the Constitution Avenue steps.

To promote cost-effective waste reduction by recycling reusable materials, the Office instituted a recycling program. It distributed throughout the National Archives

Building wastepaper containers for used computer, bond, and notebook paper and placed receptacles in the basement near the snack bar and on the loading platform for used glass bottles and aluminum cans. Prescribed Government contractors regularly collect the used paper, bottles, and cans for recycling. National Archives staff members have been extremely helpful in making this program a success.

Personnel Services

At the request of the Office of Presidential Libraries, the personnel staff undertook a position-classification study of the libraries. In the past, the libraries have varied greatly in organizational structure and in types and grade levels of positions. The study, which included visits to four of the libraries to gather information and interview employees and supervisors, had as its objective the identification of functions and positions common to each of the libraries as well as those unique to certain libraries.

The personnel staff concluded the project by issuing a set of standard position descriptions and qualification requirements ("crediting plans") for "core" positions—those common to each library. Crediting plans for core positions will make it easier to establish, recruit, and fill common positions to accommodate changes in workload. Positions of a unique nature must be justified by each library as needed. As new libraries are established, the study will provide a plan for their organizational structure.

Office of Management and Administration Staff

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Director, Acquisitions and Systems Management Division Stephen E. Hannestad	202-501-5115
Secretary, National Archives Trust Fund Board Sonia R. Rudo	202-501-5155

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 by 66 percent, from 10.5 million to 17.5 million cubic feet. This increase illustrates Federal agencies' confidence in the ability of the centers to provide economical storage of records.

The centers provide many services to agencies, including retrieval of records for reference purposes, technical assistance with records management, and micrographics services. The 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. Although 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, approximately 5 percent of the records centers holdings (834,952 cubic feet) were permanent records.

The centers identified and made arrangements with many regional Federal agencies to deposit permanent and unscheduled records. Notable efforts involved the Bureau of Indian Affairs (BIA), U.S. Coast Guard, U.S. Mission to the U.N., Voice of America, U.S. courts, National Park Service, and Immigration and Naturalization Service. Significant collections of records were found and included:

■ More than 600 cubic feet of archival and long-term records of the BIA Winnebago (NE) agency were transferred to Kansas City. These records document the history of the Omaha, Winnebago, and Santee Sioux Reservations from their establishment in the 1850's and 1860's to the present. The BIA Pawnee (OK) agency transferred 315 cubic feet to Fort Worth, including probate, allotment, right-of-way, and census records dating back to before 1900.

■ The Laguna Niguel Records Center received 23 binders of abstracts of title (1898-1983) and approximately 5 cubic feet of records of vessels (1946-87) from the U.S. Coast Guard Marine Safety Office in Long Beach.

■ The Atlanta Records Center acquired a large collection of dockets from Federal courts in Kentucky, which included documents signed by George Washington and Thomas Jefferson.

■ The National Park Service transferred correspondence files created by the Superintendent's Office for the Southwest Region, located in Santa Fe, NM, and dating from 1927 to 1953.

■ World War II-era records consisting of 57 cubic feet of alien enemy case files from the Immigration and Naturalization Service include FBI reports, warrants, questionnaires, notices of hearings, and orders of the Attorney General.

Services to the Public

The National Personnel Records Center (NPRC), 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 annually answers more than 2.2 million requests for information from former civil servants, members of the military services, and their families. These inquiries often relate to benefits claims.

Services to Federal Agencies

During the year, the centers received for storage 1.61 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 \$17.06 per cubic foot, or more than \$27 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. The centers responded to more than 21 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 services is the reimbursable micrographic program, in which 26.8 million images were filmed for agencies by the centers in this year. The centers also participated with other National Archives units

in some 60 reviews of agencies' records programs. Additionally, the centers offered files improvement and records disposition workshops, designed to assist agency staffs in proper maintenance and disposition of office files, to nearly 8,000 Federal employees.

The National Archives has other 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 nationwide with the Internal Revenue Service (IRS), the Social Security Administration (SSA), the Immigration and Naturalization Service, the Department of Veterans Affairs, and the U.S. Postal Service.

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.

Normally, SSA files would be transferred to a center

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

Courtesy Storage for Papers of Members of Congress

The Federal records centers provide courtesy storage for inactive papers of Members of Congress. The centers offer secure, economical storage 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 provide advice on the process of transferring these papers to permanent repositories.

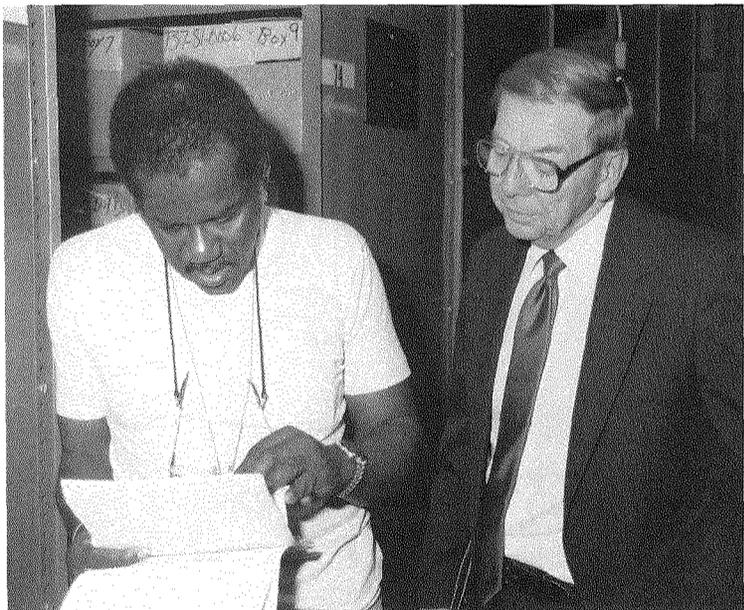
Cost Study of the Federal Records Centers

The A-76 study of the Federal records centers resulted in a decision to continue the functions of the centers using Government employees rather than a private-sector contractor. Because no protest of this decision was filed during the time period permitted for protests, the A-76 study was concluded.

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 NARS-5 automated system 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 Task System collects information on production and hours worked by employees. The Centers Automated Reporting System (CARS) is used monthly by each center to report workday expenditures and volume statistics for center functions.

The NPRC uses registry systems to control the locations of military and civilian records. These files, with more than 207 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 online, interactive systems was completed and now gives

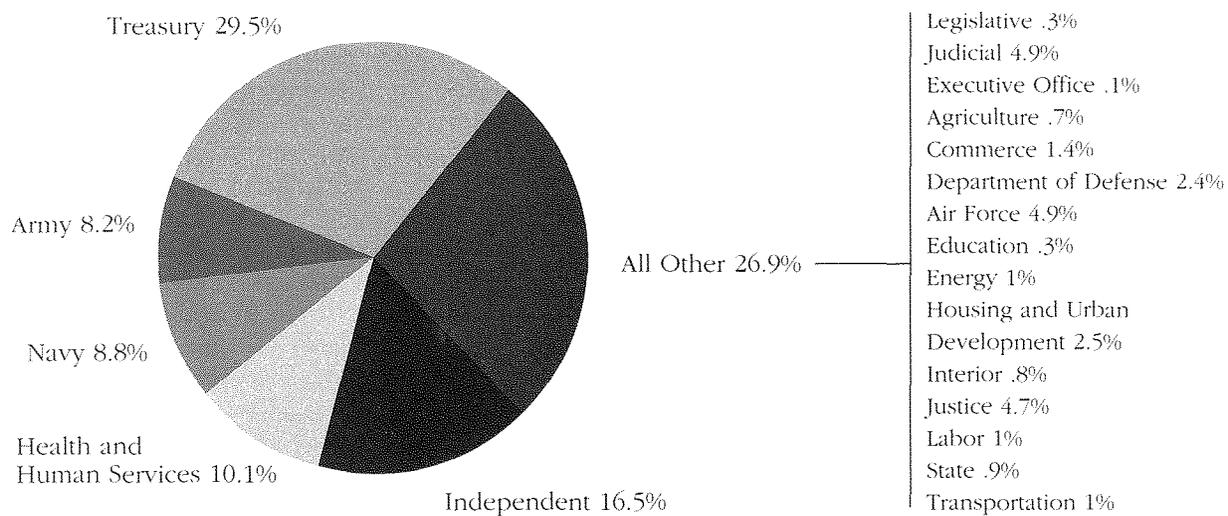


Bernie Gardner, staff member at the Washington National Records Center in Suitland, MD, shows Selective Service System (SSS) Director Robert W. Gambino records during his visit to the Center on June 11. The records at the Center contain the names of young men who registered with the Selective Service from World War II through the Vietnam war. Mr. Gambino's visit, which occurred after he assumed the directorship of SSS, included a general orientation tour. (Photograph by Barbie Richardson.)



A 12-member delegation from the Ministry of Aero-Space Industry (MAS), of the People's Republic of China, and Shanghai Aviation Industrial Corporation (SAIC) toured the Laguna Niguel Federal Records Center on November 7. Participating in the tour were: (first row, left to right) Suzanne Dewberry, Assistant Director, National Archives—Pacific Southwest Region; Dean Vaardabl, McDonnell Douglas; Huang Fu Yu, Manager, MAS; Madame Zhao Bing Zhen, Director, Records Center, MAS; Diane S. Nixon, Director, National Archives—Pacific Southwest Region; Cao Guo Ying, Director, MAS; Joseph H. Casillas, McDonnell Douglas; Sharon Roadway, Director, Laguna Niguel Federal Records Center; Li Jin Dong, Interpreter; (second row, left to right) Michael Carlson, Assistant Director, Laguna Niguel Federal Records Center; Zhang Gen Lin, Resident General Representative, SAIC; Wu Rui Song, Director, Shanghai Aviation Manufacturing Factory; Liu Bo, Director, MAS; Wang Wen Bin, Resident Quality Assurance Representative, SAIC; Zhou Xue Qi, Vice Director, SAIC; Zhang Hong Xiao, Vice President, SAIC. Standing behind Mr. Dean Vaardabl and not pictured was Mr. Chen Liang Ju, General Representative, Chengdu Aircraft Company. (Photograph by Albert Smetona.)

Federal Records Centers Holdings by Agency



the staff the ability to access information immediately from terminals at their desks—a significant improvement over batch processing.

The installation of 20 additional terminals at NPRC completed the project recommendations, which called for 60 terminals at the Military Personnel Records Center (MPR) and 20 terminals at the Civilian Personnel Records Center (CPR). Requests received in the mailroom are now processed using the online terminals, with dramatic results: processing time has been reduced from 5 work-days to less than 2 days, and mailroom backlog has been reduced from an average of 18,000 to less than 3,000.

The Data Systems Division modified the MPR online registry system to broaden the search criteria for alphabetic searches to facilitate inquiries. The current modification allows an online terminal to direct an inquiry to a point in the file and review all records in alphabetic sequence, much like a telephone book search for similar names or different middle initials. Consequently, name searches with incorrect middle initials and/or improper spellings can now be completed. The Division is now modifying the CPR online system to include this feature.

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<i>Director, Data Systems Center</i>	
Thomas R. Nehrkorn	314-538-4152
<i>Director, National Personnel Records Center</i>	
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<i>Director, Washington National Records Center</i>	
Ferris Stovel	301-763-7000

Regional Federal Records Centers Locations and Directors

<i>Boston, MA</i>	
Director, Clifford G. Amsler	617-647-8745
<i>New York, NY</i>	
Director, Lee Romero	201-823-7161
<i>Philadelphia, PA</i>	
Director, David S. Weber	215-951-5588
<i>Atlanta, GA</i>	
Director, Thomas G. Hudson	404-763-7438
<i>Chicago, IL</i>	
Director, Robert L. Hutchinson	312-353-0164
<i>Dayton, OH</i>	
Director, Denis P. Paskauskas	513-225-2878
<i>Kansas City, MO</i>	
Director, John J. Allshouse	816-926-7271
<i>Fort Worth, TX</i>	
Director, James W. Mouat	817-334-5515
<i>Denver, CO</i>	
Director, Robert Svenningsen	303-236-0804
<i>San Bruno, CA</i>	
Director, David D. Drake	415-876-9003
<i>Laguna Niguel, CA</i>	
Director, Sharon L. Roadway	714-643-4220
<i>Seattle, WA</i>	
Director, Steven M. Edwards	206-526-6501

Office of the Federal Register

The Office of the Federal Register edits and compiles the daily *Federal Register*; the *Weekly Compilation of Presidential Documents*; the "slip laws" passed by Congress and signed by the President; the annual books of the *Code of Federal Regulations* (CFR), divided into four segments for quarterly revision and issuance; annual editions of *The United States Government Manual*, the *Public Papers of the Presidents*, and the *United States Statutes at Large*; periodic finding aids ranging from daily to annual; and various other publications carrying Government information, such as the *Privacy Act Compilation* and the *Guide to Records 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, one more State submitted a ratification to the Archivist, raising the total number of ratifications to 35. Thirty-eight ratifications are required for adoption.

The Office continued to assist agencies in improving their document drafting and publication procedures. The assistance was particularly valuable this year because of the significant increase in regulatory activity mandated by legislation passed by the 101st Congress.

Federal Register document drafting assistance was sought by agencies such as the Immigration and Naturalization Service, the Bureau of Indian Affairs, and the Public Health Service, all of which were required to develop new regulatory programs. In addition, a special workshop on the Federal regulatory system was presented to 30 regulation writers at the National

Institute of Standards and Technology.

Staff members also worked with the Federal Acquisition Regulations Council Secretariat on a major republication of their regulations and with the Office of Procurement Policy of the Office of Management and Budget on procedures for reissuing the regulations of the recently reestablished Cost Accounting Standards Board.

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 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.

During the year, the Office of the Federal Register implemented a local area network for its personal computers as part of a long-term plan to upgrade equipment and to provide for improvements in its editing and indexing operations. Some publications were converted from the 16-year-old, minicomputer-based text editing system to the new, more powerful personal computers. The Office anticipates that the conversion process will be completed by 1993 so that all of its publications will be edited at personal computers.

The new editing system will provide additional capability for *Federal Register* editors to review and edit machine-readable documents. The number of *Federal Register* documents coded for typesetting and submitted on disk by agencies increased in 1991. Despite the increase, the number of coded disk documents remains relatively small. This is due to the perception by most agencies that the Government Printing Office typesetting codes are too complex.

In response to the need for alternative procedures for submitting electronic documents, the Archivist established an interagency task force composed of representatives of the Office of the Federal Register, Government Printing Office, and others to develop options to simplify and facilitate agency preparation and submission of electronic documents. The task force will prepare recommendations for the Archivist in FY 1992.

Services to the Public

Nearly 33,000 public subscribers, Federal agencies, the Congress, the courts, and depository libraries received the daily *Federal Register* during an extremely



Staff member Maxine Hill conducts an Office of the Federal Register workshop for Government and public participants in Washington, DC. Nineteen workshops were held in Washington and around the country this fiscal year. (Photograph by C. Epstein.)

busy regulatory year. As a result of Operations Desert Shield and Desert Storm, regulatory activity increased and the number of *Federal Register* pages totaled 63,368, a 21-percent increase over FY 1990.

More than two million individual CFR volumes were sold to the public, and another 900,000 copies were distributed throughout the Government.

The 124,700 pages published in the FY 1991 CFR are contained in 199 volumes.

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.

Nineteen public workshops were held this year for 1,092 participants. Eight regular workshops were held in Washington, DC, and eight more in other cities: San Diego, Los Angeles, Atlanta, Miami, Chicago, New York, New Orleans, and Denver. In addition, a special workshop was conducted in conjunction with the Government Printing Office for Government depository librarians. The Office also presented specially adapted workshops for participants in the administrative codes and registers

conference, sponsored by the National Association of Secretaries of State (NASS) in Asheville, NC, and for members of the Metropolitan Washington Federal Health and Safety Council.

In May, the Office of the Federal Register again was host to the regional meeting of the administrative codes and registers section of NASS. This 1-day meeting was attended by representatives from four States who are responsible for the publication of regulations in their States. During the highly successful meeting, the State representatives and the Office of Federal Register staff exchanged information on topics unique to legal publishing, such as incorporating by reference, authority citations, and regulatory drafting techniques.

The Office of the Federal Register hosted international visitors on two separate occasions in June. Two Soviet environmental officials visited with staff to discuss legal publishing and the rulemaking process. The officials are considering setting up a *Federal Register* type of publication to give officials notice for their rules on environment. While they were interested in all aspects of the regulatory process, they showed considerable interest in the proposed-rule phase of development, in which the Government agency receives comments before the regulation becomes final.

Officials from the Canadian Department of Justice toured the Office later in June. They are developing an online system for Canadian statutes and regulations. Because Canada does not currently publish codified administrative regulations, the Canadians were interested in seeing how the Office of the Federal Register merges the daily *Federal Register* amendments into the *Code of Federal Regulations* database.

With the adjournment of the 101st Congress on October 28, 1990, the Office received an unprecedented amount of legislation to prepare for publication. The Congress, during its last days in session, passed 184 pieces of legislation, including 17 appropriations bills, the farm bill, the crime bill, the immigration bill, and the enrolled Omnibus Budget Reconciliation Act.

Despite this heavy activity, the Legislative Unit was able to number promptly the laws and respond to the public's requests for information and copies of the newly enacted legislation. The slip laws were printed on schedule or ahead of schedule during the entire adjournment period. The last law was signed on December 1, and by early January all of the slip laws had been printed except for the 1,604-page enrolled law. The Office made the text of the hand-enrolled law available to the public and

agencies for copying or purchase within 24 hours after receiving the original from the White House. The Archivist certified the enrollment in February, and the slip law was released in March.

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 three hardcover books in the *Public Papers of the Presidents* series: the second book for 1988, the final one of the Presidency of Ronald Reagan; and the second book of 1989 and the first book of 1990 documenting George Bush's Presidency. Also published were 4,429 pages of slip laws and both the 5-part set of the 1988 edition and the 3-part set of the 1989 edition of the *U.S. Statutes at Large*. Work was completed in compiling and editing the 6-part set of the 1990 edition of the *Statutes*.

A second supplement to the 1989 *Guide to Record Retention Requirements* was published in the *Federal Register* in 1991. 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.

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Office of Records Administration

The Office of Records Administration provides guidance and assistance to Federal agencies in managing their records, particularly with regard to the adequacy of documentation and records disposition. In its oversight role in records management, the Office prepares and issues regulations, bulletins, and instructional guides; organizes and conducts training and briefings; evaluates agency records management programs; and undertakes special studies.

The Records Administration Information Center

The Records Administration Information Center collects materials on records management and archives and disseminates this information through an inquiry service, a walk-in reference library, and the production of information packages. The Center is primarily geared for Federal employees, but State and local governments, as well as private citizens, have been making significant use of it.

Publications

This year, the Office produced two new publications. *The Checklist for Evaluating Recordkeeping Practices in Your Office* poses a series of questions to which a nega-

tive response indicates a potential problem. General rules follow each question to help the user begin corrective actions. The second publication, *Federal Records Management Laws and Regulations*, provides a convenient compendium of all relevant laws and regulations. The Office also publishes the records management newsletter *RECORDEFACTS UPDATE*, which not only provides a vehicle for the National Archives to disseminate information about its programs and resources but also contains articles about records management programs and accomplishments in other Federal agencies.

Standards

Recently revised standards that all agencies must follow in the management of their records are published in 36 CFR Parts 1220-1238. The regulations cover a wide variety of issues, including adequate and proper documentation, records disposition, micrographics, and audiovisual and electronic records. Supplemental guidance is provided in National Archives bulletins.

Facsimile Transmissions

National Archives Bulletin 91-6 advises agencies that facsimile transmissions have the same potential to be Federal records as any other material received in Federal offices. Because of the instability of the thermal paper used in many fax machines, the bulletin recommends specific actions to ensure the preservation of fax transmissions that are records.

Training

The National Archives organizes and conducts training courses on records management for Federal employees and supplements this training with briefings and conferences. The objectives are to prepare employees to carry out their records responsibilities, to improve agency records programs, and to ensure proper care and timely transfer of permanent records to the National Archives.

Agency Visits with the Archivist

Agency heads or their representatives have continued to visit the National Archives for briefings by the Archivist concerning their records management programs. This year, the Archivist met with a number of officials, including those of the Bureau of Engraving and Printing, the



Eleanor Melamed of the Office of Records Administration presents the "Records Management and the Law" workshop to records officers on May 22, during the 1991 Records Administration Conference. (Photograph by Jerry Thompson.)

Federal Communications Commission, and the General Accounting Office. Records managers from the National Security Agency attended an all-day briefing at the National Archives in October. National Archives staff briefed more than 530 program managers at 7 agencies on the value of effective recordkeeping procedures.

More than 700 Federal records managers attended conferences sponsored by the National Archives during the year. More than 400 participated in Federal Government Day sessions at the annual meetings of the Association of Records Managers and Administrators (ARMA) in San Francisco in November of 1990 and in Orlando in September of 1991.

The second annual Records Management Conference, held in May, drew 300 participants. Speakers on the conference theme, "Records Management and the Law," included officials from the Department of Justice, the Office of Management and Budget, and the U.S. Army, along with the Chief Counsel of the House Subcommittee on Government Information, Justice, and Agriculture. The National Archives also sponsored four sessions at the August symposium of the Nuclear Information and Records Management Association held in Charlotte, NC.

During the year more than 800 Government employees attended records management training courses conducted by Office of Records Administration staff members. Nearly 500 participated in 8 regularly scheduled classes, including 4 new courses: "Automating Records Management," "Evaluating Records Management," "Managing Audiovisual Records," and "Managing Microform Records." In addition, nearly 300 participants, mostly Department of Energy (DOE) employees and contractors, received special training developed by the National Archives at DOE locations.

Evaluations

Based on the authority established in 44 U.S.C. 2904, the National Archives evaluates Federal records management programs. The evaluation authority is used to assess how well agency records management programs are succeeding and to make specific recommendations for improvement. Seven evaluations of specific agencies were completed during the year. These included general evaluations of records management in the Environmental Protection Agency and the Minerals Management Service, and evaluations of audiovisual records management in the Peace Corps, the National Aeronautics and Space Administration, the Agency for International

Development, the Park Service, and the U.S. Army Corps of Engineers.

In conjunction with these audiovisual evaluations, the National Archives produced a general evaluation report that summarizes findings related to these five agencies, as well as to agencies surveyed less extensively, and makes recommendations that have general applicability throughout the Federal Government for improving the management of valuable records. Summarizing individual results, and recasting the recommendations in a generic light, significantly extends the range and usefulness of these evaluations.

The National Archives continued to work closely with agencies that are in the process of implementing National Archives recommendations. The agencies include the Department of Energy and the Interior Department's Bureau of Land Management and Bureau of Indian Affairs.

Automation

Work continued on development of the Records Administration Information System (RAIS), which will provide automated access to information about all scheduled records of the Government. In particular, RAIS will permit more effective monitoring of the status of all permanent records. Accomplishments this year included prototyping of the RAIS schedule submission submodule, which was tested by the staff and selected agency records officers. A contractor has been hired to assist with the final steps leading to procurement of an operating system.

Records Appraisal and Disposition

The National Archives determines which Federal records will be preserved for future research and reference use as part of the National Archives of the United States, and authorizes the destruction, or other disposition, of the remaining records when they are no longer needed to conduct Government business. Under statutory mandate, Federal agencies prepare records schedules and submit them to the National Archives for approval. These schedules describe the agency's records and propose a specific retention period and final disposition for each record series or system. Federal records may not legally be destroyed or placed outside Federal custody without the approval of the National Archives. Appraisal archivists at the National Archives identify those records that warrant archival preservation because they document

the organization, policies, functions, and activities of the Federal Government, or because they contain unique and valuable information. Most records are destroyed after their usefulness to the Government has ceased.

Identifying the small percentage of records to be accessioned by the National Archives is one of the foremost archival responsibilities.

Records schedules provide a valuable management tool to the agencies as well as to the National Archives. Through proper implementation of schedules, agencies retain 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 records center staffs in implementing approved schedules. For older or particularly important records, appraisal archivists may initiate the appraisal or prompt agencies to implement schedules to ensure that valuable records are transferred to the National Archives.

During FY 1991, the National Archives completed appraisal of more than 4,600 series or systems of records, including traditional paper files, motion pictures, photographs, magnetic tapes, posters, maps and charts, drawings, and microforms. Some of the more important scheduling and appraisal activities conducted during the year are listed here.

National Aeronautics and Space Administration

The National Archives long-term project with the National Aeronautics and Space Administration (NASA) to update the NASA records disposition manual made significant progress. National Archives appraisal archivists and the NASA records officer completed visits to the principal headquarters offices as well as to Goddard Space Flight Center, Jet Propulsion Laboratory, Marshall Space Flight Center, Lewis Research Center, and Langley Research Center. Site visits enabled National Archives and NASA personnel to verify the accuracy of the proposed manual revision and to incorporate additional program records unique to individual NASA facilities. Considerable progress was made in identifying and incorporating administrative and support records into the disposition manual, and significant quantities of records from Saturn, Skylab, and other projects of the 1960's were approved for transfer to the National Archives. An adjunct to the manual update is the identification and appraisal of older

records of NASA and its predecessor, many of which should be in the National Archives.

Federal Judges' Papers

At the request of the Circuit Executive for the U.S. Court of Appeals District of Columbia Circuit, the National Archives undertook a study of the papers of Federal judges. Appraisal archivists surveyed the chambers files held by two U.S. court of appeals judges following the review of the papers of two U.S. district court judges. In addition, the archivists examined three relatively recent judicial collections held by the Library of Congress.

Based on these surveys, the National Archives prepared a report to the Circuit Executive. The report describes those series of chambers files that warrant permanent retention in an archival depository. Judges will be able to use the guidance in the report to identify those segments of their files that have enduring research value.

Department of State

The National Archives worked closely with the Executive Secretariat at the Department of State to schedule additional records that document the conduct of diplomatic and other foreign affairs at the highest levels in the Department. During the year, schedules were approved for the files of the Deputy Secretary, the Counselor, the Under Secretary for Political Affairs, and the Ambassador at Large and Coordinator for Mexican Affairs. This ongoing cooperative effort will continue until all high-level records are appraised. Other significant schedules approved cover components of the Bureau of Intelligence and Research, the Office of Press Relations, and records of Foreign Service posts.

Work continued on reviewing and appraising Department of State records that are maintained separately from the central foreign policy files (lot files). These are records that often include unique documentation on important issues, events, or high-level officials. Archivists appraised approximately 1,300 cubic feet of material, most of which were determined to be permanent. These records documented the Iran Working Group; the Grenada Task Force; the Kuwait Task Force; international information activities, 1941-58; the Department's participation in the National Security Council, 1947-61; and participation in the Operations Coordinating Board, 1953-61. Also appraised were all unscheduled records of

the Bureau of Educational and Cultural Affairs, 1956-77, and more than 1,500 cubic feet of records of the U.S. High Commissioner for Germany.

The reunification of Germany led to the termination of the U.S. Mission Berlin and to preparation of a schedule for voluminous Mission records dating back to 1945. The resulting schedule covers records of Political and Economic Sections relating to participation in the Allied Kommandatura, the Berlin Air Safety Center, and the Berlin Aeronautics Unit.

Desert Shield and Desert Storm Records

The National Archives coordinated a project to establish intellectual control over the records accumulated by Army, Air Force, and Navy (including Marine Corps) units that took part in Operations Desert Shield and Desert Storm. The military services have agreed to identify these records when they are retired to a Federal records center operated by the National Archives. The services will also provide information on records not retired and those retained by agency historians. The National Archives will enter information about these records in a database designed to track permanent records until their transfer to the National Archives.

General Records Schedules

The General Records Schedules (GRS) provide Governmentwide authority for the disposal of records common to several agencies; the GRS eliminate the need for each agency to schedule such records individually. This fiscal year, Administrative Management Records (GRS 16) was expanded to cover internal control records created under the Federal Managers' Financial Integrity Act and OMB guidance, and passport records were added to Travel and Transportation Records (GRS 9). Inspector General Records (GRS 22) was modified to restrict its application to routine files. This action was taken to ensure adequate documentation of significant investigations, such as allegations of influence-peddling at the Department of Housing and Urban Development during the 1980's.

Nontextual Records

Because agencies frequently impose less control over nontextual records, appraisal archivists make special efforts to identify and schedule those types of records.

This year, appraisal archivists scheduled for immediate or future transfer to the National Archives approximately 800 Navy Department photographs, 1960-65, relating to the construction of submarines that carry ballistic missiles; Federal Bureau of Investigation films, videotapes, and photographs, 1930-86, documenting leading personalities as well as many of its most famous cases; 15,000 slides and 7,000 photographs dating from the 1930's from the Public Buildings Service fine arts and historic building preservation programs; U.S. Postal Service posters that promote the sale of commemorative stamps; two conceptual architectural drawings of Washington National Airport, dating from the late 1930's, found at the Department of Interior; Forest Service motion pictures and videotapes with a "Smokey the Bear" theme; Coast Guard architectural and construction plans and drawings of lighthouses and other structures, dating from the 19th century; Center for Disease Control AIDS surveillance database, electronic data on the Sudden Infant Death syndrome, and a study of Southeast Asian ethnic groups in the United States that have higher than normal rate of unexpected deaths; and 25 NASA motion pictures, 1961-69, documenting space flights and research activities.

Other Major Appraisal and Scheduling Activities

Among textual records scheduled for immediate or future transfer to the National Archives were Patent and Trademark Office patent case files, 1918-50; records of the Director of the U.S. Mint, including those relating to the production of coins, medals, and proof sets; control and monitoring of gold and silver bullion supplies; and extraction, refining, and smelting of gold, silver, and platinum; Department of the Air Force records relating to Agent Orange litigation; Federal Highway Administration motor carriers records relating to development of regulations covering the transportation of hazardous materials and vehicle safety standards; the Henry Morgenthau "diaries," 1933-48, consisting of original and photostatic correspondence from the official files of the Secretary of the Treasury during his service under President Franklin D. Roosevelt; Administrative Office of the U.S. Courts records relating to the judicial conference and operations of its committees; Tennessee Valley Authority (TVA) land tract files documenting land ownership and use before the establishment of TVA that have genealogical, historical, and social research value; the World War II files of Rear Adm. Howard L. Vickery, Vice Chairman of the U.S. Maritime Commission, which relate to wartime expansion

of U.S. shipping, including surveys of ship-building capacity and feasibility studies for new shipyards; and Federal Communications Commission CONELRAD (control of electromagnetic radiation) records that document America's early-warning system and defense against a Soviet attack during the Cold War era of the 1950's.

In addition, the National Archives approved schedules for the following: National Security Agency records of the Logistics Organization relating to planning and policy, construction of overseas facilities, and regulations; the records of the National Trust for Historic Preservation; the closed central file of the U.S. Mint, dating from the mid-1930's to the late 1980's, which includes records on the manufacturing processes for coins; permanently valuable Department of Energy research and development project files; Federal Bureau of Investigation fingerprint records, including fingerprint cards, rap sheets, and indices; U.S. Geological Survey raw hydrological data; Department of Defense public affairs records, including files relating to the use of media pools; Bureau of Indian Affairs records on tribal lands, enrollment, and benefits; and records of the General Accounting Office program for history publications.

Intergovernmental Records Project

Sharing Information on Intergovernmental Records, written by Marie B. Allen, Deputy Director of the National Archives Intergovernmental Records Project (IRP), was published this year. The report, which summarizes a longer report on the project published in June of 1990, was published by the National Association of Government Archives and Records Administrators (NAGARA).

For the past 3 years, IRP, drawing on the experiences of archival institutions in Wisconsin, Virginia, and several other States, has explored issues relating to the division and duplication of information in Federal and State records. The report describes the background, purpose, progress, findings, and recommendations of the project to date. It outlines the benefits of exchanging information about these records and the problems with current archival descriptive and appraisal practices.

The Archivist called the report "a demonstration of the benefits of information exchange and cooperative activity by government archivists. The Intergovernmental Records Project has used modern technology to establish new levels of knowledge about these divided and duplicate records through identifying and describing many of them

in a national database. Archivists are now better able to describe, appraise, or otherwise manage these records once they can be seen in context. As a result, researchers will benefit by gaining easy access to records that have previously been among the most difficult to locate. I am pleased to announce that the National Archives and NAGARA have recently established an IRP Advisory Committee to continue our cooperative activities in this area."

The Society of American Archivists (SAA) awarded the report its Waldo Gifford Leland Prize for "writing of superior excellence and usefulness in the field of archival history, theory or practices." A statement released by the SAA said the report is "an outstanding example of the benefits of archival teamwork. It demonstrates the effectiveness of individual and institutional cooperation in successfully tackling difficult problems that would not be manageable by any one player."

The IRP has continued its data-entry activities, focusing on entering into a national database description of records from other institutions relating to U.S. territories and to U.S. participation in World War II.

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Office of the National Archives

The Office of the National Archives is responsible for accessioning, preserving, describing, and making available for use by the public and Federal agencies those records of the U.S. Government that have been determined to have sufficient historical or other value to warrant their continued preservation. This material is known as the National Archives of the United States. Authority for the exercise of these functions stems from 44 U.S.C. Chapters 21, 31, and 33.

Electronic Records

This year was a particularly significant one for the electronic records program. A contract study, conducted by the National Academy of Public Administration (NAPA), examined 10,000 Federal databases. In the first phase of the study, experts from a wide range of disciplines reviewed an inventory of 943 significant databases. This study is described more fully under Center for Electronic Records.

The National Archives also began collaboration with the Office of Management and Budget in cosponsoring a study of existing Federal information locator systems as a preliminary to the establishment of a Governmentwide information inventory and locator system. National Archives participation will promote inclusion of records disposition considerations in systems design. These two events are major steps toward solving many of the problems associated with Federal records in computer format. The House of Representatives Committee on Government Operations issued the report *Taking a Byte out of History: The Archival Preservation of Federal Computer Records* on November 6, 1990. The report focused national attention on serious issues, faced by the National Archives, relating to computer records in the Federal Government.

Civil War Database and Other Activities

In August, the National Archives joined the National Park Service, the Federation of Genealogical Societies, and the Genealogical Society of Utah in agreeing to participate in a nationwide volunteer project to create the first automated database of the names of all Civil War soldiers. The database will store information about Civil War soldiers taken from the original name indexes to the compiled military service records of both Union and Confederate soldiers. The National Park Service will provide the computers for the workstations, the National

Archives will provide facilities and microfilm copies of the original indexes, the Federation of Genealogical Societies will provide the volunteers who will do the data entry, and the Genealogical Society of Utah will provide the computer software and process the data.

Proceeding on schedule are three other significant programs already underway: preparation of records for relocation to the new archives facility under construction in College Park, MD; development of a nationwide archival descriptive database known as the Archival Information System (AIS); and the duplication and distribution of microfilm copies of the 1920 census.

Relocation of Records to Archives II

More than one-half of the time remaining to prepare for the move to Archives II elapsed this year. The Records Relocation Branch has collected data on 593,937 cubic feet of textual records for a computerized master location register. Data entry into the computerized locator and control system began this year.

Preparation for the massive relocation of records, scheduled to begin in 1994, occupied more than 60 percent of the available personnel resources of the Office in the Washington, DC, area during FY 1991. The magnitude of this work is so significant that it has forced traditional priorities to change nationwide. For example, services to researchers, which have consumed the greatest share of staff time in the past, represented just under half of the staff hours in the Office of National Archives nationwide. Less than 30 percent of program hours were available to respond to researcher requests for information and reproductions. Eight percent of all program hours were devoted to maintaining the 17 research rooms throughout the country. Searching for and reproducing military service and pension files consumed 7 percent of the available hours.

Archival Information System

Prototyping of the design for the nationwide archival descriptive database continued during FY 1991. It is called the Archival Information System (AIS). Working with a contractor, National Archives staff have determined the information storage and retrieval requirements for AIS and are now working on the construction of the agency history, content description, and biography modules. Full-scale testing began on September 18; system tests began in the regional archives on September 23.

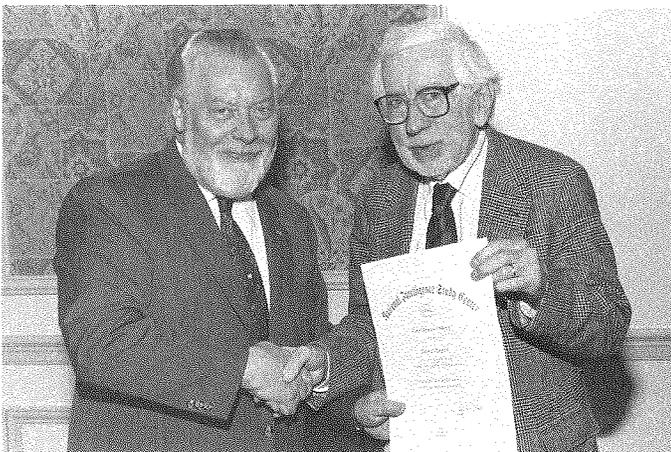
1920 Census

As the opening date of March 2, 1992, approaches, the 1920 census duplication and distribution project is nearing completion. All 12 regional archives had received one set of the census on microfilm by the end of the fiscal year. In addition to these 12 copies, one negative copy will be used by the outside contractor responsible for filling orders for copies when the records become available for sale; one will be used by researchers in the Microfilm Research Room in Washington, DC; and one will be placed in a new facility to be located in Pittsfield, MA. This will bring to a close the 4-year, multimillion-dollar project to ensure the availability of this significant series of records nationwide on the official opening day.

Professional Staffing

The Office of the National Archives must be prepared to meet the challenges posed by the departure of long-time staff members, the growth in Federal records, and the changes in recordkeeping technology. A vibrant, continuing program of staff development is vital to achieving this goal.

Archivists constitute the core professional staff of the National Archives. A formal 2- to 3-year comprehensive training program enables entry-level archivists to obtain the necessary knowledge and skills required for the job.



John Taylor, Intelligence Records Specialist with the Military Reference Staff, was awarded the National Intelligence Study Center Certificate of Merit by Center President Ray S. Kline. The award was presented on May 28 "for his almost half a century of distinguished service." (Photograph by Jerry Thompson.)

The training includes classroom activities, rotational assignments, written assignments, and evaluations.

The Office of the National Archives usually hires a group of entry-level archivists each year for the Washington, DC, area. Eligible applicants must have a college degree and meet additional educational requirements relating to American history, political science, or government. Fifteen new archivist trainees were selected during the closing months of this year to start the program in FY 1992.

Description, Accessions, and Openings

The records in the National Archives grew by 44,055 cubic feet this year. During the second quarter of FY 1991 alone, the National Archives accessioned 17,532 cubic feet of textual (paper) records in the Washington, DC, area. This cubic footage was 185 percent of the total textual accessions in all of the Washington, DC, area during the previous fiscal year.

These accessions included Navy records covering World War II and later; records of Assistant Attorneys General in charge of the Civil Rights Division, 1958-67; records of the U.S. Consulate at St. Petersburg, Russia, 1914-18; and records of the Atomic Energy Commission, 1954-72. Other notable accessions in Washington, DC, included histories of World War II and postwar, defense-related activities of the Department of Commerce, 1944-53; Department of State war trade intelligence files, 1941-48; Department of Justice classified subject file No. 129-11, created by the Criminal Division, relating to the assassination of President John F. Kennedy, 1963-89; World War II records from Marine Corps field organizations, 1940-47; and Office of the Pardon Attorney records relating to the cases of Julius and Ethel Rosenberg and Robert Stroud, the "Birdman of Alcatraz."

The National Archives—Alaska Region accessioned four volumes of U.S. Customs Service records for the subport of St. Michaels, 1897-1904. St. Michaels is the port nearest the mouth of the Yukon River, and the dates cover the Alaska gold rush. The New England regional archives accessioned records of U.S. district courts of Connecticut, New Hampshire, and Massachusetts. The southeast region gained 700 volumes of early court records from Federal courts in Pikeville, Ashland, and Lexington, KY, many dating from the 19th century.

The holdings of the Center for Electronic Records continued to grow dramatically. During the fourth quarter of 1991, the Center received 1,107 datasets on 363 reels. To



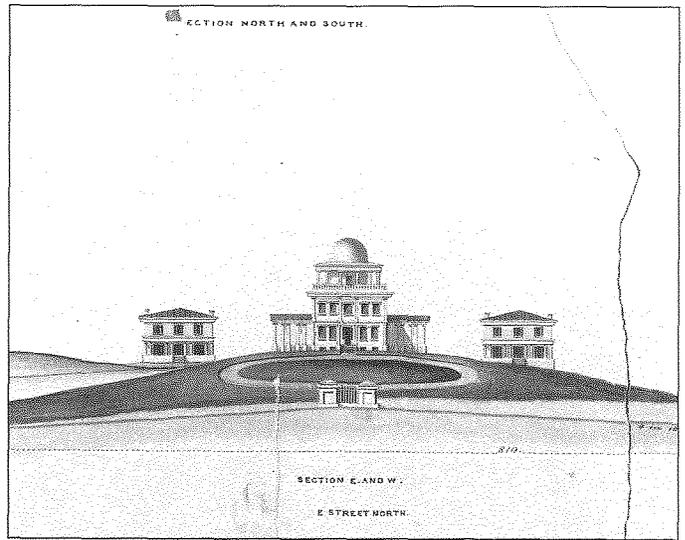
Bob Hope examines some United Service Organization (USO) photographs with Barbara Burger of the Still Pictures Branch. Mr. Hope visited the National Archives in February and again in May to view photographs and films of his USO performances in the holdings of the National Archives Motion Picture, Sound, and Video Branch and Still Pictures Branch. (Photograph by Jerry Thompson.)

place this figure in perspective, this single quarter's accessions represent more data than the National Archives has received during any full year since the agency accessioned the first punch card in 1971.

The National Archives special media holdings also increased. The Still Pictures Branch received 20 cubic feet of prints and negatives primarily relating to the Manhattan Project, 1942-46, from the Department of Energy's Oak Ridge facility, and 33 cubic feet of Coast Guard records relating to discontinued lighthouses and lightstations, ca. 1900-85. The Motion Pictures, Sound, and Video Branch accessioned 663 unedited U.S. Marine Corps motion picture films dating from 1957 to 1966 and 1,971 unedited Navy motion picture films dating from 1963 to 1970. The Branch also accessioned nine sound recordings of the (Army) Assistant Chief of Staff, Intelligence, pertaining to its involvement in the 1955 courts-martial trials of three of the American POW's who returned to U.S. control after defecting to the North Koreans or Chinese Communists during the Korean conflict. The Cartographic and Architectural Branch received 500 original manuscript drawings of naval yards and docks (some as early as 1840) from the Department of the Navy.

The permanent holdings of the National Archives now consist of 1,707,714 cubic feet of records, including:

- 4 billion textual (paper) documents
- 112,274 reels of motion picture film
- 172,223 sound recordings
- 27,899 video recordings
- 6,966,409 still pictures
- 2,172,047 maps and charts
- 9,002,812 aerial photographs
- 5,425 datasets



Architect William Strickland's view of the hospital grounds at the old Naval Observatory located near the present corner of 23d Street and Constitution Avenue, Washington, DC, ca. 1843. This drawing was accessioned from the Navy in 1990. The Cartographic & Architectural Branch of the National Archives holds more than 2 million architectural and engineering drawings and 2 million maps.

The staff completed numerous descriptive projects during the year, many of which used computer databases. The Rocky Mountain region completed a computerized list of all its microfilm holdings. The Pacific Sierra region completed description of its holdings (over 500 cubic feet) of the U.S. Customs Service. The Cartographic and Architectural Branch completed a 120-page computer index of Army Map Service printed maps that show worldwide locations, map scales, and date ranges, 1939-89. More than 9,500 ship names have been placed in the Pacific Sierra region's merchant marine database, which is approximately 75 percent of the total number of log-books held by the region.

Publications

In 1991, the National Archives continued to publish guides, special lists, reference information papers, and general information leaflets. Three major new finding aids became available. *The Guide to the Holdings of the Still Picture Branch of the National Archives*, compiled by Barbara Lewis Burger, is a general guide to the overall holdings in still photography. A second finding aid, *Television Interviews, 1951-1955: A Catalog of Longines Chronoscope Interviews in the National Archives*, compiled by Sarah L. Shamley, is a special list of one of the many donated collections in the Motion Picture, Sound, and Video Branch. Finally, the first of a series of publications describing records relating to World War II, *Records Relating to Personal Participation in World War II: "The American Soldier" Surveys*, compiled by Ben DeWhitt and Heidi Ziemer, was released. As part of a continuing guide project, the Captured German Records Staff pro-

duced four new guides to the records of the German Armed Forces High Command, the War Economy and Armament Office, and records of private German enterprises and individuals.

During the year, the National Archives also published a series of special lists describing the microfilm publication collections in the regional archives. The comprehensive list *National Archives Microfilm Publications in the Regional Archives System* was accompanied by 11 special lists describing the holdings in all of the regions except Alaska. Three new general information leaflets, *National Archives Gift Collection Acquisition Policy: Still Pictures*, *Information About the Center for Electronic Records*, and *Information About Electronic Records in the National Archives for Prospective Researchers*, were published in 1991. Two leaflets in the series have been revised and reprinted, *The Regional Archives System of the National Archives* and *Motion Pictures & Sound and Video Recordings in the National Archives*.

To enhance access and preserve original documents in heavily used records, the National Archives has for many years published its holdings on microfilm. During this year, 22 new titles became available. *Petition Books of the U.S. House of Representatives, 1789-1817*; *Petitions Submitted to the U.S. Senate Requesting the Removal of Political Disabilities of Former Confederate Officeholders, 1869-1877*; *Correspondence of the Eastern Division Pertaining to Cherokee Removal, April-December 1838*; *The Military Intelligence Division Regional File Relating to China, 1922-1944*; *Stars and Stripes: Newspaper of the U.S. Armed Forces in the Pacific, 1945-1963*; *Letters Received by the Headquarters of the Army, 1827-1903*; *Minutes of the Defense Plant Corporation, 1940-1945*; and *Records of the Office of Strategic Services, Washington Director's Office Administrative Files, 1941-1945* were published in the Washington, DC, area.

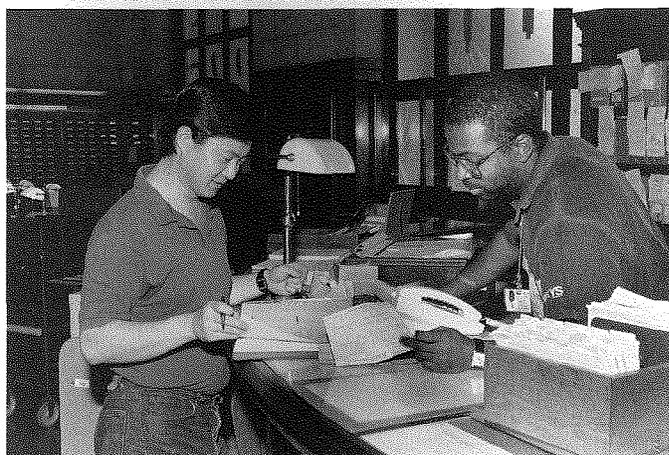
The following microfilm publications of regional holdings were completed with the assistance of the Genealogical Society of Utah: *Index to Naturalization Petitions of the United States District Court for the Eastern District of New York, 1865-1957*; *Naturalization Petitions of the U.S. Circuit and District Courts for the Middle District of Pennsylvania, 1906-1930*; *Internal Revenue Assessment Lists, Oregon District, 1867-73*; *Merchant Marine License Applications, Puget Sound District, 1888-1910*; *U.S. Customs, Log Books and Shipping Articles, Puget Sound District, 1890-1937*; *Immigration and Naturalization Service Case Files of Chinese Immigrants, Portland, Oregon, 1890-1914*; *Naturalization Petitions of*

the U.S. District and Circuit Courts for the District of Delaware, 1795-1930; *Naturalization Petitions of the U.S. District Court for the Western District of Virginia (Abingdon), 1914-1929*; *Naturalization Petitions of the U.S. District Court for the Western District of Virginia (Charlottesville), 1910-1929*; *Naturalization Petitions of the U.S. District and Circuit Courts for the Eastern District of Virginia (Richmond), 1906-1929*; *Naturalization Petitions of the U.S. District Court for the Eastern District of Virginia (Alexandria), 1909-1920*; *Index to Naturalization Petitions for the U.S. Circuit Court, 1795-1911, and the U.S. District Court, 1795-1928, for the District of Delaware*; *Alphabetical Index to Petitions for Naturalization of the U.S. District Court for the Southern District of New York, 1824-1941*; and *Alphabetical Index to Petitions for Naturalization of the U.S. District Court for the Western District of New York, 1906-1966*.

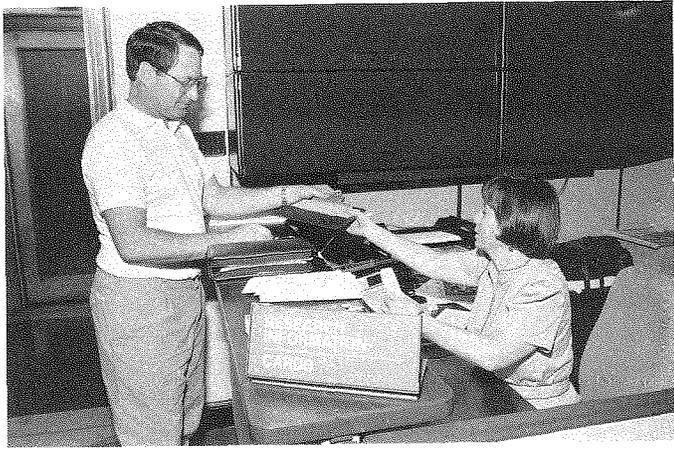
Reference

Staff members of the Office of the National Archives provide reference assistance to other Federal agencies, the Congress, and 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.

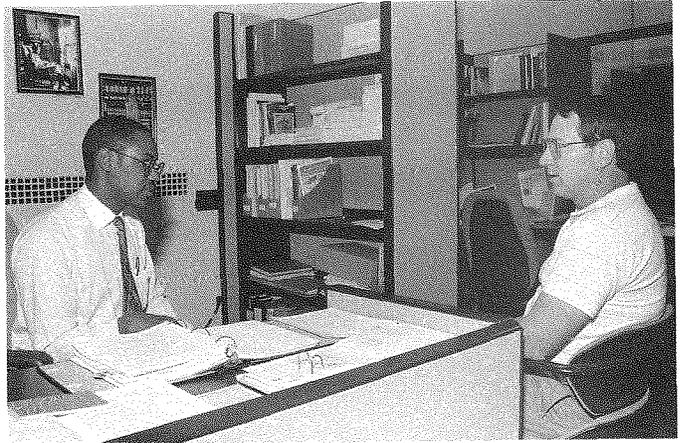
In 1985, 54 percent of all reported work hours were



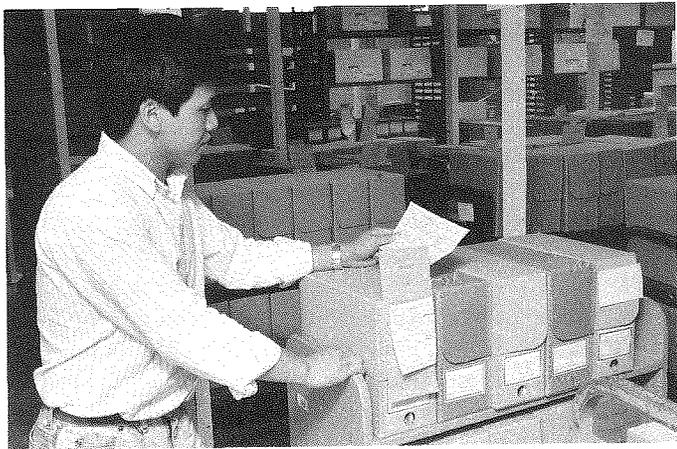
Technician Kevin Bradley (right) helps researcher Sanho Tree in the Central Research Room of the National Archives, where researchers view original textual records. (Photograph by Jerry Thompson.)



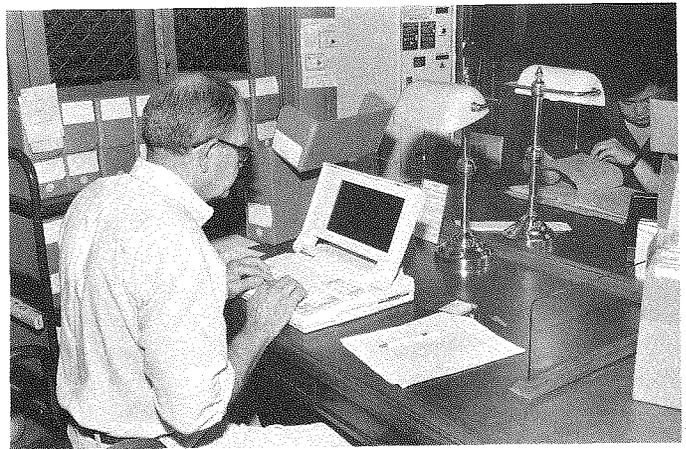
Archivist Constance Potter (seated) processes a research card application. Before using original records, a researcher must obtain a research card. (Photograph by Jerry Thompson.)



Archivist Reginald Washington (left) consults with a researcher. National Archives consultants help direct researchers to the National Archives unit that holds the records pertinent to their research. (Photograph by Jerry Thompson.)



Technician Anh Tang pulls a researcher's cart of records from the holding area. After a researcher selects a group of records, they are pulled from the stack area and placed on a cart. The records are then delivered to the researcher in the Central Research Room. (Photograph by Jerry Thompson.)



In the past year, desktop computers have become increasingly popular with researchers in the Central Research Room. (Photograph by Jerry Thompson.)

devoted to these reference activities. In 1991, these activities represented approximately 45 percent of reported hours. In spite of a 10-percent reduction in hours, workload and productivity continue to increase. In 1985, 189,745 researchers visited Office of National Archives facilities nationwide. In 1991, the number had increased to 230,264. The staff provided 54 percent more

record items to researchers in 1991 than in 1985: 971,750 items compared to 629,568 items. Over the same 6-year period, written replies to researcher inquiries grew by 39 percent, from slightly more than 258,112 to almost 358,633.

The National Archives continues to see annual increases in reference demand. During FY 1991, 116,551



Milton Gustafson, Chief of the Civil Reference Branch, shows the Masi Treaty Seal to Philip Masi and family on May 29. The seal was designed by Mr. Masi's great-grandfather, Seraphim Masi. The die was used by the State Department from 1825 to 1871 to seal international treaties. (Photograph by Jerry Thompson.)

researchers came to the National Archives in Washington, DC, and 113,713 to the 12 regional archives. Nationwide, these 230,264 visitors represented a 6-percent increase in researcher visits over 1990. Researchers using paper and microfilmed copies of records increased by 6 percent; researchers using special media (still pictures, maps, architectural drawings, and motion pictures) increased by 15 percent.

The installation of self-service copiers in the National Archives research rooms in the Washington, DC, area in 1987 was intended to reduce the reference workload. Although the initial results were successful—a 1,600,000-page reduction in one year—the program faltered in FY 1991. Use of the self-service copiers fell by almost 8 percent while orders for reproductions produced by the staff increased by 12 percent, to 2,808,980 documents. All told, researchers obtained 4,647,023 reproductions of archival records during the fiscal year.

Other areas of reference workload are also increasing. Freedom of Information Act (FOIA) requests have increased significantly. FOIA requests for classified records in FY 1991 were 350 percent of the 1985 total, from 116 FOIA requests for classified records in 1985 to 522 in FY 1991. The workload for review of classified

records under FOIA is now an average of 2,193 pages per request.

By law, agencies of the executive branch and the military establishment turn over to the National Archives permanently valuable records when they are 30 years old. The military records in the National Archives date from 1790 to 1983 and include 1.5 billion paper documents, thousands of miles of motion picture film and videotape, millions of still photographs, and millions of aerial photographs. Sixty percent of all inquiries involve military records. This year, the most significant number of research requests are about the Civil War and World War II. Tomorrow, the Vietnam experience will head the list, and in the future Desert Storm will occupy many historians. One of the National Archives staff archivists was called to active duty with the Defense Department to ensure that Operation Desert Storm would be fully documented in the historical record.

The administration of Operation Desert Storm itself created reference demand. The Office of the Secretary of Defense used SHAEF, SGS, and other records relating to the role of the press and its relationship with the military to prepare for congressional testimony about restricted access to Desert Storm information. The Joint Chiefs of Staff requested copies of examples of past instruments of surrender and cease-fire involving large, organized enemy forces. The bombing of Baghdad sparked a dramatic increase in the number of people wanting information on Vietnam casualties. The number of inquiries about military databases in the Center for Electronic Records increased for January and February by 72 percent over the same period in 1990, with many of the requesters seeking data to enable them to draw statistical comparisons between Desert Storm and the Vietnam experience.

Research patterns are often shaped by events in the news. This year, the records of the President's Commission on Aviation Security and Terrorism were used heavily by authors, congressional staff, attorneys, and even the sister of one of the victims of the Lockerbie disaster. The discovery of a rare Dunlap broadside copy of the Declaration of Independence, and its subsequent sale for \$2.4 million, led to so many reference inquiries from individuals who had "old" copies of the Declaration that the Civil Reference Branch created a special reference report on the topic. The radical changes in Eastern Europe have increased demand for records about U.S. relations with those nations.

Among civilian agencies, the records of the

Department of State are the most frequently requested, even though significant parts of the documentation of the Cold War era contained in those records are unavailable because records are still classified.

Records Declassification

With ever greater frequency, archivists are encountering documents containing national security information. Approximately 40 percent of all newly accessioned records contain security-classified information.

The Office of the National Archives performs two kinds of declassification activity—systematic and researcher-initiated review. The record 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 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 copies of documents partially 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 agencies, 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 1991, nearly 2.8 million pages were reviewed and released in response to such requests.

A total of 43.1 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.

A majority of the pages reviewed (nearly 35.6 million pages) were surveyed in bulk. The largest groups of records reviewed in this manner include 9.7 million pages of Air Force records, 8.2 million pages of Bureau of Ships (Navy) records, 4 million pages of records of the Bureau of Aeronautics (Navy), 4.8 million pages of the records of the U.S. High Commission for Germany, more than 1 million pages of records of predecessors to the Agency for International Development, 939,000 pages of records of the Foreign Economic Administration, 878,000 pages of records of naval districts and shore establishments, and 843,000 pages of the Naval Records Collection of the Office of Naval Records and Library.

Among the 7.5 million pages subjected to page-by-page systematic review were more than 1.3 million pages of State Department lot files and 1955-59 central decimal files, 745,000 pages of pre-1954 records from predeces-

	Total Pages Reviewed	Classified Pages Reviewed	Classified Pages Withdrawn	Total Pages Declassified
Systematic and Specials	41,937,595	8,575,572	284,758	8,290,814
FOIA Reviews	1,158,931	444,728	86,552	358,176
EO 12356 Reviews	27,590	26,265	17,823	8,442
TOTALS*	43,124,116	9,046,565	389,133	8,657,432

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

sors to the Agency for International Development (in addition to the 1 million pages declassified in bulk), 1.3 million pages of Air Force records, 451,000 pages of records of the Office of the Chief of Naval Operations, and 388,000 pages of records of the Mediterranean Theater of Operations. The Agency for International Development funded six staff positions for the declassification of their predecessor agency records.

Center for Legislative Archives

The Center for Legislative Archives was established as part of the reorganization of the Office of the National Archives in FY 1989. In 1990, Congress created an Advisory Committee on the Records of Congress. This Committee has been charged with the responsibility of advising Congress on the administration and preservation of its records.

In addition to the Archivist of the United States, the members of the Advisory Committee are as follows: Walter J. Stewart, Chairman (Secretary, U.S. Senate); Donald Anderson (Clerk, U.S. House of Representatives); Dr. Richard A. Baker (Historian, U.S. Senate); Dr. Christopher Beam (Director, Muskie Archives, Bates College, Lewiston, ME); Ms. Charlene Bickford (Director, First Federal Congress Project, The George Washington University, Washington, DC); Richard F. Fenno, Jr. (Department of Political Science, University of Rochester); Dr. John Kornacki (Executive Director, The Dirksen Center, Pekin, IL); Prof. Donald R. McCoy (Department of History, University of Kansas, Lawrence, KS); Dr. Ann Russell (Executive Director, Northeast Document Conservation Center, Andover, MA); and Dr. Raymond W. Smock (Historian, U.S. House of Representatives).

Reference Services

Providing reference service to support the current administrative needs of Congress is the highest priority of the Center's Reference Branch. In FY 1991, a total of 224 loans (totaling 700 items) were provided to congressional committees and administrative offices. The House Committees on Ways and Means; on Commerce, Science, and Transportation; and on the Judiciary were the greatest users of historical records.

During FY 1991, the Reference Branch received a total of 1,186 letters and orders for reproduction of original records and replied to 3,196 oral requests for information about records of the U.S. Senate, the House of

Representatives, the joint committees of Congress, and legislative agencies, and for printed congressional hearings and other Government publications. The Branch logged in 750 researcher visits to whom 7,895 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 530,954 pages of documents. A total of 44,637 pages were copied for a fee by the Branch for researchers. The question of access to committee records more than 30 years old (50 years for investigative records) is determined by the Clerk of the House.

Archival Projects

During this year, the Center's Projects Branch continued basic preservation work on legislative records. Preservation activity (flattening of trifolded records, removal of fasteners, and placing records in acid-free folders and boxes) was completed for 672 cubic feet of Senate records and 655 cubic feet of records of the House of Representatives. The work has been done in chronological order. In FY 1991, records of the Senate for the 64th through the 70th Congresses (1915-29) received preservation attention; House records were completed for the 63d through the 66th Congresses (1913-21). The Branch also began a special project, which will continue in FY 1992, to reproduce thermal process copies, known under the trade name Thermofax, found in records from the 1950's and 1960's. These copies are unstable and the information will be lost if they are not reproduced. The staff is recopying the fragile documents on archival bond electrostatic paper.

The Clerk of the House transferred 1,735 cubic feet of records of the House of Representatives to the Center this year. The bulk of these records consist of the committee records of the 99th Congress (1985-86). The Center also received 1,016 cubic feet of records from various committees of the Senate, most of them dating from the 98th through the 100th Congresses (1983-88). The Center formally accessioned 2,500 cubic feet of publications of the Government Printing Office for the 1980-84 period, the so-called record set of U.S. Government publications for those years.

The Center's major description project in FY 1991 pertained to the records of the House Committee on Un-American Activities, 1938-75. This project was completed by identifying and describing some 75 series of records. A number of special lists and other findings aids

were also produced by the Center staff.

The Center completed three microfilm publications during FY 1991 as part of the early Congress project, which provides for filming all records of both Houses of the first 14 Congresses. The three publications, all of which contain records of the House of Representatives, are *Register of Petitions Submitted to the House, 1789-1817*; *House Committee Reports, 1789-1841*; and *Copies of Messages to the House from Executive Departments, 1789-1819*. These three publications completed the microfilming of all of the bound volumes of records of both House and Senate for the first 14 Congresses.

Center for Electronic Records

Agencies transferred electronic records to the National Archives at a greatly increased rate this year. Twenty-one bureaus, departments, and other components of executive branch agencies sent in more than 1,600 datasets. The data cover a variety of subjects as numerous as the activities of the Federal Government.

The National Academy of Public Administration continued work under a contract to inventory major databases in the Federal Government and to develop recommendations on the long-term value of these databases. The Academy identified more than 10,000 databases and

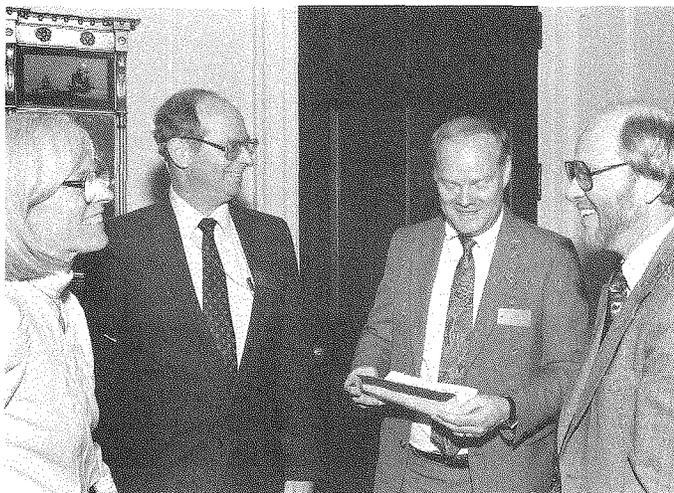
selected almost 1,000 for consideration for archival retention. The Academy organized five committees of distinguished subject-area experts to evaluate these databases. The experts recommended that 448 of these databases be preserved by the National Archives.

The Center faces a substantial challenge in the continually growing volume of records scheduled for transfer to the National Archives. During 1991, the Center examined opportunities for increasing its capacity through automation and improved productivity. The staff determined that preservation copying and validation of accessions offered significant potential gains. The Center defined the requirements for new systems for both activities and completed procurement of the computer system for validation.

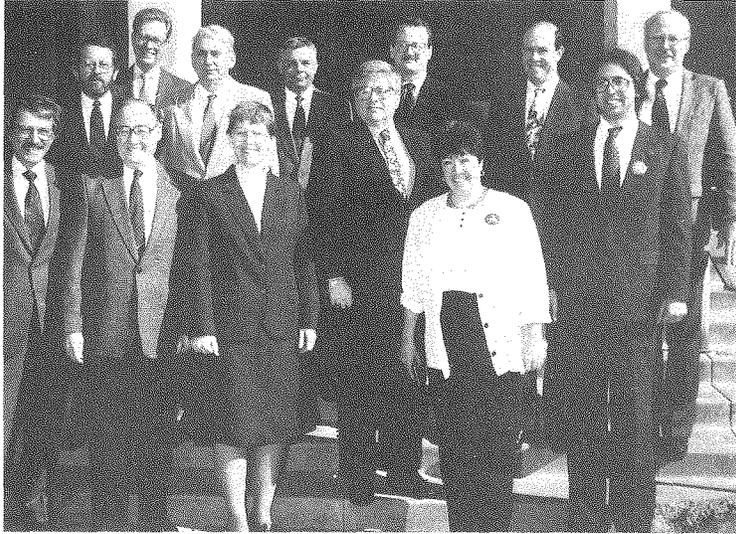
The Center organized the National Archives sixth annual Preservation Conference, held on March 19. The Conference focused on the preservation of electronic records. By providing examples of successful electronic records programs in three archival institutions and suggesting the types of challenges posed by the newer forms of electronic records, the Center sought to introduce the participants to the pressing issues they must address in instituting an electronic records program and to suggest ways of dealing with these issues posed by electronic records.

The Center launched an aggressive outreach campaign to inform potential users about its holdings. Beginning in the second quarter, the Center began to promote itself on national and international electronic networks. Since the first announcement, more than 350 people have responded with requests for information. The vast majority of these arrived over electronic networks. The National Archives also distributed the new general information leaflet *Information About Electronic Records in the National Archives for Prospective Researchers*.

In addition to the academic research clientele and the public, the Center continued its vigorous effort to serve the Federal Government. A second general information leaflet, *Information About the Center for Electronic Records*, was also published to inform other Federal agencies about the Center's services. During the year, the Center staff responded to 126 written or oral questions from congressional offices for information or for copies of records. Additionally, 15 percent of all reproductions went to Federal agencies wanting copies of records from other agencies. These included the Defense Intelligence Agency, Department of Energy, Federal Reserve Bank, Department of Veterans Affairs, Marine Corps, and Department of Agriculture.



National Archives staff members (from left to right) Fynnette Eaton, William Holmes, Bruce Ambacher, and Ted Weir participated in the Preservation Conference sponsored by the National Archives on March 19. The Conference focused on the complexities of preserving electronic records. (Photograph by Jerry Thompson.)



In February, the Archivist met with the directors and assistant directors of National Archives facilities in Kansas and Missouri in the first of a planned series of meetings designed to strengthen communication and cooperation in field operations. First row, left to right: R. Reed Whitaker, Special Assistant to the Archivist; Benedict K. Zobrist, Director, Harry S. Truman Library; Linda M. Stubbs, Assistant Director, Kansas City Federal Records Center; Don W. Wilson, Archivist of the United States; Diana L. Duff, Director, National Archives—Central Plains Region; Mark A. Corrison, Assistant Director, National Archives—Central Plains Region. Second row, left to right: Paul D. Gray, Assistant Director, National Personnel Records Center; George H. Curtis, Assistant Director, Harry S. Truman Library; Wayne H. Wallace, Assistant Director, National Personnel Records Center; Daniel D. Holt, Director, Dwight D. Eisenhower Library; John Allshouse, Director, Kansas City Federal Records Center; David L. Petree, Director, National Personnel Records Center; Donn C. Neal, National Archives Director of Congressional and External Affairs. (Photograph courtesy of the Truman Library.)

Regional Archives System

The Office of the National Archives operates 12 regional archives in or near Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, Seattle, and Anchorage. Each of these provides a full range of archival activities and programs to the public. These repositories accession from Federal agencies 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 main-



On October 9, the National Archives—Northeast Region, the New York City Department of Records and Information Services (DORIS), and the New York Archival Society marked the reopening of Ellis Island in an event devoted to documenting the immigrant experience. During the program in the newly restored immigration facility's Great Hall, more than 700 guests heard remarks delivered by Robert C. Morris, Director of the National Archives—Northeast Region; DORIS Commissioner Idilio Gracia-Pena; New Jersey Secretary of State Joan Haberle; and New York Archival Society President Ann Phillips. Archivist of the United States Don W. Wilson delivered the main address. (Photograph by Seth Janofsky.)

tain copies of those National Archives microfilm publications that are most in demand by 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 regional archives has approximately 49,000 rolls of microfilm and has received a set of more than 10,000 rolls of microfilm that make up the 1920 census as well as additional microfilm readers, reader-printers, cabinets, and other equipment. Plans were developed in each region for accommodating the large increase in research traffic resulting from the opening of the 1920 census on March 2, 1992.

The Office of the National Archives continued to improve the quality of the facilities housing some of the

regional archives. Construction began 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, but expected to move into its new quarters at 201 Varick Street in New York City by mid-1992). Construction was completed on the archival stack area of the National Archives—Alaska Region, and all original Alaska-related records were transferred to it from the National Archives—Pacific Northwest Region (in Seattle). The National Archives—Alaska Region formally opened its records to researchers at a ceremony held in Anchorage on September 6. At the ceremony were representatives of city, State, and Federal Governments, of the research community, and of numerous Alaska cultural institutions.

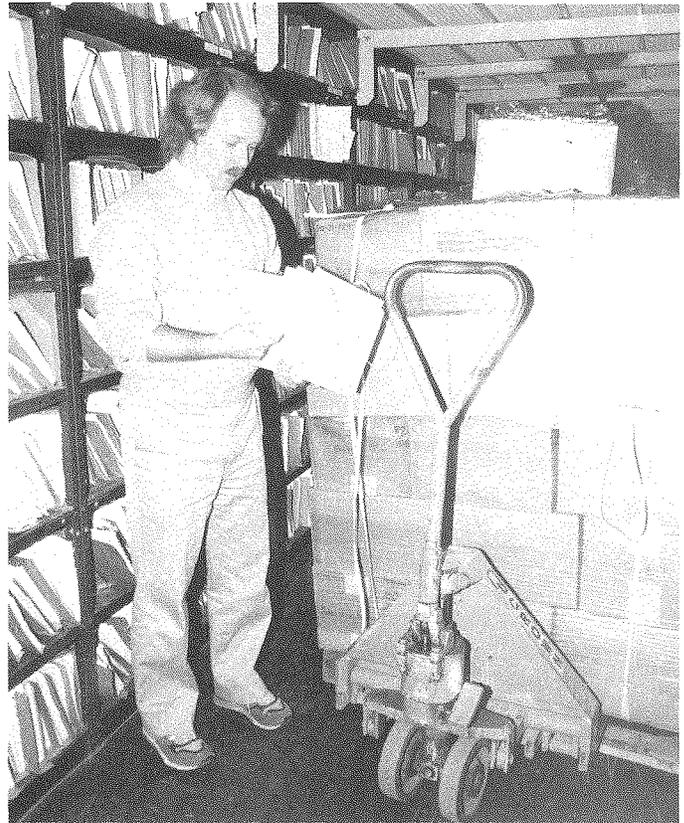
Outreach to Federal Agencies

The regional archives increased their involvement with the Federal community from which they receive permanently valuable records. The staffs continued their visits to U.S. attorneys' offices, Bureau of Indian Affairs offices, NASA facilities, and other key agencies to assist those agencies in identifying and transferring to the National Archives older permanently valuable records. These contacts with the offices of Federal agencies resulted in the transfer of about 2,000 cubic feet of records, dating from the late 1700's to the 1970's. The regional archives also held 28 archives tours and open houses for client Federal agencies, reaching more than 800 employees, and participated in a nationwide evaluation of the records disposition programs of U.S. district, appeals, and bankruptcy courts.

Outreach to the Public

Indispensable to these regional operations is their volunteer force, drawn from the local communities. This year, the volunteers numbered 344 nationwide and contributed a total of 26,777 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 certain administrative activities.

The regional archives conducted 133 genealogical workshops for 2,619 people. They also presented 19 workshops for 564 teachers on how materials from the National Archives can be used in the classroom. In addi-



Eric Bittner, staff member at the National Archives—Rocky Mountain Region, reviews the first pallet of Air Force Academy records, accessioned in September. Six hundred and seventy-six cubic feet of records, including the early construction files and photographs of the Academy, were accessioned. (Photograph by James Barsi.)



Archivist Don W. Wilson presents Elaine Murphy, Coordinator of the Honolulu Mayor's Office of Culture and the Arts, with the "Preservation Institute" Certificate of Completion in November. The course was jointly sponsored by the National Archives and the Western Council of State Libraries and was held at the National Archives—Pacific Sierra Region in November of 1990. Sharon Womack (pictured at left), Director, State of Arizona Department of Library, Archives, and Public Records, looks on. (Photograph by W.B. Lowell.)

tion, the staffs spoke about their holdings and services to universities, genealogical societies, and professional associations, reaching a total of 8,600 people; sponsored tours and open houses in their repositories for 2,617 people (including elementary and high school students and teachers); and provided technical assistance to State and local agencies and to private organizations.

The regional archives held exhibitions at their facilities as well as at about 40 governmental, educational, and cultural institutions across the country. These exhibitions were viewed by an estimated 7,000 people nationwide.

Federal court records form a large percentage of the regional holdings. In FY 1991, the National Archives—Pacific Sierra Region continued the system's celebration of the Judiciary Act of 1789 by producing a mock trial, funded in part by donations from the American Bar Association, the Association of Trial Lawyers of America, and the U.S. District Court for the Northern District of California Historical Society. A reenactment of the celebrated 1880's case *Woodruff v. North Bloomfield* (which capped a more than 20-year struggle between miners and farmers over hydraulic mining, a form of gold mining) was presented in the ceremonial courtroom of the U.S. district court in San Francisco on June 6, 1991.

Beginning this year and for the next few years, much of the regional archives public outreach will focus on commemorating the 50th anniversary of America's participation in World War II. Each regional archives will prepare an exhibition featuring its holdings that relate to the American homefront and will develop other activities, including symposia and film festivals. The fall 1991 issue of *Prologue: Quarterly of the National Archives*, contained several articles by regional archives staffs about World War II records in their custody, and the Regional Archives System issued a guide to all of its wartime records of naval districts and shore establishments.

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Trudy H. Peterson 202-501-5300

Deputy Assistant Archivist

Michael J. Kurtz 202-501-5300

Director, Regional Archives System

John M. Scroggins, Jr. 202-501-5340

Director, Declassification Division

Vacant 202-501-5345

Director, Center for Legislative Archives

Michael L. Gillette 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

Regional Archives***Area Covered***

Director: James K. Owens

National Archives—New England Region

380 Trapelo Road
Waltham, MA 02154
617-647-8100

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

Director: Robert C. Morris

National Archives—Northeast Region

Building 22—Military Ocean Terminal
Bayonne, NJ 07002-5388
201-823-7545

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

Director: Robert J. Plowman

National Archives—Mid-Atlantic Region

9th and Market Streets
Philadelphia, PA 19107
215-597-3000

Delaware, Pennsylvania,
Maryland, Virginia, and
West Virginia

Director: Gayle P. Peters

National Archives—Southeast Region

1557 St. Joseph Avenue
East Point, GA 30344
404-763-7477

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

Director: Peter W. Bunce

National Archives—Great Lakes Region

7358 South Pulaski Road
Chicago, IL 60629
312-581-7816

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

Director: Diana L. Duff

National Archives—Central Plains Region

2312 East Bannister Road
Kansas City, MO 64131
816-926-6272

Iowa, Kansas, Missouri, and
Nebraska

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

Arkansas, Louisiana,
New Mexico, Oklahoma, and
Texas

Director: Joel Barker

National Archives—Rocky Mountain Region

Building 48, Denver Federal Center
P.O. Box 25307
Denver, CO 80225
303-236-0817

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

(continued on next page)

Regional Archives**Area Covered**

Director: Diane S. Nixon
National Archives—Pacific Southwest Region
24000 Avila Road
Laguna Niguel, CA 92656
714-643-4241

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

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.
Deputy Director: Rosanne Butler
Regional Archives System
National Archives (NNA)
7th St. and Pennsylvania Avenue NW
Washington, DC 20408
202-501-5340

Office of Presidential Libraries

The Office of Presidential Libraries administers nine Presidential libraries and the Nixon Presidential Materials Staff, which preserve the papers and other historical materials of Presidents Hoover, Roosevelt, Truman, Eisenhower, Kennedy, Johnson, Nixon, Ford, Carter, and Reagan. In addition to making these materials available to the public, the libraries offer a wide range of public programs to enhance knowledge about individual Presidents, the institution of the Presidency, the American political system, and specific historical events.

Meeting of the Advisory Committee on Presidential Libraries

The Advisory Committee, established by the Archivist in 1988 to “provide fresh insights on how the libraries can enhance their roles as research centers and community resources,” 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. They are: Martin J. Allen, Jr., representing the Ford Library; David Eisenhower, representing the Eisenhower Library; George M. Elsey, representing the Truman Library; Tom Johnson, representing the Johnson Library; Caroline Kennedy, representing the Kennedy Library; Robert J. Lipshutz, representing the Carter Library; Jeremiah Milbank, representing the Hoover Library; Frederick J. Ryan, Jr., representing the Reagan Library; and Ambassador William J. vanden Heuvel, representing the Roosevelt Library. The Advisory Committee recently welcomed as its newest member former Assistant to the President and Deputy Chief of Staff to President Bush, James W. Cicconi. Mr. Cicconi will represent the future Bush Library.

The fourth meeting of the Advisory Committee was held at the National Archives on November 14, 1990. The topics of the meeting were the development of core programs in the areas of archives, education, and public programs; the status of the future George Bush Library and Archives II; and the participation of Presidential libraries in the traveling exhibitions on World War II.

Presidential Libraries Directors Conference

The Archivist, the Deputy Archivist, the Assistant Archivist for Presidential Libraries, and the Deputy Assistant Archivist for Presidential Libraries met with the directors of the libraries at the Gerald Ford Library and Museum in Grand Rapids, MI, on April 30 and May 1.

Also attending were John H. Taylor, Director of the Richard Nixon Library and Birthplace, and Roger Bridges, Director of the Rutherford B. Hayes Presidential Center.

Major topics discussed included the status of the Reagan and Bush Libraries, construction projects at the Hoover and Kennedy Libraries, and fundraising and budget issues.

Thirty-Fourth Annual Meeting of the Advisory Committee on Historical Diplomatic Documentation

The Assistant Archivist for Presidential Libraries John Fawcett and the Assistant Information Security Manager for the Office of Presidential Libraries Nancy Smith attended the meeting of the State Department Advisory Committee on Historical Diplomatic Documentation held November 15 and 16. Mr. Fawcett reported on efforts to facilitate access to classified Presidential papers for State Department historians working on the *Foreign Relations of the United States* (FRUS) series.

Dr. Slany, the historian for FRUS, stated that these increased efforts and the resources at the Kennedy and Johnson Libraries had definitely enhanced research by the State Department historians at the libraries. Other topics discussed included legislation relating to automatic 30-year declassification of documents, access to State Department documents, and access for State Department historians to the documents of other agencies.

Mandatory Review for Declassification Conference

The Office of Management and Administration of the National Archives sponsored a conference on mandatory review for declassification. The conference was held in Washington, DC, from September 17 to 19. Archivists from the Presidential libraries, with representatives from various agencies, discussed and reported on mandatory review programs and issues of mutual concern. The conference participants visited the State Department and heard presentations dealing with security procedures, clearances, and inspections.

Eisenhower Centenary

On October 12-14 in Abilene, KS, the centennial celebration of Dwight D. Eisenhower's birth culminated in the weekend gala entitled “An American Homecoming: In Celebration of Ike.” Highlights of the weekend were

Between October 12 and 14 in Abilene, KS, the Dwight D. Eisenhower Library concluded its year-long celebration of the 100th anniversary of President Eisenhower's birth. Included in the centennial weekend celebrations were a display of World War II military aircraft; the Columbine II, Ike's Presidential plane; and a battalion-sized military encampment with more than 140 reenactors in uniform. It is estimated that more than 50,000 people gathered for the weekend celebrations.

The photographs on this page were taken by Robert A. Paull.



Descendants of President Dwight D. Eisenhower and his five brothers pose in front of Eisenhower's boyhood home in Abilene, KS, on October 12.



Left to right: Representative Pat Roberts (R-KS), Senator Nancy Kassebaum (R-KS), Senator Bob Dole (R-KS), Winston Churchill II, Maj. Gen. John Eisenhower, Gen. Colin Powell, Rev. Billy Graham, and Rev. Richard Halverson took part in the Eisenhower centennial celebrations.



A display of World War II military equipment was shown at the Abilene fairgrounds during the centennial weekend events.



President Eisenhower's plane, the Columbine II, flies over the Place of Meditation in Abilene on October 14.

the *Columbine II*, Ike's Presidential plane; more than 20 World War II military aircraft; Ike's staff command train, the *Dwight D. Eisenhower*, from England; and a battalion-sized military encampment with more than 140 reenactors in uniform, with restored vehicles and equipment.

Centennial events on October 13 included the American Legion wreath-laying ceremony and an all-night vigil in the Place of Meditation. Remarks at the vigil were given by the Archivist of the United States, Dr. Don W. Wilson, and Winston Churchill II.

On October 14, an outdoor ecumenical church service was conducted by U.S. Senate Chaplain Richard Halverson, featuring the Reverend Billy Graham and the Centennial Choir. At noon that day, Congressman Pat Roberts, Senators Bob Dole and Nancy Kassebaum, John S. D. Eisenhower, Winston Churchill II, and Gen. Colin Powell, Chairman of the Joint Chiefs of Staff, representing President Bush, made remarks. General Powell laid a wreath on the gravesite of President and Mrs. Eisenhower.

A canteen dance and USO show enhanced the World War II atmosphere, as did the Supreme Headquarters Allied Expeditionary Force (SHAEP) reunion to honor General Eisenhower and all the men and women who served in World War II.

The climax of the celebration on Sunday evening was a multimedia show featuring a 175-voice choir and a spectacular fireworks and laser display. More than 75,000 people came to Abilene throughout the weekend to join in "An American Homecoming."

Preparation for Dedication of the Reagan Library

In March of 1991, a major portion of the Reagan Library building was transferred to the National Archives under a joint-use agreement with the Reagan Foundation. The dedication and turnover of the completed library is scheduled for November 4.

In April, 18 tractor-trailer loads of Reagan Presidential records and gifts were moved from their temporary locations in the Los Angeles area to the new library building in Simi Valley, CA. Plans are underway for more than 6 million pages to be made available for researchers shortly after the library is dedicated.

Progress Toward the Bush Library

The White House announced on May 3 the selection of Texas A&M University at College Station, TX, as the

future site of the George Bush Library. The architectural firm of CRSS Architects, Inc., Houston, TX, was selected to design and build the library. It will be the 10th library in the Presidential library system.

The Archivist applauded the President's early decision by saying, "It will save a substantial amount of money for several reasons. First, it will provide adequate time to meet the fundraising requirements of the 1986 amendments to the Presidential Libraries Act. These require the establishment of an endowment to help defray the cost of operating and maintaining the completed building, in addition to funding its construction. Additionally, this early decision will ensure the direct transfer of records from the White House to the library at the close of the administration, thereby saving the cost of temporary storage.

"The proposals from Texas A&M, Rice, and the University of Houston all were excellent and acceptable as archival and exhibit facilities. I concur in the President's decision and look forward to working with Texas A&M on the Bush Library design and proposal to Congress."

Accessions and Openings

The Presidential libraries conduct active solicitation programs to acquire additional material related to their holdings. This year, the libraries accessioned significant collections and additions, bringing the total archival holdings of Presidential libraries to 261,335,330 pages of manuscript material, 5,032,233 photographs, and 13,572,961 feet of motion picture film.

In the past year, the libraries reviewed 2,969,685 pages of manuscript material for public access, an increase of more than 1,150,000 pages from last year. The increase in the number of pages reviewed was due to the fact that more staff time and additional personnel were devoted to reviewing. In addition, in the case of the Eisenhower Library, the statistics reflect bulk review rather than page-by-page review. Three thousand four hundred and ninety-one researchers made 11,376 visits to the reading rooms; 224,663 items were furnished to requesters; and 15,738 written inquiries and 29,024 oral inquiries were responded to by library staffs.

Many files of special interest to researchers were opened during the year. The Truman Library opened the papers of John L. Sullivan, who served at various times as Assistant Secretary of the Treasury, Assistant Secretary and Under Secretary of the Navy, and Secretary of the Navy during the Truman administration.

The Kennedy Library opened 734 pages of Kennedy pre-Presidential items that include his Navy records; some correspondence from Kennedy personal papers (1933-50); and records of the U.S. Secret Service (RG 87) that include White House post/gate logs and diary record books maintained by the White House Police for the years 1961-63.

On June 4, the Nixon Presidential Materials Staff opened 88 White House tapes of conversations relating to Watergate, totaling more than 47 hours. These tapes were used by the Watergate Special Prosecution Force (WSPF) in its investigation. The tapes were opened along with transcripts that were prepared by WSPF officials. On August 22, the Nixon Presidential Materials Staff opened an additional 300,000 pages of Nixon Presidential materials. Included in this opening were five subject categories maintained by the White House Central Files unit and staff-member files for Arthur Burns, Alexander P. Butterfield, Earl Butz, Jean Eisenger, S. Bruce Herschensohn, Vicki Keller, and Herbert Stein.

The Ford Library opened the files of Jerry Jones of the White House Staff Secretary's Office and the Scheduling Advance Office (1974-77), and the political office files of the President Ford Committee (1975-76). In the spring, the Ford Library published its new *Guide to Historical*

Materials, which features analytical as well as descriptive entries and photographs.

The Carter Library opened on July 22 the Office of the Staff Secretary files, consisting of 125 cubic feet of material. Most of these files are also known as the Presidential handwriting file, a particularly important resource for researchers. The handwriting file is actually a copy of the contents of the President's outbox arranged chronologically. On the same day, the library also opened approximately 26 cubic feet of the personal papers of James McIntyre, Director of the Office of Management and Budget, during much of the Carter administration.

The libraries also accessioned many important collections of papers during the year. The Hoover Library acquired the papers of Herbert J. Miller, Research Director of the Commission on the Reorganization of the Executive Branch of the Government (Hoover Commission), and the papers of Harold L. Price, a deputy general and later director of regulations for the U.S. Atomic Energy Commission.

The Roosevelt Library accessioned the papers of Ernest Cuneo, a member of the Office of Strategic Services during World War II, later a lawyer and an associate counsel to the Democratic National Committee (1936-40).

The Eisenhower Library initiated a new effort this year to solicit personal papers, diaries, printed materials, photographs, and memorabilia of veterans of World War II and those who served on the homefront. The library collected 10 cubic feet of material from 92 donors by the end of the fiscal year. The library also acquired the papers of Dwight D. Eisenhower (1948-53) that were used in the Johns Hopkins University publications project.

The Truman Library received the papers of John H. Ohly, who held various positions in the War Department, Department of Defense, and State Department (1940-53), and the papers of Earl D. Johnson relating to his career as Assistant Secretary and Under Secretary of the Army (1950-54).

The Johnson Library received the papers of Lawrence F. O'Brien. These papers (1959-72) reflect his service with the Democratic National Committee and as John F. Kennedy's Presidential campaign director. Also documented is his service as Special Assistant for Congressional Relations for Presidents Kennedy and Johnson and as Postmaster General of the United States.

The Ford Library accessioned the papers of J. W. "Bill" Roberts, Assistant Press Secretary (1973-77).

The Carter Library received the papers of Stuart Eisenstat, who served as head of the Domestic Policy Staff.

The Reagan Library acquired the papers of Charles Hill,



On March 20, Charles U. Daly (center), Director of the John F. Kennedy Library, issued the 10,000th Kennedy Library researcher identification card to Jay Parker (left), professor of history at the U.S. Military Academy at West Point and a Ph.D. candidate at Columbia University. Parker also received a Kennedy Library Foundation research grant in support of his work. Supervisory archivist William Johnson (right) looks on. (Photograph by Allan Goodrich.)



Pictured are the winners of the 1991 Four Freedoms Award, given annually by the Franklin D. and Eleanor Roosevelt Institute, during the October 11, 1991, ceremony. The award recipients are: seated, from left to right, actor Paul Newman, Bishop Paul Moore, Jr., Thurgood Marshall, Jr., representing his father, the former Supreme Court Justice, New York Times columnist James "Scotty" Reston, and former Senator Mike Mansfield. William vanden Heuvel, Institute President, is behind Thurgood Marshall, Jr. Back left: F. Kevin Simon, Director of Education, Franklin and Eleanor Roosevelt Institute. Others in photograph are Marist College students. (Photograph by Colleen Tibbett.)

an aide to Secretary of State George Shultz. The library also received sizable collections of 1980 files of the Reagan-Bush campaign and the Reagan-Bush transition team.

Grants and Awards

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

The Franklin and Eleanor Roosevelt Institute awarded grants-in-aid to 11 international scholars to conduct research at the library on various personalities and topics reflected in the Roosevelt materials.

The Grants Review Committee at the Johnson Library awarded \$25,809 in research grants to 27 scholars.

The Foundation Grants Screening Committee of the Ford Library funded seven grant proposals with awards amounting to \$7,615 in October. Research topics included Vietnam, Puerto Rican statehood, Federal information policy, and executive appointments. The foundation awarded 10 more research grants totaling \$12,000 later in the year.

Research topics included tax reform from 1942 to 1986; Presidential policy and Native American self-determination; financial diplomacy; the Republican Party in the South during the Ford administration; congressional and journalistic investigations of the intelligence community (1974-76); and political advertising and Presidential politics (1948-80).

On May 29, the second annual Profile in Courage Award was presented by the Kennedy Library Foundation to former Congressman Charles L. Weltner of Atlanta, GA. He received the award because he withdrew in 1976 from his own race for reelection rather than support the candidacy of Lester Maddox. Mr. Weltner's choice of principle over ambition was made despite a loyalty oath to support the entire State Democratic ticket for the November election; it cost him a third term in Congress. Mr. Weltner's public career involved other courageous acts, such as supporting the 1954 Supreme Court ruling outlawing segregation in public schools and the Civil Rights Act of 1964. On May 29, the foundation held at the library its annual fundraising dinner and celebration of the 74th anniversary of President Kennedy's birth.



Vice President and Mrs. Dan Quayle visited the Hoover Presidential Library and received an orientation from Director Richard Norton Smith. The Quayles were briefed on the museum's expansion and renovation and were given a tour of the exhibition entitled "The President's Attic," a display of the extraordinary collection of memorabilia acquired by Herbert and Lou Henry Hoover during their travels. The exhibition opened August 10 and continued through the end of the fiscal year. (Photograph courtesy of the White House.)

Lectures and Symposia

In April at the Eisenhower Library, Dr. Michael Oren, Professor of Middle East Studies at Ben Gurion University, gave a lecture entitled "The Gulf Crisis from the Israeli Perspective."

The Kennedy Library's spring forum series opened March 19 with a session entitled "Banks and the Troubled American Economy." This was the first session held in the new Stephen E. Smith Center, which was dedicated February 4, 1991.

The Vietnam Round Table Conference was held at the Johnson Library in March. Assembled were 23 policymakers and key White House staff members from the Johnson administration who discussed 52 unresolved questions prepared by 3 historians about the Vietnam war. A transcript of the proceedings will be prepared and released.

In May, the Johnson Library cosponsored with the Admiral Nimitz Museum and Foundation, the Texas Parks and Wildlife Department, the U.S. Naval Institute, and the USS Arizona Memorial Association, the symposium

entitled "December 7, 1941—A Retrospective, Part One: 'The Gathering Storm.'"

President Ford was host for the first annual Gerald R. Ford Colloquium at the Ford Library in April. The colloquium featured President Ford, Lord James Callaghan, Helmut Schmidt, and U.S. Trade Representative Carla Hills. The colloquium theme was "German Reunification, the Atlantic Alliance, and American Foreign Policy." Following the colloquium, President Ford dedicated a small section of the Berlin Wall, which was donated to the library by the Gerald R. Ford Foundation.

Exhibitions

The Presidential libraries and museums maintained 283,531 museum objects this year. Many of these objects were displayed or loaned for display in exhibitions relating to the Presidents and to significant events in American history. This year, 1,181,407 visitors viewed the exhibitions on display at the libraries.

The Hoover Library and Museum is undergoing expansion and renovation, which is scheduled for completion in 1992. Temporary galleries were opened in April of 1991. "Dining at the White House," a major exhibition featuring Presidential china, crystal, and flatware from the holdings of the Presidential libraries, the White House, and private collections, opened at the library in March to wide acclaim.

The major exhibition at the Truman Library during the year was "The Korean War: Containment in Asia," which opened on October 19 and remained on display through September 30. This exhibition, commemorating the 40th anniversary of the start of the Korean war, examined the conflict through the eyes of American policymakers in Washington, soldiers on the Korean battlefield, and President Truman. Among the items on display were captured North Korean and Chinese flags and the directive firing Gen. Douglas MacArthur.

"Presidential Inaugurals: Hail to the Chief" was on display at the Eisenhower Library for most of 1991. A formal inaugural ball was held on the opening of the exhibition on June 1. The exhibition featured inaugural invitations, medallions, and other memorabilia, as well as reproductions of several inaugural gowns, copied from originals in the Smithsonian collection, worn by First Ladies.

As part of the National Archives nationwide World War II commemoration, Dennis Medina, curator of the Eisenhower Library, was appointed by the Archivist to develop an exhibition on combat art, which will travel

throughout the commemorative period. The 40-odd works of art included in the exhibition will be drawn from each branch of the U.S. military.

Gary Yarrington, the curator of the Lyndon B. Johnson Library museum, is preparing a World War II exhibition to open on December 7, 1991, in San Antonio, TX, and to travel to eight of the nine Presidential libraries, concluding at the National Archives in 1995.

The library has been involved in soliciting loans from other institutions and in soliciting private donations of diaries, uniforms, weapons, and memorabilia. The exhibition, entitled "World War II: Personal Accounts—Pearl Harbor to V-J Day," will be divided into 15 different areas of the war and designed almost entirely around eyewitness accounts through letters, diaries, manuscripts, and documents. Participants represented will range from political and military leaders to nurses and noncommissioned officers.

From December of 1990 through May of 1991, the Johnson Library and the International Center of Photography cosponsored a traveling exhibition at the library entitled "LBJ: The White House Years."

The Gerald Ford Museum celebrated its 10th anniversary in September of 1991 with a 47-percent increase in attendance. The diversity of hobbies of Presidents from

Theodore Roosevelt to George Bush was the theme of a popular exhibition at the museum this year. Stressing unconventional and conventional pastimes, "Hobbies, Hobbies, Hobbies" examined active, sedentary, and artistic hobbies and what they reflect about our Presidents.

Work continued throughout the year on the initial museum exhibitions for the Reagan Library by the firm of Donovan and Green. Scheduled for opening on November 4, the museum displays were installed with earthquake mitigation restraints and mounts.

School Programs

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

During the fall, the Hoover Library conducted a primary-sources workshop for 85 Cedar Rapids elementary school students, using the papers of Laura Ingalls Wilder and her daughter Rose Wilder Lane to discuss how the two wrote *The Little House on the Prairie* and subsequent books. The Hoover Library also conducted a prototypical education project with the 11th-grade American Studies class of West Branch High School, in which extensive newspaper holdings were used for the class to produce their own turn-of-the-century newspaper.

The Roosevelt Library developed packets of historical materials for classroom use designed to meet New York State curriculum objectives and to focus entirely on World War II. The packets stimulated students to take an active, investigative role in answering historical questions or analyzing events, such as the Katyn Forest massacre, the attack on Pearl Harbor, espionage in the Oval Office, and women in uniform during the war. This student research program began with the 1991 academic year and will extend through 1995. In addition to research, based on preselected facsimile archival materials related to the war, students will view World War II newsreels and listen to music typical of the era.

The Harry S. Truman Library Institute funded a project at the library for a student research project to be promoted throughout the region. The goal is to identify and copy documents on approximately 50 topics for a student research file. By the spring, 9,000 pages on 11 topics had been selected.

Educational programs at the Kennedy Library this past year included the creation of a civil rights history program



Harry J. Middleton, Director of the Lyndon B. Johnson Library in Austin, TX, receives the Presidential rank of Meritorious Executive in the Senior Executive Service from the Archivist of the United States in a special ceremony held at the National Archives on August 29. (Photograph by C. Epstein.)



Assistant Director of the Harry S. Truman Library George Curtis looks on as (left to right) Nancy M. Myers, Lois E. Hill, Janet S. Hoag, Twila L. Corley, and Mary Jane Amos of the Library Visitors Services Staff cut the ceremonial ribbon to open the library's new gift shop on April 16. (Photograph by Dr. Neil Johnson.)



President Carter gives fly fishing lessons at the Jimmy Carter Library in Atlanta, GA, on April 23 during the library's exhibition on fly fishing entitled "The Tie That Binds." The exhibition featured historic fly fishing items from the personal collection of the former President and Mrs. Carter. The Georgia Department of Natural Resources and the Georgia chapter of Trout Unlimited were also involved in a section of the exhibition that focused on preservation of the Georgia trout streams. (Photograph by Anne Youngling.)

for middle school students and a School Programs Advisory Committee to help the library plan workshops and conferences for teachers and review teacher award nominations. The library also held in July its annual summer "Institute for Teachers," cosponsored by the University of Massachusetts, on the theme "Social Policy in America: The Last 25 Years." Finally, the library standardized its programs for visiting school groups into the following categories: museum tours—biographical program, for grades 3-6; historical

research programs—search for evidence, for grades 6-9; special presentations—Cuban missile crisis and civil rights, for grades 9-12; and general visits for grades 3-12.

Frank Mackaman, Director of the Ford Library, taught an undergraduate history course entitled "Understanding the Modern Presidency" at the University of Michigan. He also directed three history honors students in year-long research projects at the library relating to the 1976 Carter-Ford Presidential debates and the Domestic Council and the Privacy Act of 1974.

The Carter Library cosponsored the 25th annual "Georgia Archives Institute" and was host to 13 students from various States during June 1991. In the fall, 445 elementary school students and 592 middle school students participated in museum programs entitled "Primed on the Presidency" and "Words Into Action." In December, Director Don Schewe chaired an educators conference, which introduced curriculum materials published as a result of the 1987 Women and the Constitution Conference cosponsored by the library.

Staff Appointments

After serving 17 years as Director of the Roosevelt Library, William Emerson retired in February of 1991. Verne W. Newton was appointed Director on April 22. While a senior official with the Agency for International Development from 1977 to 1980, he was liaison to the White House and a member of several Presidential delegations, including those led by U.N. Ambassador Andrew Young to the South Pacific and Africa. He is the award-winning writer and producer of "Harry Hopkins: At FDR's Side," a documentary that aired nationwide on public television in October of 1989. His new book, *The Cambridge Spies: The Untold Story of MacLean, Philby and Burgess in America*, was recently published to wide acclaim.

Clarence "Biff" Henley resigned as Director of the Reagan Presidential Materials Project on December 14 to take a records management position with the Department of Energy. Dr. Ralph Bledsoe was selected by the Archivist on February 24 to become Director of the Reagan Library. Dr. Bledsoe was Director of the Public Affairs Center of the University of Southern California's School of Public Administration, after having served as special assistant to President Reagan in the areas of management, administration, and domestic policy. In July, Dennis Daellenbach, Assistant Director of the Ford Library, assumed the duties of Assistant Director of the Reagan Library.

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Office of Public Programs



Political cartoonist Jack Jurden of the Wilmington News Journal poses with his caricature of President Lyndon B. Johnson at the opening of the National Archives exhibition "DRAW! Political Cartoons from Left to Right" on June 14. (Photograph by Jerry Thompson.)

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. Bicentennial commemorations of the selection of the District of Columbia as the Nation's Capital and the ratification of the Bill of Rights focused national attention on the National Archives as the home of the Declaration of Independence, the Constitution, the Bill of Rights, and other milestone documents in American history.

More than 994,000 visitors came to the National Archives Exhibition Hall in the Rotunda this year. This figure marked the first time since 1986 that attendance fell below one million, reflecting the downturn in tourism in the Washington, DC, area.

The National Archives Trust Fund Board is the funding source for some of the public programs and publications mentioned here.

Exhibitions

"Washington: Behind the Monuments," commemorating the 200th anniversary of the selection of the District of Columbia as the Nation's Capital, completed a very successful 14-month run in the Circular Gallery. It was followed on June 14 by the opening of the major exhibition "DRAW! Political Cartoons from Left to Right," which brings to life the First Amendment to the Constitution in commemoration of the 200th anniversary of the ratification of the Bill of Rights. Through the display of 135 original drawings for political cartoons, the images take aim at the President, the Congress, the Supreme Court, and the entire Federal bureaucracy. Among the cartoonists featured in the exhibition are Thomas Nast, Bill Mauldin, Peter Arno, David Levine, Jeff MacNelly, Pat Oliphant, Charles Schulz, Edward Sorel, and Garry Trudeau. A catalog with 130 reproductions accompanies this popular exhibition, on display in the Circular Gallery through August of 1992.

A series of lectures presented by cartoonists and a series of live performances on political humor were among the other commemorative activities.

Smaller exhibitions highlighted other anniversaries and holdings. At the Washington National Records Center in Suitland, MD, the Exhibits and Educational Programs Division opened "Not Without Protest: Life in the Appalachian Coalfields." Through facsimile documents and photographs selected from the records at Suitland, this exhibition illuminates the world of the Appalachian coal miner in the 1920's.

"Dwight D. Eisenhower: President-Hero-Dad-Cadet," a small exhibition commemorating the 100th anniversary of Eisenhower's birth, was on display in the Rotunda during the first part of the year. The exhibition was accompanied by a handout, entitled "Be Your Own Historian," for young people.

In conjunction with a major scholarly conference marking the 50th anniversary of the Office of Strategic Services (OSS), the Exhibits Branch mounted a display of



French journalist Fabrizio Calvi (left) and Richard Helms, former Director of the Central Intelligence Agency (right), at the National Archives conference entitled "The Secrets War: The Office of Strategic Services in World War II," held on July 11 and 12. (Photograph by Amy Young.)

facsimile documents from the holdings that reflected the contributions of the OSS in World War II.

In an effort to become more responsive to exhibition visitors, the volunteers conducted a visitors survey. The survey yielded data about visitors' demographic makeup and the nature of their experience at the National Archives. Data from this survey will be used in future programming.

For audiences outside the Washington, DC, area, the staff of the Exhibits Branch produced several facsimile exhibits in different formats. These included:

- "The Long Road Up the Hill: African Americans in the U.S. Congress, 1870-1990," which documents the careers of America's black Congressmen from the time of Hiram Revels, the first black Senator, to the present day. The Smithsonian Institution Traveling Exhibition Service (SITES) produced this exhibition primarily from the National Archives holdings and circulates it through SITES to cultural and civic institutions across the Nation.

- "The World in Flames: World War II Documents from the National Archives" is part of the National Archives commemoration of America's involvement in World War II. This series of 32 posters, which chronicles the war through key military, diplomatic, and homefront documents, is available for sale.

- "The National Archives: Holding America's History in Trust" depicts in words and images the mission and work of the National Archives. These posters were developed specifically for the audiences of the regional archives, the Federal records centers, and the Presidential libraries across the country.

As another way of making available the rich resources of the National Archives, the Exhibits Branch staff also coordinates the temporary loan of original documents to qualified museums and historical societies. This year, 89 documents were loaned to the Anacostia Museum in

Washington, DC, the Library of Congress, the National Museum of American History, the Museum of the Confederacy in Richmond, VA, the Anchorage Museum of History and Art in Alaska, and other institutions nationwide.

Educational Programs

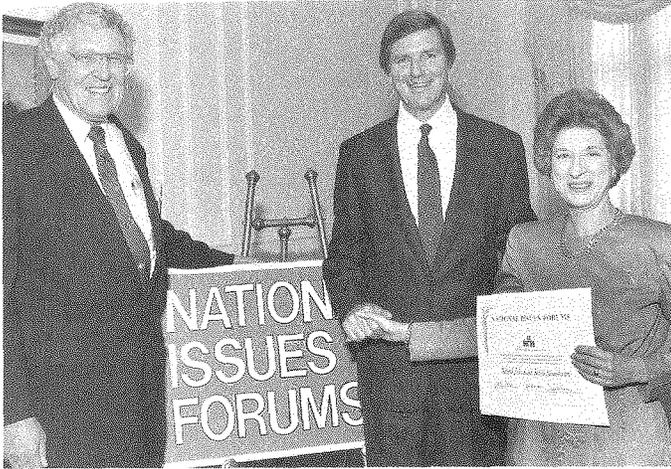
Secondary school educational programs flourished as education specialists gave 19 workshops this year to some 690 educators, as well as 23 presentations at other sites. In addition to the annual summer teachers institute, "Primarily Teaching," 17 of the 19 workshops were presented by invitation, suggesting their increased visibility in the education community.

Secondary school publications also burgeoned this year, with 22 articles written for educational journals and other publications. Highlights of the year's publications were the release of the newest learning package, *Westward Expansion: 1842-1912*, in the 12-title series. This year's learning package is a companion piece to the preceding year's *The United States Expands West: 1785-1842*. A Bill of Rights poster was developed with the nationally syndicated children's newspaper insert, "The Mini Page," and published by the Bicentennial Commission.

The secondary school education specialists developed a major Bill of Rights series for "The Mini Page," consisting of 12 issues devoted to the first 10 and succeeding amendments to the Constitution. Three additional issues will appear in the latter part of 1992.

Other projects included the production of a bulletin for keeping in touch with alumni of "Primarily Teaching," the annual summer teachers institute. "Teaching with Documents" formats were developed for two new magazines, and five "Teaching with Documents" articles appeared in *Social Education*, the journal of the National Council for the Social Studies.

The two secondary school education specialists continued to widen National Archives influence in the educational community through their leadership roles. Professional consultations have increased 40 percent since 1989 and include participation with the First Liberty Institute of George Mason University and the Blue Ribbon Schools Program of the Department of Education. The Education Branch Chief serves on the board of the Council for the Advancement of Citizenship and has worked with the National Park Service's Register of Historic Places and other organizations on learning materials.



(From left to right): The Honorable John H. Buchanan, Jr., President of the Council for the Advancement of Citizenship, and David Mathews, President of the Kettering Foundation, present Linda Brown, Assistant Archivist for Public Programs at the National Archives, with a Certificate of Appreciation for the National Archives support of the National Issues Forum. (Photograph courtesy of National Issues Forum.)

National Issues Forum material went to adult forum leaders and secondary school teachers, numbering approximately 7,000 educators. *Update*, the occasional bulletin containing a document with teaching suggestions and news from the National Archives for community college educators, was published twice, reaching 800 educators with each issue.

The genealogy program broke new ground this year with free programs combining entertainment and learning. The story of Oliver Kelly, a Civil War veteran, was the vehicle for three presentations with instruction in biographical searches. One session on Civil War uniforms brought new audiences, and one on the Grand Army of the Republic, commemorating the death of its founder, introduced the resources of lineage societies.

Twenty-eight genealogical workshops were offered this year, in addition to the 6-day "Introduction to Genealogy." The staff specialist on genealogy published four articles and talked to a number of local groups. Telephone reference requests increased by 125 percent this year and requests by mail increased by 41 percent.

The Education Division also offered a variety of interpretive programs derived from National Archives documents, film, and photographic records. The education staff presented 27 live dramatic performances this

year, drawing audiences of more than 3,700 people, doubling the number of shows and attendees from last year. A highlight of the year was the production of "In the Mood," a World War II program recreating 1940's music with a Big Band, four vocalists, a dancer, and film footage from the holdings of the National Archives. Hundreds of people were turned away from the show, which played to capacity houses for 6 nights.

"Spam, Spunk and Elbow Grease," a newly commissioned collection of World War II vignettes, was mounted in the summer to an enthusiastic audience. "I Can't Come Home for Christmas," a show based on National Archives United Service Organization (USO) records and honoring USO service people, was performed in December. "The Rice of Strangers," a compelling piece about the internment of Americans of Japanese ancestry during World War II, was performed for enthusiastic audiences. It was written and directed by George Loukides, a National Archives volunteer, and drawn entirely from the records of the War Relocation Authority in the National Archives.

Special Events

The World War II Commemoration Ceremony took place on the Constitution Avenue steps of the National Archives on June 3. The ceremony opened the "Week of the National Observance of the 50th Anniversary of World War II," which was designated by Congress.

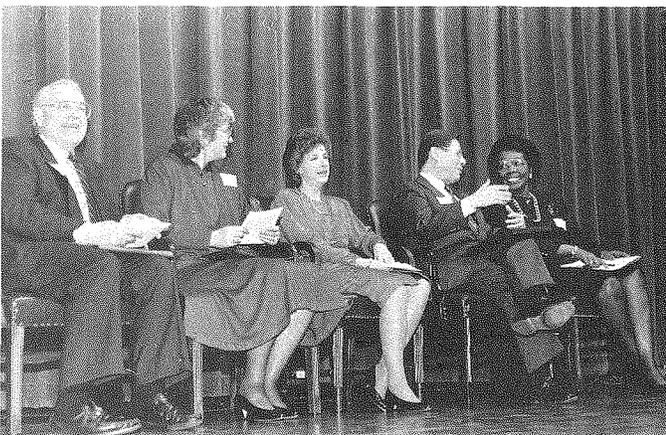
The Archivist of the United States served as master of ceremonies and Senator Robert Dole (R-KS) was the keynote speaker. In addition, Secretary of the Army Michael P.W. Stone and Robert McDermott, Chief Executive Officer of the United Services Automobile Association (USAA), participated in the program. Following the ceremony, the U.S. Army Field Band and Soldiers' Chorus presented a concert of World War II music on Constitution Avenue.

Other events during this special week included a concert of World War II music by the U.S. Air Force Band's Airmen of Note. The National Archives also was guest host for the Navy Memorial's "Concert on the Avenue" program, featuring the Navy Band's "Commodores" Jazz Ensemble, who played World War II music with Washington radio personality Ed Walker as guest narrator.

The annual Independence Day celebration was the most successful ever, with approximately 1,000 members of the public in attendance. The program began with a concert by the U.S. Army Old Guard Fife and Drum Corps, followed by a dramatic reading of the Declaration



As part of the annual Independence Day celebration, this colonial militia performed a musket and cannon demonstration on Constitution Avenue on July 4. The demonstration followed a dramatic reading of the Declaration of Independence and a U.S. Army Infantry Old Guard Fife & Drum Corps concert. This popular ceremony has been a tradition at the National Archives since 1976. (Photograph by Jerry Thompson.)



On February 4, 1991, the National Archives, in conjunction with the American Association of Community and Junior Colleges (AACJC), presented the sixth annual Harry S. Truman Lecture in the theater. Allan W. Ostar, President of the Association of State Colleges and Universities (ASCU), and Dale Parnell, President of AACJC, spoke about efforts to facilitate transfer of community, technical, and junior college students to 4-year colleges and universities. Pictured above are (left to right): Dr. Dale Parnell; Nancy R. Rosasco, President, Association of Community College Trustees; Linda Brown, Assistant Archivist for Public Programs; Dr. Allan W. Ostar; and Dr. Connie Odems, Vice President for Professional Services, AACJC. (Photograph by Jerry Thompson.)



*Caroline Kennedy (right) and Ellen Alderman, coauthors of *In Our Defense: The Bill of Rights in Action*, spoke at the National Archives on Constitution Day, September 17. This event was one of many authors' lecture and booksigning programs sponsored by the Office of Public Programs. Ms. Kennedy also was the keynote speaker at the annual naturalization ceremony held in the National Archives Rotunda. (Photograph by Amy Young.)*

of Independence. The ceremony concluded with a demonstration of military tactics of the era, complete with musket and cannon fire. A joint services military Honor Guard stood watch in the Rotunda, with the dramatic Changing of the Guard taking place every half hour.

On Constitution Day, September 17th, the annual naturalization ceremony took place in the Rotunda, with Judge Oberdorfer of the U.S. District Court for the District of Columbia presiding. Caroline Kennedy, author of *In Our Defense: The Bill of Rights in Action*, was the keynote speaker, with remarks by the Archivist and the Commissioner of the Immigration and Naturalization Service. The ceremony was followed by a reception for the new citizens, their families and guests, and the traditional patriotic concert performed by the U.S. Army Field Band and Soldiers' Chorus took place on Constitution Avenue at noon.

The sixth annual Harry S. Truman Lecture, cosponsored by the National Archives and the American Association of Community and Junior Colleges, was held in February. Allan W. Ostar, President, American Association of State Colleges and Universities, was the guest speaker.

The James E. O'Neill Memorial Lecture in 1991 featured distinguished constitutional lawyer Floyd Abrams. Mr. Abrams, co-counsel to the *New York Times* in the Pentagon Papers case, spoke on the Pentagon Papers case and the First Amendment.

Film Program

The public film showings began the year with a series entitled "Horizons West," a 12-week festival of classic Hollywood Westerns and documentaries about the West. A highlight of the program was the 1924 silent film "The Iron Horse," which was accompanied by pianist Robert Vigoda's improvised score that was roundly applauded by a large audience. This festival proved to be among the most popular ever presented in the National Archives Theater.

In cooperation with FilmFest DC, the National Archives presented "Television: A Window on Washington," a special Washington bicentennial program that explored more than 40 years of local television programming. Hosted by popular television personality Mac McGarry, the program offered rare clips from more than a dozen shows, including the inaugural broadcast of WETA-TV in 1961, a 1958 episode of young Jim Henson's "Sam and Friends," and a compilation of local news broadcasts,



Catherine Wyler, daughter of film director William Wyler, spoke at the National Archives on December 13, before the screening of her father's 1944 documentary "The Memphis Belle." This film was the basis for the feature film entitled "Memphis Belle," which she coproduced. The lecture and screening constituted one of many popular events sponsored by the Office of Public Programs. (Photograph by Jerry Thompson.)

including a 1949 appearance by David Brinkley on "The Camel News Caravan." Captain 20, host of "The Channel 20 Club," made an in-person appearance to introduce a compilation of highlights from this popular children's program of the 1970's.

Film producer Catherine Wyler introduced "The Memphis Belle," the famed World War II documentary directed by her father, William Wyler. Ms. Wyler had developed the story of the famed B-17 into a feature-length film, "Memphis Belle," then in nationwide release. In discussing how many of the sequences in the documentary had directly inspired much of the action in her highly successful fiction film, Ms. Wyler gave the audience a behind-the-scenes look at the production of a major motion picture.

Another series, entitled "Films of the USIA," presented an in-depth look at motion pictures that were produced for overseas audiences by the United States Information Agency. Last year, by an act of Congress, these programs

were made available to audiences in this country (before this, domestic dissemination was forbidden by law). The majority of these productions are now in the holdings of the National Archives. "Films of the USIA" featured such award-winning films as "Reflections: Leonard Bernstein," "Nine From Little Rock," "Harvest," and "The School at Rincon Santo."

The film program also offered the American premiere of "Red Empire," a new seven-part British television program about the history of the Soviet Union. A production of Yorkshire Television, the program contains rare archival footage, much of which has never been seen before in the West. The first episode in the program was introduced in person by program host Dr. Robert Conquest, noted authority on Soviet history.

This year marked the beginning of the first World War II touring film festival, "The Road to War," an eight-film program that explores events of the 1930's that foreshadowed the Second World War. Following its June premiere at the National Archives, the program opened at the Eisenhower Library and the National Archives—Central Plains Region in September to standing-room-only audiences. The program, which includes "Triumph of the Will" and "The Good Fight," will travel throughout 1992 to regional archives and Presidential libraries.

Archival Tours and Training

The "Modern Archives Institute: Introduction to Modern Archives Administration" is a 2-week archival training course held for the last 46 years in Washington, DC. The course includes lectures, workshops, and visits to the Manuscript Division of the Library of Congress and various units of the National Archives. In 1991, 69 participants came from institutions as diverse as the International Monetary Fund, United Way of America, American Chemical Society, American Psychological Association, U.S. Holocaust Memorial Museum, Chinatown (New York) History Museum, and the National Museum of the American Indian.

During this year 67 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 in January and for the Black History Month com-

memoration. A total of 44 black history-related lectures, films, panels, and interviews were presented during the 2-month period.

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. In recent years, with the changes in types of audiovisual media, the Center materials have evolved from the more traditional 16-mm and slide formats to video and, during this year, to interactive video and computer discs. Operating as a self-supporting organization within the National Archives Trust Fund, the Center offered this year more than 8,800 productions for either sale or rent to the public. More than 175 new productions were added in 1991 on topics ranging from astronomy and emergency services to safety and health. Proceeds are distributed to the National Archives Trust Fund.

The Center also provides a rapidly expanding range of services to Federal agencies through interagency agreements. Technical assistance, duplication, packaging, and distribution services are among those provided. Included in these services, for the first time, is the opportunity for agencies to provide closed-captioning for existing productions, in response to the Disabled Americans Act of 1990.

A number of agencies now use the Center as the duplication and distribution source for their training materials. For example, the Center serves as the primary distribution source for Federal alcohol and other drug-abuse prevention training packages. As a result, the volume of interagency services has risen from 7 percent in 1990 to more than 16 percent in 1991, and transfer of training technology from the Federal to the private sector is greatly enhanced.

To facilitate public access, the Center maintains both an 800 telephone line and a TTY telephone terminal for the hearing impaired. Catalogs are prepared and distributed in special subject areas to inform the public about the wealth of Federal media productions and to inform customers about new services and products. During the year, more than 250,000 catalogs and brochures were mailed or distributed to the public. The Center also works closely with other divisions in the Office of Public Programs on joint projects to increase public knowledge and access to materials produced by the National Archives.

The Center annually compiles data for the *Federal Audiovisual Activity* report for the Office of Management and Budget. This report provides a comprehensive overview of all Federal agency audiovisual activities—purchase, production, and duplication. This information offers data over a 5-year period and provides information for the Center to use to further sharing of Federal resources and to minimize duplication.

Publications

The Publications Division of the Office of Public Programs produces and distributes printed publications that inform the constituencies of the National Archives about their Federal documentary heritage. In 1991, the Division printed a total of 142 publications and five issues of *Prologue*, the award-winning quarterly of the National Archives.

Three new finding aids were published:

■ *The 1920 Census Microfilm Catalog* provides roll-by-roll lists of contents for the population schedules (completed census forms) and the Soundex (phonetically coded indexes) for each State and territory enumerated. It also explains how to use the records, lists the counties and cities for which enumeration maps are available, and tells how to order microfilm copies of the 1920 census material that will be opened to the public on March 2, 1992.

■ *The Guide to the Holdings of the Still Pictures Branch of the National Archives* provides summary information on nearly 6 million photographic prints, negatives, transparencies, posters, and other visual images.

■ *Television Interviews, 1951-1955: A Catalog of Longines Chronoscope Interviews* in the National Archives describes a scarce source of early television materials on news and public affairs. The volume lists individual programs by broadcast date, identifies guests and interviewers for each program, and outlines the main topics addressed.

In the General Information Leaflet series, the Division printed new or revised editions of *The Regional Archives System of the National Archives*, *Motion Picture and Sound Recordings in the National Archives*, *Gift Acquisition Policy: Motion Pictures*, *Gift Acquisition Policy: Sound Recordings*, *Information About the Center for Electronic Records*, and *Information About Electronic Records in the National Archives for Prospective Researchers*.

During 1991, articles in *Prologue: Quarterly of the*

National Archives covered a wide range of subjects and included essays by prominent national figures as well as historians and staff archivists. A special commemorative issue focused on the theme "World War II: The Home Front." In other issues, Stephen E. Ambrose wrote "Eisenhower's Legacy" and four other distinguished historians—John Milton Cooper, George H. Nash, Donald R. McCoy, and Daniel J. Boorstin—discussed the role of former Presidents. Geoffrey C. Ward wrote about his award-winning study of Franklin D. Roosevelt and William Colby on the lessons of Vietnam. In a fall 1991 review, *The Washington Post* noted that *Prologue*, being the instrument of the nation's historical warehouse, can be regarded quite literally as an invitation for further study. It is also consistently absorbing reading."

Previously published works continued to receive honors for their quality as well. Two posters received awards from the Printing Industries of Metropolitan Washington. "City of Washington" won Best in Category—Four Colors, and "Scene in Marsh" received a special award for excellence. In addition, the poster exhibition "Holocaust: The Documentary Evidence" was awarded Second Place in the Visual Design—Posters and Maps Category, and the *1991 Publications Catalog* received Second Place in the Overall Effectiveness—Catalog Category, in the National Association of Government Communicators' "Blue Pencil Competition." *Prologue* received a silver Neographics Award for excellence in the graphic arts and publishing in the Mid-Atlantic region. *Teaching with Documents: Using Primary Sources from the National Archives* won a Blue Pencil Award from the National Association of Government Communicators.

The National Archives continued to distribute microfilm publications of historically important records to preserve them and make them available for research. The Publications Division also published five descriptive pamphlets for individual microform publications released during 1991. However, microfilm sales were off sharply, as many large institutional orders, initially budgeted by buyers for 1991, were placed instead late in 1990 to avoid the year-end, \$3-per-roll price increase. This considerably inflated the sales figures for the previous year as a basis for comparison. There was also a decline in the number of new micropublications issued.

The advance order program for 1920 census microfilm—limited to orders for the complete census or for full State listings—was announced on May 29, with a published deadline of August 15. A total of 150 orders for 57,461 rolls was received, including three orders for the complete

census. Because the film cannot be shipped before March, this represents FY 1992 income.

In an effort to increase the visibility of National Archives publications nationwide and to make them available to the widest possible audience, the Publications Division continued during 1991 trade marketing and distribution contracts for books and microfilm with commercial contractors. All publications are available directly from the National Archives, through the Publications Division, as well.

The Marketing and Fulfillment Branch informs the public about the availability of microforms, books, posters, facsimiles, and Museum Shop items, and distributes materials to a wide range of audiences. Marketing campaigns this year included the third holiday gift catalog, a complete catalog of books and related print publications, a revised brochure describing materials relating to the Charters of Freedom, and an extensive library promotion for *Prologue*.

Finally, a new comprehensive list outlines all 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, as well as at several local conferences.

Museum Shop

Through its Merchandise Sales Branch, the Publications Division of the National Archives administers the Museum Shop in the Rotunda and produces and distributes educational materials.

The National Archives Museum Shop set an annual sales record for the 8th consecutive year, with income of \$921,500. Given the general state of the economy and a decrease in the number of visitors to the National Archives, these retail sales gains reflect further refinements in product selection and development, with particular emphasis on materials produced specially for the National Archives. Special areas of concentration for purchase and production during this period included the commemorations of the 200th anniversary of the Bill of Rights and of the selection of Washington, DC, as the Nation's Capital, of the 50th anniversary of World War II, and of the Columbus Quincentenary.

The *1990-91 Gifts from the National Archives* brochure resulted in a total of 1,565 orders. *The 1991 National Archives Publications Catalog*, which was

mailed in February, generated an additional 1,000 orders from buyers across the country.

At the same time, the Museum Shop has gained a higher degree of visibility in Washington as a result of special book programs. A total of 62 author lectures and book signings were scheduled during 1991, attracting almost 5,000 visitors. Among the notable speakers were former Speaker of the House Carl Albert and White House Press Secretary Jim Brady, Hedrick Smith, National Book Award winner Ron Chernow, Harold Stassen, Robert H. Bork, Benjamin O. Davis, Jr., Senator George Mitchell (D-ME), Stansfield Turner, Aline, Countess of Romanones, William Colby, Hank Ketchum, and Caroline Kennedy.

Volunteer Services

Volunteers within the Office of Public Programs extend the public service and outreach 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 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 175 volunteers contributed 23,224 hours during the year.

More than 25,550 visitors, ranging from school children to constituents referred by congressional offices, received these services. In a year when tourist visits to the Washington, DC, area were greatly reduced, the volunteer



Volunteer docent Matt Talbott shows facsimile documents to a group of tourists on October 17. The National Archives provides docent-led tours to approximately 18,000 visitors each year in Washington. (Photograph by Jerry Thompson.)



A family visiting the National Archives Rotunda gets materials from volunteer Gladys Harris at the information desk. This year, volunteers at the National Archives in Washington gave 23,200 hours of service, conducting tours, aiding archivists, assisting genealogical researchers, and offering workshops. (Photograph by Jerry Thompson.)

and tour office scheduled tours for more than 2,800 groups of constituents for Members of Congress. Outreach activities to the public sector included groups from genealogical societies, history organizations, universities and colleges, and public and private schools. Foreign visitors this year included dignitaries, archivists, and librarians from Australia; Belgium; Lithuania; Venezuela; U.S.S.R.; Spain; Turkey; Japan; Ireland; the Republics of Russia, Georgia, and the Ukraine; Korea; the Netherlands; and Great Britain.

Through workshops at the National Archives in Washington, DC, and in nearly 300 school classrooms, docents provided enrichment programs for 9,700 students. The students saw behind-the-scenes activities, toured current exhibitions, and had an opportunity to participate in one of 12 workshops on topics reflecting issues and events in American history. A new workshop, "World War II: The Homefront," was added this year. 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, 20 volunteer information specialists serve on the information desk in the Exhibition Hall. Seven days a week, these volunteers are available to answer questions and distrib-

ute information about the National Archives and the Washington, DC, area.

In cooperation with the Office of the National Archives, 22 volunteers with special genealogical experience staff the Genealogical Orientation Room. During the year, they helped more than 7,600 visitors interested in pursuing genealogical research at the National Archives and assisted the Education Branch staff with genealogical workshops.

Preparations by staff for the move to Archives II continue with assistance from 61 staff aides on a variety of projects, including the OSS records project, holdings maintenance, and records relocation. Among the special projects in 1991 that relied specifically on the services of volunteers were the visitors survey, the OSS conference, the new 1920 Census Microfilm Catalog, and a new genealogy exhibit to be placed in the fourth floor lobby area. Volunteer Rennie Quible received an Outstanding Volunteer Award from Prince Georges County, MD, for her dedicated service as a National Archives volunteer in the county schools.

Plans continue for the U.S./U.S.S.R. Clearinghouse for Genealogical Exchange project by National Archives volunteers, but the changing political scene among the former Soviet Republics has brought delays.

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Archives II

Construction

Bids were received in November of 1990 for the construction of the new archives building to be built in College Park, MD, on land donated by the University of Maryland. The new building, officially known as the National Archives at College Park and informally called Archives II, is the culmination of a 20-year effort to gain official support and resources for a new archives facility in the Washington metropolitan area. By 1970, the National Archives had exhausted the space in the National Archives Building and had begun moving archival records into other space. Over the years, employees were also moved to leased buildings as the competition for space within the National Archives Building to support expanding programs increased.

The National Archives was finally successful in gaining recognition of its space needs and the necessary resources to design and construct a new building through strong congressional support from the two Maryland Senators, Barbara Mikulski and Paul Sarbanes, and from

U.S. Representative Steny Hoyer, the Congressman from Maryland's Fifth District. The campaign for a new building was also aided by 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 State and local officials, a 33-acre parcel of land adjoining the university's College Park campus was donated as the site for Archives II.

The design of Archives II began in October of 1988 and was substantially completed by September of 1990, when the design documents were released to potential bidders. From 1988, the joint venture of Hellmuth, Obata, & Kassabaum (HOK), architects, and Ellerbe Becket Inc., engineers, worked closely with agency officials to design Archives II. Also involved with the project is the Gilbane Building Co., which was hired by the Government to act as the construction quality manager to oversee the project's development from the beginning to its completion.

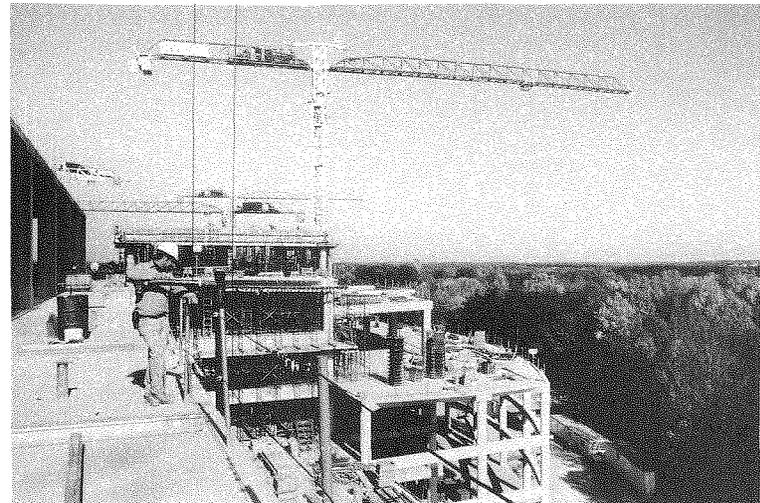
Bids for Archives II were received in two phases. In July of 1990, bidders had been asked to submit technical proposals spelling out how they would manage the construction and what their qualifications and experience were. Following the evaluation of a number of very competitive bids, the George Hyman Construction Company of Bethesda, MD, was selected to construct Archives II. The contract for \$139,257,000 was the largest construction contract ever awarded by the General Services Administration's National Capital Region. It was also the first construction contract to be awarded on the basis of several factors relating to the quality of the construction, with cost as one of the factors, not the determining factor. Economic conditions at the time of the contract's award had a favorable effect on the cost of Archives II, which allowed the purchase of shelving for all records storage areas without additional borrowing.

The George Hyman Construction Company began work at the site immediately. Within the first 3 months, it completed digging the utility pipe tunnel that runs the length of the building and started to pour concrete for the spread footing foundation and to erect the eight tower cranes. This brisk pace was maintained throughout the year, aided by good weather.

The builders organized construction of Archives II as though it were two separate buildings, with separate construction teams working on different parts of the building. One team started at the north end of the building nearest Metzert Road and the other team started at the middle of the building working southward toward Adelphi Road. By September 30, 1991, 79,300 cubic yards



Construction progress meetings are held weekly in the construction trailers at the Archives II site to deal with questions that have come up during the week. Present at this meeting are (from left to right) Terry Marolt, Hellmuth, Obata, & Kassabaum (HOK); Lisa Anders, George Hyman Construction Company (GHCC); Bill Kiser, Gilbane Building Company; Marvin Shenkler of the National Archives, the Archives II project manager; Robert DeWolfe, Gilbane Building Company; Erin Johnston, GHCC; Nick Murphy, Gilbane Building Company; Chris Mento, GHCC; and Chris Kay, representing the company providing the terrazzo for the floors in the public areas of Archives II.

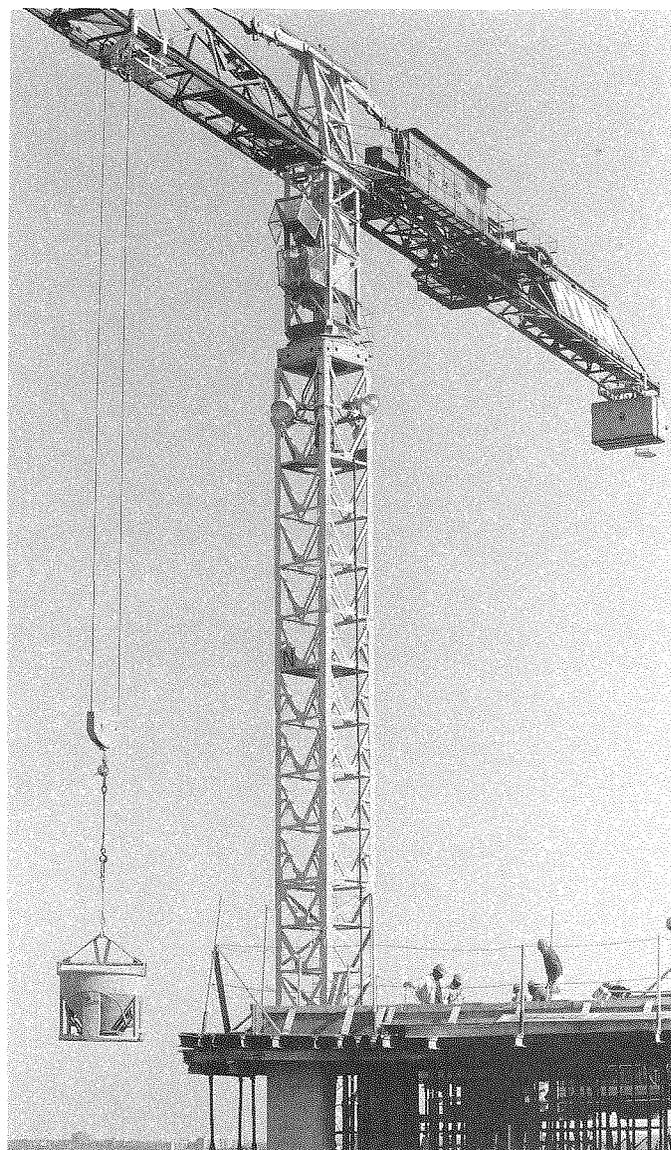


Four of the eight tower cranes at work on the construction of Archives II are visible in this photograph. (Photograph by Earl McDonald.)

of concrete had been poured, approximately 60 percent of the estimated total. Erection of the white precast concrete exterior wall panels followed closely behind completion of the superstructure in various areas of the building. The Hyman Construction Company ended the year ahead of the construction schedule they had originally proposed for Archives II.

When completed, Archives II will consist of more than 1.7 million square feet of gross space (6.8 acres). The building is 1,104 feet long, 448 feet wide, and six stories high at its highest point. Different parts of the building were designed at different heights to diminish visually the overall size of the building and to add architectural interest. The research complex is located on five floors (levels 2 through 6) with the entry into the complex from the first floor lobby. The security checkpoint for the complex is on level 1. After researchers have deposited their belongings in lockers provided for them, they pass through the security stations into the complex and are free to go anywhere within the multilevel complex. The research complex can accommodate 390 researchers at one time. Within the complex there are individual research rooms for each record type, including textual, library, cartographic, motion picture, sound and video, microfilm, still pictures, electronic records, and national security classified records.

Archives II also includes more than 100,000 square feet of laboratory space where preservation of textual

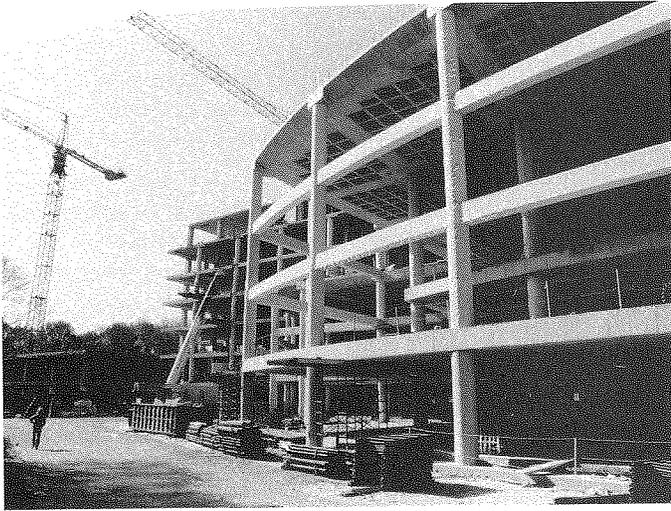


The tower crane operator is hauling up one of the thousands of containers of concrete used in the construction of Archives II. The operator enters the crane in the morning and does not leave until the workday is over. (Photograph by Earl McDonald.)

records as well as audiovisual and cartographic records will take place. The building design also includes a 334-seat auditorium and an 8,200 square foot multipurpose room that can be divided into five separate rooms for various events. An onsite daycare center, designed for 50 preschool children, a cafeteria, and a fitness center will be maintained for the convenience of the staff.

Parking Garage

The site includes a parking garage that can accommodate 763 cars, with an additional 64 parking spaces on the street. The garage has three levels, with the top level at street level. Because the site is located next to the University of Maryland's astronomy observatory, university officials have expressed concern about the probable

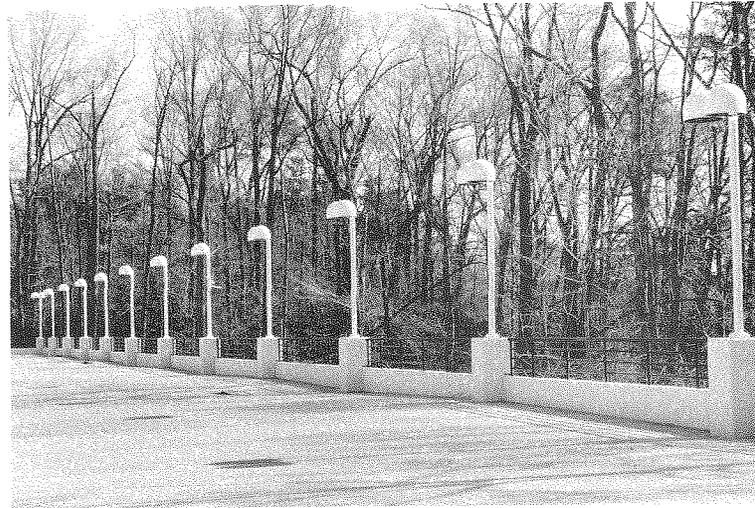


This photograph shows the front of the research complex. When completed, the curved front will be encased in a curtain of green tinted glass. The street level will contain the cafeteria, and the research complex is on levels 2 through 6. (Photograph by Earl McDonald.)

negative impact that lighting from the garage and the building might have on the observatory. The National Archives offered to allay these concerns with the installation of a dual lighting system on the top deck of the garage. Each light fixture will consist of a low-pressure sodium lamp and a metal halide lamp. Low-pressure sodium light can be totally filtered by the astronomers so that it has no effect on their astronomical observations. Unfortunately, these lights cast a yellow light that alters colors, making identification of cars in the lot difficult. Therefore, these systems will be alternated: low-pressure sodium lamps when the observatory is in use (usually not more than 100 nights a year) and metal halide lamps for the remaining nights.

Shelving

The largest contract ever issued by the Government for a high-density mobile storage system was awarded in February to H&S Constructors for the project. In a joint venture with the Spacesaver Corporation of Fort Atkinson, WI, and Harnischfeger Engineers, Inc., of Milwaukee, H&S will provide all mobile shelving and the majority of the stationary shelving for Archives II. The \$48 million contract will provide 520 miles of shelving installed on 14.63 miles (77,257 feet) of rail. The shelving



The parking garage at Archives II will accommodate 763 cars on its three levels. The top deck is at street level and has a dual lighting system consisting of low-pressure sodium and metal halide. Construction of the garage was completed in May of 1991. (Photograph by Earl McDonald.)

system is the second most expensive part of the project, second only to the actual construction of the building.

The National Archives selected a mobile storage system because a traditional stationary shelving system would have required a building of 2.5 million square feet, almost 50 percent larger than the 1.7 million cubic feet of the new building. The system is electronically powered and movable, eliminating the need for fixed aisles between the rows. Storage units, ranging from bookshelves and map cases to museum screens, are mounted on carriages that run back and forth on steel rails. By pushing a button, the carriages are compacted together, creating an aisle that can be used by staff to access a particular row of shelves to retrieve specific archival records.

Before awarding the shelving contract, the National Archives required that H&S, and any of its subcontractors, test the materials and finishes proposed for use in the movable and fixed shelving units, map cases, microfilm cases, and other units to ensure that they were stable, inert, and chemically resistant. Many materials were prohibited from use in the records storage areas, including vinyls, oil-based paints, certain silicones, polyurethane products, pressure-sensitive adhesives, and unstable chlorine polymers. For example, the agency required that all shelving, carriages, and storage containers be electrostatically painted with a durable yet stable powder coat



This construction worker is working on one phase of the installation of 14.63 miles of rails being placed in Archives II to carry 520 miles of movable shelving. The rails and shelving are being provided by H&S Constructors, in a joint venture with Harnischfeger Engineers, Inc., and the Spacesaver Corporation, both from Wisconsin. (Photograph by Earl McDonald.)

paint rather than with the more common enamel paint in an effort to eliminate materials potentially harmful to archival records.

The first rails were delivered by H&S to the Archives II site on August 19, and the George Hyman Construction Company began installing the rails under the supervision of an engineer from the Spacesaver Corporation. Because the rails are being installed before the building is enclosed, H&S was concerned that the rails would rust. To protect the rails, they are fitted with a metal cover that protects them from rust but that can easily be removed after the building is enclosed and it is time to begin installing the carriages and shelves.

Interior Design

To take advantage of favorable economic conditions and to complete Archives II in the shortest time possible, the design and construction of the building were given top priority. Rather than waiting until the design of all of the various elements of Archives II was completed before soliciting bids for the project, several different contracts for individual parts of the project were issued. For example, because it was feasible to clear and grade the site before the building was completely designed, a separate contract was awarded for that task. As soon as the garage design was finished, it was built without waiting for completion

of the building design. Following this pattern, the contract with the George Hyman Construction Company to construct the building was awarded before interior design of the office areas and the research complex was completed.

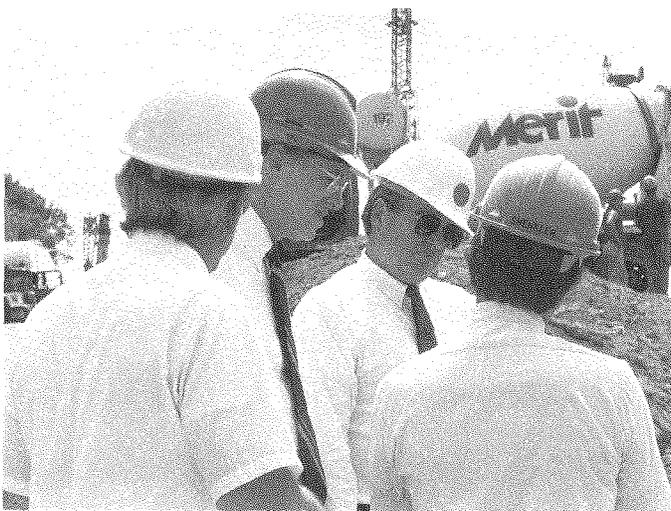
To complete the interior design task for Archives II, the building architects, HOK, selected Peck, Peck and Associates (PPA) as the interior designers for the project. PPA began meeting in May with appropriate staff to interview them about their requirements for office adjacencies, furniture, equipment, filing and storage needs, meeting rooms, and other needs. After the first round of interviews was completed, PPA analyzed the individual space requirements for each organizational unit, determined necessary adjustments, and worked with the agency to make the final space and location assignments within Archives II.

After the units were notified of their space assignment, the next round of interviews with PPA was scheduled to work on detailed layouts of the space. From these layouts would come instructions to the construction company showing where to build interior walls and where to put doors, closets, etc. The layouts also provide detailed information about the furniture that will be required for Archives II, such as the number of workstations, desks, bookcases, chairs, printer stands, filing cabinets, and other items. In addition to determining office layouts, PPA worked with National Archives officials and HOK on the myriad interior design details, such as the materials, colors, patterns, and finishes to be used in the building.

Move Planning

The National Archives also devoted considerable effort during the year to planning the move to Archives II. A staff member of the Gilbane Building Company was selected to act as the move coordinator. Her job includes working with the staff to decide how to undertake moving the records while maintaining intellectual control of the records. Records will be moved to Archives II from the National Archives in the District of Columbia, the Washington National Records Center in Suitland, MD, and the Pickett Street facility in Alexandria, VA. In addition, some of the records stored at Suitland will be moved into the National Archives Building and the records remaining downtown will be shifted within the building to bring together related records. The National Archives will also take advantage of the move to bring together related records that have been dispersed over the years.

The move plan currently assumes that those employees who do not work with archival records will begin



On May 24, 1991, Archivist of the United States Don W. Wilson conducted a tour of the Archives II site for Dr. William E. Kirwan, President of the University of Maryland at College Park. The university donated the 33-acre site on which Archives II is being constructed. From left to right are Robert DeWolfe, Gilbane Building Company; Dr. Kirwan; Dr. Wilson; and Marvin Shenker, Archives II project manager. (Photograph by Earl McDonald.)

to move into Archives II in November of 1993 after telephones and data systems have been installed. Records, and the staff who work with those records, will begin moving to Archives II in January of 1994. Reorganization of the stacks in the National Archives Building and the move of the last archival records from Suitland to this building may take an additional 6 to 9 months. Every attempt will be made to restrict the amount of time any specific group of records will be closed for research use.

After the move plan has been approved by agency officials, it will become the basis of a solicitation for bids from companies interested in the job of moving the largest group of archival records ever attempted. The Federal Supply Service has agreed to assist in developing and awarding the move contract.

Community and Professional Liaison

During the year, officials of the National Archives and the University of Maryland continued to address issues of mutual interest through the mechanism of the Archives Research Coordinating Committee (ARCC). This Committee was established to coordinate joint educational and scholarly projects between the National Archives and the university after the building opens. In the meantime, ARCC has been called upon to address some issues related to the construction that have affected the university. The Committee is also using these meetings to work out administrative and logistical matters, such as the staff's use of the university's library, shuttle bus service, and other facilities and programs. Briefings for the University of Maryland department heads and staff have continued in an effort to expand their knowledge about what the



On May 18, 1991, the National Archives held its second community day at the Archives II site. Neighbors and staff were invited to tour the site and listen to tour leaders (such as Robert DeWolfe of the Gilbane Building Company, construction quality managers for the project) describe the construction process and discuss the schedule to complete the building. Mr. DeWolfe is standing on the far right of this photograph wearing a white hardhat. (Photograph by Earl McDonald.)

National Archives can offer their particular programs.

Neighbors and future staff were invited to visit the site for the second time to see the construction progress. On a sunny Saturday in May, approximately 70 visitors came to tour the site. Those who had attended the first community day in August of 1990 had seen the site cleared and graded, with excavation well under way for the garage and the north end of the building. By the second community day, foundations were in place and parts of the building were rising out of the ground. For the first time, visitors began to have an impression of the massiveness of the building.

Throughout the year, Office of Management and Administration representatives gave briefings on the building's progress to the staff and professional groups, such as the Society of American Archivists and the National Association of Government Archives and Records Administrators. Through the Archives II advisory group, consisting 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, officials attempted to keep the user community informed. In June, the advisory group met with the Peck, Peck and Associates interior designers to discuss furniture for the research complex. The designers sought information from the advisory group about the advantages and disadvantages of research rooms they had visited and design elements such as chairs, tables, and lighting. Some of the discussion focused on the compromises that must be reached between a researcher's ideal and the agency's need to protect the records being used from physical harm or theft.

Preservation



Conservator Elissa O'Loughlin gently dusts the surface of a chromolithograph. This document, which was entered as evidence in a court case, was folded for storage long before it was transferred to the National Archives. (Photograph by Jerry Thompson.)

Archival Research and Evaluation Staff

The planning for research and preservation projects and the oversight of the agency's preservation program are the responsibility of Preservation Officer Alan Calmes, a member of this Staff.

Preservation Program Monitoring

The goals for preservation work in FY 1991 were substantially exceeded in several areas. Holdings maintenance actions, designed to improve the storage environment of archival records and retard or eliminate the need for conservation treatment, were planned for 74,740 cubic feet of records. In fact, 127,330 cubic feet received

holdings maintenance attention. Other categories of preservation work that surpassed goals were 84,876 sheets of unbound paper treated by laboratory processes, whereas 75,800 had been planned, and 5,025,092 microfilm images created, whereas 4,185,100 had been planned.

Magnetic Tape and Other Plastics

The National Institute of Standards and Technology (NIST) delivered a final report on its study on the aging characteristics of polyester-based magnetic tape. Funded by the National Archives since 1980, this study indicates that polyester-based magnetic tape has a life expectancy conservatively estimated at 20 years when maintained in

a benign ambient environment, such as that found in ordinary magnetic-tape libraries. The study places new emphasis on the role that acidic atmospheric pollutants play in initiating degradation, which points to the need for chemically filtered air and acid-free containers—even, perhaps, alkaline-buffered paper boxes. The study found that once degradation is initiated, rapid self-generated degradation follows. Although manufacturers are aware of this phenomenon and place acid inhibitors into the plastic, the additives are eventually consumed.

The objective of an archivist in maintaining magnetic tape, therefore, is not only to keep it cool (as far below 68°F as possible) and dry (30-40% RH), but also to eliminate acidic pollutants from the macro- and micro-environments, such as the removal of oxides of nitrogen originating from automobile exhaust.

Before records are transferred to the National Archives, they may have been stored in harsh environmental conditions and subjected to rough handling. Archival materials made of plastic often arrive in need of special attention. For example, cellulose nitrate film may arrive in an advanced state of deterioration and be highly flammable and in need of immediate duplication. Dictaphone belts may arrive cracked and broken. Motion picture films, videotape recordings, photographs, sound recordings, and computer data tapes are especially vulnerable. Some of the most important historical information of the second half of the 20th century will require special conservation and duplication to preserve the memory of the Nation. An archivist needs to know the aging characteristics of plastics, conservation measures suitable for plastics, and copying techniques. Additional studies to address these needs are being conducted by this Staff.

Packing and Moving Objects

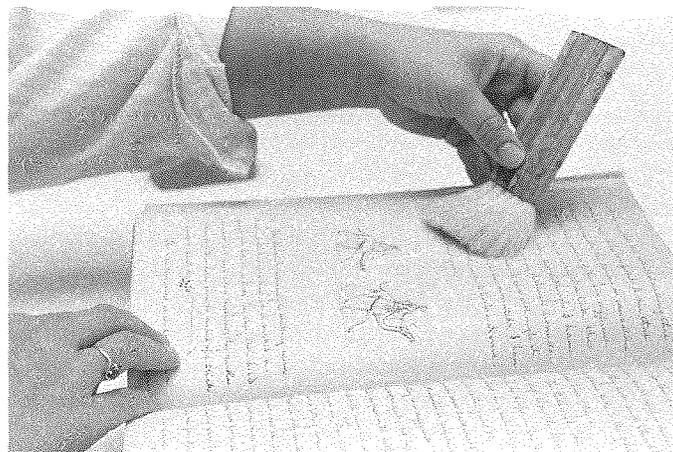
In planning the move to Archives II, archivists noted some three-dimensional objects, artifacts, and textile items mixed in the files. Because these items might require special care in packing and moving, a meeting of the NARA Advisory Committee on Preservation was held on May 14 and 15, 1991, to recommend guidelines for packing and moving many different kinds of objects. The 12 participants at the meeting included Norbert S. Baer of the Conservation Center, NYU Institute of Fine Arts; Mary Ballard, Senior Textile Conservator at the Smithsonian Institution; and Mervin Richard, Conservation Department of National Gallery of Art.

Sixth Annual Preservation Conference

The sixth annual Preservation Conference was held at the National Archives Building on March 19. The focus of the Conference was on the preservation of electronic records. Sessions dealt with the current preservation practices at the National Archives of Canada, the Inter-University Consortium for Political and Social Research, and the National Archives; the challenges posed by the newer forms of electronic records; and a comparison between magnetic tape and optical media for preservation of electronic records. The Conference also included a demonstration of equipment and database systems for copying magnetic tape onto optical systems.

Standards

The Staff's participation in the work of the National Information Standards Organization (NISO) has assured that the preservation of archival materials is emphasized in NISO's strategic plan for the development of key standards. The NISO preservation portfolio includes work toward preservation standards in these areas: archival storage, because the useful life of materials can be significantly extended by the application of proper environmental and physical controls; original media, because some overlap of preservation and manufacturing concerns is unavoidable; book binding, because binding standards are needed for various categories of books so that



Conservator technician Barbara Pilgrim gently cleans page surfaces in a bound volume. This is a preliminary treatment step to remove loose dirt that can obscure text and image areas. (Photograph by Jerry Thompson.)

archivists, publishers, and book manufacturers can agree on requirements for durability and usability; physical treatment and condition of archival materials, because, for example, there is a need for a standard definition for what constitutes "brittle paper"; and reformatting, because there is a need for standards for reformatting and copying a wide variety of media.

Alkaline Paper

This year, the National Archives, the Library of Congress, and the Government Printing Office began monitoring the implementation of the policy requiring that Federal records, books, and publications of enduring value be produced on acid-free permanent papers.

During the year, three interagency meetings were held to define explicitly the terms related to the policy, to request the development of standards and specifications by the Joint Committee on Printing to enable the procurement of a wider variety of permanent papers, and to begin the planning for the first progress report on the policy, due to the Congress on December 31. The Archivist was represented in these interagency meetings by John Constance, Director, Policy and Program Analysis Division; Lewis Bellardo, Director, Preservation Policy and Services Division; and Susan Lee-Bechtold of the Research and Testing Lab.

The joint effort is in accordance with Pub. L. 101-423, A Joint Resolution to Establish a National Policy on Permanent Papers.

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 \$5.7 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, 113,225



Document restorer Anne Elam uses an ultrasonic welder to encapsulate a document in polyester film—a clear, stable plastic. This is a housing technique that provides immediate visual access while protecting weak or damaged documents during handling. (Photograph by Jerry Thompson.)

hours were devoted to holdings maintenance nationwide. The staff processed 1.12 cubic feet of records per hour, a 15-percent increase in productivity over 1990.

Conservators provided formal training for staff carrying out holdings maintenance tasks 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.

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 Presidential cartoons for the exhibition "DRAW! Political Cartoons from Left to Right" were surveyed and treated in preparation for the June opening. In addition, records from the holdings of the Office of the National Archives were examined and treated in preparation for the traveling exhibition "World War II: Personal Accounts—Pearl Harbor to V-J Day." Especially notable documents

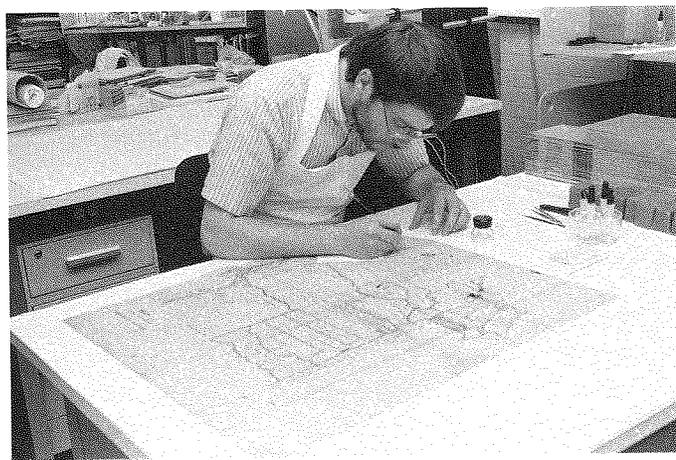
included Hitler's last will and political testament, and the German and Japanese surrender documents.

Conservation work continued on early charts from the Lake Survey, which were accessioned this year from the National Oceanic and Atmospheric Administration (NOAA). These charts are part of the T-series, which comprises topographical manuscript charts depicting the coastal United States. As the records were received by the National Archives in groups of several hundred, conservators completed a condition survey and performed basic conservation treatment and archival housing.

A special project to rehouse important 19th-century glass plate negatives, including images from the studio of Mathew Brady and photographs of the Western Survey, was completed. The records are now housed in a climate-controlled vault in special cabinets. Primary housing for those important records is constructed of paper and paperboard, which is nondamaging to photographic images.

The Delaware Ratification of the Bill of Rights received extensive examination in response to a request from the State of Delaware to exhibit the document on Delaware Law Day, December 7. Delaware's ratification was written on the parchment copy of the proposed amendments and returned to the Federal Government in January of 1790.

Staff activity was directed to records that would be vulnerable to damage during the forthcoming move to



Conservator technician Alan Puglia tests the ink on this hand-drawn map to determine its sensitivity to moisture. Examination and testing are performed before conservation treatment is carried out to ensure that paper and media can be safely treated. (Photograph by Jerry Thompson.)

the new National Archives building at College Park, MD. Pilot projects in the conservation laboratory were instituted to develop permanent protective housing systems for oversize and bulky records that are scheduled to move.

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 a specific plastic is damaging over time. During the year, physical testing was completed on simulated bound volumes that were aged. Single sheets had been aged last year 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.

Staff members from the Research and Testing Lab and both the conservation labs provided expert review and comments on the experimental design for the microenvironment research project contracted by the Archival Research and Evaluation Staff with the National Institute for Standards and Testing.

Training and Outreach

During the past year, the Document Conservation Laboratory has been involved in a variety of teaching activities. Conservators have lectured on preservation topics in numerous training courses for the 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 microcamera operators working for micropublishers 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.

Special Media Preservation

During the past year, the highest priority was given to the duplication of the 1920 census in preparation for its opening to the public in all 12 regional archives and in Washington on March 2, 1992. Because of the magnitude of the task, the motion picture laboratory assisted the microfilm duplication laboratory in duplicating more than 159,885 rolls of census microfilm. By the end of the fiscal year, all 12 of the regional archives had received copies of the 10,659 rolls. In addition, the staff completed three master negatives of the census, two for use in duplicating rolls for the public and one for preservation storage.

In the area of special media, one critical long-term goal is the preservation of acetate-based negatives used for still photography. Acetate-based film stock, particularly the stock used to produce still negatives from the 1930's through 1950's, is subject to sudden rapid deterioration. Although almost 32,000 prints and negatives were reproduced during the year, the rate of progress is not acceptable when compared with the approximately 1 million acetate-based negatives at risk in the National Archives. In order to solve this dilemma, photographic preservation specialists investigated a new methodology for duplicating original negatives. Working with several vendors, they created a roll film duplication camera, the use of which could double the entire preservation output of the still photography lab. By the end of the year, one camera was ready for testing, and another was planned for procurement during the coming year.

In the area of sound and video preservation, the recording laboratory completed the duplication of the Senate video recordings, a joint project with the Library of Congress to ensure that each institution has copies of all recordings. The staff continued an extensive effort to record again the seriously deteriorated memobelt recordings of the interrogations that took place as part of

the Nuremburg War Crimes Trials following World War II. As the year ended, the staff had completed 33 percent of the 14,000 belts. During the year, the recording laboratory produced preservation copies of 60,070 minutes of video recordings and 74,555 minutes of sound recordings.

Office of Presidential Libraries

During the past year, preservation work was carried out on 884,104 pages, principally in reproducing on archival-quality paper those originals on unstable mediums, such as newsprint, Thermofax, and carbons.

The Ford Library audiovisual staff made copy negatives and contact prints of 204 photographs from the library's scrapbook and congressional collection. In a continuing project, more than 4,800 congressional photographs were placed in polyethylene sleeves.

The Truman Library continued its program of systematic preservation work on manuscript collections and completed work on the Leon H. Keyserling and John B. Moullette papers. Consultants Jean Svadlensk and Lisa Houston completed the fourth phase (cataloging and storing) of the treatment of the clothing and accessories collection. Sheri Johnson, of Kansas State University, performed fiber identification of the clothing. The Truman Library sent an Iwo Jima maquette and sculpture by Felix DeWeldon to a conservator for treatment. The sculpture will later be on display during the World War II 50th anniversary observance.

The National Historical Publications and Records Commission

The Commission and the Nation's Documentary Heritage

William Carlos Williams, poet and physician, once wrote, "I used to learn so much from the families I saw on my house calls—so much that I often wondered whose words I was putting into my poems, theirs or mine." As we reach back and draw from our past, as we reconstruct the events, as we discover our culture and heritage, we share with William Carlos Williams the need to preserve the right words, the accurate record. Over a century before Williams was making his physician's rounds, Thomas Jefferson in 1791 sounded a call to preserve the Nation's historical documents from the ravages of "time and neglect." "The lost cannot be recovered," Jefferson wrote, "but let us save what remains."

Today, we share with William Carlos Williams and Thomas Jefferson an appreciation of the importance of saving and making available for study the records of our history. It is to this work that the National Historical Publications and Records Commission (NHPRC) is committed. The NHPRC is at the center of a growing national effort to preserve and publish our written heritage. Behind all of the Commission's work is the determination to protect a national documentary treasure that, if lost, cannot be replaced.

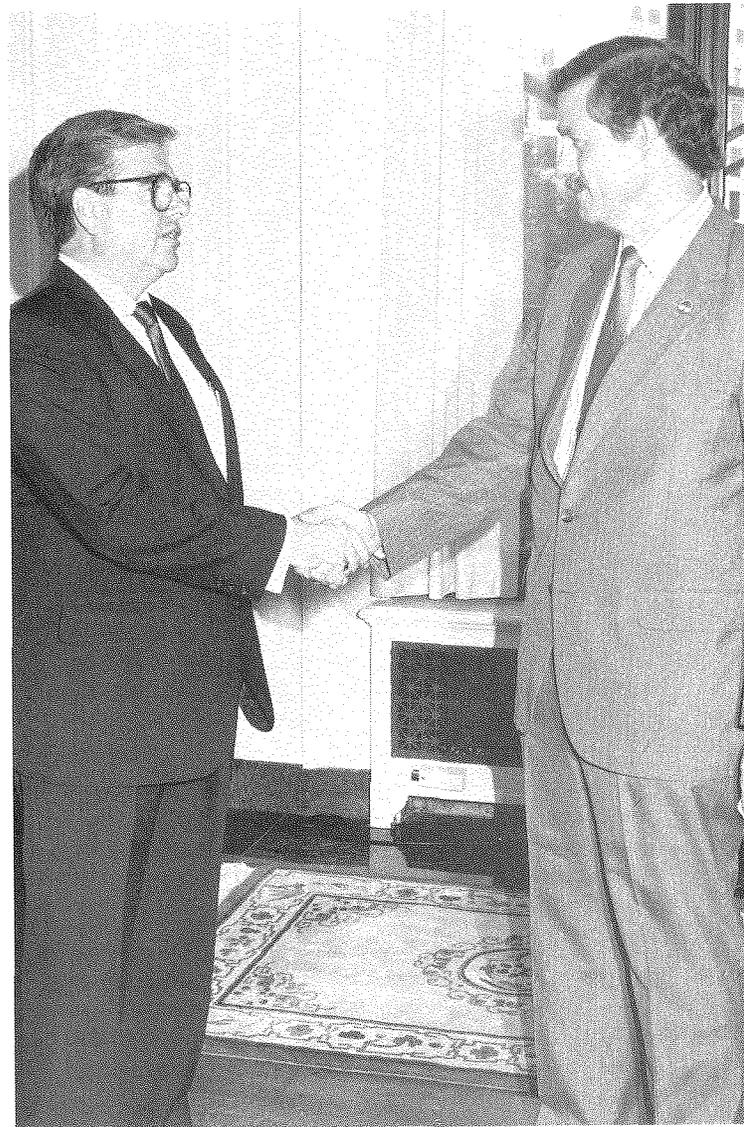
The NHPRC is the grant-making body of the National Archives and comprises 15 members from the Congress, the Supreme Court, and Federal agencies as well as representatives of historical and archival organizations. The NHPRC is chaired by the Archivist of the United States and provides grant support to historical and archival projects across the country.

In 1991, the Congress appropriated \$5.25 million for the grant program, approximately half of the currently authorized ceiling of \$10 million. Those funds have not only stimulated vital historical and archival work, they have also stimulated donations of additional moneys from foundations, corporations, and projects' institutions. Private-sector contributors have provided more than 50 percent of the costs of Commission-supported projects.

Behind the work of the NHPRC is the proposition that the Nation's historical documents are critically important to our understanding of the country's past and must be preserved and used. Documents are a direct link to the past, informing us, giving us firsthand testimony, offering an intimate bond to previous generations. The NHPRC offers advice, assistance, cooperation, and encourage-

ment to all individuals and institutions committed to the preservation of our documentary resources.

In its grant program, the NHPRC supports the publication of documentary materials central to an understanding of the Nation's history. Through book and microform editions, the NHPRC seeks to make a vast range of historical materials more widely accessible, enabling teachers to offer students primary sources of information,



Archivist Don W. Wilson congratulates Gerald W. George as he assumes his office as Executive Director of the National Historical Publications and Records Commission in January. (Photograph by Jerry Thompson.)



*Frances Willard (1839-98) was one of the most renowned women of her day. President of the influential Woman's Christian Temperance Union (WCTU), she was also a respected advocate for reform on behalf of women's rights, family issues, and the labor movement. Carolyn De Swarte Gifford is producing a one-volume edition of selections from Willard's journals. The NHPRC awarded Dr. Gifford's project a grant of \$10,000 in February. This photograph was taken in 1893 at The Priory, Reigate, England, one of the estates of Isabel, Lady Henry Somerset. Lady Somerset was Willard's friend and president of the British Women's Temperance Association. In the face of flagging energy and ill health, Willard took up bicycle riding for exercise, describing her attempts in her journal. She is shown here aided by two of her stenographers. She told the story of her successful struggle to learn to ride a bicycle at 53 in *A Wheel Within a Wheel*, using it as an example to encourage women to persevere toward their goals, writing: "She who succeeds in gaining mastery of the bicycle will gain the mastery of life." (Photograph courtesy of the Frances E. Willard Memorial Library, National Woman's Christian Temperance Union Headquarters, Evanston, IL.)*

helping researchers negotiate elusive research paths, enriching the scholarship of historians, and providing essential historical information to all Americans—from the genealogist tracing family roots, to the lawyer seeking historical precedent, to the student discovering events long past.

In 1991, NHPRC grantees produced new volumes of *The Black Abolitionist Papers*, the *Papers of John C. Calhoun*, the *Samuel Gompers Papers*, the *Nathanael*

Greene Papers, the *Papers of George C. Marshall*, the *Eugene Debs Papers*, and the *Papers of Frederick Douglass* among many others. In addition, a major microfilm publication, *The Papers of Elizabeth Cady Stanton and Susan B. Anthony*, appeared in 45 reels, and editors completed an 11-volume edition of the *Papers of Henry Clay*.

The nearly 50 editorial projects supported by the NHPRC have gathered great reservoirs of source material. Most of the projects have undertaken massive national and, in some cases, international searches for material—efforts that could be achieved only by teams of researchers. Their work has yielded challenging new information and insights. From the writings of isolated padres on the Southwestern frontier to battlefield reports from the European front 400 years later, the documents are answering old questions and raising new ones. The projects are making available a wealth of material that is profoundly shaping our view of the country's past.

The NHPRC encourages State and local governments, historical societies, libraries, academic institutions, and others to act vigorously to collect and preserve documents of national historical importance, especially those in danger of destruction. It helps archivists assess conditions and needs of records, create archival programs, and develop archival processes. In 1991, grantees issued a wide variety of materials, such as a planning guide from the National Association of Government Archives and Records Administrators entitled *NAGARA GRASP: Guide and Resources for Archival Strategic Planning*; Dr. Frank Boles's *Archival Appraisal*; the Newberry Library's *Records Disposition Handbook*; and Victoria Irons Walch's *Report on Archival Activity in the United States*.

Through its work, the NHPRC has uncovered substantial evidence that large bodies of important historical documents are being lost. Commission-supported assessment studies in States across the country have revealed severe problems of archival maintenance and public access to records in archives, historical societies, city and county governmental agencies, courthouses, and other repositories. NHPRC grantees are saving jeopardized records, organizing them for use, and making them available via regional and national networks. NHPRC grantees are setting up archival and records programs, taking steps to master archival problems, issuing new products to help in archival work, and collaborating with the States to meet records needs nationwide.

One important need that the NHPRC addressed this year was the preservation of moving-images collections. This century has witnessed a dramatic technological



Saloon in Tucson, AZ, circa 1920. This print was made from a glass plate negative (image number B 93,521) in the Henry and Albert Buehman Memorial Collection. Henry Buehman was a German immigrant who became a miner, rancher, Mayor of Tucson, and a portrait and documentary photographer. In the latter role he recorded the social, economic, political, cultural, and architectural aspects of Tucson and southern Arizona. His photographic pursuits were continued by his son Albert; thus, the Buehman glass plate collection extends from the 1870's to the 1930's. In 1967, following the death of Albert, the Arizona Historical Society purchased the Buehman collection. In June of 1990, the NHPRC awarded a grant of \$50,000 to the society for a 2-year project to preserve, arrange, and make available 5,000 images from unprinted glass plate negatives in the collection. (Photograph courtesy of the Arizona Historical Society, Henry and Albert Buehman Memorial Collection.)

revolution in the creation and dissemination of visual information. Archival collections of national and local television newsfilm and videotapes provide information about the day-to-day events and activities that have shaped the social and cultural fabric of both urban

and rural communities. Many of these collections are in jeopardy.

In 1991, the NHPRC provided funding to the American Film Institute's National Center for Film and Video Preservation to publish a curatorial manual on the admin-

istration and processing of archival television newsfilm and videotape collections. The manual will discuss all facets of archival operations and will provide guidelines, recommendations, and standards for acquiring, organizing, preserving, cataloging, and providing access to these moving-image materials. Codirected by the AFI's Gregory Lukow and Steve Davidson (who is director of the Louis Wolfson II Media History Center in Miami, FL), the manual will be written by a number of experts in the field, edited by Steve Davidson, and distributed nationally.

This is only one of several projects that the NHPRC has sponsored to help preserve important visual-image historical collections across the country. Preserving and providing access to these resources now will ensure that researchers can use them in the future.

Charting Future Directions

The NHPRC is charged by law to report to the President, the Congress, and the public on what needs to be done to maintain an accessible record of America's historical experience. During 1991, it inaugurated a major new assessment of past policies and current needs in the field in preparation for a long-range plan that will identify priorities for the 1990's and beyond. The NHPRC is determined that, through this planning work, it will provide the Nation with a fresh assessment of its records needs. The work on the plan is under the guidance of the Planning Committee, chaired by Dr. John A. Williams, the member of the Commission representing the American Historical Association. Other Planning Committee members are Dr. William Z. Slany and David H. Hooper.

There are several major needs: the need to inform the public about records needs; to provide scholars, teachers, students, and the public with documentary editions covering the diversity of American historical figures and subjects; to help archivists, editors, historians, and others solve problems that impede the preservation, publication, and use of historical records; and to collaborate with States' efforts to preserve documentary resources.

In its long-range planning deliberations, the NHPRC is using the findings and recommendations of studies by various organizations and independent study groups made over the years, including several recent reports issued in 1991 with NHPRC support. For example, an NHPRC grant to the Minnesota Historical Society resulted in the working meeting on research issues in electronic records. Forty-six participants met in Washington, DC, on January 24 and 25, to determine "a national agenda for

research in the archival management of electronic records." In June, the Commission members gave formal endorsement to the meeting's report and recommendations, which set up an agenda for research into the problems and challenges posed to the archival community by the massive and growing volume of automated records.

Also in 1991, a report from the Council of State Historical Records Coordinators recommended ways in which the NHPRC could work more effectively with the States. The coordinators asked the Commission to provide funds to the States for strategic planning, for the expansion of existing regrant programs, and for other activities to meet State and local records needs.

Between November 15 and 17, 1990, the History Committee of the Statue of Liberty-Ellis Island Foundation, in cooperation with the University of Minnesota's Immigration History Research Center, sponsored the Conference on Documenting the Immigrant Experience. The conference had two purposes: to devise a strategy for preserving, collecting, and providing access to materials for research on the immigrant experience in the United States and to explore the feasibility of publishing a series of volumes that would document the history of immigrant groups through their own writings. The conference attracted 42 participants, representing a wide range of research fields.

As it deliberates on future goals and directions, the NHPRC will also benefit from the findings of the Historical Documents Study, sponsored by the American Council of Learned Societies and directed by Dr. Ann Gordon. This major study is funded by the NHPRC and is investigating the activities and needs of researchers in American historical sources.

Required by law to "make plans, estimates, and recommendations for historical works and collections of sources it considers appropriate for preserving, publishing, or otherwise recording at the public expense," the NHPRC also must review priorities in preparation for asking the Congress to reauthorize its appropriations for grants. The present authorization expires at the end of fiscal year 1993.

This Generation and the Next

With help from the Andrew Mellon Foundation, the NHPRC offers fellowship programs, both in archival administration and in documentary editing, and also conducts an annual, 2-week training institute at the University of Wisconsin on techniques of editing.

Additionally, the NHPRC sponsors conferences and symposia, presents awards at the annual National History Day ceremonies honoring teacher and student achievement in historical education, and encourages documentary editions geared for classroom use.

This year, the NHPRC honored with its Distinguished Service Award a pioneer archivist, Dr. H. G. Jones, curator of the North Carolina Collection at the University of North Carolina at Chapel Hill. This was the second presentation of the annual award; the first recipient was Dr. Arthur S. Link, editor of the *Papers of Woodrow Wilson*.

At a ceremony held at the National Archives on October 16, NHPRC Chairman and Archivist of the United States Dr. Don W. Wilson presented the award to Dr. Jones, saying "he has served the archival and historical communities on many fronts ... as state archivist and director of the North Carolina Division of Archives and History, as president of the Society of American Archivists, and as a member of our own Commission." In all these roles "he has demonstrated his commitment to the highest professional standards." Wilson also noted Jones' achievements as an author, pointing out that two of his books on archival science, *The Records of a Nation* and *Local Government Records*, received the Society of American Archivists' Waldo Gifford Leland Prize.

In the careers of individuals such as Arthur Link and H. G. Jones, the next generation of documentary editors and archivists can see the exemplary efforts needed for the vital work ahead to preserve and publish the Nation's historical records. The NHPRC seeks to ensure that we have talented and dedicated individuals prepared to carry on that work.

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

Philip R. Sharp of Indiana

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

Charles T. Cullen, President and Librarian, The Newberry
Library

National Association of Government Archives and Records Administrators

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

Organization of American Historians

Joan Hoff, Professor of History, Indiana University

Society of American Archivists

John A. Fleckner, Archivist, Archives Center of the
National Museum of American History, Smithsonian
Institution

Publications and Records Grant Funding by State (Funds Disbursed in Fiscal Year 1991)

Northeast		South		West	
Connecticut	\$173,511	Alabama	\$ 10,000	Alaska	\$ 11,524
Delaware	51,949	Arkansas	4,000	Arizona	103,857
Maine	77,370	Florida	54,330	California	233,486
Massachusetts	202,800	Georgia	94,855	Colorado	43,478
New Hampshire	8,000	Kentucky	32,000	Idaho	19,542
New Jersey	194,918	Louisiana	107,060	Nevada	1,796
New York	537,395	Maryland	267,202	New Mexico	42,000
Pennsylvania	65,960	Mississippi	94,139	Oregon	217,831
Rhode Island	67,990	Missouri	196,668	Utah	7,170
Vermont	2,187	North Carolina	224,165		
		Oklahoma	10,000	District of Columbia and Territories	
Midwest		South Carolina	191,022	District of Columbia	\$ 340,256
Illinois	\$153,000	Tennessee	241,350	Regional Projects	147,876
Michigan	95,553	Texas	128,515	National Projects	299,030
Minnesota	36,755	Virginia	253,648	TOTAL Grants	<u>\$5,279,716</u>
Ohio	44,625	West Virginia	39,850		
Wisconsin	151,053				

Staff Expenses

Personnel	\$824,230
Travel of Commission members and staff	48,699
ADP equipment	2,872
Other operating expenses	63,879
Total	\$939,680

Commission Staff

Executive Director	
Gerald W. George	202-501-5600
Deputy Executive Director	
Roger A. Bruns	202-501-5603
Program Director	
Nancy A. Sahli	202-501-5610

Remembering Sara Jackson

A Memorial Tribute by Roger Bruns

I first saw her in 1967 holding forth in the research room of the Old Military Records Branch, explaining some of the intricacies of one filing system or another to a couple of novice researchers. She knew so much about the records, about the interrelationships between one agency and another, about the filing systems and how to use them, about that one particular box somewhere in the labyrinth that might hold the answer. She spoke with an insight that was at once reassuring and intimidating. I soon found out that she was a respected authority, a mentor on documentary research to professors and to their students. People went out of their way to seek help from Sara Jackson.

When she joined NHPRC in 1969, it was as if the Commission had pulled off the biggest deal of its history, as if Hank Aaron or Mickey Mantle had just been signed. Sara loved the Commission because it stood for historical discovery, and she quickly established close friendships—not only with us on the staff, but with many of the editors of Commission-supported projects, helping them track down elusive clues, uncovering new caches, showing them how to negotiate the most difficult research trails. To such projects as the Papers of Ulysses S. Grant, Jefferson Davis, Frederick Douglass, and Emma Goldman, Sara made special contributions. The first published volume of the monumental *Freedom: A Documentary History of Emancipation* is dedicated to her.

For the Commission she became a kind of envoy extraordinaire, explaining our work, encouraging new projects, forming panels for professional meetings on various historical themes touched by our projects. The Commission has never had a more tireless worker and enthusiastic advocate.

She was a native of Columbia, SC, and a 1943 graduate of Johnson C. Smith University in Charlotte, NC. For a brief time, she taught school in Beaufort, SC, and then, in 1944, moved to Washington, DC, to take a clerical job at the War Department. Later that year, she joined the National Archives, then in only its first decade of operation.

Historian Frank Vandiver, now a member of the Commission, remembers Sara helping him search through Civil War records for his doctoral dissertation. Sara helped numerous other researchers working in Civil War history through the years. In 1990, almost 50 years after her first meeting with Vandiver, the Houston Civil War Round Table presented Sara with its Frank E. Vandiver Award of Merit for outstanding contribution to Civil War scholarship.

She received an honorary doctorate from the University of Toledo in 1976 and served on the council of the Southern Historical Association, as an officer and director of the Council on America's Military Past, and on the Board of Directors of the Friends of Fort Davis. In 1989 she was chosen by West Point to present a graduation award named in honor of Henry Flipper, the Academy's first black graduate, for achievement in the face of adversity. Sara had uncovered many records on Henry Flipper and had taken a special interest in his life.

I worked closely with Sara for over two decades and saw her influence range from esteemed scholars to young people first venturing into historical research. She informed and inspired with personal grace, a deep respect for history, and an infectious love of research. She had a quick, inquiring mind and a sometimes biting wit. She couldn't tolerate sloppy work or wasted time. She made me and everyone else around her better at what we did.

In book after book published in the last quarter century, the name of Sara Jackson appears in acknowledgments. People around the country had enormous respect for Sara, admired her talent and character, valued her friendship. At her memorial service on April 17, the church overflowed with friends and emotions. That week, letters and phone calls told of the extraordinary influence this woman had on so many lives. Those individuals will never forget; neither will I.

Sara Dunlap Jackson
1919-1991

A scholarship fund has been established in Sara Jackson's name to help minority students pursue historical research. Donations should be made payable to "Sara Dunlap Jackson Scholarship Fund" and sent to: Jackson Award, 921 County Road, #307, Durango, CO 81301.

The National Archives Trust Fund

Overview

The National Archives Trust Fund had a net operating income of nearly \$500,000 for fiscal year (FY) 1991, which represents a decrease of approximately \$368,000 from the previous year. The decrease resulted from lower sales of reproductions and mail orders for Museum Shop merchandise as well as from increased expenses for auditing services and the development of an enhanced order tracking system. Net income, after adding investment income, miscellaneous income, and adjustments to prior year operations, was more than \$1.1 million.

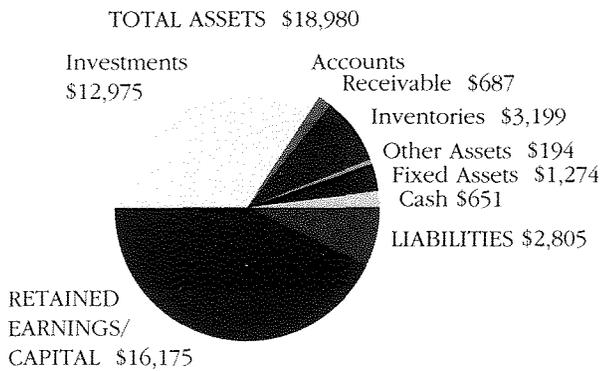
Financial Condition

Assets increased by almost \$2 million in FY 1991 from the previous year. Liabilities also increased by approximately \$834,000. Retained earnings/capital increased by slightly more than \$1.1 million.

Income and Expenses

Gross sales decreased by \$268,000 from FY 1990, with a majority of the program areas reporting lower sales for the year. The cost of goods and services rose slightly more than \$100,000 due to higher supply costs and increases in personnel costs in most Trust Fund program areas.

Trust Fund Financial Condition (in thousands)



Total Trust Fund (in thousands)

	1991	1990
Revenue	\$11,468	\$11,736
Cost of Goods and Services	<u>10,968</u>	<u>10,868</u>
Income from Operations	500	868
Total Other Income	973	1,014
Total Other Expenses	<u>342</u>	<u>70</u>
Net Income	<u>\$1,131</u>	<u>\$1,812</u>

Reimbursement

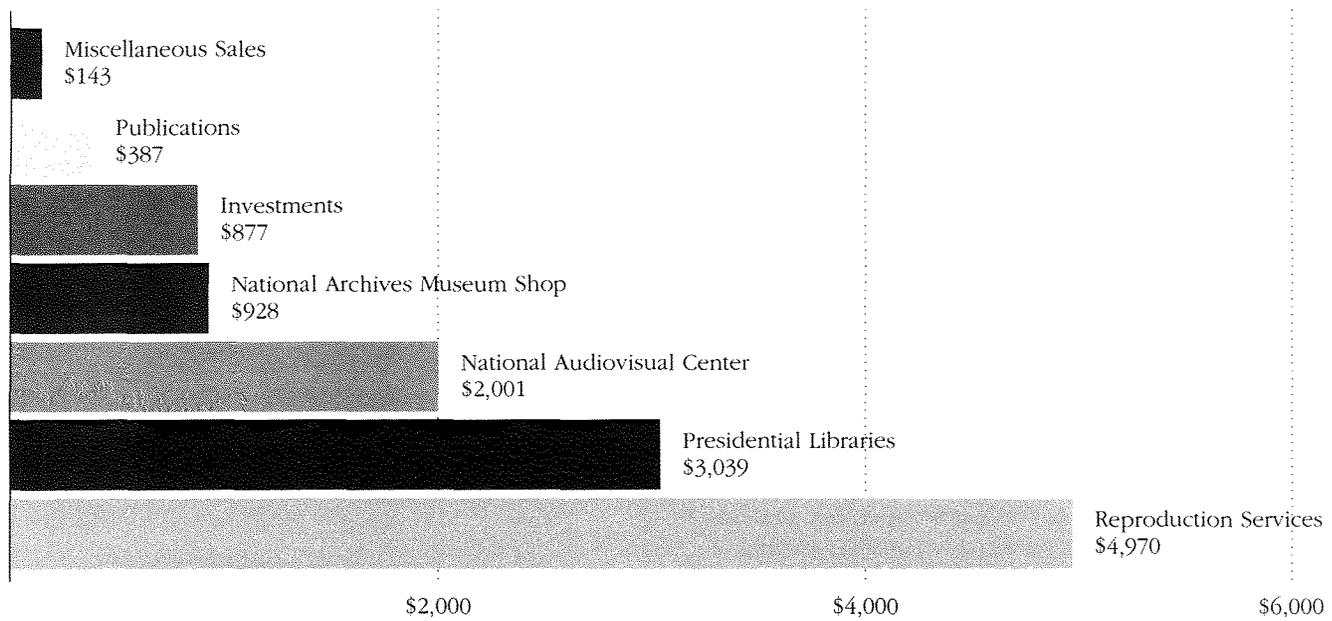
The National Archives appropriated fund reimbursed the Trust Fund \$490,000 to cover its costs to produce electrostatic copies for administrative use. Total administrative copies produced declined 7 percent from FY 1990.

Payments Made

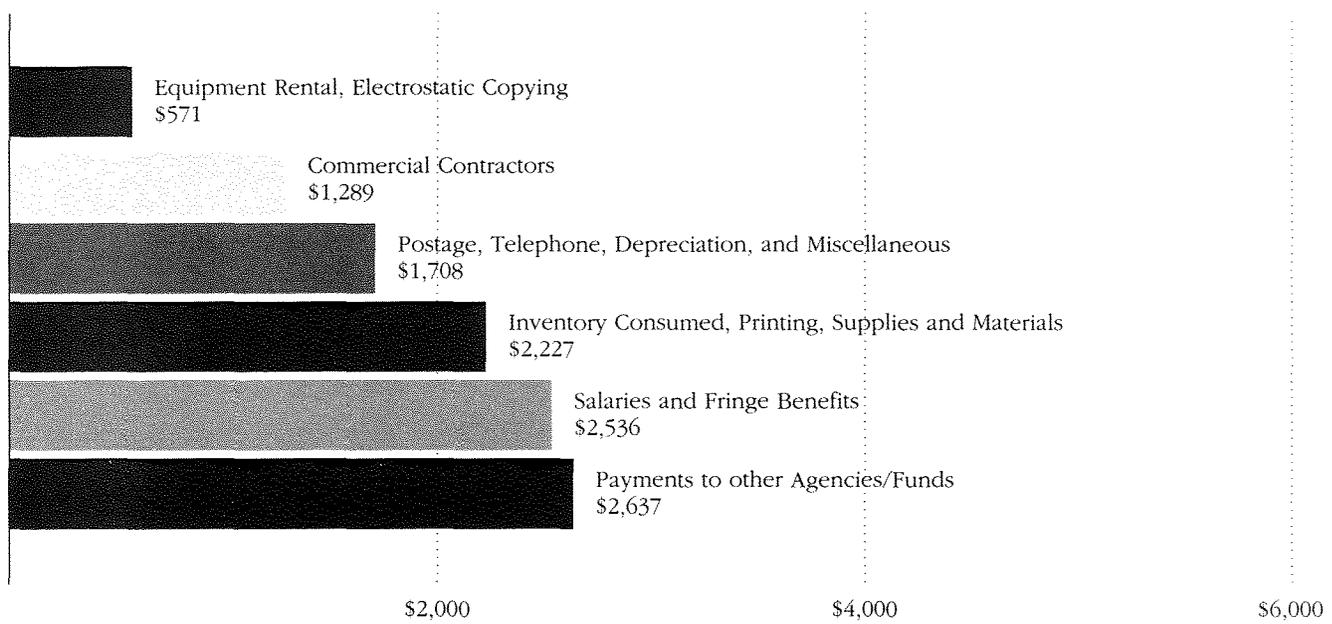
Payments were made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff in the following areas:

Payments Made	1991	1990
Office of the National Archives		
Reproduction laboratory services	\$930,053	\$1,210,901
Archival handling and reproduction services	398,382	386,337
Office of Public Programs		
National Audiovisual Center	173,314	132,279
Publication development and fulfillment services	385,180	377,444
Office of Federal Records Centers		
Reproduction services	515,598	544,300
Office of Presidential Libraries		
Services related to reproduction and museum sales	<u>10,636</u>	<u>14,120</u>
TOTAL	<u>\$2,413,163</u>	<u>\$2,665,381</u>

Income By Source (in thousands)



Operating Expenses By Type (in thousands)





*Political cartoonist George Fisher of the Arkansas Gazette stands in the National Archives Museum Shop. The Museum Shop, which sells a variety of gift items, including Mr. Fisher's book *There you go again! Editorial Cartoons of the Reagan Years*, is maintained by the National Archives Trust Fund. (Photograph by Jerry Thompson.)*

Program Highlights

Reproductions—Office of the National Archives

In March, following a major study conducted during the previous fiscal year, the National Archives issued a new schedule of fees for archival reproductions. The new schedule reduced the charges for a variety of reproductions. For example, the fee for staff-produced reference copies was lowered from 35 to 25 cents. The number of pages ordered nationwide increased from almost 1.8 million in FY 1990 to more than 2.1 million in FY 1991. Offsetting this increase was a decline in the use of the self-service copier equipment in the Washington, DC, area. Total electrostatic copier reproductions increased by 15 percent over FY 1990.

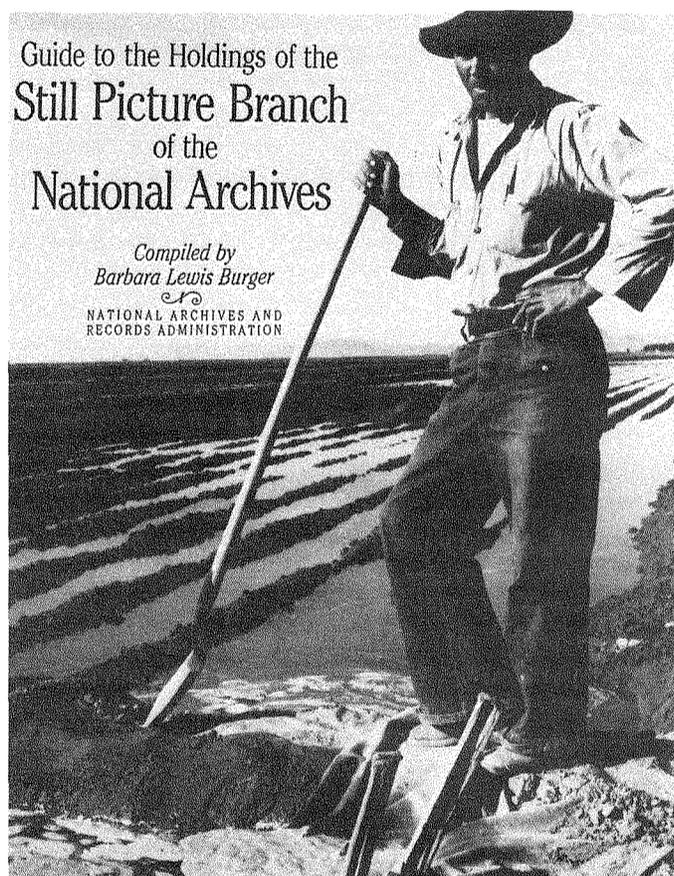
Income from reproductions of records held in the form of photographs, motion pictures, and sound recordings increased significantly during FY 1991 to nearly \$511,000, from \$131,000 in FY 1990. The increase reflects both the general interest in the 50th anniversary of World War II and an increase in the quantity of broadcast-quality video reproductions sold.

Museum Shop—Office of Public Programs

The National Archives Museum Shop set an annual sales record for the eighth consecutive year, with income of \$928,000. Given the general state of the economy and a decrease in the number of visitors to the National Archives, FY 1991 retail sales gains reflect further refinements in product selection and development. Particular emphasis on materials produced especially for the National Archives and its commemorative activities included products related to the 200th anniversaries of the Bill of Rights and of Washington, DC, as the Nation's

Capital and the 50th anniversary of World War II. Special products and National Archives publications continue to receive wide national public exposure as a result of recent mail-order marketing efforts. *The 1990-91 Gifts from the National Archives* brochure resulted in a total of 1,565 orders. The *1991 National Archives Publications* catalog, which was mailed in February, generated another 950 orders from buyers around the country.

At the same time, the Museum Shop was more visible here in Washington as a result of special book programs. A total of 62 author lectures and book signings during FY 1991 attracted almost 5,000 visitors. Among the notable



This guide, compiled by staff member Barbara Lewis Burger, provides summary information about approximately six million photographic prints, negatives, transparencies, posters, and other visual images in the custody of the National Archives Still Pictures Branch. This is one of four books, two microfilm catalogs, and four issues of Prologue that were published with funds from the National Archives Trust Fund Board during the year. The cover photograph, by Dorothea Lange, is from the records of the Bureau of Agricultural Economics in the Still Pictures Branch.

speakers were former Speaker of the House Carl Albert, White House Press Secretary Jim Brady, National Book Award winner Ron Chernow, Harold Stassen, Judge Robert H. Bork, Gen. Benjamin O. Davis, Jr., Senator George Mitchell (D-ME), Aline, Countess of Romanones, former CIA Directors William Colby and Stansfield Turner, and Caroline Kennedy.

Microform Publications—Office of Public Programs

Microfilm sales were off sharply at slightly more than \$784,000, with orders down by 24 percent and units (rolls) by 63 percent from FY 1990 levels. The decline is largely the result of three factors. Many large institutional orders, initially budgeted by buyers for FY 1991, were placed in late FY 1990 to avoid the price increase effective early in FY 1991. In addition, fewer new microform publications were issued. Finally, some customers put off the purchase of other materials in anticipation of the release of 1920 census microfilm in March of 1992.

The advance order program for 1920 census microfilm was announced on May 29, 1991. One hundred fifty

orders for 57,461 rolls were received, including three orders for the complete census. Because the film cannot be shipped before March of 1992, the \$1.3 million income will be reported in FY 1992.

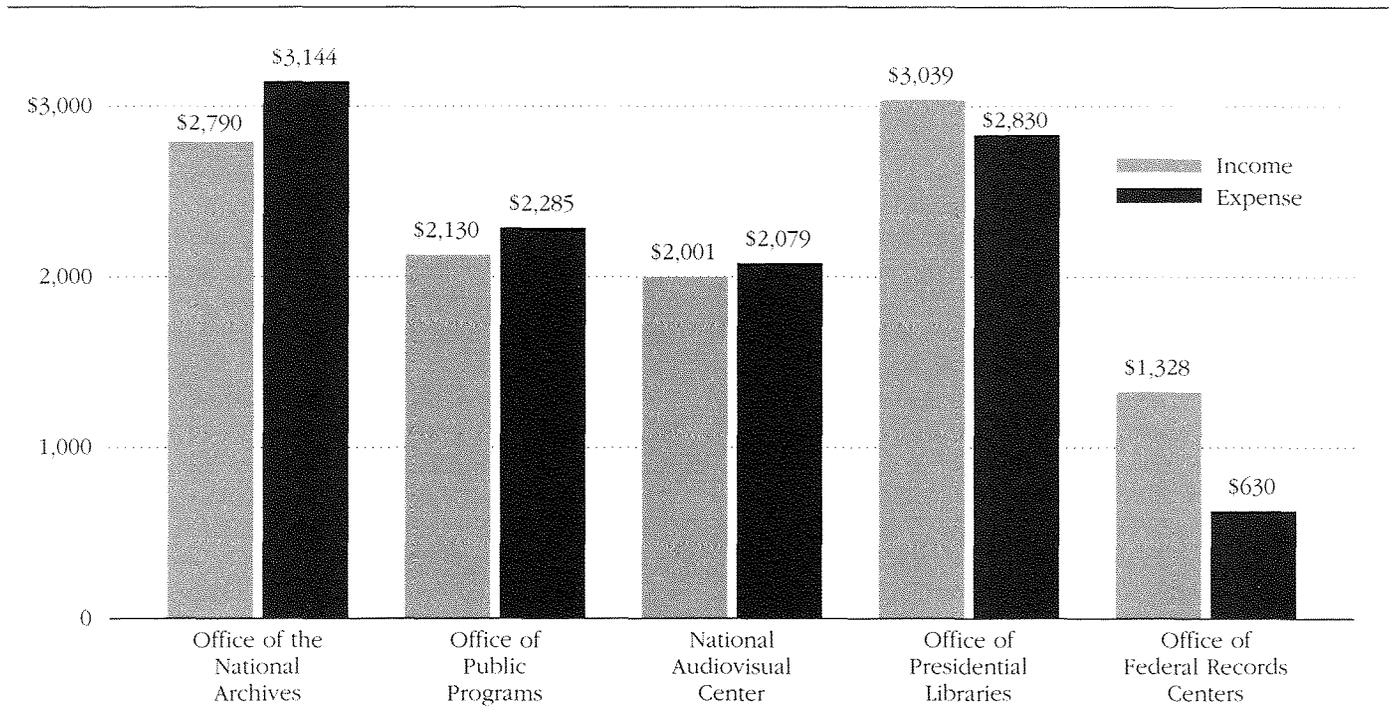
Paper Publications—Office of Public Programs

Fee sales held roughly even with FY 1990 levels, and actually increased in 5 out of the 12 months (October, November, April, May, and August). Sales of paper publications during FY 1991 amounted to slightly more than \$348,000.

New finding aids published during the year included the *1920 Census Microfilm Catalog*, the *Guide to the Holdings of the Still Picture Branch of the National Archives*, and *Television Interviews, 1951-1955: A Catalog of Longines Chronoscope Interviews in the National Archives*. The catalog for the exhibition "DRAW! Political Cartoons from Left to Right" was published in advance of the opening, and the first printing promptly sold out.

Previously published works continued to receive honors in 1991. Two posters received awards from the

Operating Income/Expense By Organization (in thousands)



Printing Industries of Metropolitan Washington. "City of Washington" won Best in Category—Four Colors, and "Scene in Marsh" received a special award for excellence. In addition, the poster exhibition "Holocaust: The Documentary Evidence" was awarded Second Place in the Visual Design—Posters and Maps Category in the "Blue Pencil Competition" sponsored by the National Association of Government Communicators.

Nine National Archives publications were reviewed in a total of 21 journals and magazines—including *American Libraries*, *Academic Library Book Review*, *American Reference Books Annual*, and *American History Illustrated*.

National Audiovisual Center—Office of Public Programs

Income from the National Audiovisual Center declined 5 percent from FY 1990, to slightly more than \$2 million. This is due in part to the downturn in the economy; reduced spending by some of our customers, such as State and local government agencies; and the delayed release of some of our better selling materials. Proceeds from the packaging, marketing, and distribution of other agencies materials, which represented 7 percent of total income in FY 1990, more than doubled to 16 percent in FY 1991. This represents a major new emphasis in services of the Center that should continue to produce significant increases in revenue.

Presidential Libraries

Although attendance was down at several of the libraries, sales increased due to additional visitors attracted to special events at the Eisenhower Library, the Hoover Library, and the Ford Library Museum. Museum shop sales and admissions accounted for nearly 93 percent of total income at the Eisenhower Library for the year.

The Hoover Library Trust Fund supported a special White House program in West Branch over the weekend of May 2-5, 1991. In conjunction with the library's exhibition, the Hoover Library Trust Fund also underwrote the publication of *Dining with the Hoover Family: A Collection of Reminiscences and Recipes* by Dale C. Mayer. The Questers of Iowa presented the Hoover Library with a \$2,500 check to cover the cost of publishing *An Uncommon Woman: Essays on the Life of Lou Henry Hoover*.

Attendance at the Gerald R. Ford Museum jumped 47 percent this year, to 120,470. More vigorous educational

programs, successful exhibitions supported by private funding, and the museum's 10th anniversary festivities contributed to the increase. Museum sales rose to \$85,000, an increase of nearly 16 percent over the previous year. Total revenues for the library increased 10 percent, to \$234,000.

Museum gift shop sales at the Truman Library continued the climb that began in 1989. Sales totaled more than \$206,000 for the year, an increase of almost \$9,000 over sales in 1990 and \$61,000 over sales in 1989. This continued growth can be attributed to the popularity of items relating to the Truman Library's major exhibition and supplementary programs that marked the 40th anniversary of the Korean war, and to the opening of a new museum gift shop this past April.

Total operating income for the libraries was more than \$3 million, consisting mainly of museum store sales and admissions of nearly \$2.7 million and reproduction services of more than \$300,000. Net operating income for all Presidential libraries in FY 1991 was \$209,000. After adjusting for other income and expenses, the libraries showed a total net income of almost \$397,000.

Public Outreach

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

The Calendar of Events, with a circulation of 27,000, 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.

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 are packaged in a format appropriate for classroom or media center use. The 12th unit, *The United States Expands West: 1842-1912*, was published during the year. Total units sold now exceed 28,300. The Trust Fund received royalty payments of \$6,400 during FY 1991 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 1991. A \$450 fee was charged to each participant; in FY 1991, a total of \$27,000 was collected. Expenditures for course materials, instructors, supplies, light refreshments, and certificates of completion amounted to approximately \$21,000. Other workshops, ranging from genealogy programs to 2-week teacher workshops, reached 833 people. Fees received for these workshops were \$16,000, with expenses of almost \$5,000.

National Archives Preservation Conference

The sixth National Archives Preservation Conference was held on March 19, 1991, and the Technology Forecast Conference was held on March 20, 1991. More than 180 people attended both Conferences. Registration fees totaling more than \$14,400 were collected to defray expenses.

Investment Program

FY 1991 was the sixth full year in which ASB Capital Management, Inc., acted as the Trust Fund's investment portfolio manager. As of the end of FY 1991, ASB was

Trust Fund Income Statement

	1991	1990
Revenue:		
Reproduction Service	\$ 5,278,003	\$ 5,329,518
Over-the-Counter Sales	2,291,861	2,257,471
Publications	386,534	295,747
NAC Sales and Rentals	2,001,252	2,104,473
Admissions	1,309,095	1,620,195
Other Income	201,136	128,671
TOTAL Revenue	11,467,881	11,736,075
Cost:		
Cost of Goods and Services	10,968,418	10,867,807
Income from Operations	499,463	868,268
Other Income:		
Prior Year Income	(24,450)	65,434
Interest Income	876,602	929,468
Other Income	120,830	19,356
TOTAL Other Income	972,982	1,014,258
Other Expenses:		
Prior Year Expense	39,783	0
Other Expenses	302,222	70,137
TOTAL Other Expenses	342,005	70,137
Net Income or (Loss)	\$1,130,440	\$1,812,389

The accompanying notes are an integral part of this statement

Statement of Changes in Financial Condition

	1991	1990
Source of Funds:		
Operations:		
Net Income or (Loss)	\$1,130,440	\$1,812,389
Items not Affecting Working Capital:		
Depreciation & Amortization	155,298	364,771
Adjustments	0	(3,215)
TOTAL	<u>\$1,285,738</u>	<u>\$2,173,945</u>

Schedule of Changes in Working Capital

Effect on Working Capital

	1991	1990
Current Assets:		
Cash	\$ 469,863	\$(148,570)
Securities	1,122,979	210,218
Accounts Receivable	(38,532)	437,236
Inventories	260,131	1,202,993
Advances to Others	(10,729)	0
Prepaid Expenses/Deferred Charges	(833)	37,697
Other Assets	(6,977)	0
Current Liabilities:		
Accounts Payable	(217,571)	133,367
Advances from Other Agencies/Funds	(16,234)	(16,380)
Deferred Income*	<u>(1,077,340)</u>	<u>(149,762)</u>
Increase in Working Capital	<u>\$484,757</u>	<u>\$1,706,799</u>

* NAC Deferred Credit accounts (previously reported as long-term liabilities) have been reclassified as current liabilities.

The accompanying notes are an integral part of this statement.

investing \$14.6 million: \$12.4 million from the Trust Fund and \$2.2 million from the Gift Fund. The average rate of return for the fiscal year was 6.8 percent, down from 8.7 percent earned in 1990.

At the end of FY 1991, the Trust Fund held \$600,000 in U.S. Treasury bills, yielding approximately 5.5 percent, which will mature in February 1992. ASB's annual fixed income investment performance, which includes market value, net contributions, and interest earnings less ASB

management fees, increased by 2.6 percent, or almost \$367,000 as of September 30, 1991. By comparison, the 3-Month Treasury Bill Index decreased 29 percent for the same period. The Trust Fund's investment management fee remained unchanged at 1/8 of 1 percent for all assets more than \$10 million and 1/4 of 1 percent for the first \$10 million.

The Trust Fund modified its investment guidelines during the fiscal year to include the purchase of more U.S.

Trust Fund Balance Sheet

ASSETS	1991	1990
Current Assets:		
Cash in U.S. Treasury	\$534,558	\$180,705
Cash in Transit	116,010	0
Securities	12,974,919	11,851,940
Accounts Receivable, Net of Allowance for Uncollectable Accounts of \$164,536 and \$132,850		
Advances to Other Agencies or Funds	0	10,729
Advances to Employees	50	150
Inventories	3,198,998	2,945,744
Prepaid Expenses and Deferred Charges	194,403	195,236
TOTAL Current Assets	<u>17,705,951</u>	<u>15,910,049</u>
Property and Equipment, at Cost Less Accumulated Depreciation of \$3,633,411 and \$3,478,113	<u>1,274,296</u>	<u>1,105,366</u>
TOTAL Assets	<u>\$18,980,247</u>	<u>\$17,015,415</u>

Trust Fund Balance Sheet

LIABILITIES	1991	1990
Current Liabilities:		
Accounts Payable	\$833,338	\$615,767
Advances from Other Agencies	96,479	80,245
Deferred Income	<u>1,741,443</u>	<u>664,103</u>
TOTAL Current Liabilities	2,671,260	1,360,115
Long-Term Liabilities:		
Annual Leave Liability	133,669	148,456
Deferred Credits	<u>0</u>	<u>461,966</u>
TOTAL Long Term Liabilities	<u>133,669</u>	<u>610,422</u>
TOTAL Liabilities	2,804,929	1,970,537
INVESTMENT OF U.S. GOVERNMENT		
Retained Earnings (Deficit)	16,133,244	15,026,510
Donated Capital	<u>42,074</u>	<u>18,368</u>
TOTAL Investment of U.S. Government	<u>16,175,318</u>	<u>15,044,878</u>
TOTAL Liabilities and Investment of U.S. Government	<u>\$18,980,247</u>	<u>\$17,015,415</u>

The accompanying notes are an integral part of this statement

Treasury securities than in previous years. The Trust Fund also continued its strategy of purchasing the highest graded corporate and Government bonds with a maturity of 2 years or less. These bonds will be held until maturity, thus avoiding any loss of principal in the portfolio. The advantage of this strategy is that it provides the Trust Fund with the opportunity to increase its overall yield. The approved assets are continuously monitored for their credit worthiness and potential rating by ASB Capital Management. This strategy was responsible for helping to increase the Trust Fund's average monthly yield by 110 basis points, or 1.1 percent over short-term money market rates.

Notes to Financial Statements and Explanations 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 are 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 shown at original acquisition cost less accumulated depreciation. 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. This treatment does not apply to sick or other leave, which is expensed as it is utilized.

Deferred Income: Deferred income is advance payments for products and services that are to be furnished within a year. NAC deferred credit accounts, previously reported as long-term liabilities, have been reclassified as

current liabilities, since services can be expected to be completed within 12 months.

Accounts Payable: As of September 30, payables consisted of the following:

	1991	1990
Payables:		
General	\$ 390,108	\$ 302,045
Partial Payroll Accrual	83,253	69,699
Payroll	202,747	184,027
Disbursements in Transit	<u>157,230</u>	<u>59,996</u>
TOTALS	<u><u>\$ 833,338</u></u>	<u><u>\$ 615,767</u></u>

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

Gift Fund

Overview

The Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts or bequests of money, securities, or other personal property for the benefit of National Archives activities. New donations received during FY 1991 totaled \$748,000. Major gifts received in support of cultural and archival projects not identified with specific program areas included the remaining \$300,000 of a \$600,000 gift from Philip Morris Companies, Inc., for support of the Bill of Rights bicentennial celebration, and \$15,000 from the U.S. National Commission on Libraries and Information Science to provide travel support for U.S. and foreign delegations to the International Congress on Archives meetings. Also, an arrangement was made with Somerset House Publishing for the Gift Fund to receive royalties from the sale of G. Harvey National Archives Civil War Series Prints. The Gift Fund received approximately \$44,000 for these sales in FY 1991.

Although 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 Office of the National Archives was the beneficiary of gifts in support of the development of records finding aids and volunteer activities. The highlights of FY 1991 follow.

Office of the National Archives

The Office of the National Archives received a total of more than \$45,000 in gifts and donations during FY 1991, of which almost \$23,000 was in support of the activities of the regional archives system. The largest single gift was nearly \$1,800, received by the National Archives—Northeast Region from the Jewish Genealogical Society for 184 rolls of microfilm of concentration camp records.

In Washington, DC, the Office of the National Archives received \$17,600 from the Morris and Gwendolyn Cafritz Foundation to publish the inventory of the records of the Office of Public Buildings and Public Parks of the National Capital. It also received nearly \$3,200 from the National Institute on Genealogical Research Alumni Association for New York naturalization records.

Presidential Libraries

The Gift Fund reaped benefits from the Eisenhower centennial celebration activities. The increased exposure

generated donations of nearly \$10,000 from corporations, foundations, and private citizens. These donations, together with those of prior years and the \$29,000 given by the Eisenhower Foundation between 1984 and 1988, made the celebration possible.

Total donations to Presidential libraries in FY 1991 amounted to \$54,440. The largest contribution to the Truman Library's Gift Fund came from the Delmas C. Hill Trust, amounting to \$10,000.

National Historical Publications and Records Commission

During FY 1991, several major foundation grants were received by the National Historical Publications and Records Commission (NHPRC). Among the grants administered by NHPRC during FY 1991 were the projects shown below.

NHPRC Grant Donors and Recipients

Projects	Donors	Recipients
The Documentary History of the First Federal Congress, 1789-1791	Virginia Commission on the Bicentennial of the U.S. Constitution \$15,000 Commission on the Bicentennial of the U.S. Constitution \$40,000	The George Washington University
Frederick Law Olmsted Papers	The Henry Luce Foundation \$20,000 Rowland & Eleanor Bingham Miller \$15,000 The Bingham Fund \$15,000	The American University
Black Abolitionists Papers	The Skaggs Foundation \$15,000	Florida State University
Margaret Sanger Papers	The Rockefeller Foundation \$30,000	New York University

Gift Fund Balance Sheet

Assets	1991	1990
Current Assets:		
Cash in U.S. Treasury	\$124,975	\$16,421
Cash in Transit	985	0
Securities	2,217,290	2,647,176
Accounts Receivable	0	2,102
Advances to Employees	0	446
TOTAL Assets	<u>\$2,343,250</u>	<u>\$2,666,145</u>
Liabilities		
Current Liabilities:		
Accounts Payable	<u>\$34,611</u>	<u>\$12,412</u>
TOTAL Liabilities	34,611	12,412
Fund		
Fund Balance Available	<u>2,308,639</u>	<u>2,653,733</u>
TOTAL Liabilities and Fund Balance	<u><u>\$2,343,250</u></u>	<u><u>\$2,666,145</u></u>

Statement of Changes In Financial Position

	1991	1990
Source of Funds:		
Excess (Deficit) of Revenue		
Over Expenses:		
Funds Provided by Operations	\$(992,176)	\$(341,650)
Grants and Donations	748,000	888,603
Adjustments*	<u>(100,918)</u>	<u>0</u>
Application of Funds:		
Working Capital	<u>\$(345,094)</u>	<u>\$546,953</u>

* Adjustments made as a result of the transfer of "Modern Archives Institute" activities from the Gift Fund to the Trust Fund.

Schedule of Changes In Working Capital*Effect on Working Capital*

	1991	1990
Current Assets:		
Cash in U.S. Treasury	\$108,554	\$ (122,133)
Cash in Transit	985	0
Securities	(429,886)	661,169
Accounts Receivable	(2,102)	(17,616)
Advances to Employees	(446)	446
Current Liabilities:		
Accounts Payable	(22,199)	25,087
Increase (Decrease) in Working Capital	<u>\$ (345,094)</u>	<u>\$546,953</u>

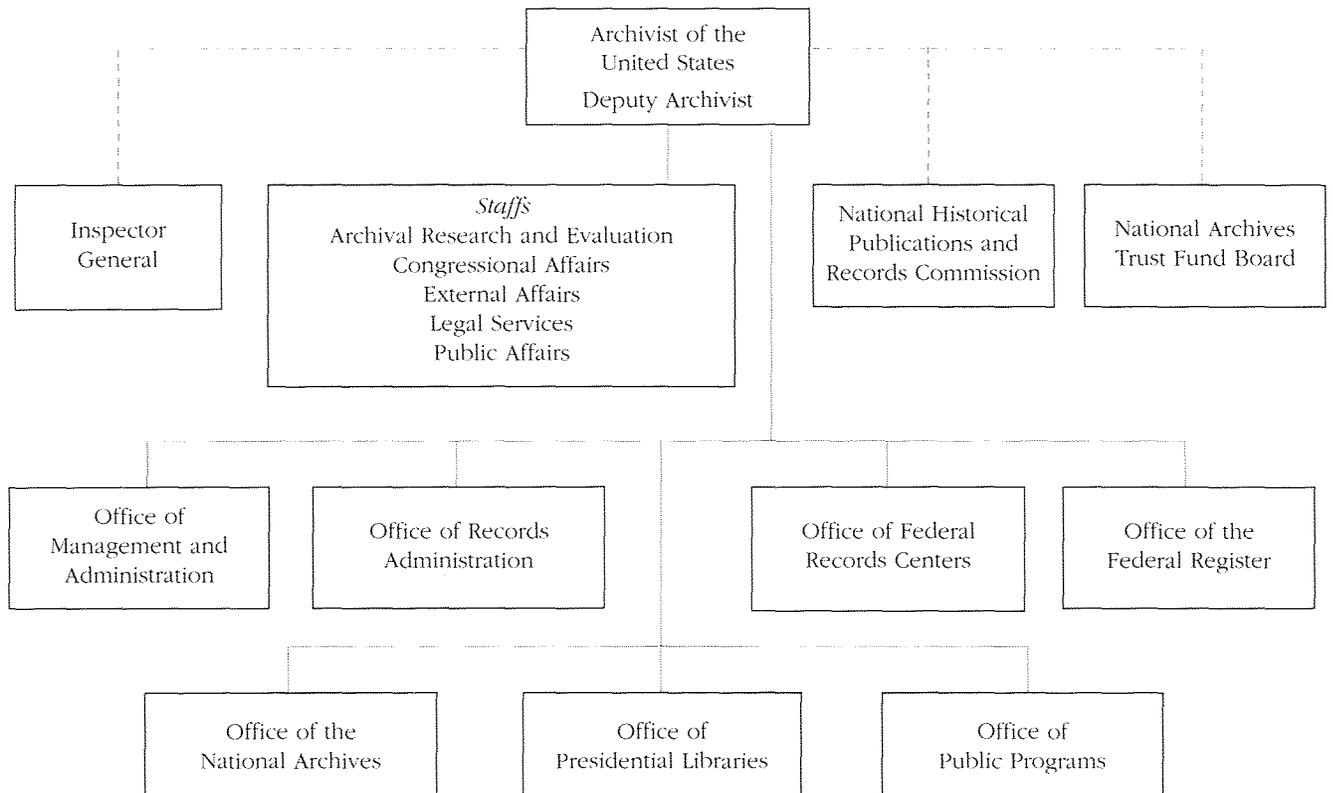
Gift Fund Statement of Availability

	1991	1990
Balances Available October 1	\$2,653,733	\$2,106,780
Increases of Availability:		
Grants and Donations	748,000	888,603
Interest on Securities	173,915	178,170
Other Miscellaneous Income	<u>0</u>	<u>0</u>
Total Available	3,575,648	3,173,553
Decreases of Availability:		
Travel and Transportation	45,681	58,495
Supplies and Materials	355,811	52,464
Equipment Rental	85	760
Printing and Reproduction	66,311	17,963
Payments to Commercial Contractors	467,198	254,594
Payments to Other Agencies or Funds	227,709	135,956
Adjustment to Retained Earnings	<u>101,330</u>	<u>0</u>
Total Decrease	1,264,125	520,232
Adjustments to Prior Years Operations	<u>2,884</u>	<u>(412)</u>
Ending Balances Available	<u>\$2,308,639</u>	<u>\$2,653,733</u>

NATFB Procurements Over \$20,000

NATFB-708	HENNAGE CREATIVE PRINTERS Printing and mailing of <i>Calendar of Events</i>	\$43,300
NATFB-733	THE SHERIDAN PRESS Printing and binding of <i>Prologue, Quarterly of the National Archives</i>	\$22,716
NATFB-741	STUDIO EIS Sculpted figures for exhibition: "World War II: Personal Accounts—Pearl Harbor to V-J Day"	\$68,175
NATFB-742	DESIGN & PRODUCTION INC. Construction drawings & specifications for exhibition: "World War II: Personal Accounts—Pearl Harbor to V-J Day"	\$75,000
NATFB-745	MB GRAPHICS Printing and binding of 3,000 "DRAW!" exhibition catalogs	\$29,618
NATFB-751	GUTHRIE LITHOGRAPH COMPANY, INC. Printing and finishing of 500,000 "DRAW!" exhibition pamphlets	\$21,085
NATFB-754	PEAKE PRINTERS INC. Printing and finishing of 2,000 "World in Flames" exhibition poster sets	\$114,097
NATFB-756	EDITORS PRESS, INC. Printing and binding of 150,000 <i>1991 Christmas Gift Catalog</i> pamphlets	\$49,581
NATFB-758	THE MAZER CORPORATION Printing and binding of 30,000 <i>1920 Census Microfilm Catalog</i> books	\$23,592
NATFB-759	CAPITAL PRESENTATIONS, INC. Overhead transparencies and packaging for Partnership for Health Insurance Counseling: A Model Program Kit	\$21,725
NATFB-761	MB GRAPHICS Reprinting and binding of 5,000 "DRAW!" exhibition catalogs	\$36,252
NATFB-765	MASTERCRAFT GRAPHICS & TYPESETTING Printing of The National Fire Academy Catalog	\$26,650
NATFB-766	STEPHENSON INC. Reprinting and finishing of 5,000 Charters of Freedom poster sets	\$24,330
NATFB-770	MOUNT VERNON PRINTING COMPANY Printing and finishing of World War II Commemorative Poster Series	\$85,934

Organization Chart for the National Archives



Appendix B

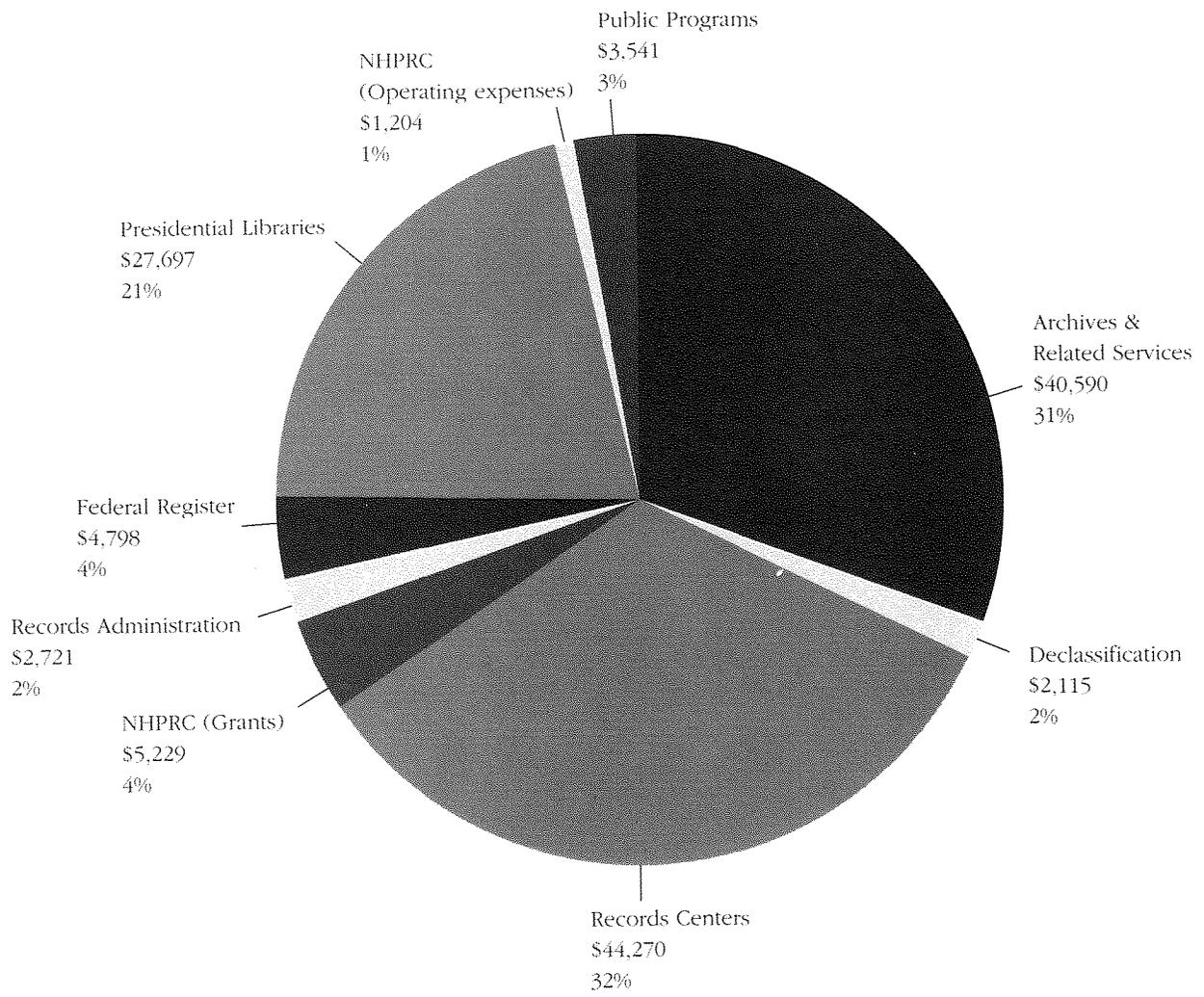
Personnel on Board

All Funds
As of September 30, 1990

<i>Programs</i>	<i>Washington, DC, Area</i>			<i>Field Offices</i>			<i>Nationwide Total</i>		
	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	152	50	202	676	912	1,588	828	962	1,790
Archives & Related	540	59	599	83	30	113	623	89	712
Public Programs	91	4	95	0	0	0	91	4	95
Records Administration	42	3	45	0	0	0	42	3	45
Presidential Libraries	63	7	70	219	52	271	282	59	341
Federal Register	70	0	70	0	0	0	70	0	70
Records Declassification	51	2	53	13	0	13	64	2	66
National Historical Publications & Records Commission	17	0	17	0	0	0	17	0	17
TOTALS	<u>1,026</u>	<u>125</u>	<u>1,151</u>	<u>991</u>	<u>994</u>	<u>1,985</u>	<u>2,017</u>	<u>1,119</u>	<u>3,136</u>

Obligations by Program Area (in thousands)

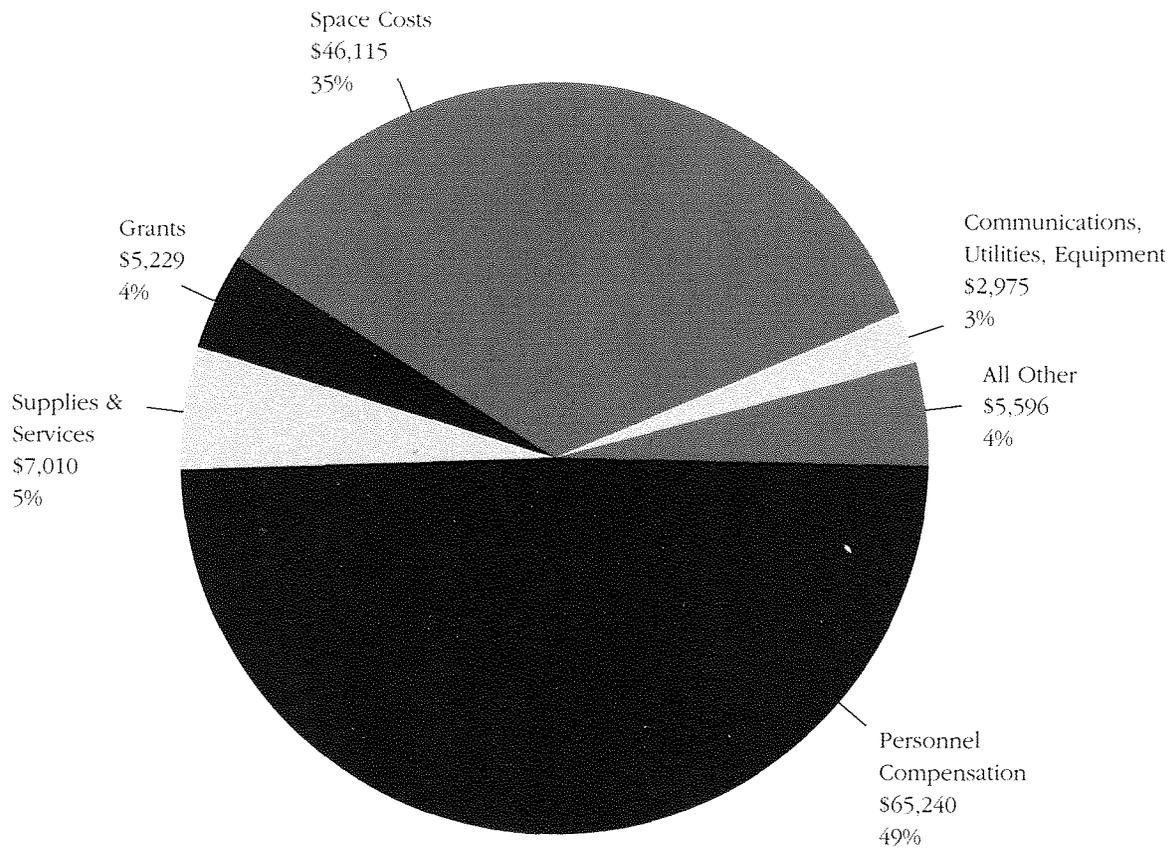
TOTAL: \$132,165



Appendix D

Obligations by Major Elements (in thousands)

TOTAL: \$132,165



Obligations by Object Classification

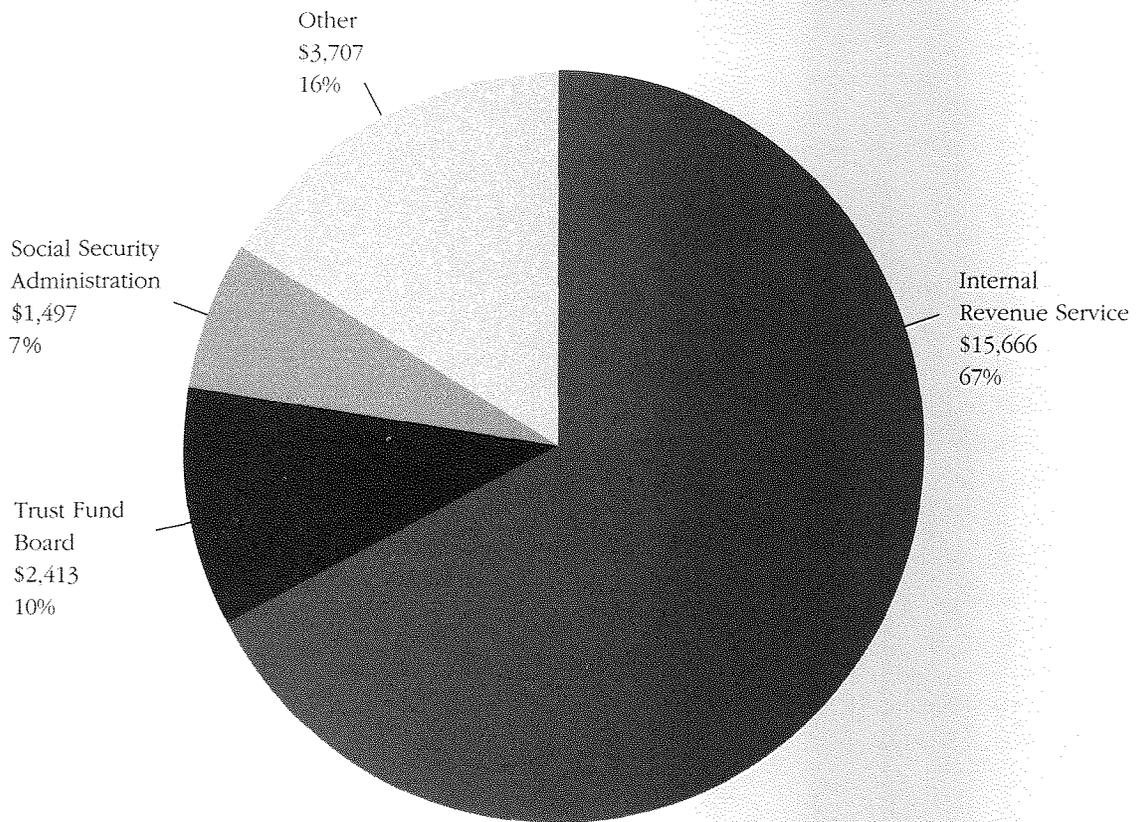
Direct Operating Expenses (in thousands)

Full-Time Permanent Employees' Salaries.....	\$ 49,690
Other Than Full-Time Permanent Employees' Salaries	3,830
Other Personnel Compensation	<u>1,326</u>
Total Personnel Compensation	<u>54,846</u>
Personnel Benefits	10,256
Benefits for Former Personnel	138
Travel and Transportation of Persons.....	595
Motor Pool Travel	127
Transportation of Things.....	234
Rent.....	25,304
Communications, Utilities, and Equipment Rentals	2,975
Printing & Reproduction	2,091
National Archives Building Operations.....	5,591
ArchivesII Building Design	700
Presidential Libraries Operations & Maintenance	9,221
Roosevelt Library Alterations	1,770
Kennedy Library Alterations	2,542
Recurring Utilities Costs	987
Preservation Services.....	557
Other Services:	
Commercial Contracts	1,415
ADP Studies and ADP Maintenance Services	1,388
Accounting and Payroll Services	788
Supplies and Materials.....	2,862
ADP Equipment.....	1,174
Other Equipment.....	884
Land & Structures	489
Grants, Subsidies, and Contributions	5,229
Insurance Claims and Indemnities.....	<u>2</u>
TOTAL, Direct Obligations	<u>\$132,165</u>

Appendix F

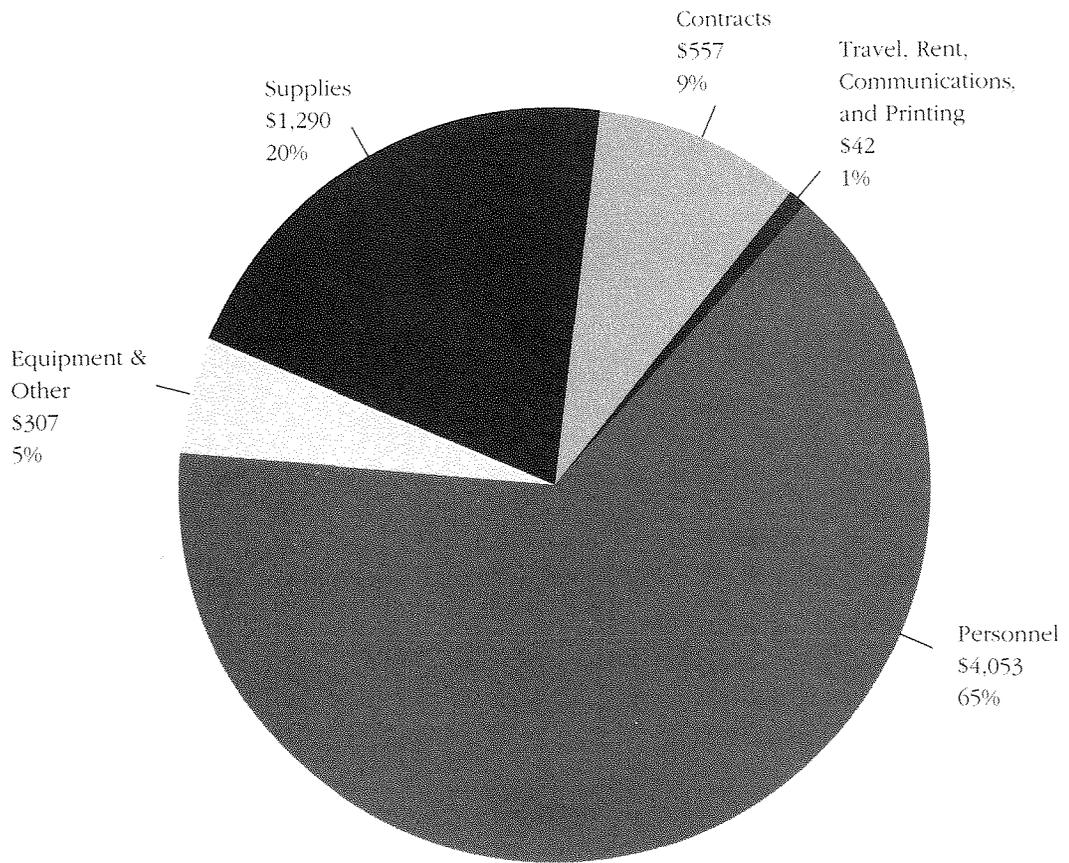
Customer Reimbursements (in thousands)

TOTAL: \$23,283



Preservation Obligations (in thousands)

TOTAL: \$6,249



Appendix H

Archival Holdings by Unit

Total Holdings (Cubic Feet)

<i>Unit</i>	<i>Balance 9/30/90</i>	<i>Accession</i>	<i>Accretion</i>	<i>Transfer In</i>	<i>Other Increase</i>
Washington, DC, Area					
Textual Projects	1,086,017	19,369	508	10,229	430
Center for Legislative Archives	76,747	4,249	2,571	0	0
Center for Electronic Records	313	18	18	4	0
Cartographic and Architectural Branch	46,701	2,181	62	2,894	454
Motion Picture, Sound, & Video Branch	36,703	85	723	11	0
Still Pictures Branch	17,263	304	1,606	2	84
DC Area Totals	<u>1,263,744</u>	<u>26,206</u>	<u>5,488</u>	<u>13,140</u>	<u>968</u>
Regional Archives					
New England Region	17,747	13	45	575	52
Northeast Region	54,950	0	0	0	400
Mid-Atlantic Region	40,732	177	676	34	2
Southeast Region	49,072	766	1,883	466	77
Great Lakes Region	55,505	208	753	695	33
Central Plains Region	30,247	1,784	1,909	3	1
Southwest Region	58,833	960	268	0	684
Rocky Mountain Region	15,098	25	12	0	0
Pacific Southwest Region	18,223	208	696	12	1,526
Pacific Sierra Region	29,464	225	767	2	0
Pacific Northwest Region	30,044	240	834	65	0
Regional Archives Totals	<u>399,915</u>	<u>4,606</u>	<u>7,843</u>	<u>1,852</u>	<u>2,775</u>
Office of the National Archives					
NATIONWIDE TOTALS	1,663,659	30,812	13,331	14,992	3,743

<i>Total Increase</i>	<i>Disposal</i>	<i>Perm. Withdrwl.</i>	<i>Transfer Out</i>	<i>Other Decrease</i>	<i>Total Decrease</i>	<i>Balance 9/30/91</i>
30,536	15	0	14,582	418	15,015	1,101,538
6,820	0	0	4	0	4	83,563
40	6	0	0	0	6	347
5,591	0	0	4	232	236	52,056
819	0	0	0	0	0	37,522
1,996	0	0	0	1,980	1,980	17,279
<u>45,802</u>	<u>21</u>	<u>0</u>	<u>14,590</u>	<u>2,630</u>	<u>17,241</u>	<u>1,292,305</u>
685	52	0	43	20	115	18,317
400	0	0	0	0	0	55,350
889	0	0	246	438	684	40,937
3,192	0	0	0	0	0	52,264
1,689	0	0	0	3	3	57,191
3,697	0	0	0	0	0	33,944
1,912	0	0	0	24	24	60,721
37	0	0	0	0	0	15,135
2,442	0	0	9	781	790	19,875
994	0	0	4	0	4	30,454
1,139	0	0	6	0	6	31,177
<u>17,076</u>	<u>52</u>	<u>0</u>	<u>308</u>	<u>1,266</u>	<u>1,626</u>	<u>415,365</u>
62,878	73	0	14,898	3,896	18,867	1,707,670

Appendix I

Archival Holdings by Number of Items

<i>Transaction</i>	<i>Still Pictures</i>	<i>Motion Pictures</i>	<i>Sound Recordings</i>	<i>Video Recordings</i>
Balance 9/30/1990	6,438,125	111,827	161,827	25,428
Accession	144,336	573	1,384	81
Accretion	424,694	206	8,545	2,350
Transfer In	0	24	605	85
Other Increase*	3,268	2	191	0
Total Increase	<u>572,298</u>	<u>805</u>	<u>10,725</u>	<u>2,516</u>
Disposal	0	0	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	1	23	329	33
Other Decrease*	44,013	335	0	12
Total Decrease	<u>44,014</u>	<u>358</u>	<u>329</u>	<u>45</u>
Balance 9/30/1991	6,966,409	112,274	172,223	27,899

<i>Transaction</i>	<i>Artifacts</i>	<i>16mm Neg. Microfilm</i>	<i>16mm Pos. Microfilm</i>	<i>35mm Neg. Microfilm</i>
Balance 9/30/1990	1,849	105,720	25,864	100,044
Accession	0	2,736	0	30
Accretion	0	0	0	0
Transfer In	0	21,120	0	11
Other Increase*	0	0	12	0
Total Increase	<u>0</u>	<u>23,856</u>	<u>12</u>	<u>41</u>
Disposal	0	0	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	0	21,120	0	11
Other Decrease*	0	0	0	0
Total Decrease	<u>0</u>	<u>21,120</u>	<u>0</u>	<u>11</u>
Balance 9/30/1991	1,849	108,456	25,876	100,074

*Original estimates of numbers of items are adjusted, either up or down, when actual item counts are done as part of processing the records. These adjustments appear statistically as "other increase" and "other decrease." Preparation of the move to Archives II has accelerated the processing program. As a result, the number of items reported in these categories may appear higher than in previous years.

<i>Film Strips</i>	<i>Computer Data Sets</i>	<i>Maps & Charts</i>	<i>Arch. & Eng. Plans</i>	<i>Aerial Photos</i>
118	5,222	1,908,477	2,079,380	8,939,269
412	171	193,707	53,159	400
0	12	3,955	102	56,000
0	1,493	7,892	8,922	0
0	0	74,527	7,387	7,732
<u>412</u>	<u>1,676</u>	<u>280,081</u>	<u>69,570</u>	<u>64,132</u>
0	1,473	0	0	0
0	0	0	0	0
0	0	896	103	0
0	0	15,615	17,263	589
<u>0</u>	<u>1,473</u>	<u>16,511</u>	<u>17,366</u>	<u>589</u>
530	5,425	2,172,047	2,131,584	9,002,812

<i>35mm Pos. Microfilm</i>	<i>Microfiche</i>	<i>Other Microforms</i>	<i>Total Items</i>
26,360	5,102	41,250	19,975,862
0	0	0	
0	0	0	
1	0	0	
12	0	0	
<u>13</u>	<u>0</u>	<u>0</u>	
0	0	0	
0	0	0	
1	0	0	
0	0	0	
<u>1</u>	<u>0</u>	<u>0</u>	
26,372	5,102	41,250	20,900,182

Appendix J

Use of National Archives

	<i>Researchers Microfilm</i>	<i>Researchers Non-Microfilm</i>	<i>Oral Inquiries</i>	<i>Written Responses</i>
Washington, DC, Area				
Textual Records	62,076	42,323	132,192	301,182
Nontextual Records	<u>593</u>	<u>11,559</u>	<u>41,887</u>	<u>20,718</u>
DC Area Totals	<u>62,669</u>	<u>53,882</u>	<u>174,079</u>	<u>321,900</u>
Regional Archives				
New England	8,289	1,501	2,199	1,929
Northeast	3,297	1,142	14,571	11,714
Mid-Atlantic	9,958	620	4,598	4,308
Southeast	10,313	508	9,108	5,772
Great Lakes	8,540	191	2,960	4,981
Central Plains	7,033	330	11,373	1,273
Southwest	8,262	174	3,774	2,938
Rocky Mountain	10,726	321	2,187	460
Pacific Southwest	14,187	297	8,792	1,009
Pacific Sierra	11,098	603	9,635	1,405
Pacific Northwest	12,634	828	3,289	516
Alaska*	<u>2,804</u>	<u>57</u>	<u>3,999</u>	<u>425</u>
Regional Archives Total	<u>107,141</u>	<u>6,572</u>	<u>76,485</u>	<u>36,730</u>
NATIONWIDE TOTALS	169,810	60,454	250,564	358,630

*Opened July 11, 1990

Appendix K

Holdings of Presidential Libraries by Unit

<i>Accessions & Holdings</i>	<i>Hoover</i>	<i>Roosevelt</i>	<i>Truman</i>	<i>Eisenhower</i>	<i>Kennedy</i>
Papers (Pages)					
Personal Papers	6,982,652	16,623,465	13,930,024	20,992,098	28,327,854
Federal Records	136,949	710,000	713,600	693,300	645,967
Presidential Records	0	0	0	0	0
Microforms (Rolls/Cards)					
Personal Papers	705	657	3,221	965	20,447
Federal Records	663	13	120	0	1,972
Presidential Records	0	0	1	0	0
Audiovisual					
Still Pictures (Images)	40,750	133,568	89,845	200,987	141,206
Film (Feet)	154,941	308,676	325,774	612,995	7,158,422
Videotape (Hours)	51	28	99	129	1,219
Audiotape (Hours)	452	1,024	279	1,065	7,290
Audio Disks (Hours)	78	1,108	340	275	724
Oral History					
Pages	11,695	3,120	51,202	30,912	50,017
Hours	0	84	1,434	774	2,099
Museum Objects					
	5,468	23,681	25,412	31,041	16,502
Printed Materials					
Books/Volumes	23,773	44,407	38,176	22,852	72,820
Serials	23,556	26,198	67,788	27,009	12,063
Microform	1,431	2,493	1,476	5,151	4,263
Other	1,378	80,537	92,972	24,242	11,455

**FY 1990 figures were listed as items, not as hours.*

<i>Johnson</i>	<i>Nixon</i>	<i>Ford</i>	<i>Carter</i>	<i>Reagan</i>	<i>Total Holdings To Date</i>
31,401,606	784,000	18,306,629	26,754,430	3,090,500	167,193,258
2,848,756	912,000	535,000	131,000	200,000	7,526,572
0	44,414,000	0	0	42,201,500	86,615,500
174	0	23	0	0	26,192
3,312	0	0	0	0	6,080
0	5,312	0	0	6,600	11,913
614,453	435,000	316,424	1,500,000	1,560,000	5,032,233
824,773	2,200,000	779,550	1,120,080	87,750	13,572,961
7,546	3,900	1,304	1,434	10,000*	25,710
13,096	1,490	1,442	2,000	11,000*	39,138
808	0	52	0	0	3,385
54,918	2,200	233	606	0	204,903
2,328	228	32	148	0	7,127
37,101	21,750	7,576	40,000	75,000	283,531
16,369	9,022	9,334	1,812	15,000	253,565
4,406	0	40	3,256	38,000	202,316
4,336	0	545	6,629	25	26,349
23,087	0	2,372	7,420	3,000	246,463

Appendix L

Use of Presidential Libraries

	<i>Researcher Daily Visits</i>	<i>Written and Oral Inquiries</i>	<i>Museum Visitors</i>
Hoover	424	1,372	71,833
Roosevelt	1,234	3,225	163,237
Truman	1,080	13,419	136,864
Eisenhower	1,098	3,001	125,345
Kennedy	2,663	9,828	175,076
Johnson	2,272	6,596	308,033
Nixon	771	1,734	0
Ford	1,218	1,167	120,460
Carter	616	3,025	80,559
Reagan	0	1,395	0
TOTAL	<u>11,376</u>	<u>44,762</u>	<u>1,181,407</u>

Appendix M

Actual Costs: Presidential Libraries (in thousands)

	Program Costs	Operations & Maintenance Costs	Repair & Alteration Costs ¹	Recurring and Nonrecurring Reimbursables ²	Common Distributable ³	Rent	Total Costs ⁴
Hoover	\$ 730	\$ 332	\$ 74	\$ 0	\$ 0	\$ 7	\$ 1,143
Roosevelt	729	697	1,770	0	0	0	3,196
Truman	925	832	124	0	0	0	1,881
Eisenhower	869	978	177	0	0	0	2,024
Kennedy	1,198	1,306	2,542	0	0	45	5,091
Johnson	1,145	1,051	291	0	0	0	2,487
Nixon	780	0	0	39	0	72	891
Ford	933	1,070	249	0	0	0	2,252
Carter	844	879	39	0	0	0	1,762
Reagan	836	962	160	0	0	547	2,505
Central Office Planning & Direction, & White House Liaison	1,019	336	0	0	372	297	2,024
TOTALS	<u>\$10,008</u>	<u>\$8,443</u>	<u>\$5,426</u>	<u>\$39</u>	<u>\$372</u>	<u>\$968</u>	<u>\$25,256</u>
Less: National Archives Operations & Maintenance		<u>-336</u>					
TOTAL		<u>\$8,107</u>					

¹ Repair and Alteration Costs include \$2,542K for Kennedy Library from the 114X account.

² Building services in addition to rent.

³ Proportionated share of central office support services.

⁴ Does not include \$2.441K share of allocated administrative costs.

Appendix N

Publications of the Office of the Federal Register

Federal Register

250 issues
63,368

Code of Federal Regulations

199 books
124,700 pages

The United States

Government Manual

1991/92
918 pages

Weekly Compilation of Presidential Documents

52 issues
3,040 pages

Guide to Record Retention Requirements in the CFR

Revised as of January 1, 1989
410 pages-Supplemented
as of January 1, 1991

Public Papers of the Presidents

Ronald Reagan 1988

Vol. II
972 pages

George Bush 1989

Vol. II
998 pages

George Bush 1990

Vol. I
1,014 pages

Slip Laws

4,429 pages

United States Statutes at Large 1988

5 books
5,093 pages

United States Statutes at Large 1989

3 books
3,170 pages

Finding Aids

29 issues
4,312 pages

Archival Publications

General Information Leaflets

The Regional Archives System of the National Archives.
General Information Leaflet No. 22, Revised 1991

Motion Pictures & Sound and Video Recordings in the National
Archives. General Information Leaflet No. 33, Revised 1990

National Archives Gift Collection Acquisition Policy:
Still Pictures. General Information Leaflet No. 35 (1991)

Information About the Center for Electronic Records.
General Information Leaflet No. 36 (1991)

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National Archives for Prospective Researchers.
General Information Leaflet No. 37 (1991)

Guides

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German Records Microfilmed at Alexandria, VA, No. 87 (1990)

Records of Private German Enterprises and Individuals. Guide to
German Records Microfilmed at Alexandria, VA, No. 88 (1990)

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American Soldier" Surveys, compiled by Ben DeWhitt and Heidi
Ziemer. Reference Information Paper No. 78 (1991)

Special Lists

National Archives Microfilm Publications in the Regional Archives
System. Special List 45 (Washington: 1990)

Microfilm Publications in the National Archives-
New England Region. Special List 46 (Washington: 1990)

Microfilm Publications in the National Archives-
Northeast Region. Special List 47 (Washington: 1990)

Microfilm Publications in the National Archives-
Mid-Atlantic Region. Special List 48 (Washington: 1990)

Microfilm Publications in the National Archives-
Southeast Region. Special List 49 (Washington: 1990)

Microfilm Publications in the National Archives-
Great Lakes Region. Special List 50 (Washington: 1990)

Microfilm Publications in the National Archives-
Central Plains Region. Special List 51 (Washington: 1990)

Microfilm Publications in the National Archives-
Southwest Region. Special List 52 (Washington: 1990)

Microfilm Publications in the National Archives-
Rocky Mountain Region. Special List 53 (Washington: 1990)

Microfilm Publications in the National Archives-
Pacific Southwest Region. Special List 54 (Washington: 1990)

Microfilm Publications in the National Archives-
Pacific Sierra Region. Special List 55 (Washington: 1990)

Microfilm Publications in the National Archives-
Pacific Northwest Region. Special List 56 (Washington: 1990)

Television Interviews, 1951-1955: A Catalog of Longines
Chronoscope Interviews in the National Archives, compiled
by Sarah L. Shamley (Washington: 1991)

Appendix O

Continued from previous page.

Microfilm Publications Completed In FY 1991

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1266	233	Petition Books of the U.S. House of Representatives, 1789-1817 (2 rolls) DP
M1475	393	Correspondence of the Eastern Division Pertaining to Cherokee Removal, April-December 1838 (2 rolls) DP
M1513	165	The Military Intelligence Division Regional File Relating to China, 1922-1944 (58 rolls) DP
M1546	46	Petitions Submitted to the U.S. Senate Requesting the Removal of Political Disabilities of Former Confederate Officeholders, 1869-1877 (14 rolls) DP
M1624	287	Stars and Stripes: Newspaper of the U.S. Armed Forces in the Pacific, 1945-1963 (166 rolls) DP
M1635	108	Letters Received by the Headquarters of the Army, 1827-1903 (139 rolls) DP
M1637	234	Minutes of the Defense Plant Corporation, 1940-1945 (105 rolls)
M1642	226	Records of the Office of Strategic Services, Washington Director's Office Administrative Files, 1941-1945 (132 rolls)

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

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1164	21	Index to Naturalization Petitions of the United States District for the Eastern District Court of New York, 1865-1957 (142 rolls) 2NN DP
M1626	21	Naturalization Petitions of the U.S. Circuit and District Courts for the Middle District of Pennsylvania, 1906-1930 (123 rolls) 3NN
M1631	58	Internal Revenue Assessment Lists, Oregon District, 1867-73 (1 roll) 10NN

<i>Pub. No.</i>	<i>RG No.</i>	<i>Title</i>
M1632	41	Merchant Marine License Applications, Puget Sound District, 1888-1910 (3 rolls) 10NN
M1633	36	U.S. Customs, Log Books, and Shipping Articles, Puget Sound District, 1890-1937 (68 rolls) 10NN
M1638	85	Immigration and Naturalization Service Case Files of Chinese Immigrants, Portland, Oregon, 1890-1914 (15 rolls) 10NN
M1644	21	Naturalization Petitions for the U.S. District and Circuit Courts for the District of Delaware, 1795-1930 (19 rolls) 3NN
M1645	21	Naturalization Petitions for the U.S. District Court for the Western District of Virginia (Abingdon), 1914-1929 (2 rolls) 3NN
M1646	21	Naturalization Petitions for the U.S. District Court for the Western District of Virginia (Charlottesville), 1910-1929 (1 roll) 3NN
M1647	21	Naturalization Petitions of the U.S. District and Circuit Courts for the Eastern District of Virginia (Richmond), 1906-1929 (10 rolls) 3NN
M1648	21	Naturalization Petitions of the U.S. District Court for the Eastern District of Virginia (Alexandria), 1909-1920 (5 rolls) 3NN
M1649	21	Index to Naturalization Petitions for the U.S. Circuit Court, 1795-1911, and the U.S. District Court, 1795-1928, for the District of Delaware (1 roll) 3NN
M1676	21	Alphabetical Index to Petitions for Naturalization of the U.S. District Court for the Southern District of New York, 1824-1941 (102 rolls) 2NN
M1677	21	Alphabetical Index to Petitions for Naturalization of the U.S. District Court for the Western District of New York, 1906-1966 (20 rolls) 2NN

Holdings of Federal Records Centers

