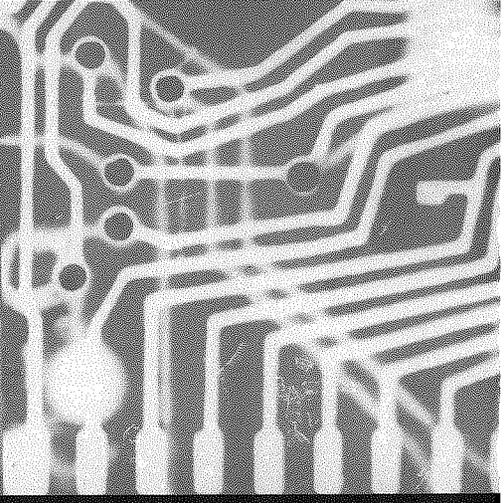


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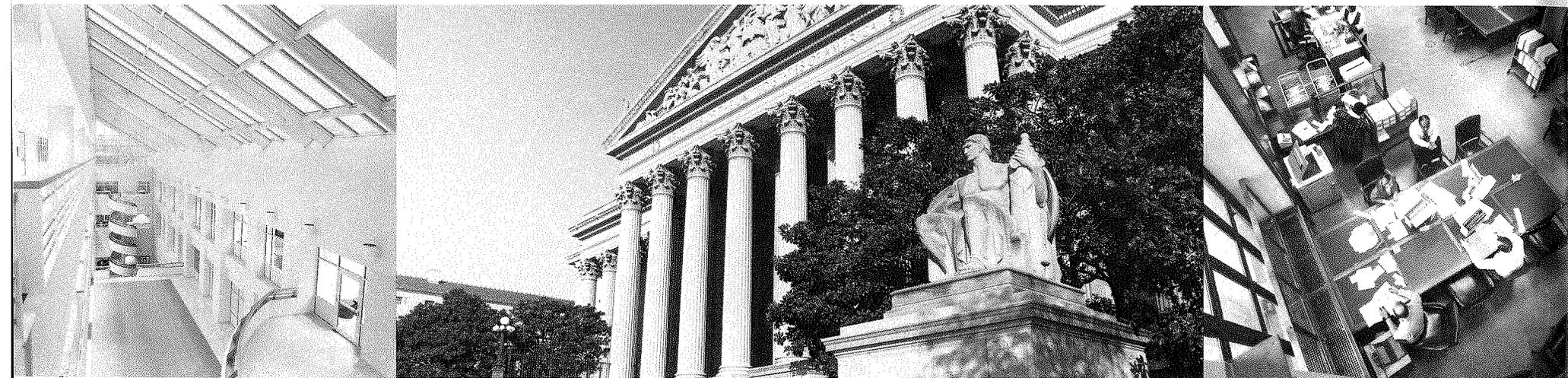


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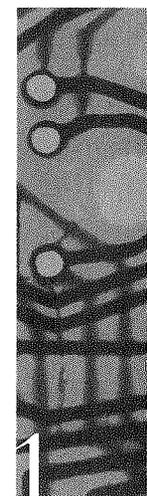
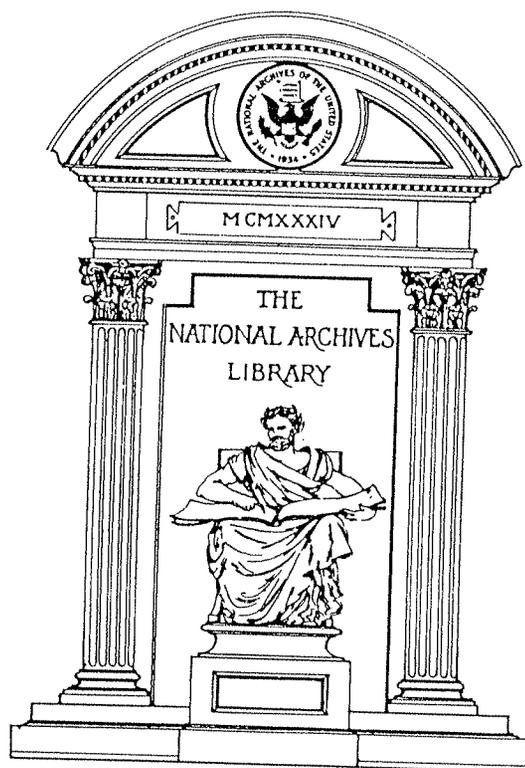
A New Archives for A New Era

In 1791 Thomas Jefferson sounded a call to preserve the nation's historical documents from the ravages of "time and neglect." "The lost cannot be recovered," he said, "but let us save what remains." But in 1810 Representative Josiah Quincy of Massachusetts declared that the country's public records were "in a state of great disorder and exposure and in a situation neither safe nor convenient nor honorable to the nation." It was not until 1934, nearly 125 years after Representative Quincy's admonition, that the country created a National Archives.

The toll of neglect, fire, vermin, and disorganization had been disastrous. But much of the record of the nation's past survived. The National Archives has come a long way since its inception to preserve and make available for public scrutiny that documentary record.

It is a record that captures the sweep of the country's history—from slave ship manifests to captured German records; from journals of polar expeditions to Indian treaties; from the 550 volumes of records of the Continental Congress to records of Watergate; from photographs of the Civil War and the Vietnam war to over 1.5 million maps, including the work of Lewis and Clark and Zebulon Pike; from over 150,000 reels of motion picture film, including Laurel and Hardy's only color film, made for the United States Forest Service, to footage of every President since Grover Cleveland; from hundreds of thousands of sound recordings to vast collections of computer tapes and microfilm.

In 1994 the National Archives opened its second major building, a state-of-the-art archival facility in College Park, Maryland. The opening signals the determination of the Archives to



confront the challenges of a new era in records creation and dissemination. In its recently issued strategic plan, The National Archives and Records Administration: Strategic Plan for a Challenging Federal Environment, 1994-2001, and in its plan for streamlining NARA's organization, delivered in July 1994 to the Office of Management and Budget, the National Archives has reaffirmed its dual mission: to serve as a central information agency in helping formulate national policy for creating, managing, and preserving valuable documentary materials and to serve as a primary link between citizens and the records of their government.

In order to meet these goals, in order to face the challenges of rapid progress in information technology, the Archives is changing from a traditional archival repository to a multi-faceted institution with centers for research and information exchange that serve a global community.

The Archives is establishing an effective nationwide network of integrated information resource systems. In 1994 NARA, under legislation sponsored by Senator Bob Kerrey of Nebraska, contracted with the National Institute of Standards and Technology for a pilot project to assess ways to improve access to NARA's information and record resources for citizens and organizations regardless of their geographic location. A pilot study is underway in Nebraska using focus groups, surveys, and meetings with state leaders to determine what kind of Federal information is needed by citizens and in what format they want it delivered. NARA has recently made more than 300 publications about the agency and its holdings available to Internet users; the agency is beginning an incremental system that will link all agency locations in a NARANET Wide Area Network; and is exploring other critical steps in providing the infrastructure necessary to improve information services for staff

and customers. At the National Archives Pacific Southwest Region in California, for example, a project provides on site CD-ROM versions of indexes to Federal census data held in regional archives.

NARA is increasing its work with other agencies to strengthen the records appraisal, preservation, and disposition programs. The Archives is now engaged in a long-term partnership with the U.S. Navy to update its basic records control schedule and is working with the FBI to develop the best means for automating its case files.

The National Archives is increasing its efforts to declassify important government documents from a variety of agencies. The Archives is restructuring its organization to streamline operations, consolidate functions, and eliminate regulatory overkill. It is also seeking information and ideas on ways to improve its service to customers. The Archives, for example, plans to conduct surveys and focus groups of genealogical researchers who visit not only the facilities in Washington, DC, but also those at the regional archives nationwide. The Archives is determined to provide strong leadership in the field of family history research.

At the National Archives we see youngsters standing in front of display cases, realizing to their amazement that George Washington actually held that piece of paper, actually wrote those words and worked that sealing wax. We see individuals from all parts of the country gathering to trace the roots of their families, struggling through the census records, the passenger lists, and the court and land records to unearth the clues. We see the elderly and the young using indexes on CD-ROM for the first time. These are individuals engaged in active, living history. This is what the National Archives, through its programs, seeks to encourage.

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In Celebration: The National Archives 1934-1994

When the doors of the imposing new National Archives Building opened in 1934, few could have imagined that, in a short time, this massive structure straddling Tiber Creek would be overflowing—with Federal records. Charged by Congress to create a building both monumental and functional, the eminent architect John Russell Pope succeeded masterfully. Here was a building that could accommodate almost two million cubic feet of Federal records—over two billion pieces of paper.

Here was a building that not only provided space for storage and maintenance of historical records but offered superb office and library facilities, spacious research rooms, a theatre, and a magnificent exhibit hall where the Nation's most cherished documents—the Constitution, Declaration of Independence, and the Bill of Rights—could be permanently displayed. From its 72 limestone Corinthian columns to its august bronze doors, Pope's building was a distinguished engineering and architectural achievement. Appropriately located on Pierre L'Enfant's "grand avenue" midway between the Capitol and the White House, the National Archives was a testament to the Nation's commitment to preserve its written historical past.

The need for a central repository for the Nation's records had been recognized since the early days of the republic. Led by the noted historian J. Franklin Jameson, the Congress developed plans in the early part of the 20th century for a national archives, but World War I delayed the project. After the war, Jameson, supported by various organizations such as the American Historical Association, the Daughters of the American Revolution, and the American Legion, led a renewed effort.



On September 9, 1931, ground was broken at a site on Pennsylvania Avenue and Seventh Street. At the ceremony laying the cornerstone on February 20, 1933, President Herbert Hoover declared, "The romance of our history will have living habitation here in the writings of statesmen, soldiers, and all the others, both men and women, who have builded the great structure of our national life."

The building was constructed on land that in the early days of Washington had been so marshy that, during the Presidency of James Madison, a canal carried boats and barges for a distance of two miles from south of the White House to the Eastern branch of the Potomac River. Gradually, as the canal was walled throughout its course, the adjacent land became more suitable for building. A brewery appeared nearby as did a soap and candle factory, a china, glass and crockery business, and other establishments.

By the end of the century, the area featured numerous wholesale and retail produce houses and the Center Market, a bustling shopping area for Washington residents. When the imposing new National Archives Building replaced some of the those market buildings in 1934.

No one realized in 1934 the extent of the nation's documentary record. The National Archives building had been planned, constructed, and virtually completed before Congress created the agency that it would house. Lamentably, the Archives had architects before it had archivists. No survey of Federal records had been undertaken since 1910 and no one knew with any certainty where or how many documents there were, under what conditions they were stored, or how many were of sufficient value to be sent to the Archives for permanent preservation. As Federal examiners began to pick their way through attics and cellars across the country—in Federal court buildings,

custom houses, life-saving stations, Army posts, naval stations, Indian agencies, reclamation projects, general land offices, and post offices—they soon realized that the U.S. government, in the first 150 years of its life, had created a veritable paper mountain. During the first three years of the existence of the National Archives, the examiners surveyed approximately 2,600,000 cubic feet of records in some 6,000 separate rooms of government buildings in the District of Columbia alone. At the same time, the Works Projects Administration launched an effort to survey Federal archives elsewhere in the United States. This project scoured files in more than 7,000 government offices across the country and uncovered many thousands of cubic feet of additional records. At a hearing in the House of Representatives in January 1936, Archivist of the United States R.D.W. Connor announced that the Archives building would be sufficient to house the government's permanently valuable records only until around the year 1950. Within a few years of its opening, the National Archives was already two-thirds full.

Even though Connor and other government officials had come to realize the magnitude of the space problem they faced, they still could not foresee the explosion of paperwork in the New Deal and World War II. By the end of the war, the Federal government had created five times as many records as it had in the century and a half before the laying of the Archives cornerstone. The newly created mass of 18 million cubic feet of paper could theoretically be stacked to the top of the Washington Monument and cover a full acre around it. Solon J. Buck, the second Archivist of the United States, likened this proliferation of records to "keeping an elephant for a pet, its bulk cannot be ignored, its upkeep is terrific, and, although it can be utilized, uncontrolled it is potentially a menace."

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A construction worker examines Corinthian columns of new National Archives Building, 1934.

In 1950 the Hoover Commission grappled with this potential menace. As a result of the Commission's recommendations, the mission of the National Archives was enlarged to include the keeping, storing, and disposing of non-permanent records, that great volume of paper of little enduring value that threatens to engulf agency storage facilities. What was needed to meet this colossal challenge was a system for separating the wheat from the chaff at the earliest possible stage in the records cycle, and a means for ensuring that non-permanent records were safely, efficiently, and economically stored for the years they had to be kept. Out of these needs the science of "records management" was born and with it the concept of scheduling records, before or at the time of their creation, for either permanent retention or disposition. The Archives thus became the records management adviser for the Federal government, giving technical assistance on records organization and management principles to agencies across the country.

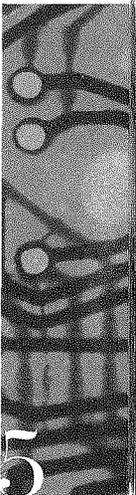
In addition to introducing records management concepts, the Archives began to operate records centers, facilities designed to store non-permanent records in inexpensive space until eventual disposal. One archivist characterized these centers as a kind of purgatory where records "go to await their time, after which the good records go to the heavenly archives and the bad ones go to the flames." In this war against paper, one of the first Federal centers was, appropriately it seems, set up in a World War I torpedo plant in nearby Alexandria, Virginia. Today, the Archives operates centers in 13 geographic regions as well as the mammoth Washington National Records Center built in the Washington suburb of Suitland, Maryland, in 1966 and the National Personnel Records Center in St. Louis, Missouri. If boxes holding these papers were laid end to end, they would stretch from ocean to ocean.

In 1974 Alex Haley visited the Archives and discovered in the Alamance County, North Carolina census records of 1870 information that confirmed much of his family's oral history traditions and set him on a thirteen-year quest for his African origins. In 1977 the television series "Roots" helped to inspire the burgeoning national interest in genealogy. Holder of many of the country's most basic documents for genealogical research, such as national census schedules, ship's passenger lists, and military service records, the Archives complex felt the impact immediately. The microfilm reading room had long waiting lines. Hundreds of thousands written inquiries rained in from all over the country. Public interest in family history research continued to swell.

As more and more individuals streamed into the Archives, as word of the holdings of the institution spread and it became far better known and valued by historians and laymen alike as a national resource, the Archives responded with a variety of programs designed to preserve and make available the nation's documentary record.

The National Archives operates facilities across the country. In addition to the 15 Federal records centers, NARA oversees 13 regional archives (from New England to the Pacific Southwest to Alaska), the National Personnel Records Center in St. Louis, and 9 Presidential libraries, a series of institutions across the country dedicated to preserving, housing, and making available for public use the documentary materials of the nation's Presidents.

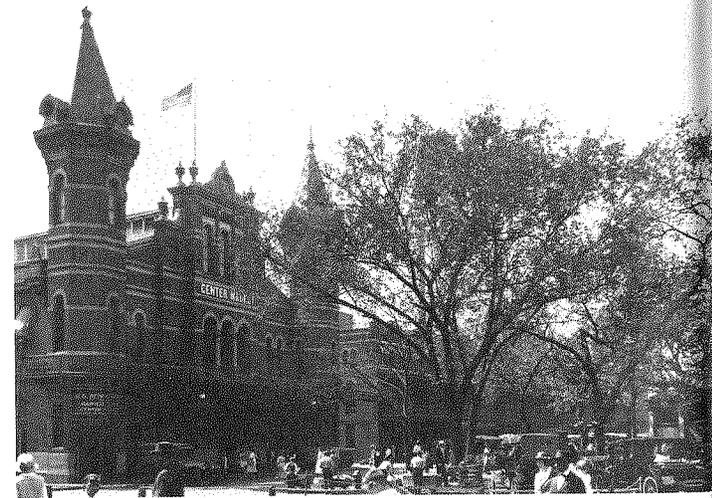
The National Archives also has administrative responsibility for the National Historical Publications and Records Commission, a grant agency whose mission is to preserve and publish vital documentary materials relating to American history. The Commission makes grants throughout the nation to help make valuable historical documents available to



the public in published works and to preserve materials in the archives of state and local governments, universities, historical societies, libraries, museums, and other organizations and institutions.

In addition, the Archives also publishes the *Federal Register*, the publication of record for the nation's laws and Federal regulations. Five nights a week, 32,000 copies of the *Federal Register* are printed at the Government Printing Office for distribution the following day to Federal agencies, the Congress, the courts, depository libraries, and subscribers. The *Federal Register* system serves as an information link between the Federal government and the American people by receiving, editing, and publishing the major source documents that govern our daily lives. The Office of the Federal Register also publishes *The Public Papers of the President*, the *Code of Federal Regulations*, the *Weekly Compilation of Presidential Documents*, the *U.S. Government Manual*, and the *U.S. Statutes at Large*.

As the National Archives opens its new facility in College Park, as it makes significant progress in the many areas of responsibility for the nation's documentary record, the Archives is continuing to heed the admonition of Charles M. Andrews, the eminent Yale historian who wrote in 1913, "No people can be deemed masters of their own history until their public records, gathered, cared for, and rendered accessible to the investigator, have been systematically studied and the importance of their contents determined."



The Center Market between 7th and 9th Streets on Pennsylvania Avenue. In 1934, the National Archives would stand in its place.

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The National Archives *Looks* to the Future

*W*e salute those of you across the country who treasure the documentary records which the National Archives, through its nationwide facilities, is committed to preserve and make available for public use. In its various programs, the National Archives reaches out to all of you—to the genealogist tracing family roots; to the historian tracking elusive evidence; to the lawyer seeking precedents; to the town planner seeking geographical clues; to the teacher preparing classroom resources; to the student learning about the past; to the lover of history satisfying a need to know.

As the Archives opens its new building in College Park, Maryland, and inaugurates its strategic plan, as it restructures and streamlines its organization, it is taking significant steps to grapple with the problems of recordkeeping in the coming century. The Archives seeks partnerships with other organizations and institutions which care about the national record—those involved with family history, cultural and humanities issues, historical preservation, education, patriotic and veterans recognition, and many others. We are seeking ways to forge united efforts to preserve and make available the nation's documentary record.

Today, more than ever, the National Archives needs strong constituencies. It is a very challenging environment in which we find ourselves. We need the help of researchers and other users of the Archives to identify those services most important to them. We need vigilance and support from our constituents in helping us provide those services efficiently and effectively.

There are many challenges facing the National Archives in the coming years. We continue, for



example, to make vigorous efforts to provide for public use the escalating amount of security-classified documents in the custody of the National Archives. A Presidential Executive Order, issued in 1994, opened in a bulk declassification action nearly 45 million pages of material. This is an important first step in attacking this vexing problem. The classification system that has evolved since World War II requires burdensome administrative expense to house classified items in security storage and to handle paperwork when they are requested under the Freedom of Information Act. In the efforts of the Administration and of Congress to make government more efficient, this bulk declassification action is a significant step in dealing with this difficult issue. The National Archives stands ready to help make the system even more efficient and responsible to the American research public.

NARA also continues its drive to use the emerging electronic technologies, enhancing the agency's ability to provide increased and faster access to its holdings and services. One of the primary benefits to patrons of the Archives is the ability to access information from great distances. Although the regional archives structure of the Archives has made it easier for many citizens to visit NARA facilities, for millions of other individuals the trip to an Archives location can be a long journey. NARA has thus established a file transfer protocol (FTP) site on the Internet to make available copies of descriptive materials about the agency's work and holdings. We are also developing mechanisms for the delivery of information; we are anticipating and planning for future development of the information highway's potential impact on the archival world; we are expanding NARA's role in providing information about records found in other government agencies; and we are working with other agencies and institutions in

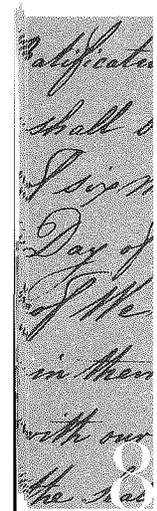
cooperative projects and planning efforts such as the Information Infrastructure Task Force.

Through imaginative strategic planning and project development, and with the enthusiastic help of its supporters and users, NARA can make increasingly greater progress in these and other vital areas.

The headquarters building of the National Archives is equidistant from the Capitol and the White House at either end of Pennsylvania Avenue; and that is a good metaphor for where we are. The leadership on both sides of the aisle in the new Congress have been supportive of the Archives and recognize the singularity and long-term value of our role. Just as we administer Presidential and judicial records, we continue to provide archival support to the Congress. We look forward to continuing to work with the Administration and to work with the new Congress as we seek to carry forward the mission of the National Archives. We will do so by identifying how we can improve processes and structure; by developing our staff to meet today's challenges and providing job satisfaction; by modernizing facilities and utilizing emerging technologies; and by being the best advocate for ourselves in our role as a global leader in archives administration.



Trudy Huskamp Peterson
Acting Archivist of the United States



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A Commitment to Meet New Records Challenges

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Across the United States, the National Archives strives to safeguard the nation's memory. At its main facilities in Washington, DC and College Park, Maryland; at its Presidential Libraries, Regional Archives, and Federal Records Centers in every part of the country, the Archives preserves and provides access to Federal records. The Archives assists other institutions and individuals in managing records, offers publications, exhibits, and educational programs, applies new technological systems and streamlined processes in advancing archival interests, and builds partnerships with states, local governments, academic institutions, and other individuals and organizations that care for the nation's documentary record.

PART ONE

Serving the Records Needs of the Government and its People

A Fresh Commitment to Serve the Public

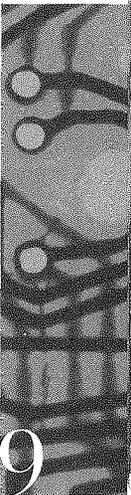
This is a time of change at the National Archives. In 1994 the agency developed a strategic plan for the future. The Archives has also reorganized and has significantly reduced its work force. At the same time, we have taken steps to use the technology of the information highway to bring the public closer to the magnificent documentary resources under our custody. And we

have committed ourselves to continuing to serve the customers of the National Archives with the sense of dedication and pride which has always characterized our employees.

In this period of change, a time when we are attempting to do more with less, we appreciate and welcome the support of private individuals and organizations working with us to preserve and make available our documentary riches. The National Archives enjoys the assistance of hundreds of volunteers who perform various activities with great skill. We have the support of state and local agencies and societies who work with us on cooperative projects. And we rely on the determination of the Archives staff itself to provide to the public its best professional efforts.

In 1994 the National Archives issued a Customer Service Plan as part of the government-wide reinvention and customer service initiatives. The plan sets forth basic standards that tell our researchers and visitors what to expect when they come to our facilities. NARA's work earned the personal recognition of Vice President Al Gore, who praised NARA's strategic planning process and its effort to create broad, organization-wide support for the Administration's government reinvention initiative.

As a part of its customer service initiative, plans were made to survey major groups of National Archives users—genealogists, historians,



museum visitors and others—for their evaluation of and suggestions for improving services provided. Some limited surveying also was done in several areas, including Federal government agency personnel, publications customers, and still and motion picture researchers. In response to these early findings, NARA took steps to improve service to customers in several areas.

The National Archives has surveyed genealogists, historians, museum visitors, publications customers, Federal government agency personnel, and other groups to ascertain ways in which NARA's services to its public can be enhanced and improved. In response to its early findings, NARA took steps to improve service to customers in several areas.

The Nontextual Archives Division is undertaking a project in motion picture and broadcast quality video reproduction that allows customers to deal with their choice of contract reproduction labs.

Several National Archives units are developing automated sources and electronic tools to improve customer access. Projects include development and use of databases in the Motion Picture, Sound, and Video Branch and the Still Picture Branch. E-mail reference requests are now accepted in the User Services Division and routed to appropriate units. The NARA Fax-on-Demand system now allows users to

receive over 119 different documents. NARA is also allocating resources for sharing publications on the Internet.

Two pilot projects entitled "Technology to Enhance Reference Customer Satisfaction" (TERCS) have been conducted at regional sites. The Fort Worth Records Center is now providing copies of U.S. District and Bankruptcy Court records directly to customers in response to telephone and fax requests. This project is designed to improve turnaround time for both receipt of requests and responses to them. Customers can receive copies of court records stored at Federal records centers via fax, overnight delivery, or regular mail, at their convenience. The project went into effect at the end of March 1994 and has so far proven quite popular.

The second TERCS project, conducted at the Pacific Southwest Region in California, provides to onsite genealogical researchers with CD-ROM versions of commercially created indexes to Federal census data held in the regional archives. The goals of the project are to determine system feasibility and user satisfaction, and the availability of voluntary assistance and donations to continue the service beyond the end of the pilot. The project opened in February 1994 and has been well received by customers (even those with little experience with computers).

As part of the Federal Government's reinvention initiative, the "Hammer

Award" is presented by the Vice President to individuals who have participated in a team effort that has dramatically improved the way government works. Several National Archives employees have received Hammer awards.

Diane Nixon, Director of the National Archives Pacific Southwest Region, received a 1994 Hammer award on behalf of the Regional Archives staff. The award acknowledged the work of the staff in providing CD-ROM-based indexes to census records.

Another Hammer Award honored 22 Federal agencies that coordinated the mobilization response to the January 17 earthquake in Northridge, California. Sharon Roadway, Director, Los Angeles Federal Records Center, accepted the award on behalf of those agencies in her capacity as Vice Chair of the Greater Los Angeles Federal Executive Board and as coordinator of the mobilization response. Several NARA staff members were recognized for their roles during the earthquake including Jim McSweeney, Ms. Nixon, and Suzanne Dewberry.

Employees at the Federal Records Center in Waltham, Massachusetts also received a Hammer Award. During the past year the records center has made a special commitment to customer service, streamlining operations while continuing to meet a growing workload, expanding the center's textual research

room, and conducting several customer surveys to determine how to improve delivery of services. Diane LeBlanc, Center Director, said that the staff has prided itself on implementing the Centers Information Processing System (CIPS). "Eighty percent of our general reference requests are now received electronically through this program," said Ms. LeBlanc, "thereby reducing the time it takes for our customers to receive their records." In commenting on the award, Ms. LeBlanc said, "The spirit of reinvention underlies the day-to-day operation of the entire center. Every member of the...team is fully cognizant of the fact that being responsive to the needs of customers is the essence of public service."

Opening the National Archives at College Park

*I*n February 1994 a new National Archives facility opened to researchers and the public in College Park, Maryland. The National Archives at College Park, also known as Archives II, represents six years of planning and construction and is the largest and most technologically advanced archives facility in the world.

At a ceremony on May 12, 1994 hosted by Acting Archivist of the United States Trudy Huskamp Peterson, the National Archives dedicated the new building. Speakers

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included The Honorable Paul S. Sarbanes, United States Senator from Maryland; The Honorable Steny H. Hoyer, Member of Congress for the Fifth District of Maryland; Louis Goldstein, Comptroller of the State of Maryland representing the Honorable William Donald Schaeffer, Governor, State of Maryland; Parris N. Glendening, County Executive of Prince Georges County; Dr. William E.

Kerwin, President, University of Maryland at College Park; and Dr. Jean-Pierre Wallot, President, International Council on Archives.

The move to College Park is a major undertaking that will take place over the next three years. The new facility will house the permanently valuable non-textual records of the National Archives—more than seven million still pictures; 11 million charts, maps and aerial photographs; 112,274 reels of motion pictures and 200,122 sound and video recordings, as well as numerous textual records. A number of special collections will be housed at Archives II, including the Nixon Presidential Materials Project and the John F. Kennedy Assassination Act Collection.

The National Archives at College Park will serve as an archives for the 21st century, protecting and preserving historical materials for future generations. Archives II has the most advanced pollution and environmental controls; nine sophisticated preservation and conservation laboratories designed to accommodate anticipated future accession of both paper-based and non-textual records; and extensive research facilities. It has a total record storage capacity of approximately two million cubic feet—and the building is designed so that additional storage units can be added as needed in the future.

Archives II includes 691,572 square feet of records storage areas—over 12 football fields—for storing textual

records as well as still photographs, charts, maps, motion picture, sound and video footage. The total records storage capacity of the building is almost two million cubic feet and can accommodate additional Federal records and other materials well into the next century. The volume of records being moved over the next three years is approximately 765,934 cubic feet, which would fill almost six olympic-size swimming pools. Textual records will be stored on 520 miles of high-density mobile shelving—laid end to end, the shelving would reach from the Main National Archives Building in Washington, DC, to the Gerald R. Ford Library in Ann Arbor, MI.

Archives II has facilities to accommodate 390 researchers at one time in a research complex that includes an auditorium and state of the art research rooms for textual records; cartographic and architectural records; motion picture, sound and video records; microfilm records; still pictures; electronic records; and classified records.

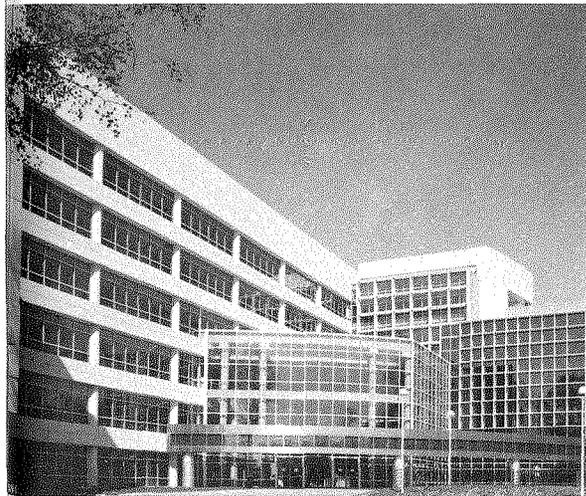
Archives II is designed to complement the Main National Archives Building on Pennsylvania Avenue which will continue as a research and cultural center, housing the Charters of Freedom (the Declaration of Independence, the Constitution and the Bill of Rights), materials relating to genealogy, the legislative and judicial branches, and other textual records.

Dr. Peterson described the opening of Archives II as “an opportunity to rededicate ourselves to our mission of preserving the nation’s documentary heritage for current and future generations.”

Alaska’s Native Population and Federal Records

The Pribilof Islands, windswept specks of land in the vastness of the Bering Sea, are the summer breeding grounds of the northern fur seal. Gerasim Pribilof, a navigator for Lebedev-Lastochin (sort of a Russian Hudson’s Bay Company) discovered the uninhabited islands in 1786 and brought enslaved Native hunters from the Aleutians to create an instant work force. Over the years, small Aleut-Russian communities grew on the largest islands of St. Paul and St. George.

With the purchase of Alaska in 1867, the United States inherited the sealing program and ran it until the 1980s. And, in everything it did, the government created records. Long ignored, long abused, and left to deteriorate, the government’s records now have a very contemporary utility in protecting the rights and interests of these American citizens. It is a classic example of the serendipitous value of historical records and how that value can evolve in ways the creators of the documents could never have foreseen.



Main entrance to the National Archives at College Park, Maryland. The building, which opened to researchers in January 1994, is the largest and most technologically advanced archives facility in the world. (Photo by Earl MacDonald, National Archives)

For example, when the fisheries agents paid the Native work gangs canteen wages, they unwittingly made the sealers employees of the Federal government. Money paid to the sealing crews listed in these files are often the only surviving evidence to validate claims of Aleuts who are seeking pensions under the 1883 Civil Service Act. Also in the files is correspondence about the annual seal harvest, daily kill records, tallies of skins shipped and of meat and oil by-products, letters from off-islanders asking for permissions to land, scientific studies, and wide-ranging comments and observations made by the fisheries agents.

Some of the most poignant records relate to the 1942 evacuation of the islanders to abandoned canneries in Southeast Alaska. This tragic occurrence, and its aftermath, generated records that have assumed very valuable contemporary use. For example, most people today know about the compensation for Japanese Americans interned during World War II. Few know that the survivors of the Aleut relocation and their descendants used Federal records to win inclusion in that legislation. Based on archival records, the law awarded each survivor or heir \$12,000 compensation.

While the unique history of the Pribilofs' peculiar institution provides spectacular examples of how one small ethnic group can use archival sources to protect their rights, Alaska's Native community at large is learning to use

the Region's holdings in similar practical ways. One of the Alaska Region's most active series of records is the student folders for Mount Edgumbe, the Bureau of Indian Affairs' largest and most diverse school. Located in Sitka, Mount Edgumbe attracted boarding students from virtually every village in Alaska. The student folders contain much more than academic information. Not a week passes without the regional archives receiving a request for a transcript for such varying reasons as application to Stanford University or for entry into truck-driving school in Casper, Wyoming. An elderly Native searches the records hoping to satisfy his employer's demand for proof that he is a high school graduate. He is, and after his visit, he can prove it.

Just as vital are the records created by the Bureau of Indian Affairs known as the "village census rolls." From 1912 to 1972, the Bureau periodically took a census of some 328 Native villages throughout Alaska. Compiled by the Bureau's teachers, physicians, nurses, or other agents, the census enumerates the head of household, people living therein and their relationship to the head, and some personal information such as place and date of birth, percentage of Native blood, and education. In many cases, the village census rolls are the only records documenting when an older Native was born, his familial relations, and the percentage blood he has of Alaska's three

distinct Native groups. Fascinating for anthropologists and other researchers, these records have more than passing value to the people they concern. For example, the daughter of an elderly man in Chignik Lake, a tiny village where the Aleutian Chain meets the Alaska Peninsula, contacted us as a last hope. She was dying of cancer. Her father had no personal records to prove his eligibility for government medical assistance. The BIA had included the village in its census-taking and regional archives staff found his listing, provided certified copies, and the man gained his rightful benefits.

These examples are repeated and extended as Alaska's Native community discovers the rich holdings of the Alaska Region. And they are not the only ways in which these citizens are learning to use the records to establish and protect their rights and interests. Bureau of Land Management records provide evidence of Native land rights—to establish historic rights of way and as a basis for "nonrestrictive native deeds." Records resulting from the Alaska Native Claims Settlement Act protect traditional-use sites and Native land claims, and city managers of predominantly Native communities use the records to establish village and personal land titles. Navy files document environmental hazards and relationships to native community health issues.

In myriad ways, the National Archives—Alaska Region is providing

rich information on various issues from land claims to native-government relations. The records at the Region document the impact of the *Exxon Valdez* oil spill; provide compensation for fishermen, many of whom are Native; and establish archaeological evidence of early occupation. Based on the records, the Coast Guard cleans up its two Aleutian lighthouses; National Marine Fisheries restores the fragile environment around its old facilities on the Pribilofs; the Corps of Engineers removes nuclear waste discovered near a Native village on the Bering Sea. The Alaska Region is reaching a range of people who are learning that the records document and protect their rights and interests.

A New Records Center in Massachusetts

The National Archives at College Park was not the only new facility opened by NARA in 1994. On August 15, 1994, the National Archives dedicated its National Records Center and Regional Archives in Pittsfield, MA, to Silvio O. Conte. Representative Conte served in Congress as a representative from western Massachusetts from 1958-91 and initiated the legislation for the facility.

The speakers at the dedication included Senator Edward Kennedy (D-MA), Representative John Olver (D-

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MA), Acting Archivist of the United States Trudy Huskamp Peterson, and GSA Deputy Regional Administrator Robert Dunfey, who served as Master of Ceremonies. Dusty Houser, District representative of Senator John Kerry, delivered a message on behalf of the senator. A double brass quintet from the Tanglewood Music Center provided music, and the Color Guard was from VFW Post 448 in Pittsfield.



At the August 15, 1994 dedication ceremony for the Silvio O. Conte National Records Center in Pittsfield, MA, a featured speaker was Mrs. Corrine Conte, widow of the late Congressman. Seated behind Mrs. Conte are (l-r) Pittsfield Mayor Edward Reilly; Jean Nudd, regional director; Robert Dunfey, Jr., General Services Adm.; Congressman John W. Olver; Acting Archivist Trudy Peterson & Senator Edward M. Kennedy (photo by Robert Shartrand, Pittsfield, MA).

A low tan brick building, the new facility seems very quiet from the outside, says Pat Nichols, a reporter for the local *Berkshire Eagle*. "But inside, energy fills the reading area. A pleasant camaraderie develops quickly among visitors as they search old records. The low buzz of microfilm rewinding ...competes with snatches of conversation." Gregory Schildmeyer is director of the National Records Center-Pittsfield. Jean Nudd, director of the National Archives-Pittsfield Region, says that on an average day 35 to 40 people come to do research. The Pittsfield facility, says employee Walter Hickey, can now be added "to the list of other attractions which bring people to the Berkshires."

Center for Legislative Archives: Preserving and Making Available the Records of Congress

The Center for Legislative Archives at the National Archives is the repository for the historically valuable records of the U.S. Congress. In the stately east wing of the National Archives' Central Research Room researchers now enjoy access to the Center's holdings, to finding aids to other congressional repositories' collections, and to current information about legislative activity on the Hill. The Center's goal is to transform the

Congressional Research Center into a state-of-the-art research facility for the study of Congress.

Initially the Congressional Research Center will offer dedicated space for researchers working with the records of Congress, along with conveniently located offices where they can consult with archivists who have subject-area expertise in the records of Congress. The Center will also house a collection of print resources, including periodicals, monographs, indexes, and finding aids, vital to the study of Congress.

For the future, the Center envisions a fully equipped research facility that will feature a host of electronic resources to aid congressional researchers. Links to electronic networks will connect the Center's researchers to congressional databases located along the information superhighway, providing access to congressional finding aids and information dispersed across the nation. The Center will contribute its own electronic resources, including easily searchable oral history databases and finding aid information to enhance access to its holdings. Special media records, including audio tapes of oral history interviews and videotape floor proceedings, will also be made available to future researchers at the Center.

The Center also sponsors a public and educational outreach program. The fall school year of 1994 marked the first time *The Presidency of Thomas Jefferson*, an educational document packet, was

widely available. Distributed to public and private high schools in Pennsylvania, Delaware, New Jersey, Virginia, Tennessee, Washington, D.C., and portions of California, *The Presidency of Thomas Jefferson* brings striking color facsimiles of Jefferson's handwritten messages to the classroom. Supplemented by drafts of bills, congressional debate, citizens' letters, and other records from the Center's holdings, Jefferson's extraordinary messages to Congress capture his vision for the nation and the challenges he and his countrymen faced. Early distribution of the packets in the spring to selected teachers in Philadelphia and the Washington-area brought an enthusiastic response and the Center is eager to learn how teachers use the packet in classrooms this fall. The Center also presented a teacher's workshop on *The Presidency of Thomas Jefferson* at the annual conference of the National Council for the Social Studies in November.

Created by the Center with funding provided by a series of private-sector grants to the Foundation for the National Archives, *The Presidency of Thomas Jefferson* represents the first in a series of educational document packets planned by the Center to share the extraordinary documentary treasures in its holdings with the nation's students. Given the success of the initial distribution of *The Presidency of Thomas Jefferson*, the Foundation for the National Archives is seeking additional

private-sector support to provide for a second printing in the fall and distribution to schools in other states.

The Center has two new outreach projects underway. One seeks to produce an educational document packet and exhibit on women's writings to Congress to commemorate the 75th anniversary of women's suffrage in August, 1995. This project will feature women's letters, petitions, and other records that document the history of women's civic action at the national level before women won the right to vote. The other project focuses on the history and operations of Congress and will feature the records of Congress in an educational document packet. The Center hopes to produce a CD-ROM version of this publication. The CD-ROM version will include oral histories, editorial cartoons, committee minutes, videotaped floor proceedings, and a wide variety of documents combined into a large electronic library of congressional materials made accessible in an interactive format. Both projects seek to combine National Archives' resources with private-sector support to create path-breaking educational products.

In all its endeavors, the Center strives to fulfill its mission to preserve the records of Congress, to document the workings of the world's premier deliberative and legislative body, and to make the records of Congress available to the people of the United States.

Appraising Federal Records

Every day the Federal government produces vast quantities of records—paper documents, photographs, videotapes, maps, computer disks, and other formats used to record information. To keep things under control, Federal agencies, with the help of the National Archives, implement records management systems. In order to ensure the creation and preservation of materials vital to keeping a full and accurate record of the government's activities, the National Archives determines which of these records are valuable enough to keep and which can be disposed of when no longer needed by the originating agency. This is a daunting task since only a small percentage of what is created annually is considered worth retaining permanently.

One of the most important responsibilities of the National Archives is the appraisal process: deciding which records have enduring value for the government and the people of the United States and which have only a limited, temporary value. Specially trained archivists from the Office of Records Administration work closely with agency records officers advising them on how to create schedules proposing to keep or destroy groups of records. Some records are destroyed in offices as soon as their usefulness is complete; others go to the National

Archives Federal Records Centers that temporarily store records that agencies seldom use. Only the chosen few are preserved in the National Archives itself.

The role of appraisal archivists is a demanding one—to review records schedules, examine records and make the ultimate recommendation to the Archivist as to whether the records can be disposed of or should be saved permanently. These archivists draw on their knowledge of the holdings of the National Archives, the function, programs, and structures of the various agencies of the Federal government, and an understanding and appreciation of historical research needs. Their decisions shape a significant part of our national documentary heritage.

To help agencies carry out their duties in managing records, the Office of Records Administration also provides a variety of other services. It develops regulations to guide agencies, conducts training classes for agency records officers, and evaluates the effectiveness of agency records management programs.

If it were not for records managers and appraisal archivists, the volume of records accumulated annually by the Federal government would be unmanageable. Important documents would be lost, submerged in a sea of paper and tape; indeed, the nation's memory would be obscured, if not partially lost.

Opening Records on POW/MIA Affairs

Since the end of the Vietnam War, friends and relatives of soldiers who were missing-in-action or known to be prisoners-of-war have unceasingly sought information about their loved ones. Reported live-sightings of Americans in Southeast Asia raised questions about the existence of



With bandaged face and barefoot, U.S. Air Force Lt. Col. J.L. Hughes is paraded between two guards. (342-AF-105827)

captives long after all POWs had been returned. Observers questioned the government's methods and the level of official commitment to track and recover Americans who remained unaccounted for.

When the Senate Select Committee on POW/MIA Affairs expired at the end of the 102nd Congress (January 1993), its co-chairmen, Senators John F. Kerry and Bob Smith, demanded that the records of the committee be made available to the public as quickly as possible. Senate rules specify that most Senate committee records are to remain closed for a period of twenty years after they are created. Selected records are further closed for longer periods if they contain information affecting the national security, or information that would violate the privacy of an individual if released. The urgency of the Select Committee's mission, to collect and examine government records relating to POWs and MIAs from the Vietnam War, and to hear the testimony of key military and civilian experts on the subject, however, compelled committee members to vote to open its records immediately.

Responding to citizens' urgent appeals, congressional committees held hearings on POW/MIA-related subjects in every year since the end of the war. Special units were also created in each branch of the armed forces to handle POW/MIA questions, and special investigations were conducted within the

military agencies. But the fear remained that critical information had been overlooked or denied to the public. Questions persisted, in part, because the records that contained the evidence were closed to researchers. Indeed, the Senate Select Committee's final report states that "Nothing has done more to fuel suspicion about the government's handling of the POW/MIA issue than the fact that so many documents related to those efforts have remained classified so long."

By 1991, with family members still seeking answers and the U.S. government moving toward opening trade with Vietnam, momentum was building to open the records. In 1991 Senator John McCain, a former Vietnam War POW, introduced an amendment to the National Defense Authorization Bill that required the Department of Defense to disclose any record, live-sighting, or other information in its custody relating to any Vietnam-era POW/MIA. The amendment, which became known as the McCain Bill, was the beginning of a series of actions that led to one of the most extraordinary declassification projects in history.

Following on the heels of the McCain Bill, the Senate created the Select Committee on POW/MIA Affairs. The committee concluded that "Rightly or wrongly, the secrecy—especially about live-sighting reports and critical internal reviews of Defense Intelligence Agency procedures—have

fed the perception that government officials have something to hide." The committee's final report in 1993 emphasized that "The Committee's first priority was to examine any evidence of live Americans; its second priority was to lay out for all Americans the evidence to let them judge its merits for themselves."

On July 1, 1992 the Select Committee requested President George Bush's support for the declassification of POW/MIA-related records. Three weeks later the President signed Executive Order 12812, which required all government agencies to review their POW/MIA-related documents for declassification. To comply with the declassification demands, the Department of Defense established the Central Documentation Office (later renamed the Defense POW/MIA Office) to collect documentation from American sources. The Department of Defense also created the intergovernmental U.S.-Russia Joint Commission, with its support unit, Task Force Russia, and an interagency Joint Task Force-Full Accounting. The mission of these groups was to scour the archives, museums, and landscapes of foreign nations for evidence pertaining to American POWs and MIAs.

Processing the records of the Select Committee was made the top priority at the National Archives' Center for Legislative Archives. The arrangement of the records was completed and a

preliminary inventory prepared to make them accessible. The records of the committee have since been the most heavily researched records at the Center.

The records of the Senate Select Committee on POW/MIA Affairs constitute an important resource for family members of POWs and MIAs, veterans advocates, and scholars. The 375 linear feet of records are organized into six subgroups: 164 feet of copies of POW/MIA-related records received from other government agencies; 113 feet of records created by the committee, including transcripts of hearings and depositions, committee publications, and the files of its administrative and investigative staff; 6 feet of audio-visual materials; 1 series of electronic automation files; and 92 feet of classified records. As the classified records are declassified or sanitized, a new parallel series is being created. The most frequently researched records are the live-sighting files from the Defense Intelligence Agency and the depositions of former high-ranking government officials who were in charge of POW/MIA-related affairs. In the case of the POW/MIA records, as in cases of other classified records, the National Archives is working diligently to make documentary source material available for public use at the earliest possible time.



Tackling the Declassification Dilemma

Classified Cold War-era documents have presented archivists of the National Archives with a host of difficulties that they did not have with World War II-era documents. The Second World War was a clearly defined conflict whose combatants were openly declared and with an outcome that was dramatic and conclusive. The Cold War, by comparison, was often fought covertly, involving neutral countries and local disputes. Intelligence agencies grew in size and importance during the Cold War era. Military technologies became more sophisticated while the development of nuclear and other special technologies led to special security classifications to restrict further access to documents.

The Records Declassification Division has had an ongoing project, in cooperation with the Department of State, to review systematically State Department decimal and lot files. A second team reviews records of the military agencies. But complexities of the Cold War era means that some files can not be reviewed systematically. At the same time, special requests from researchers divert National Archives resources from systematic review.

The National Archives will continue to identify and review the records likely to be heavily used by researchers, but the job is an enormous one. Classified

Cold War-era documents will remain a problem for many years to come.

There are several major considerations in releasing currently classified Cold War-era documents:

Foreign government information given in confidence to the United States by a foreign government cannot be declassified without that government's approval. This includes both letterhead documents from the government and information provided orally that is incorporated into U.S. documents. This can result in large numbers of documents being withheld from researchers.

The nations that were formerly under Soviet domination present a new dilemma. The former communist governments had no policy allowing the U.S. to declassify any information they had given us. Since these governments have disappeared, and in some cases the countries as well, it is unclear at this time how much latitude the United States will have in the future to declassify their documents.

Multinational organizations such as NATO and SEATO further complicated the post-war era. Classified documents originating from these organizations cannot be declassified without the organization's approval.

Intelligence operations grew dramatically after their fledgling beginnings during the Second World War. As with any information gathering organization, the intelligence community still wishes to protect its sources

and methods of operations. The willingness of sources to cooperate in the future depends on their assurances of confidentiality. Some Cold War-era sources are still alive and might be in jeopardy if their past cooperation became known.

Beyond intelligence gathering, post-war administrations often used covert operations as part of their foreign policy. Although the fact of these operations is widely known, the U.S. government is still reluctant to divulge details.

Local issues range from negotiations over U.S. military bases to cooperation by neutral countries in anti-communist efforts. In an attempt to organize worldwide opposition to the Communist Bloc, the U.S. invariably became entangled in local and regional issues which continue to be sensitive. In the past, inadvertent release of information by the U.S. has damaged governments that were friendly to us. This has reinforced U.S. awareness of the need to protect local sensitivities.

Military technology exploded and a proliferation of advanced weaponry developed during the Cold War era. Although much of the information about this technology no longer needs protection, the complexity of the technology can make it difficult to determine what information can now be declassified. NARA is working with the Department of Defense to develop more complete guidelines.

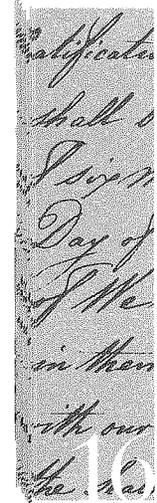
"Restricted Data" (RD) applies to documents such as those dealing with

nuclear energy or nuclear weaponry which require an additional security clearance for access and special storage facilities. The Archives has no authority to declassify these documents; all records containing RD must be coordinated with Department of Energy personnel.

NARA is working with the White House and others in the Executive branch to find answers to the dilemmas of declassification. In late 1994, the President issued a bulk declassification order which enabled the National Archives to release nearly 20 percent of the total number of classified documents in its custody, most relating to World War II activities. The bulk declassification order was an important first victory in the struggle to come to grips with this perplexing archival problem.

In addition, the Information Security Oversight Office and NARA have collaborated on a feasibility study for an automated declassification system called The Interagency Declassification Support System (IDSS). The system envisions two goals: to assist Federal agencies in the process of declassifying information and to enable government and public users access to declassified records via an online database. As part of the study, the MITRE Corporation analyzed the requirements of a system which would help agencies declassify information faster and more consistently and to share information with themselves and the public.

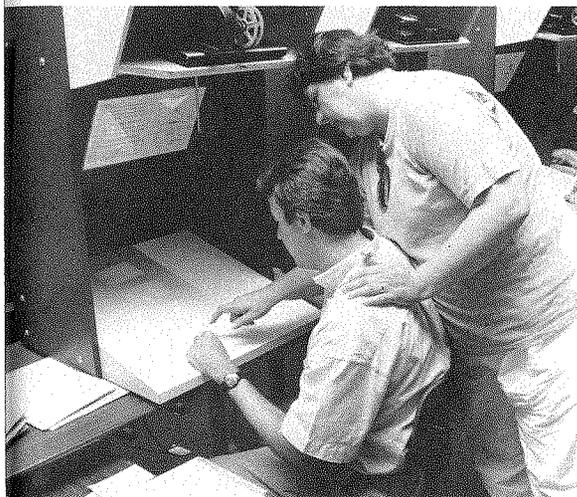
NARA continues its efforts to work with the various agencies to release as



much information to the public as possible, consistent with legitimate national security needs.

Records for Genealogists

The National Archives has custody of millions of records relating to persons who have had dealings with the Federal government. For genealogical



Genealogists trace family history at the National Archives.

researchers, therefore, the Archives is a very valuable resource institution. Census schedules, land records, passport applications, personnel records, claims for pensions and bounty lands, military service records, immigration and naturalization records, passenger lists—the records in the Archives are replete with information which can aid almost any researcher tracing family history.

In 1994 the National Archives undertook what is believed to be the biggest archival move in history, transferring massive amounts of files from its main building in Washington, DC, to its new building in College Park, Maryland. Most records used by genealogical researchers will remain in the main building. Census, pre-World War I military, immigration, naturalization, and Bureau of Indian Affairs records are among those remaining downtown.

Federal census records include the population census (1790-1920) and nonpopulation census records (agriculture, manufacturing, mortality, and social statistics schedules). Other census records include the 1857 Minnesota territorial census, and 1885 state censuses for Colorado, Florida, Nebraska, and New Mexico.

Military records include compiled military service files from the American Revolution, War of 1812, Mexican War, Civil War, Indian Wars, Spanish-American War, and Philippine Insurrection. Pension

application files for veterans of these wars or their widows or other dependents are also available. Pension files for Confederate veterans may be obtained from the state archives or equivalent agency of the state in which the veteran resided after the war.

Immigration records include ship passenger arrivals at the ports of Baltimore, MD (1820-1909); Boston, MA (1820-1943); Detroit, MI (1906-1957); Galveston, TX (1896-1951); Gloucester, MA (1918-1943); Key West, FL (1898-1945); New Bedford, MA (1902-1943); New Orleans, LA (1820-1945); New York, NY (1820-1957); Philadelphia, PA (1800-1945); Port Townsend/Tacoma, WA (1894-1909); Portland, ME (1893-1943); Providence, RI (1911-1943); San Francisco, CA (1882-1957); Savannah, GA (1906-1945); Seattle/Port Townsend, WA (1882-1957). There are also arrival records for miscellaneous Atlantic and Gulf Coast ports (1820-1873); miscellaneous Great Lakes ports (1820-1873); miscellaneous Southern ports (1890-1954); and the Canadian border (1929-1954).

Microfilmed naturalization records in the main National Archives Building include an eclectic mixture of indexes, declarations of intention, and petitions for naturalizations from Federal courts. Federal naturalization records not available in the Microfilm Reading Room in Archives I can be obtained from the National Archives Regional Archives

servicing the state in which the Federal court is located. However, most naturalizations before 1906 occurred in local, county, or state courts, and those records are not held by the National Archives.

Records about Native Americans are limited to records created or collected by the Federal government about Federally recognized tribes. The most frequently requested records are available on microfilm; see *American Indians: A Select Catalog of National Archives Microfilm Publications*. This catalog is being revised and should be available within a few months. Other records are described in Edward E. Hill, *Guide to Records in the National Archives of the United States Relating to American Indians*.

Other records remaining in the main National Archives Building in downtown Washington, DC, include passport applications (1789-1906) and postal, maritime, lighthouse, and Civil War-era Internal Revenue Service tax assessment lists.

Aerial photographs, still photographs, and maps of the United States and foreign countries are now at Archives II. One record group, for example, includes maps of Europe (and elsewhere) made by the Army Map Service in the 1950s. These maps show small villages and other details not found on most commercially available maps. Aerial photographs dating to the late 1930s may show the family farm and surrounding countryside as it once was.



Periodically, educational programs, including courses and lectures, are given at the National Archives on genealogy. The regional archives also conduct educational programs of interest to genealogists.

At the National Archives, bureaucratic red tape of the past can become markers connecting us to family history and genealogical roots. Sifting through passenger arrival lists and bounty land records can be detective work both enlightening and enriching. Thousands of individuals each year are beginning the research journey.

PART TWO
Establishing an Information Network

A National Electronic Link to the Archives

The coming National Information Superhighway presents the National Archives with unprecedented opportunities. By the end of the decade, people in their offices, schools, and homes throughout the United States should be able to connect electronically to the National Archives.

What will they see if they do connect to the Archives? What services they might be able to use? Almost certainly we will want to be able to obtain information on the holdings of NARA, on the history of the Federal govern-

ment, on the location of any particular governmental function and its records, and on any records pertaining to ourselves, our community, and our family. We will want to receive immediately copies of documents, whether those are "government publications" or unpublished Federal records. Finally, we will want to be able to identify records that are currently being created by the government and other records still held by agencies whether they will be preserved archivally or not and to be linked to an office from which we can request them.

The National Archives has begun a number of projects exploring how it may best exploit the new technology. One of the primary potential benefits to electronic patrons of the National Archives is the ability to access from a distance information about the National Archives and its holdings. The regional structure of the National Archives has made it easier for citizens to visit NARA facilities, but for millions the trip to a NARA location can be a difficult journey. While electronic access will never replace a visit, the National Archives, by providing information electronically in advance to patrons, can make their visit even more productive. To this end, NARA's Center for Electronic Records has established a file transfer protocol (FTP) site on the Internet. The purpose of the site is to make available copies of descriptive materials about the Center and its holdings.

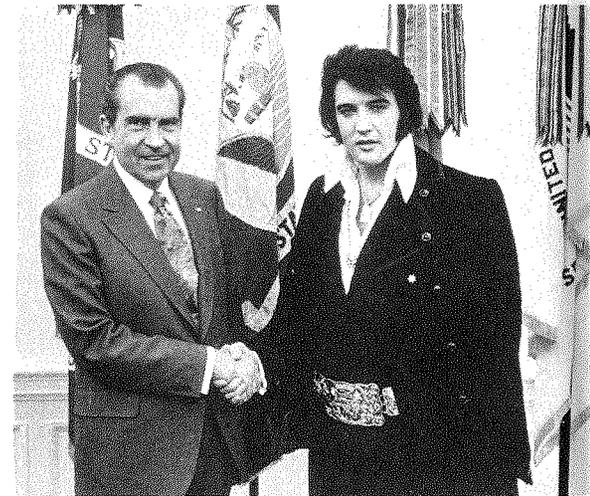
From this small beginning, NARA's presence on the Information Superhighway has expanded. Four initiatives in particular should be noted: the development of mechanisms for the delivery of information about NARA's holdings and activities; research efforts to develop a plan for future development of delivery options; the delivery mechanism used for the Federal Register; and NARA's role in providing information about records in other government agencies.

The current focus of NARA's electronic access initiatives is CLIO, the NARA gopher. Gopher is one of the most common Internet services. It arranges text, image, sound, and motion picture files hierarchically. If properly designed, navigation among the files should be simple even for the most inexperienced Internet "surfer." CLIO, found at gopher.nara.gov, and its associated World-Wide-Web site, www.nara.gov, offers immediate access to over 300 files.

Among the publications found on CLIO are descriptions of NARA facilities nationwide; information on NARA holdings; copies of NARA publications and finding aids; information leaflets; press releases; and other materials. Recently digitized copies of photographs from NARA's holdings have also been made available. The photographs range in subject from the Civil War to President Nixon meeting Elvis Presley. Researchers with the proper software can view the images on-line or

download and then save or print the images at their local workstations.

CLIO can now only be searched by those with Internet access. Despite this limitation, it has proven to be very popular. It is accessed almost 250 times an hour, or 6,000 times a day, by people outside of NARA. For those who may have a computer and a modem but not Internet access, NARA will soon announce direct dial-in access to CLIO.



President Nixon meeting Elvis Presley is the most requested photo in the holdings of the National Archives.

CLIO's success has been built by exploiting existing publications and information leaflets. NARA is now preparing to install WAIS (Wide Area Information Server) indexing software. This will permit the detailed searching of the full text of files found on NARA's Internet server.

In addition, NARA has begun a systematic exploration of the information needs of citizens in a location remote from a NARA facility to understand better both what they may want electronically from NARA and what NARA would need to do to deliver the information. As part of an interagency agreement, a team from the National Institute of Standards and Technology (NIST) have been interviewing and surveying a selected group of individuals in Nebraska to determine their need for information from NARA. The NIST team is seeking to identify more clearly what government information Nebraskans need, when they need it, and in what formats they need it. The project authors will then assess NARA's existing and planned on-line and digital resources and systems to see how they must be modified or improved if NARA is to address the identified customer information needs. The study will also suggest initiatives to digitize material for access and perhaps eventually for preservation.

NARA is currently building a Wide Area Network, NARANET, that will enable it to link all its facilities (e.g., regional archives, records centers, and Presidential libraries) into one virtual

electronic whole. NARA is engaged in exploring other ways to communicate electronically. Projects to understand and use related technologies, including CD-ROM and digital imaging, are underway. NARA's ability to accept and respond to reference inquiries via e-mail is increasing. And NARA's involvement with the Information Infrastructure Task Force, the largest government effort to plan the development of the information superhighway, is extensive.

NARA has done and is doing much on the emerging National Information Infrastructure. While it may not yet be the first "virtual archive," the strategic planning, experimentation, and development of new tools for electronic access have begun. With effective planning and combined internal and external support of its initiatives, when the National Information Infrastructure finally makes it to the door of every school and house in the country, the Virtual National Archives will arrive with it.

NARA's Role in the National Information Infrastructure

One of the earliest goals set by the Clinton Administration has been the improvement of communication between the Federal government and the American public. To achieve this goal, the administration created the Information Infrastructure Task Force

(IITF), chaired by Secretary of Commerce Ron Brown. The IITF is charged with developing a strategy for creating a National Information Infrastructure by means of the latest available information technology. A report issued by the Task Force on September 15, 1993, entitled "The National Information Infrastructure: Agenda for Action," described the proposed infrastructure as a "seamless web of communications networks, computers, databases, and consumer electronics that will put vast amounts of information at users' fingertips."

Because of its unique role as the government's institutional records manager and the primary custodian of historical Federal information, the National Archives and Records Administration has played an important role in the IITF since its inception and has been actively involved in the development of the National Information Infrastructure. Acting Archivist Trudy Peterson is a member of the IITF's Information Policy Committee, chaired by Sally Katzen, director of the Office of Management and Budget's Office of Information and Regulatory Affairs, which is the government's primary information regulator and policy maker. NARA staff members serve on other IITF committees and on working groups of the Information Policy Committee. The latter includes groups addressing issues relating to privacy and access,

intellectual property, dissemination of government information, and management of the records of science and technology. All of these issues are central to NARA's role as an archival institution and information provider.

In late 1994, the OMB announced the creation of a new online Government Information Locator Service (GILS). All Federal agencies are to provide, within one year, online access to descriptions of their holdings, including both information products (primarily publications and other materials for public distribution) and electronic information systems (at minimum, aggregate descriptions of major databases created and used by agencies in fulfilling their missions, whether accessible to the public or not). The GILS will function as a "virtual card catalog" rather than as a source for electronic versions of documents.

Although the GILS will be a decentralized system, with each agency creating and maintaining its own locator, NARA will play a major role in its development by establishing descriptive standards for the entries, training agency staff to create descriptions that meet the standards, and helping agencies use GILS for records management and records scheduling purposes.

NARA has a special interest in the work of GILS as it involves intellectual property and copyright matters. The Archives has advocated placing the bur-



den of determining fair use of copyrighted materials on users of electronic information rather than on intermediary providers such as archives and libraries. NARA has also emphasized that all Federal agencies may need to make digital copies of copyrighted electronic records to comply with statutory obligations under the Freedom of Information Act (FOIA), since copyrighted materials can sometimes become Federal records subject to FOIA under certain conditions. In addition, libraries and archives will need to make copies of copyrighted electronic records for preservation purposes.

NARA's efforts in behalf of the National Information Infrastructure is part of its overall commitment to launch the National Archives into the new world of information technology. NARA's involvement in government-wide planning for the national information highway has enhanced its own technical expertise as it explores new ways to serve customers.

Automated Research Tools and the Presidential Libraries

How will researchers gain access to the holdings of NARA's Presidential libraries in coming years? Will new description and indexing tools be available? Will researchers dial into computer systems from the comfort of their

homes to view digital copies of documents and audiovisual materials?

Although the answers to these questions are by no means clear, the libraries have been exploring the use of computer technology to improve access to holdings for several years. Projects initiated in the last decade have resulted in new or improved services for researchers.

DIRECT LIBRARY SERVICES

- Researchers contacting or visiting the Ford and Carter Libraries routinely receive search reports produced from PRESNET databases. These reports provide folder-level subject access to thousands of feet of holdings.
- Ford Library users can obtain search reports from an electronic copy of 11,000 pages of the President's Daily Diary, a log of Presidential activities, meetings and telephone calls.
- Researchers can borrow "infobases" on floppy disks from the Johnson Library. These disks contain oral histories and finding aids along with indexing software.
- Archivists at the Reagan Library and Bush Presidential Materials Project answer reference requests by consulting databases produced in the White House. One database indexes and describes White House documents, while others contain the Staff Secretary's paperwork log, the President's Daily Diary, and (for the Bush Project only) the entire text of all Presidential speeches and press releases.

INTERNET SERVICES

- Researchers consulting the NARA Internet gopher can view or download guides to the holdings of several libraries, descriptions of Nixon administration audiovisual materials, and even digitized copies of some Nixon photographs.
- The Roosevelt and Johnson Libraries maintain gophers to provide information. In a recent three-month period, Internet users visited the Johnson gopher 24,000 times to view or download photographic images and finding aids.
- Researchers can view some finding aids, oral histories, PRESNET data, and descriptive information on library holdings on the SunSITE system at the University of North Carolina. SunSITE also serves as the primary Internet host for all speeches, press briefings, and other documents released in electronic form by the Clinton White House. Users can search this material using the WAIS (Wide Area Information Server) text searching system.
- World Wide Web users can view a multimedia demonstration project based on one day of the Ford Daily Diary. This project uses Mosaic software to build links from diary entries to documents, photographs, and a video clip.
- Users of the Research Libraries Information Network (RLIN) can access MARC-AMC cataloging

records describing the holdings of the Hoover, Ford and other libraries.

The libraries, both individually and collectively, have undertaken new automation projects that should come to fruition in coming months and years.

The Roosevelt Library is collaborating with Marist College on a multimedia project called "FDR Day by Day" which will incorporate textual and audiovisual materials with a detailed chronology of President Roosevelt's life and career. Interns are now compiling the chronology.

The Truman Library recently contracted with American Imaging Corporation to scan the Library's photo index cards and about 15,000 photographs onto CD-ROM. The Library eventually hopes to scan the entire photograph collection. The Johnson Library plans to link images of its most popular photographs to an in-house database of photograph descriptions and also place them on the Library's gopher.

Researchers soon should have access to the Kennedy Library's guide to holdings (including illustrations) and the finding aid to the President's Office Files via the World Wide Web. The Library is working with the University of Massachusetts to convert word processing documents to hypertext files and place them on the University's server. They hope to add other finding aids, oral histories, and scanned documents as resources permit.



The University of North Carolina's SunSITE system hopes to expand greatly the number of Presidential documents available electronically in coming years. In cooperation with several libraries, they hope to scan images of millions of documents to create "virtual Presidential libraries."

The Presidential libraries continue to experiment with a variety of projects to make use of information technology.

Soon, researchers should find more automated tools available, both in library research rooms and from their home or office computers. The day when researchers can call up copies of significant numbers of Presidential documents and audiovisual materials on their computers may not be far distant.

PART THREE

Building Partnerships

Teaching High School Students to Use Documents

The Herbert Hoover Library is collaborating with the college of education and the Center for Educational Technology at the University of Northern Iowa (UNI) in a project to educate high school students in exploring history. For the past two years the Library has sponsored "history camp"—a five-day, intensive research experience in primary source materials. The Library and UNI are now exploring ways to transform the history day experience into the high school classroom via a multi-medial presentation. A prototype research exercise has been developed to translate the on-site presentation into a text, audio, graphic and video presentation that can be widely distributed to junior and senior high schools on both Macintosh and Windows platforms. The end result will be an exercise about

reading and interpreting information; it will introduce students to some of the methods employed by historians.

Working with students is not a new experience for the staff of the Hoover Library. College and university undergraduates have always been among the Library's research room clientele. For the past two summers the Library has conducted these camps for selected high schools. The positive response from the students, their teachers, and from the Library staff has secured the place of such camps in future years.

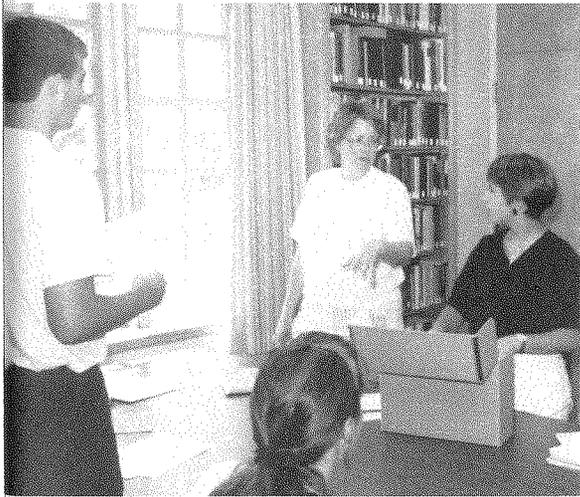
The camps vary in their dynamics yet share many common elements. The differences are reflections of the goals of the teachers and staff who direct each camp. The camps share the use of a special "Presidential Documents Collection" that is part of the Library's holdings and is duplicated at many Presidential libraries across the country. Compiled by the staff at the Gerald R. Ford Library for a class at the University of Michigan, the collection includes a selection of documents on important issues covering all the Presidential administrations from Herbert Hoover through Jimmy Carter.

As students read and analyze hundreds of documents, they gain a new perspective on Presidential leadership and decision-making. "It was one of the most educational activities for high school students I have ever been involved with," noted one teacher.

"It was a time of sunshine and warm weather, when it would have been easy to be sunbathing at the beach. Instead they were inside poring over historical documents. When it was all over they had a great sense of pride in what they had done...and deservedly so."

The aim of the history camps is clear. Presidential libraries have the resources to engage high school students in researching and learning history for themselves, gaining a sense of how historical knowledge is obtained, how historical narratives are constructed, and how historians evaluate evidence. The exercises allow students to gain a greater understanding of history and to use critical thinking skills long after they have left the Hoover Library.

History camps are labor-intensive experiences that reach only a few students at a time. The program now being developed by the Hoover Library and UNI reflects a belief shared by the Library staff, area educators, and the University of Northern Iowa that developing critical reading, thinking, and interpretive skills among students is a vital employment credential in this information-oriented society. Whether students have an opportunity to attend history camp or analyze documents in front of a computer screen, they will develop the necessary skills to question, analyze, interpret, synthesize, and apply large amounts of information of varying value. Even though the documents to be studied are rooted in



Teachers and students from Lisbon High School in Lisbon, Iowa, participated in the Hoover Library's first "history camp." Teacher Mary Beth Hunt (center) directed students in the use of unpublished primary source materials.

the past, the skills acquired in using them are vital to the future.

The National Education Goals, as established in *Goals 2000: Educate America Act of 1994*, set forth the desires and needs of Americans for improvement in education over the next several years. In 1989, America's governors and the President developed the original six goals, and the U.S. Congress added two additional goals. The goals have been recognized by every major group of parents, educators, and businesses. The goals state that by the year 2000, "all students will demonstrate competency over challenging subject matter" in several stated disciplines including history, civics, and government, and that "every school will ensure that all students learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment" in the modern economy. A second step in reaching *Goals 2000* is the development of national standards for each discipline to guide school systems in the improvement of curriculum for individual school programs of study. Included prominently and repeatedly is the requirement that primary source materials be used in the teaching of history, civics, and government. Programs throughout the National Archives, like the Hoover program for secondary schools, are providing primary source teaching materials and experiences to meet the standards for *Goals 2000*.

Publishing the Papers of the President: The Federal Register

In a White House ceremony on August 24, 1994, Acting Archivist Trudy Huskamp Peterson, accompanied by Public Printer Michael F. DiMario and staff members from the National Archives' Federal Register and the Government Printing Office (GPO), presented to President Bill Clinton the first volume of *Public Papers of the Presidents of the United States: William J. Clinton, Book 1*. Edited by members of the staff of the Federal Register, the first volume of the Clinton Papers, covering the period January 20 - July 31, 1993, includes texts of public speeches, news conferences, messages, statements, and communications to Congress.

The idea of collecting and editing significant documents of the American government can be traced to Ebenezer Hazard, a New York bookseller who later became U.S. Postmaster General. For over two decades, Hazard painstakingly copied by hand documents relating to the early history of the country. Thomas Jefferson lauded Hazard's work, two volumes published between 1792 and 1794, calling it an undertaking which furnished to any historian "materials which he would otherwise acquire with great difficulty and perhaps not at all." A number of major letterpress editions

of American Presidents appeared in the 19th century—the papers of George Washington, edited by Jared Sparks; of John and John Quincy Adams, edited by Charles Francis Adams; and of Abraham Lincoln, edited by John Nicolay and John Hay. But these editions, assembled with much devotion, were often unreliable because of faulty transcription and other editorial problems.

In 1896, the Federal government launched a major effort to provide Presidential materials to the public. *Messages and Papers of the Presidents*, a series issued under the authority of Congress, published by the Government Printing Office, and edited by James D. Richardson, included 20 volumes. The project ended without reaching 20th century Presidents.

Although individual historians such as John Bassett Moore, Stanislaus Hamilton, and others edited Presidential volumes early in the century, it was not until the end of the Second World War that documentary editions of Presidents began to appear in many forms. For the first time, scholars, teachers, writers, and others interested in American history would have access to these important materials.

Julian Boyd, Princeton University librarian and historian, secured support from the *New York Times* shortly after the war to launch a definitive edition of *The Papers of Thomas Jefferson*. Boyd's

Jefferson series served as a model for additional editorial ventures and impressed President Harry Truman who encouraged editions of "other great national figures." Soon, the National Historical Publications and Records Commission (NHPRC), an office of the National Archives, began soliciting private support for such editorial work. In 1964, Congress began to appropriate funds for the NHPRC to undertake its



Acting Archivist Trudy Huskamp Peterson presents President Clinton with the first volume of *Public Papers of the Presidents of the United States: William J. Clinton*. From left to right: Mike Sullivan, Karen Ashlin, Brian Thompson (NARA); Frank Biden (GPO); Dr. Peterson; President Clinton; Frank DiNario, Public Printer; Fran McDonald, Shirley Clarkson, Rich Claypoole, and Marge Hastings (NARA).

own grant program for documentary work, a program that has included support to universities, historical societies, and other institutions around the country for 17 book and microfilm projects of American Presidents. Most of the NHPRC-sponsored projects have involved extensive efforts to collect Presidential documents from public and private institutions around the world.

In 1957 the Library of Congress launched a program to provide access to its own extraordinary collections of Presidential papers. With funds provided by Congress, 23 microfilm publications, ranging in size from 2 to 658 reels, have appeared in the Library's program.

The origins of the *Public Papers of the Presidents*, of which the volume on President Clinton begins the most recent series, can be traced to a luncheon in the fall of 1954 attended by Archivist of the United States Wayne Grover and three former assistants to President Truman. One of the gentlemen noted that some of the proceedings of Congress and decisions of the Supreme Court were available in official, government-sponsored series. The documents of the President, on the other hand, had not been published in comparable editions since the Richardson series. Convinced that a new documentary series of the most recent Presidential documents was needed, Grover pushed for a documentary program to be undertaken

by the National Archives. Working with NHPRC member Justice Felix Frankfurter, members of President Eisenhower's staff, and historical organizations, Grover devised a plan in 1957 to launch a Presidential series under the direction of the Federal Register. The NHPRC recommended that the official series include Presidential communications to Congress, public addresses, press conferences, public letters, messages to heads of state, and executive documents.

The project began under the editorship of David C. Eberhart in 1958. The series eventually included administrations back to Herbert Hoover and has continued into the Clinton era. The program to make Presidential documents available for public use is now under the direction of Martha L. Girard, Director of the Federal Register; Frances D. McDonald, Director of the Federal Register's Presidential Documents and Legislative Division; and Gwen Estep, Chief of the Presidential Documents Unit. The project produces two major series—the *Weekly Compilation of Presidential Documents*, a publication designed to provide Presidential materials soon after their creation, and the *Public Papers* series, a more formal documentary edition.

Federal Register editors collect speeches, statements, transcripts from news conferences, messages to Congress and other Presidential material. The editors verify documents by audio tapes,

and prepare annotations and indexes. The material is quickly published in the *Weekly Compilation*. The editors then prepare the materials for publication in the *Public Papers*. Because of the longer deadlines for the *Public Papers*, the editors are able to refine the editing and annotations and verify spoken remarks by audio tape not available at the time the *Weekly Compilation* is published. Occasionally, material released very late and not published in the *Weekly Compilation* is added, along with detailed indexes. The chief editor of the *Public Papers* is Karen Ashlin; Michael Sullivan is chief editor for the *Weekly Compilation*.

Through the efforts of public and private historians, agencies, and organizations, Americans now have, as never before, increasing available documentation on Presidential administrations from Washington to Clinton.

Letting the Past Tell Its Own Story: Documentary Editing and the NHPRC

In a memoir published by the William and Mary Quarterly, the late Richard B. Morris recalled how, as a young historian, he had immersed himself in primary sources. Looking back on his career, which culminated in his editorship of the *Papers of John Jay* at Columbia University, Morris argued that historians and their students had to

work with the evidence of the past, rather than relying on "monographic pabulum."

In quiet offices around the nation historians compile and edit the written evidence of the past, documents collected from many sources. Their work represents what historian William W. Freehling has called "the editing revolution...one of the great historiographic movements of our time."

The best-known documentary editing projects are of great leaders—Thomas Jefferson, John Jay, Frederick Douglass, Dwight Eisenhower, and Jane Addams. Many document the great movements and issues in the nation's history, from the Constitution to slavery to women's rights. Some of the projects present primary sources generated by an institution, such as the First Federal Congress. Some—such as the *Documentary History of the Ratification of the Constitution* and the *Documentary History of the Supreme Court of the United States, 1789-1800*—restore the importance of previously neglected subjects of historical investigation. Some—such as the *Documentary History of the First Federal Elections*—enable historians to rediscover historical processes whose significance they had not fully grasped. Others—such as *Freedom: A Documentary History of Emancipation*—transform our understandings of the past; the *Freedom* project demonstrates that African-Americans played perhaps the central roles in their own emancipation

and the destruction of slavery. Most of the projects are supported by grants from the National Historical Publications and Records Commission (NHPRC), the Federal grant agency at the National Archives.

During the nineteenth century, selections from the papers of such Founding Fathers as Jefferson, John Adams, and Benjamin Franklin appeared in print, usually through the efforts of descendants. In the late 1890s and early 1900s, scholars worked with commercial publishers to produce more accurate editions of statesmen's papers. Some of these—notably the Gaillard Hunt edition of James Madison's papers and the Henry P. Johnston edition of John Jay's papers—are still in use today.

The first modern statesman's papers project was John C. Fitzpatrick's edition of the *Papers of George Washington*, published between 1932 and 1941 under the auspices of a Federal commission. But most historians identify 1950 as the birthdate of modern documentary editing. In that year, Julian Boyd published the first volume of his edition of *Papers of Thomas Jefferson*—the result of a partnership among Princeton University (and its university press), the NHPRC, and private donors led by the New York Times Foundation. The Jefferson project was a model for future documentary editing projects. Further, its inclusiveness (for example, printing letters to as well as from

Jefferson) and its scholarship (extensive annotation and headnotes) set methodological trends.

In 1911, Max Farrand completed the first modern documentary history: *The Records of the Federal Convention of 1787*. Farrand's *magnum opus*, revised and expanded in 1937, is still the authoritative edition of the surviving evidence of the framing of the Constitution.

As was the custom for historical editors before the modern era of documentary editing, Farrand worked alone. It was once possible for one man to conduct the extensive searches for primary sources that resulted in *The Writings of James Madison* or Farrand's *Records*—but no longer. The documents are scattered among libraries, historical societies, and private collections throughout the nation. Even now, with comprehensive computerized databases cataloguing historical documents, the modern editions require thousands of hours of travel, research, photocopying, and transcription, and years or even decades to complete. Last year, for example, after more than thirty years of work, Arthur Link of Princeton University completed *The Papers of Woodrow Wilson*, comprising more than sixty volumes.

Documentary editions may seem expensive. But, paradoxically, they pay for themselves dozens of times over. Modern documentary editions give researchers around the world easy access

to the raw materials of the American past. Moreover, by publishing book and microfilm editions of primary sources, they extend the lives of the fragile original documents.

Further, modern documentary editions have influence and uses far beyond the academic community. For example, history teachers conduct mock ratification conventions and mock First Congresses for their students, based on the *Documentary History of the First Federal Congress* and the *Documentary History of Ratification of the Constitution*. These exercises enable their students to come to grips directly with the past, to step into the shoes of the Revolutionary generation, and to understand the challenges of political nationbuilding.

In addition, exhibition curators, documentary film-makers, and dramatists draw on modern editions to enrich their own efforts to bring history to wider audiences. For example, several members of the editorial team at the University of Maryland producing *Freedom: A Documentary History of Emancipation* advised Ken Burns's landmark documentary *The Civil War*.

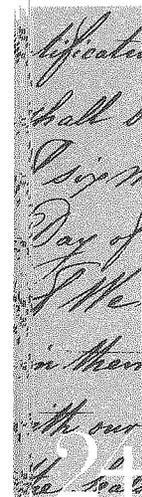
Throughout the last decade, the NHPRC and the projects it supports struggled to preserve their existence and funding against budgetary pressures. In the process, they have shown themselves to be among the most cost-efficient of government projects. The editorial revolution that they embody has reshaped

the landscape of American historical scholarship—expanding our understanding of the kinds of primary sources and the range of individuals and institutions whose papers are worth studying.

A Salute to National Archives Volunteers

The National Archives owes a special thanks to its volunteers nationwide. Last year, in Washington, DC alone, over 200 volunteers provided service to National Archives visitors—conducting behind-the-scenes tours, participating in document workshops, and assisting genealogists. Information desk aides responded to countless questions in the Rotunda; genealogy staff aides operated the genealogy orientation room and helped first-time researchers get started on their family research; and volunteer staff aides assisted the agency's archival staff with projects ranging from holdings maintenance and computer services to records description to assistance on a project publishing documents relating to America's first national diplomatic efforts. Without the help of our valued volunteer corps, the National Archives could not serve the public as effectively or efficiently.

National Archives volunteers form the nucleus of the Civil War Conservation Corps, a pilot project to provide holdings maintenance and arrangement for microfilming of the compiled mili-



tary service records of Civil War soldiers. Each year over 12 million people visit the 26 Civil War battlefield sites maintained by the National Park Service (NPS). Besides NPS sites, there are nearly 100 other significant Civil War sites in 21 states and the District of Columbia. The question most frequently asked by visitors at these sites is: "Did my great-grandfather fight here?" Substantial documentation exists

that could answer this question, but getting it would require time-consuming research at the National Archives.

A computer database located at the battlefield sites has been requested and proposed for years and is now being readied. Known as the Civil War Soldiers System (CWSS), this computerized database will store basic information about Union and Confederate soldiers for use by park managers, park visitors, historians and other researchers. The information will include the soldier's unit, dates of service and a short history of that unit. The CWSS will also direct the prospective researcher to NARA for more complete documentation.

The program began in the spring of 1994. Nineteen experienced NARA staff-aide volunteers participated in a pilot project to test procedures designed to provide holdings maintenance and arrangement for microfilming of the compiled military service records of volunteer Union soldiers. A team of three to four staff aides met each weekday for six hours. Each team had a leader who performed record-keeping, box labeling and verification of document arrangement. The compiled military service records of Union volunteers from Nebraska and the territory of Nevada were completed first. The volunteers logged more than 1200 hours in two months.

The success of the pilot project led to the permanent establishment of the

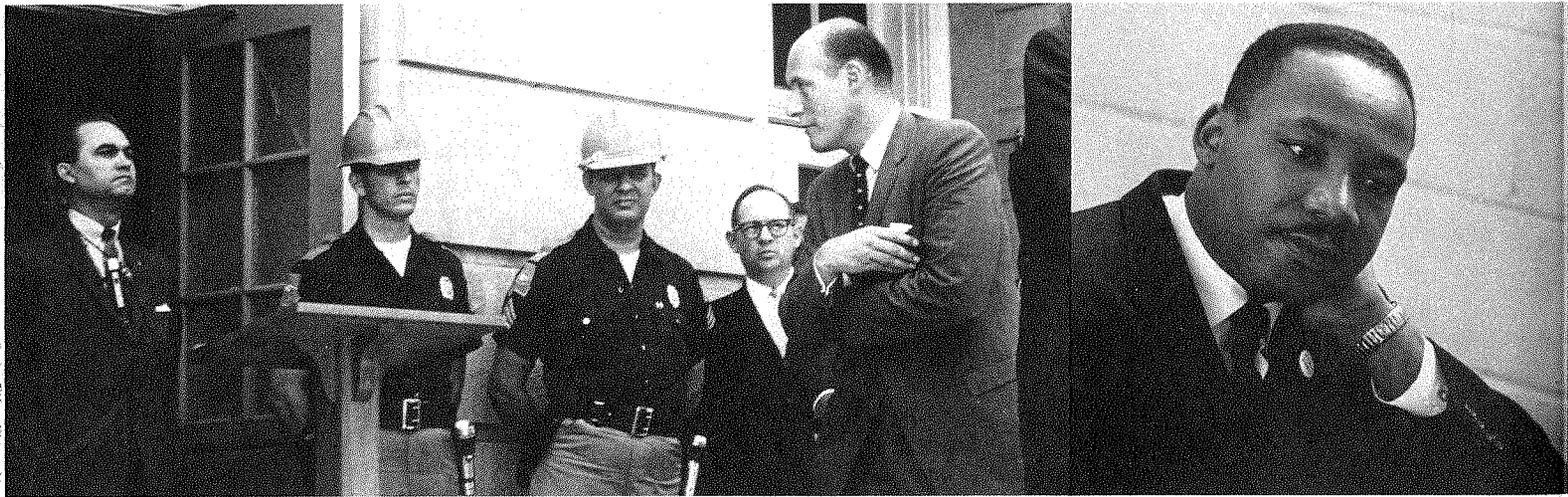
CWCC. Recruiting and interviewing expanded the Corps to 51. The CWCC used procedures established during the pilot project to arrange the compiled service records of volunteers from the state of Oregon in November 1994. Shortly thereafter, holdings maintenance and arrangement of the two thousand boxes of the United States Colored Troops (USCT) was initiated. The arrangement of these important records coincides with the construction of the African-American Civil War Memorial in Washington's Shaw neighborhood, named for Robert Gould Shaw, commanding officer of the 54th Massachusetts Regiment.

In this time of government downsizing and budgetary cutbacks, this project could not have gone forward without volunteers. With enthusiasm and dedication, the CWCC is well on the road to providing greater access to these records for researchers. The time and attention donated by these volunteers will assure that these valuable records are preserved, protected, and made available for many generations to come.

National Archives volunteers across the country are enriching the work of researchers and assisting visitors. Several hundred volunteers worked in the regional archives in 1994 and a dedicated corps of volunteers participated in the work and activities of the various Presidential libraries. We salute all of them.



Martha and Ron Hardman, National Archives volunteers, work on Civil War Conservation project.



Left, Hubbard Pryor, a black soldier in the Civil War — as a civilian and as a soldier. This photo, from files in the National Archives, was published in Freedom: A Documentary History of Emancipation, 1861-1867, Series II: The Black Military Experience. Center, from "The American Experiment: Living with the Constitution," photo of confrontation between Alabama Gov. George Wallace and Deputy Attorney General Nicholas Katzenbach over the court ordered desegregation of the University of Alabama, June 11, 1963. Courtesy of Birmingham (AL) News. Right, Reverend Martin Luther King, Jr. (306-PSA-62-3319).

The Archives in 1994: Office Perspectives

Office of the Archivist

Dr. Trudy Huskamp Peterson, Acting Archivist since March 1993, has overseen an agency-wide strategic planning process geared to set a course for the National Archives into the 21st century. The process of change has been based on a thorough reevaluation of the mission of the Archives and on a careful plan to respond to the findings of that examination. As the National Archives opened its new building in College Park in 1994, as it began a concerted effort to reorganize and revitalize the agency to serve its constituencies, it dedicated its work to the mission set forth in its recently-inaugurated strategic plan:

The National Archives and Records Administration serves the American people and their government by safeguarding their interests in Federal records and other documentary materials, by promoting effectiveness and efficiency in the administration of those materials, and by advancing the knowledge of the history of the nation.

The Office of the Archivist is facing a number of challenges: coordinating the move of over 1,200,000 cubic feet of records to its new facility, revising Federal records declassification policy, establishing Federal electronic records policy, developing online access to agency resources and holdings, resolving a number of legal questions regarding access to Federal records, improving service, and extending outreach activities.

There are several individual staff operations under the Office of the Archivist that are coordinating these various efforts:

The Congressional Affairs staff is the liaison between the National Archives and congressional committees, members of Congress and congressional staffs. The staff's duties include tracing pending legislation, attending hearings, maintaining communication with congressional staffs, and coordinating the agency's legislative program.

The Legal Services staff advises the Archivist and other agency officials on matters involving the interpretation of laws and regulations; represents the National Archives before various Federal commissions, boards, and agencies, and serves as the liaison between the National Archives offices, the Department of Justice, and other Federal agencies. The staff, for example, continues to assist the Department of Justice in the government's defense in *Armstrong v. Executive Office of the President*, a potentially landmark case brought to determine the records status of certain electronic materials created by the National Security Council and the Executive Office of the President. The case promises to define archival boundaries

for the National Archives in an age of electronic communication. The staff also continues to assist the Department of Justice in lawsuits related to records that are a part of the Nixon Presidential materials.

The Public Affairs staff serves as a clearinghouse of information for the National Archives, communicating to the agency's diverse audiences through a variety of means—publications, press releases, public service announcements, video news releases, contacts with the press, and special programs and activities. This past year witnessed a surge in public interest and media queries regarding the move to Archives II, the immensely popular exhibit "Powers of Persuasion," and other Archives activities and issues. To help broaden communication with its research public, the staff launched the publication of a National Archives newsletter, *The Record*, that has already reached a circulation of over 9,000.

The Inspector General conducted independent audits and investigations of programs and operations administered or financed by the National Archives. An **Equal Employment Office** was established with a mandate to increase diversity in the workforce, to promote opportunities for advancement, and to improve the work environment.

In all of these efforts the Office of the Archivist is acutely aware of the responsibility of the National Archives to be at the center of Federal records preservation and management and to provide to the public access to those records in the most timely and efficient manner possible.

Office of the National Archives

The Office of the National Archives has custodial responsibility for most historically valuable archival records in the Washington area, including textual documents, still photography, motion picture films, aerial photography, video and sound recordings, and architectural, engineering and cartographic records. In FY 1994 the priorities of the Office focused on the move to Archives II. At the same time the Office continued to perform its traditional accessioning, reference, declassification and preservation duties.

ARCHIVES II MOVE CONTINUES

Preparation for the massive relocation of approximately 1,100,000 cubic feet of textual records and of approximately 110,000 feet of nontextual records, beginning in December, 1993, continued to be a major activity in 1994. By the end of 1994, all nontextual records had been moved to Archives II and were open to

researchers. The move of textual records began in January, 1994, and by the end of the fiscal year over 100 record groups in clusters relating to Agriculture, Commerce, Energy, Interior/Environmental, and Transportation had been moved and reopened for researchers.

At Archives II separate research rooms were opened for cartographic records, for still pictures, and for motion pictures, video and sound recordings. In September, 1994, the textual records research room was opened to provide a space for the public to examine the records of the Clinton Administration task force on health care reform, and this room remains open for researchers using the Archives' textual records holdings.

CUSTOMER SERVICE AND REENGINEERING INITIATIVES

To improve customer service as the Archives faces declining resources, the Motion Picture, Sound and Video Branch began an experiment to privatize reproduction services for making copies of motion picture films. Instead of the slow process of placing an order with the Archives and having the branch's staff do much of the order fulfillment work, researchers now are given a list of approved film labs, where they can solicit competitive bids and buy a wider range of services. For many researchers the change also has resulted in quicker service. The new approach has been so well received by researchers and vendors that it will continue in FY 1995 (see "A Fresh Commitment to Serve the Public," p. 9).

REFERENCE

Late in the previous fiscal year, the Office established the User Services division (NNU), which now operates the National Archives Library and all research rooms in the three Washington, DC area buildings - Archives I, Archives II, and the Washington National Records Center in Suitland, Maryland.

During FY 1994 reference service provided by the Textual Records Division at all three locations and by the NonTextual Records Division at College Park

continued at a high volume. 485,8646 items were furnished to researchers from the Office's holdings, and researchers purchased 2,353,042 reproductions of records.

RECORDS DECLASSIFICATION

The Office of the National Archives and its Declassification Division were active in the effort to develop a new Presidential executive order to declassify over million pages of records from World War II and earlier (see discussion on records declassification on p. 15).

PRESERVATION

The Preservation Policy and Services Division is responsible for ensuring the physical well being of Federal records in the custody of the National Archives; monitoring the Constitution, the Declaration of Independence and the Bill of Rights; providing conservation treatment or preservation duplication services on accessioned Federal records; maintaining an active research and testing program; and providing advice and assistance to the Regional Archives Program.

In Washington conservation work continued to focus on preparations for the move to Archives II. To assure safer moving conditions, 63,470 special plastic containers or shrink packages were finished. This work assures safer moving conditions for records, and in many instances provides long term, high quality housing for material that cannot be housed in standard archives boxes.

Other significant preservation projects during the year included treatment of the designs for the Confederate flag; the producing preservation copies of Supreme Court oral transcripts; and making preservation copies of recordings of interviews with survivors of the atomic bombs at Hiroshima and Nagasaki.

As part of an ongoing program of leadership in archival preservation, the National Archives held the 9th Annual Preservation Conference on March 15, 1994. The conference focussed on acetate film, sometimes called "safety film," which in the past had been used for motion picture film, still photographs,

OFFICE OF THE NATIONAL ARCHIVES

- Moving to Archives II
- Focussing on Customer Service
- Bulk Declassification
- A New Reference Division

OFFICE OF SPECIAL AND REGIONAL ARCHIVES

- Increased Activity in the Regions
- Preserving Computer Information
- Making Available the Records of Congress

Highlights



microforms, x-rays, sound recordings, and lamination of documents. Studies of these materials during the past ten years have revealed that cellulose acetate films may be deteriorating rapidly in archival holdings and library collections. The conference discussed efforts made to understand the problem; the chemistry of cellulose manufacturing and the varieties of cellulose films; and ways to slow down the rate of deterioration.

The Regional Preservation Program developed an Integrated Pest Management (IPM) program in cooperation with the Office of Federal Records Centers and the Regional Archives System. IPM provides a framework for ongoing evaluation of facilities and monitoring for potentially harmful conditions producing insects, rodents, and mold.

The regional laboratory, located at the Pacific Sierra Regional Archives, provides conservation treatment and exhibit preparation service and issues guidance on stabilization procedures and techniques. This year the regional laboratory treated over 75,000 individual items.

Office of Special and Regional Archives

The Office of Special and Regional Archives was established on July 1, 1992. The Office includes the Center for Legislative Archives, the Center for Electronic Records, the Regional Archives System, and the Technology Research Staff.

REGIONAL ARCHIVES SYSTEM

The Regional Archives System consists of 13 regional archives located in or near Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, Seattle, and Anchorage, as well as a new facility in Pittsfield, MA (see article on page 12).

The regional archives provide a full range of archival activities and programs. 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 maintain copies of those National Archives microfilm publications that are most in demand with the research public—all Federal population census schedules, 1790-1920; selected military service and pension records; selected passenger arrival lists; records relating to the Constitution and the initial establishment of the Federal government; and records relating to exploration and development of the Western States. Currently, each region has approximately 60,000 rolls of microfilm.

The regional archives further increased their involvement with the Federal community from which they receive permanently valuable records, by continuing their visits to key agencies to assist them in identifying and transferring to NARA older permanently valuable records. The regional archives also hosted or participated in 73 archives tours, open houses, and records workshops for client Federal agencies, reaching almost 1300 employees.

Indispensable to the regions' operations is their volunteer force, drawn from the local communities. These volunteers assist researchers, help process records, and participate in public outreach. This year, the volunteers numbered 449 nationwide and contributed a total of over 41,000 hours of work. The regional archives hosted or participated in a variety of public events including workshops, classes, symposia, conferences, and exhibits, attended by over 90,000 individuals (see article on the Alaska Region's records relating to the Native population, p. 11).

CENTER FOR LEGISLATIVE ARCHIVES

The Center for Legislative Archives maintains the permanent records of the United States Senate and the United States House of Representatives. The Center's work is featured on p. 13.

CENTER FOR ELECTRONIC RECORDS

The Center for Electronic Records appraises, accessions, preserves, and provides access to Federal records in a format designed for computer processing. During 1994, the Center undertook the appraisal of 89 automated information systems and continued to acquire electronic records from various Federal agencies. New initiatives included establishing the capability for Federal agencies to transfer electronic records to the National Archives on compact disk-read only memory (CD-ROM).

The Center continued to devote substantial resources to the preservation and other processing of 6000 units of computer readable media that had been transferred to the National Archives in January 1993. They came to the Archives under special arrangements with former Presidents Reagan and Bush, the National Security Council and the Executive Office of the President.

TECHNOLOGY RESEARCH STAFF

The Technology Research staff carried out a three-fold mission to study and monitor technological evolution and innovations, assist other offices in the application of technology to their programs, and provide technical consultation services within the National Archives. The staff performed studies and conducted, or



undertook by contract, a program of applied technical research projects. The Staff engaged in over thirty different study projects and consulting efforts, including a report that will offer guidelines to Federal agencies on how to deal with critical issues affecting the implementation of digital imaging and optical media systems and a joint project with the Information Security Oversight Office to sponsor a study of the feasibility of establishing an interagency database to track declassification actions. Effective October 1, 1994, this unit was disbanded and its functions absorbed by other NARA units.

Office of Presidential Libraries

Some of the most important materials maintained by the National Archives are those produced or received by the President of the United States. The Office of Presidential Libraries administers nine Presidential libraries and two Presidential projects which preserve these materials and make them available to the public. The libraries also offer a wide variety of public programs to enhance knowledge of individual Presidents, the Presidency, and American history.

TRUMAN LIBRARY MUSEUM RENOVATION

The Truman Library, in conjunction with the Truman Library Institute and the firm of Chermayeff & Geismar, Inc./Metaform Inc., completed plans for new permanent exhibitions in conjunction with the 50th anniversary of the Truman Presidency. Exhibits on the Truman White House will be completed in 1995 and the entire renovation will be completed in 1998.

EISENHOWER LIBRARY D-DAY COMMEMORATION

The Eisenhower Library's D-Day Commemoration, held May 13-15, 1994, attracted over 4,000 visitors as well as media representatives from around the

world. Participants included Lord Montgomery of Alamein, son of Field Marshall Montgomery and Col. Hans von Luck, commander of the 21st Panzer Regiment on D-Day.

EISENHOWER LIBRARY PERMANENT EXHIBIT

Financial contributions totaling \$85,800 were received from the Eisenhower Foundation for the construction and installation of a new permanent exhibit, "From D-Day to V-E Day."

PRESIDENT CLINTON OPENS KENNEDY LIBRARY'S NEW MUSEUM

On October 29, 1993, President William J. Clinton, together with members of the Kennedy family and distinguished guests, opened the Kennedy Library's new museum.

TAPE RECORDINGS OF CUBAN MISSILE CRISIS MEETINGS OPENED

On July 27, 1994, the John F. Kennedy Library opened tape recordings of National Security Council Executive Committee (Ex-Comm) meetings that took place October 18 and October 22, 1962. At these meetings, President Kennedy and his advisers considered newly-revealed Soviet missile installations in Cuba.

JOHNSON LIBRARY TAPE TRANSCRIPTS RELATING TO JFK ASSASSINATION

The Johnson Library opened transcripts of telephone conversations relating to the assassination of President Kennedy. The 675 unique conversations total 38 hours on 33 tapes.

JOHNSON LIBRARY PERMANENT EXHIBIT

The first section of the Johnson Library's redesigned permanent exhibit, "America: 1963-1969," opened May 26, 1994. It offers an overview of America during that turbulent time.



William Millin, bagpiper for Lord Lovat's Commando Brigade that landed on Sword Beach, pipes for a group of British Airborne re-enactors on the grounds of the Eisenhower Library during D-Day commemorations.

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NIXON PRESIDENTIAL MATERIALS STAFF MOVES TO ARCHIVES II

Between November 1993 and January 1994, the Nixon Presidential Materials Staff moved into the new Archives II facility in College Park, Maryland. This operation entailed the movement of over 44 million pages of textual records as well as thousands of artifacts and audiovisual collections.

PRESIDENTIAL RECORDS ACT

Ronald Reagan Presidential Records are the first governed by the Presidential Records Act (PRA) of 1978. Beginning January 20, 1994, researchers seeking access to the records could use the provisions of the Freedom of Information Act (FOIA).

PRESIDENT AND MRS. CLINTON VISIT THE TRUMAN LIBRARY

On July 30, 1994, President and Mrs. Clinton received a private tour of the Truman Library. The President and Mrs. Clinton were accompanied by General Donald Dawson, a former member of the Truman White House staff and current President of the board of the Truman Library Institute for National and International Affairs.

SIGNIFICANT ARCHIVAL ACCESSIONS AND OPENINGS

- The Hoover Library accessioned nearly one million pages during FY 1994, the largest number of items accessioned by the library since the arrival of the Hoover papers in 1962.
- The Truman Library accessioned several collections, including the papers of R. Gordon Arneson, a State Department official involved in the development of atomic energy.
- The Truman Library opened the collections of Alvin Rockwell, an official involved with the occupation of Germany, and James T. Quirk, a public relations officer with Generals Patton, Bradley, and Ridgway.
- The Eisenhower Library acquired over 200,000 pages of manuscript materials including materials from Arthur Larson, Director of the USIA and White House speechwriter.

- The Ford Library made important accessions including the papers of President Ford's Secretary of the Army Martin Hoffmann. Openings included the White House Central Files of First Lady Betty Ford.
- The Carter Library received portions of the personal papers of former National Security Advisor Zbigniew Brzezinski.

MUSEUM EXHIBITIONS

- Over 70,000 individuals visited the Hoover Library to see a temporary exhibition entitled "The Civil War."
- The Roosevelt Library opened "The Damndest Near Thing," an exhibit exploring the crucial turning points in World War II. Also, the Berlin Wall sculpture "Breakfree" by noted sculptor and granddaughter of Winston Churchill, Edwina Sandys was dedicated.
- The Truman Library opened the exhibition "White House Style: Formal Gowns of the First Ladies," which include a gown donated by First Lady Hillary Rodham Clinton.
- The Truman Library opened "The Faces of War" which featured images of soldiers and civilians affected by World War II and hosted the traveling exhibition "Workers at the White House."
- The Ford Museum produced the exhibit "Gifts From Russia," an historical look at the gifts given to 20th century U.S. presidents from Russian and Soviet leaders.
- The Reagan Library produced "Madame President," a tribute to America's First Ladies, which included a wide range of documents, photographs, and artifacts from each of our First Ladies.

OFFICE OF PRESIDENTIAL LIBRARIES

- Truman Library Renovation
- Eisenhower D-Day Commemoration
- New Museum at Kennedy Library
- Reagan Records Governed by Presidential Records Act

OFFICE OF RECORDS ADMINISTRATION

- Records management training for Federal agencies
- Substantial progress in scheduling Department of State records

Highlights

AUTOMATION ACTIVITIES

A review of automation initiatives at the Presidential libraries appears on p. 19.

PUBLIC PROGRAMS

- The Hoover Library sponsored two conferences during the fiscal year, "An Uncommon Woman: In Memory of Lou Henry Hoover" and "This Hallowed Ground: Civil War Battles and Battlefields."
- The annual Independence Day program at the Truman Library attracted a record 7,000 guests. The keynote speaker was President Truman's grandson, Clifton Truman Daniel. The Truman Library also presented a Constitution Day program, which included a naturalization ceremony involving 113 persons from 36 countries.
- The Kennedy Library continued its series of talks with persons prominent in political affairs in the early 1960s including, among others, McGeorge Bundy, Liz Carpenter, and George Reedy.
- The Ford Museum hosted numerous programs for the World War II exhibit, "Personal Accounts" including a Veterans' Day ceremony hosted by President Ford.
- In cooperation with the Reagan Presidential foundation, the Reagan Library hosted a number of programs, including a First Ladies forum, a conference on emerging world democracies, and a speakers series, "The Reagan Forum," which included, among others, James Baker and Jack Kemp.

Office of Records Administration

The Office of Records Administration provides guidance and assistance to Federal agencies in managing their records, particularly in creating and maintaining adequate documentation and ensuring appropriate records disposition. In its records management oversight role, the Office issues regulations and publications; conducts training; and evaluates agency records management programs.

RECORDS APPRAISAL AND DISPOSITION

The National Archives has sole authority to decide which Federal records have sufficient value to warrant preservation for future research and reference use. The agency also authorizes the destruction or other disposition of the remaining temporary records and works with agencies to develop disposition schedules to provide continuing, mandatory disposition authority.

FEDERAL TRAINING AND OUTREACH

As part of its responsibility to educate the Federal community on records management responsibilities, the Office in 1994 offered 35 training classes attended by 884 Federal employees and gave briefings at 29 agencies.

The sixth annual Records Administration Conference attracted an audience of over 300 records and information managers on June 7, 1994. The conference featured Congressman Charlie Rose's address on "Public Access to Government Information."

Over 50,000 copies of the Office's 41 publications were distributed during the year. The most recent is a report of the Office's multiagency study of records management automation in Federal agencies, describing how Federal agencies are using automation to facilitate and enhance their records management programs. The Office also publishes the quarterly newsletter, *RECORDFACTS UPDATE*.

FEDERAL AGENCY EVALUATIONS

In 1994, NARA conducted an evaluation of the departmental Offices of the Department of the Treasury and evaluation findings were presented to senior Treasury staff. An evaluation of the U.S. Army Corps of Engineers was also completed.

INTERGOVERNMENTAL RECORDS PROGRAM

The goal of the program is to reduce unreasonable Federal retention requirements for temporary records and establish models of intergovernmental cooperation in records disposition. NARA staff worked with the Food and Nutrition Service in identifying functional requirements for the various electronic systems either in use or under design for the issuance of food stamps. This review revealed that the latest version of the FNS records schedule is in need of revision.

LEGISLATIVE INITIATIVE

The Office has completed the initial phase of a project to assist legislative branch support agencies in establishing effective programs for the management and disposition of their records. A team of appraisal archivists has helped the Government Printing Office, the Congressional Budget Office, and the Office of Technology Assessment prepare comprehensive schedules.

DEPARTMENT OF STATE

NARA continues to work closely with the Department of State in scheduling its records. During the year, the two agencies made significant progress in scheduling such records as those of the Bureau of Politico-Military Affairs and the Bureau of Oceans and International Environmental and Scientific Affairs. NARA also scheduled records of the Secretary of State's Panel on El Salvador, which was established to conduct a review of State Department human rights activities during the civil war in that country.

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A long-term project to schedule older decentralized office files, the so-called "Lot Files," continued. These are records maintained apart from the Department's central files and often include unique documentation on important issues, events, and activities of high level officials. NARA appraised approximately 500 cubic feet of these records, a large portion of which are permanent.

Office of Public Programs

Through exhibitions, workshops, publications, media programs, lectures and dramatic performances, special events, and volunteer-led tours and outreach, the Office of Public Programs brings the rich resources of the National Archives to the public.

- Nearly one million visitors came to the National Archives Exhibition Hall in FY 1994 to see the Nation's Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights and other milestone documents.

EXHIBITS

- **Emancipation Proclamation.** The Emancipation Proclamation again drew large crowds to the Rotunda in January.
- **"Powers of Persuasion."** A major new exhibition of World War II posters opened in February 1994 to nationwide critical and public acclaim. It is one of the most popular public programs ever displayed by the National Archives and is part of the commemoration of the 50th anniversary of World War II.
- **"The Face of War."** This exhibit, another commemorating World War II, opened in the Rotunda in March 1994 and will remain on display until September 1995.
- **"To Build an Archives."** Opened in May 1994 to celebrate the 60th anniversary of the National Archives, the exhibit documents the design and construction of the original National Archives Building.



From the exhibit "Buddies: Soldiers and Animals in World War II"; S. Medeiros, of the Army's 26th Division, holds the unit's mascot, Little Joe. They await action on the streets of Ottweiler, Germany, March 21, 1945. Photograph by W.J. Rotherberger (111-SC-202435).

- **"The Paper Trail: Army Records from Vietnam."** Featuring documents created by US Army commands and Joint Services headquarters in Vietnam, "The Paper Trail" opened at the Washington National Records Center in August 1994.
- **"Buddies: Soldiers and Animals in World War II."** First mounted at NARA in 1993, "Buddies" was displayed at the Roosevelt Library and the National Archives—Southeast Region in 1994.
- **"Not Without Protest: Life in the Appalachian Coalfields."** Arranged in conjunction with the North Carolina Department of Cultural Resources and the Appalachian Consortium of Universities, the exhibit traveled to several sites in West Virginia in 1994.
- **"World War II: Personal Accounts—Pearl Harbor to V-J Day."** During 1994,

the National Archives traveling exhibit "World War II: Personal Accounts..." was viewed by record numbers during its display at the Gerald R. Ford Museum, the Jimmy Carter Library, and the John F. Kennedy Library. During the final year of its four-year display, it is being shown at the Ronald Reagan Library and, beginning May 6, 1995, in the Circular Gallery of the National Archives Building, its final venue. This major exhibition brings to life the drama of the war from the personal perspectives of the Allied and Axis soldiers and their generals—Eisenhower, MacArthur, Patton, Montgomery, Rommel, and others.

EDUCATIONAL PROGRAMS

The National Archives vigorously encourages the use of primary sources in education. The upper elementary and secondary schools program featured its annual 8-day institute, "Primarily Teaching," introducing educators to archival research and documents as teaching tools. Office of Public Programs staff also

produced curriculum materials.

Collegiate and adult program staff conducted a 4-day introductory archival research course, "Going to the Source," and provided training in archival theory and practice to 72 participants in the 75th and 76th "Modern Archives Institutes."



GENEALOGY PROGRAM

Workshops in family history and archival research continue to be among the most popular public programs at the Archives. They help individuals learn to use Federal records to trace their family and community history.

SPECIAL EVENTS

- **Performances.** Dramatic performances, offering the public another medium of access to documents, included: "Music of the Civil War Period"; "I Can't Come Home for Christmas"; and "Two Sirens Return: The Treason Trials of Tokyo Rose and Axis Sally."
- **Films.** Public Programs presented film festivals at both the downtown building and in the new 334-seat auditorium at Archives II. The festivals included "The American Vision: Sixty Years of Film" and series on African-American and Hispanic heritages.
- **The Independence Day Celebration.** Featuring guest speaker Supreme Court Justice Harry A. Blackmun, the Independence Day event drew more than 2,000 people.
- **Constitution Day.** On September 17 Constitution Day was marked with a naturalization ceremony and a mock Constitution signing.
- **James E. O'Neill Memorial Lecture.** The annual lecture was delivered by Pulitzer Prize-winning journalist Haynes Johnson on June 15.

VOLUNTEER SERVICES

The Volunteer and Tour Program is growing dramatically in size. This year, more than 255 volunteers contributed over 30,000 hours of service. Docents conducted tours and presented document workshops and other programs at the Archives and participated in outreach efforts to schools and community groups. A total of 39,278 visitors, ranging from schoolchildren to constituents referred by 135 congressional offices, received behind-the-scenes tours and participated in many activities. Information desk aides helped visitors in the Rotunda and genealogy staff aides assisted first-time researchers.

PUBLICATIONS

Public Programs produced 140 printed publications including:

- The award-winning quarterly, *Prologue*—which celebrated its 25th anniversary.
- *Holocaust: The Documentary Evidence*.
- Two booklets in the "Presidential Perspectives from the National Archives" series, *Franklin Delano Roosevelt* and *Gerald R. Ford*.
- Revised edition of *The Emancipation Proclamation*, a "Milestone Document" booklet.
- Revised edition of the 1790-1890 Federal Population Censuses Catalog.

There was also significant progress in electronic publishing, with numerous publications now available on the NARA gopher on Internet. Several CD-ROM publications based on NARA publications and records were developed by commercial publishers.

Several prestigious trade awards were presented to NARA publications, including *Prologue* and the *Powers of Persuasion* exhibition catalog.

MUSEUM SHOP

The Museum Shop realized a 6 percent increase in income, exceeding one million dollars in sales for the first time.

AUTHOR LECTURE SERIES

The author lecture series featured 81 lectures and many distinguished speakers including former Secretary of State Henry Kissinger and Ambassador Paul Nitze.

OFFICE OF PUBLIC PROGRAMS

- Nearly a million visitors see Charters
- "Powers of Persuasion" draws kudos
- Volunteers provide vital service
- Films, speakers, publications and educational programs

THE FEDERAL REGISTER

- An informational link to the people
- Federal Register on Internet
- First Volume of Clinton Papers published

Highlights

The Federal Register

AN INFORMATION LINK TO THE PEOPLE

A's one of the primary sources of information about the Federal government, the Office of the Federal Register is faced with meeting the call for instant access to information while maintaining the integrity of official documents. While the mission of the *Federal Register* continues to be one of accurately communicating the laws and regulations that form the cornerstone of our way of life, the ways that

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society gains access to this information have changed dramatically. In fiscal year 1994 the Office responded to directives from Congress and the White House concerning National Information Infrastructure Planning by developing a new on-line version of the *Federal Register*, thereby enhancing citizen access to government information while ameliorating the constraints of geography as well as economic, social and political status.

The Federal Register system serves as an informational link between the Federal government and the American people by receiving, editing and publishing the major source documents that govern our daily lives. By law, the contents of the *Federal Register* are prima-facie evidence of the text of original documents and are required to be judicially noticed. Therefore, the Office worked hard to ensure that the on-line version of the *Federal Register* version had the same accuracy and documentary integrity as the paper publication.

FIRST ELECTRONIC VERSION OF FEDERAL REGISTER

On June 8, 1994 the first official electronic version of the *Federal Register* appeared through the Internet along with the full text and graphics of all daily *Federal Register* issues from January 3, 1994. All *Federal Register* documents became available for both search and retrieval as well as downloading to individual personal computers.

Citizen participation, the hallmark of our constitutional system, is more effective when the participants are well-informed. The development of the on-line *Federal Register* is one of the first changes in Federal information dissemination whose ultimate goal is a seamless web of communications networks that will put vast amounts of government information at citizens' fingertips.

PUBLICATIONS ON THE WORKINGS OF THE FEDERAL GOVERNMENT

Along with the *Federal Register*, the Office continued to publish the Code of Federal Regulations, the Public Papers of the Presidents, the Weekly Compilation of Presidential Documents, the United States Government Manual, and the laws of the United States in "slip law" form and in the United States Statutes at Large. The

Office is shifting from exclusively paper-based operations in these publications, significantly enhancing production efficiency. The Office continued to experience a substantial increase in submission of machine-readable documents, accounting for more than 41 percent of all material received by the end of the year.

The first volume of the William J. Clinton Public Papers, containing the papers and speeches of the 42d President, was presented by Trudy Peterson, Acting Archivist in an Oval Office ceremony on August 24. (See "Publishing the Papers of the President" on p. 21) The Presidential Papers series benefitted this year from improved production processes by using automated microcomp processing technology.

Whether publishing the papers of the President, agency regulations or the public laws the National Archives Office of the Federal Register continues to ensure the intrinsic right of the American people to be informed about the actions of their government.

Office of Federal Records Centers

The Office of Federal Records Centers plays an important role early in the life cycle of records by providing economical storage and reference service on permanent and temporary records of Federal agencies. The 15 records centers in the Office's nationwide system are the first stop for records when they leave the physical custody of the agencies which created them. Agencies' records stay in these centers until they are either destroyed or accepted by the National Archives as permanent records. Federal records centers offer agencies technical

assistance with records management, workshops on files improvement and records disposition, micrographics services, and guidance on the protection of vital records. The centers system also provides agencies with electronic access to records and provide services directly to the public and to members of Congress. Records Centers holdings totalled over 18,490,000 cubic feet at the end of the fiscal year.

SERVICES TO THE PUBLIC

The National Personnel Records Center, housed in two locations in St. Louis,

OFFICE OF FEDERAL RECORDS CENTERS

- New online services at records centers across the country
- Massachusetts welcomes new center

THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION

- Commission begins to implement long-range plan
- Publishing and preserving valuable historical documents
- Working with the states to promote archival programs

Highlights

stores personnel records of former Armed Forces members and former Federal civilian employees—approximately 1.33 million cubic feet of veterans' personnel, medical, and related files, and 670,000 cubic feet of retired and separated Federal civilian employees' personnel and pay records. Last year, the Center received nearly 2.2 million requests concerning these records, especially from veterans, former civil servants, and their families. Researchers are also able to use records in the centers with the permission of the creating agencies.

SERVICES TO FEDERAL AGENCIES

The records centers received for storage 1.47 million cubic feet of records last year from Federal agencies. By storing these records in centers rather than in office space, agencies realized a cost savings of \$21.42 per cubic foot, or nearly \$31.5 million overall. The records centers also save Federal funds by destroying agencies' records that are no longer needed and by transferring permanently valuable records in accordance with records disposition schedules. During the fiscal year, centers destroyed over 1,000,000 cubic feet of records, much of the material being recycled.

The centers responded to nearly 15 million reference requests from agencies and the public in fiscal year 1994, of which nearly 9.6 million requests pertained to IRS tax returns. The centers also provide reimbursable micrographic services to agencies, filming more than 17.9 million images.

ONLINE AUTOMATED REFERENCE

Federal agencies need to reduce administrative and mailing costs and speed records retrieval. The Office developed the Centers Information Processing System (CIPS), providing remote dial-up access to a computer in St. Louis, MO, to process reference requests electronically. CIPS usage has grown enormously since it began in 1992 and now totals over 52,000 reference requests per month. Through the use of CIPS, the records centers are making large strides toward improved customer service—greatly reduced time in filling requests; reduced postage and administrative costs; and increased accountability.

The National Personnel Records Center has other online capabilities, including the military personnel records registry file system and an index to location of records of former civilian employees. Also, electronic access to military records has enabled military departments to request files electronically from remote locations. At the end of the fiscal year, the Center was making arrangements to service online requests from military departments.

COURTESY STORAGE FOR PAPERS OF MEMBERS OF CONGRESS

Federal records centers provide courtesy records storage for members of Congress while in office. The Center provides advice on transferring these papers to permanent repositories.

PERMANENT AND UNSCHEDULED RECORDS

Records centers provide storage for permanent records not yet transferred to the legal custody of the National Archives. During 1994, some 5.4 percent of the records centers' holdings (1,019,336 cubic feet) were permanent records.

NEW FACILITIES

The new records center facility at Pittsfield, MA, was opened on August 15. (See article on p. 12). Construction of the new facility at Philadelphia, PA, continued.

AGENCY OUTREACH

The World War II exhibit, "A People At War," prepared by staff of the National Personnel Records Center, was exhibited in Federal courthouses, airports, and other locations around the country. Centers fostered better understanding of National Archives services and interests through sponsoring open houses and producing newsletters for agencies in their regions. Centers offered files improvement and records disposition workshops to nearly 10,300 Federal workers during the year and provided training designed specifically for particular agencies' records and in electronic records management and micrographics.

The National Historical Publications and Records Commission

Original source materials—diaries, letters, electronic records, architectural drawings, government records, and other forms of documentation—are the raw material in which the history of the nation is recorded. Although the National Archives is the primary repository for the records of the Federal government, thousands of other institutions throughout the country, from county courthouses to university libraries, hold valuable non-Federal historical documents. To help preserve and make accessible these varied sources, the Archivist of the United States makes grants on the advice of the National Historical Publications and Records Commission.

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Grants from the NHPRC provide support to non-Federal agencies for a wide range of activities relating to historical records, from the editing of papers of prominent founders of the nation such as Benjamin Franklin to research into how best to address archival issues raised by the explosion of electronic data systems. The Commission recommended support for 125 proposals for projects in 38 states and the District of Columbia.

THE COMMISSION'S PLAN

The year was the first one for implementation of the Commission's long-range plan, which sets priorities for Commission support under five broad goals and 17 objectives. Developed with significant input from the NHPRC's customer base of archivists, records custodians, and users of documentary sources, the plan provides the Commission with a tool to assist it in making funding recommendations reflecting the needs of the ultimate beneficiaries of its projects—government officials, students, genealogists, and attorneys, to name only a few.

SUPPORT FOR PRESERVATION AND PUBLICATION

Projects funded during the year that reflected the Commission's top priorities included five for electronic records research and program development; 15 for archives and records program planning in the states; and eight to support the editing and publication of historical documents relating to leaders in the founding era—Adams, Franklin, Jefferson, Madison, and Washington—and fundamental events and institutions in that period of the nation's history—the ratification of the Constitution, the First Federal Congress, and the early Supreme Court. In addition, the Commission provided support for 34 other documentary editions reflecting the diversity of the nation's history, from the Spanish colonial era to Thomas Edison, from the Revolutionary War to Jane Addams (NHPRC's support of documentary editing in the U.S. is featured on p. 23).

User access to documentary holdings in the nation's archives and historical collections was supported through 25 projects to process and make available for use materials relating to such topics as women's history, the mining industry, architecture, and the history of science. Regrant projects in Georgia and Utah provided local institutions and recordskeepers with opportunities for education and training, while other projects helped develop state and local government programs, national archival program coordination with the states, and the increased use of historical documents in the classroom.

TRAINING AND IN-HOUSE ACTIVITIES

With support from the Andrew W. Mellon Foundation, the NHPRC continued its own programs to advance the training of archivists and documentary editors. Seventeen interns participated in the NHPRC's annual Institute for the Editing of Historical Documents, held at the University of Wisconsin. Three entry-level professionals received year-long fellowships in historical editing, while two mid-level professionals received fellowships in archival administration. In addition, the Commission's own documentary publication project, a three-volume edition of documents on the foreign relations of the United States under the Articles of Confederation, moved close to completion.

A PARTNERSHIP WITH THE STATES

In its work, the Commission is assisted by a network of historical records coordinators and boards in the states, territories and the District of Columbia. Through its grants for strategic planning in the states, as well as regrants that reach small, local institutions, the Commission strives to create links in our decentralized national archival system that will promote better archival programs and services to the public nationwide. The needs of the states are reflected in the Commission's long-range plan, and in the initiative of the gubernatorially appointed state boards as they pursue their own programs to promote archival programs and access to records in the states, often in cooperation with the NHPRC. Ultimately, this partnership furthers the Commission's overall dedication to the principle that the nation's historical documents are a priceless national legacy and vital to an understanding of our country's national history and culture, a national documentary treasure that, if lost, cannot be replaced.

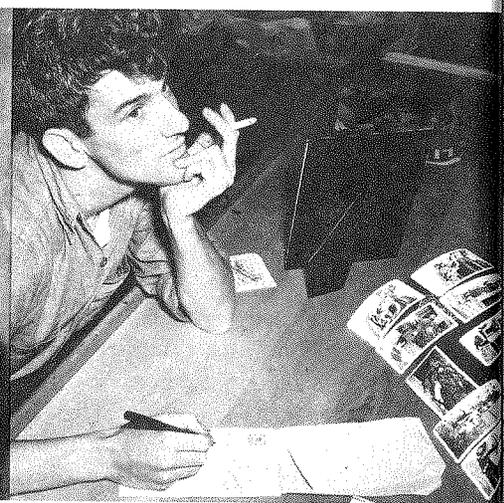
and of retaining his United States during absence and thereafter.

Now therefore, identification of the and in order landing upon his I, John Chinese name is certify that I member of the firm of Luhn Kaeck Co., 10, 24 Pell St., New York City, and that the said John Hayes, Jr., is my lawful son; that he was born in this city ~~San Francisco~~ September 20, 1885, and that he was baptized according to the rite of the Roman Catholic Church on the 26th day of September 1885; that his mother, my wife, is an American woman, and therefore the child does not come under the provisions of the so-called Chinese Exclusion Act.

Wong Hay



San Francisco, California, in the month of FEBRUARY, 1885, for the better and John Hayes, Sr., Mayor of the City of San Francisco, do hereby to facilitate his said return, Hayes, (whose Chinese name is (Wong Hay), do hereby



Left, John Hayes, Jr., born to a Chinese father, Wong Hay, and an American mother, Bridget Casey (National Archives-Northeast Region). Center, professional letter writer in Kuming, China, April 1944 (18-AG-3176). Right, an American soldier writes home during World War II (26-G-1775A).

A Statistical Profile

Office of Management and Administration

The Office of Management and Administration provides nationwide administrative services to the agency, including the planning and administration of financial, personnel, procurement, facilities, and information management programs. In addition, the Office acts as liaison with the Office of Management and Budget and Congress on budgetary matters and oversees the day-to-day operations of the National Archives Trust Fund Board staff.

THE NATIONAL ARCHIVES AT COLLEGE PARK

The largest known move of archival records ever attempted began on November 15, 1993. Before the physical transfer of records is completed in 1996, over 1 million cubic feet of records will have been moved.

AUTOMATION

The "Integrated Communications and Administrative Support System" (ICASS) went on-line this year at the National Archives at College Park. To help extend ICASS to all agency facilities, NARA began building the necessary communications structure, termed a wide area network (WAN). As part of this process, the National Archives Building is being rewired with modern data cable, and local area PC networks will be installed at all NARA sites. When the WAN is completed during the coming year, this new communications network, NARANET, will support functions throughout the agency.

FINANCIAL OPERATIONS

Funding available to the National Archives in FY 1994 by appropriation under Public Law 103-123 for direct operating expenses was \$190,232,000, including \$16,971,000 for the year's payments of principal and interest on the new Archives II facility located in College Park, Maryland, \$500,000 to support planning activities on the renovation of

the Roosevelt Library, and \$500,000 for a feasibility study on integrating the Archives collection into Internet and other on-line systems. Also available was \$5,392,000 for grants by the National Historical Publications and Records Commission and \$687,000 for alterations at the Kennedy Library. This provided a total of \$196,311,000.

Of the funds available, \$61,205,000 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 and the Office of Special and Regional Archives obligated \$63,006,000 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 \$4,189,000 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 \$29,492,000 to operate the nine existing Presidential libraries and to retain and process the Nixon and Bush Presidential materials. The Office of Public Programs obligated \$4,074,000 for publication, exhibition, audiovisual, and public outreach activities. The Office of the Federal Register obligated \$6,362,000 to edit, compile, and publish, among others, the Federal Register, Code of Federal Regulations, U.S. Statutes at Large, and weekly and annual compilations of Presidential documents. The records declassification program obligated \$3,288,000 to review Federal records for possible declassification. Also, the National Historical Publications and Records Commission obligated \$5,255,000 in grants and \$1,618,000 to administer the grants program.

Beginning in 1994, the Archives sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with OMB's guidance, the total payment must be separated into a principal and interest component. The portion that

represents principal is to be treated as an appropriation for the redemption of debt. The portion that represents interest will be reported as obligations. As such, \$13,574,000 was obligated for interest payments on the Archives II facility and \$3,397,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually expended in FY 1994:

Fund	Availability	Expended
Operating Expenses,		
Direct	\$190,232,000	\$189,765,000 ¹
Grants	5,392,000	5,255,000 ²
Kennedy Library	687,000	440,000 ³
Total	\$196,311,000	\$195,460,000

¹Includes \$3,397,000 which is considered redemption of debt on the principal for the Archives II building. ²Funds appropriated for grants are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. The balance at the end of the fiscal year is carried over and is available in succeeding fiscal years. ³In 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, \$17,054,000 has been obligated to date, including \$440,000 obligated in FY 1994 for the building extension construction and related services.

During FY 1994, the National Archives received \$25,413,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund. The most significant reimbursable activity was providing reference services on the records of other agencies that are stored in Federal records centers. During FY 1994, \$22,858,000 was received for these services.

FINANCIAL SUBSYSTEMS

As required by OMB Circular A-127 Revised, NARA's financial subsystems were evaluated and found to be conforming to overall objectives in guidelines of the Office of Management.

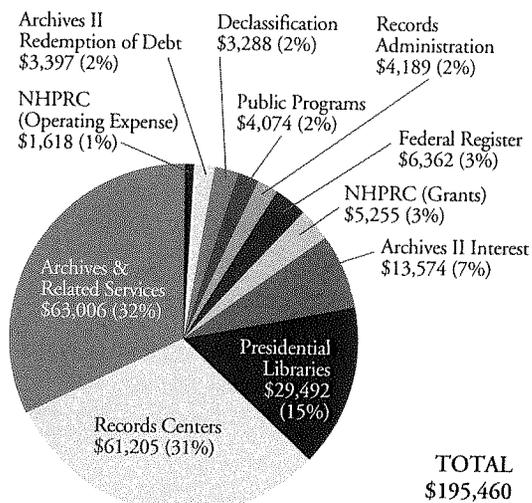


OTHER FINANCIAL PROGRAMS

A new automated financial management system is now being implemented by the Financial Services Division to standardize and enhance financial tracking procedures. Income from credit card sales rose by 25.2 percent, reflected in Presidential Library museum store sales, reproductions, and sales at the Archives I gift shop. NARA also continues to expand the use of the VISA government-wide credit card to pay for small purchases. The number of purchases made with the credit card increased by 23.3 percent in FY 1994. The Agency continues to encourage credit card sales as part of its efforts to operate in a more streamlined, cost-effective manner.

DIRECT APPROPRIATIONS (Including Grants)

Obligations by Program Area and Redemption of Debt;
Administrative Expenses Prorated
(dollars in thousands)



Holdings of the Presidential Libraries

	Papers (pages)	Still Pictures (images)	Film (feet)	Video Tape (hrs)	Audio Tape (hrs)	Museum Obj.
Hoover	8,278,740	42,799	155,591	141	517	5,477
Roosevelt	16,716,560	134,259	308,676	28	1,024	23,691
Truman	14,763,624	93,342	331,799	133	297	25,733
Eisenhower	22,000,115	309,576	617,925	201	1,088	32,657
Kennedy	31,274,864	144,042	7,162,122	1,249	7,310	16,843
Johnson	35,749,600	620,028	824,877	8,253	13,587	37,105
Nixon	46,110,000	435,000	2,200,000	3,900	1,490	21,750
Ford	19,622,868	318,771	785,106	1,485	1,565	8,184
Carter	27,658,430	1,500,253	1,120,080	1,434	2,000	40,000
Reagan	47,437,250	1,617,752	765,500	19,398	13,350	75,075
TOTAL	269,617,051	5,215,822	14,271,676	36,222	42,228	287,815

**For additional information on Microforms, Oral History Holdings, and Printed Materials at the libraries please contact the Office of Presidential Libraries directly.*

Using the Presidential Libraries

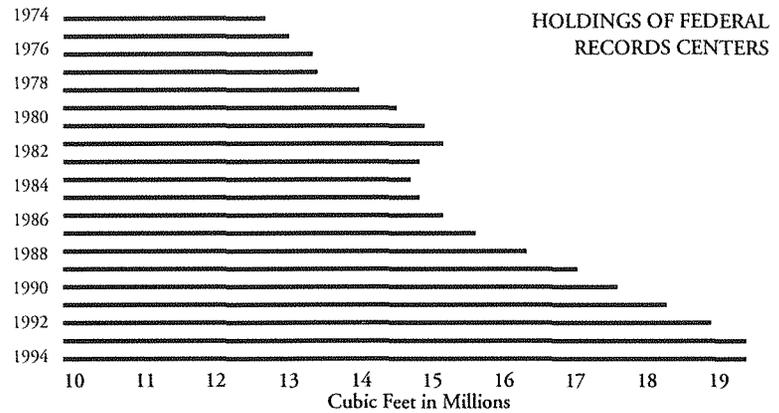
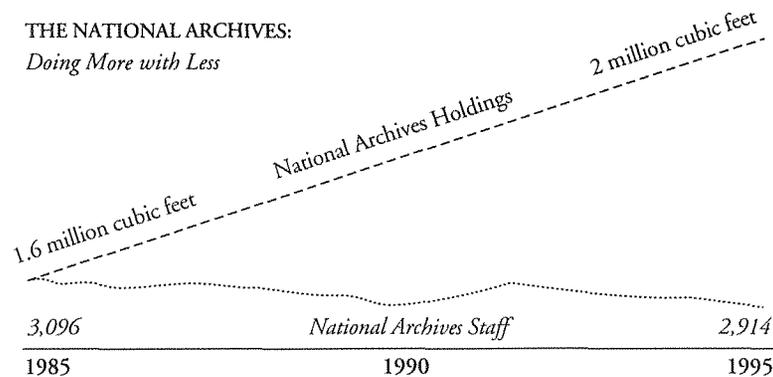
	Researchers	Oral Inquiries	Written Inquiries	Public Program Participants	Outreach Program Participants	Museum Visitors
Hoover	198	1,093	25	32,468	1,655	89,992
Roosevelt	445	2,258	553	10,725	680	136,268
Truman	947	11,807	644	18,867	1,031	139,399
Eisenhower	477	3,982	1,049	5,827	5,573	88,218
Kennedy	648	3,982	1,208	54,151	18	318,480
Johnson	472	8,400	2,779	14,759	1,560	278,781
Nixon	235	2,530	600	50	0	0
Ford	267	579	494	33,551	284	107,775
Carter	179	1,569	172	513	1,035	72,085
Reagan	170	4,527	547	18,335	1,948	138,087
TOTAL	4,038	39,065	8,071	189,246	13,784	1,369,085

Holdings of the National Archives (in cubic feet)

Unit	Balance 9/30/93	FY 1994 Net change	Balance 9/30/94
<i>Washington, DC Area</i>			
Textual Projects	1,124,456	+16,731	1,141,187
Cartographic and Architectural Branch	53,959	-1	53,958
Motion Picture, Sound and Video Branch	38,509	-91	38,418
Still Picture Branch	18,208	+81	18,289
Center for Legislative Archives	84,540	-202	84,338
Center for Electronic Records*			
DC Area Totals	1,319,672	+16,518	1,336,190
<i>Regional Archives</i>			
New England Region	19,999	+1,106	21,105
Northeast Region	57,063	+2,636	59,699
Mid-Atlantic Region	42,827	+3,776	46,603
Southeast Region	60,264	+3,805	64,069
Great Lakes Region	61,519	+847	62,336
Central Plains Region	35,549	+1,651	37,200
Southwest Region	64,223	+1,070	65,293
Rocky Mountain Region	21,257	+1,294	22,551
Pacific Southwest Region	22,724	+3,466	26,190
Pacific Sierra Region	33,056	+3,152	36,208
Pacific Northwest Region	29,172	+768	29,940
Alaska Region	5,529	+13	5,542
Regional Archives Total	453,182	+23,584	476,766
NATIONWIDE TOTALS	1,772,854	+40,102	1,812,956

*The Center for Electronic Records measures its holdings in terms of data sets rather than cubic feet.

THE NATIONAL ARCHIVES:
Doing More with Less



Using the National Archives

Unit	Researchers Microfilm	Researchers Non-Microfilm	Oral Inquiries	Written Inquiries
<i>Washington, DC Area</i>				
Textual Records	68,405	61,463	197,179	262,114
Nontextual Records	—*	—*	24,942	15,292
DC Area Totals	68,405	61,463	221,121	277,406
<i>Regional Archives</i>				
New England Region	13,019	1,987	3,338	2,356
Pittsfield Region	2,357	—	200	36
Northeast Region	9,878	1,421	56,049	10,120
Mid-Atlantic Region	12,321	303	2,765	1,720
Southeast Region	10,262	467	16,667	6,561
Great Lakes Region	10,622	371	28,676	3,921
Central Plains Region	9,755	300	18,437	1,836
Southwest Region	13,489	358	9,709	2,280
Rocky Mountain Region	13,358	467	6,002	451
Pacific Southwest Region	21,876	507	10,259	913
Pacific Sierra Region	16,875	1,026	9,613	1,490
Pacific Northwest Region	18,232	903	9,608	747
Alaska Region	4,727	741	7,997	325
Regional Archives Total	156,539	9,739	179,320	32,756
NATIONWIDE TOTALS	224,944	71,202	400,441	310,162

*In FY 1994 nontextual and textual researchers were served in the same rooms at Archives II in order to save on staffing levels and, therefore, nontextual research visits cannot be separated out from textual research visits.

Personnel on Board (All Funds as of September 30, 1994)

PROGRAMS	Washington, DC Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Centers	154	44	198	646	706	1,352	800	750	1,550
Archives & Related	597	110	707	94	26	120	691	136	827
Public Programs	84	2	86	0	0	0	84	2	86
Records Administration	48	2	50	0	0	0	48	2	50
Presidential Libraries	70	6	76	217	68	285	287	74	361
Federal Register	71	2	73	0	0	0	71	2	73
Records Declassification	57	1	58	12	0	12	69	1	70
National Historical Publications and Records Commission	19	1	20	0	0	0	19	1	20
TOTAL	1,100	168	1,268	969	800	1,769	2,069	968	3,037

Actual Costs: Presidential Libraries (dollars in thousands)

	Program Costs (includes personnel)	Buildings Operations & Maintenance Costs	Repair & Alternation Costs*	Common Distributable**	Rent (GSA)	Total Costs***
Hoover	\$722	\$453	\$0	\$0	\$5	\$1,180
Roosevelt	820	869	500	0	0	2,189
Truman	944	954	112	0	0	2,010
Eisenhower	1,007	1,035	0	0	0	2,042
Kennedy	1,239	1,755	456	0	0	3,450
Johnson	1,266	1,325	97	0	0	2,688
Nixon	811	0	0	0	72	883
Ford	1,028	1,257	327	0	0	2,612
Carter	930	915	92	0	0	1,937
Reagan	1,105	1,615	0	0	0	2,720
Central Office: Planning & Direction						
White House Liaison; & Bush Project	2,052	335	0	769	891	4,047
TOTAL	\$11,924	\$10,513	\$1,584	\$769	\$968	\$25,758

*Repair and alternation costs include \$440 for Kennedy Library from the 114X account. (Excludes \$20 recovery of prior year obligations not reflected in FY 1994 end of year NEAR reports.) ** Proportional share of Central Office support services. *** Does not include \$3,734 share of allocated administrative costs.

Direct Appropriations (Including Grants)

Obligations by Object Classification and Redemption of Debt (dollars in thousands)

Full time permanent employment compensation	\$63,266
Other than full-time permanent employment compensation	4,619
Other personnel compensation	1,526
Total Personnel Compensation	69,411
Personnel benefits	14,413
Benefits for former personnel	215
Travel and transportation of persons	728
Motor pool travel	127
Transportation of things	158
Rental payments to GSA	33,024
Communications, utilities, and miscellaneous charges	2,988
Printing and reproduction	2,179
National Archives Building I and II operations and maintenance	16,745
Presidential Libraries' operations and maintenance	11,322
Presidential Library alterations	440
Preservation contractual services	608
Other services:	
Commercial contracts	7,333
ADP studies and ADP maintenance services	4,955
Accounting and payroll services	873
Supplies and materials	3,177
ADP equipment	1,480
Other equipment	2,789
Shelving	251
Grants	5,255
Insurance claims and indemnities	18
Interest and dividends	13,574
Redemption of debt	3,397
TOTAL	\$195,460

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The National Archives Trust Fund

Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property for activities approved by the Board and in the interest of the national archival and records activities administered by the National Archives and Records Administration and activities for the benefit and in the interest of individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities. Staffing for Trust Fund activities is provided by the National Archives Trust Fund Division of the Office Management and Administration.

FINANCIAL CONDITION

The National Archives Trust Fund had a net operating loss of nearly \$500,000 for fiscal year 1994, down from the \$1.6 million operating loss in fiscal year 1993. Net operating income for the Presidential libraries amounted to \$89,000. With the addition of investment income, other miscellaneous income, and adjustments to prior year operations, the National Archives Trust Fund ended the fiscal year with a net income of almost \$118,000.

Assets decreased by nearly \$465,000 in fiscal year 1994. Liabilities decreased by more than \$583,000. As a result, retained earnings/capital increased by almost \$118,000 to \$15,098,300 with \$5,025,491 held in the Trust Fund for the exclusive use of the particular library that generated the funds and \$10,072,809 held for all other National Archives operations.

INCOME AND EXPENSE

Income to the Trust Fund comes from sales of reproductions, sales of merchandise, including publications and museum shop items, reimbursements from the National Archives operating units, services provided to other agencies, and investment income.

Gross sales increased by more than \$2.3 million from fiscal year 1993, with all program areas reporting higher sales. The cost of goods and services increased by \$1.2 million, reflecting higher costs in all categories except depreciation.

To cover the costs of producing electrostatic copies for administrative use, the National Archives appropriated fund reimbursed the Trust Fund \$513,816, a slight decrease from fiscal year 1993. Payments made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff totaled \$2,491,002 and included:

- \$1,088,801 to the Office of the National Archives for archival handling and reproduction services;
- \$665,334 to the Office of Federal Records Centers for reproduction services;
- \$578,299 to the Office of Public Programs for fulfillment and agency services and publication development;
- \$125,923 to the Office of Special and Regional Archives for archival handling and reproduction services; and
- \$32,645 to the Office of Presidential Libraries for services related to reproduction and museum sales.

PROGRAM HIGHLIGHTS

Reference copies ordered nationwide again reached 2.3 million pages. Use of self-service copier equipment in the Washington, DC, area and total electrostatic copier reproductions increased slightly over fiscal year 1993. Income from reproductions of photographs, motion pictures, and sound recordings increased to nearly \$1.1 million from \$924,000 in fiscal year 1993.

The **National Archives Museum Shop**, operated by the Office of Public Programs, realized its best year, exceeding \$1 million in sales for the first time. This represents a 6-percent increase in income from fiscal year 1993 sales, resulting from an 11-percent increase in sales per visitor, offset by a 5-percent decline in the number of Rotunda visitors. Museum Shop renovation was largely accomplished.

Publications and product sales generated income of \$124,000—a sharp decrease from fiscal year 1993, which included several bulk sales of World War II-related materials.

Microfilm sales decreased as we moved further away from the 1920 census release date of March 1992. Sales for fiscal year 1994 amounted to nearly \$891,000.

During fiscal year 1994, multimedia sales amounted to over \$1 million from the public and nearly \$1.8 million from interagency agreements. Effective October 1, 1994, the National Audiovisual Center, operated by the Office of Public Programs, was transferred to the National Technical Information Service, part of the U.S. Department of Commerce. The transfer is the result of an agreement that will consolidate much of the Federal Government's capabilities for audio, visual, and multimedia materials distribution.

Presidential libraries reported significant increases in museum sales and admissions. Special events and exhibitions at the various libraries attracted many new visitors as well as wide media coverage.

The Kennedy Library's new museum was opened on October 29, 1993. More than 342,000 visitors came to the new museum in its first year of operation. Revenues from admissions and sales amounted to over \$2 million, more than double fiscal year 1993. Admissions revenue at the Eisenhower Library increased 42 percent and sales revenue increased 23 percent over the previous year.

Total library revenue was more than \$4.7 million, consisting mainly of museum store sales and admissions of nearly \$4.1 million and reproduction services of approximately \$334,000. The net operating income for all Presidential libraries in fiscal year 1994 was almost \$89,000. After accounting for other income and expenses, the libraries showed a total net income of \$265,000.

Public awareness and educational programs funded by the Trust Fund include the monthly *Calendar of Events* and the "Modern Archives Institute" training course, held twice during the fiscal year. The institutes were fully subscribed with fees received amounting to almost \$32,000.



The investment balance of the combined Trust/Gift Fund at the end of the fiscal year was \$17,898,469, consisting of \$10,527,153 invested in ASB Capital Management, Inc., and \$7,371,316 in U.S. Treasury Bills and Notes. Total interest earned in fiscal year 1994 was \$616,364 for the Trust Fund and \$75,804 for the Gift Fund. Trust Fund interest consisted of \$143,539 for the Presidential libraries and \$472,825 for other Trust Fund investments. Gift Fund interest was \$55,503 for the Presidential libraries and \$20,301 for other Gift Fund investments.

Schedule of Changes in Working Capital

<i>Current assets:</i>		
Cash in U.S. Treasury	\$(1,302,834)	\$1,451,814
Accrued interest receivable	78,423	0
Cash in transit	(48,327)	52,777
Securities	1,603,241	(834,099)
Accounts receivable	(365,775)	1,805
Advances to employees	(2,105)	215,361
Inventories	(319,492)	(242,559)
Prepaid expenses	(112,839)	(35,122)
<i>Current liabilities:</i>		
Accounts payable	(330,268)	(480,704)
Advances from other agencies	(9,750)	(856)
Deferred revenue	583,182	(730,484)
Decrease in working capital	\$(226,544)	\$(602,067)

The accompanying notes are an integral part of this statement.

Trust Fund Income Statement (for period ended September 30)

	1994			1993*		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<i>Revenue:</i>						
Reproduction service	\$ 333,798	\$ 5,938,902	\$ 6,272,700	\$ 327,470	\$ 5,308,653	\$ 5,636,123
Over-the-counter sales	1,984,685	1,054,552	3,039,237	1,540,167	984,774	2,524,941
Publications	0	223,806	223,806	0	620,896	620,896
Audiovisual sales and rentals	0	2,845,406	2,845,406	0	2,114,760	2,114,760
Admission	2,079,710	0	2,079,710	1,286,336	0	1,286,336
Other income	351,019	138,115	489,134	284,374	162,527	446,901
Total revenue	4,749,212	10,200,781	14,949,993	3,438,347	9,191,610	12,629,957
<i>Cost:</i>						
Cost of goods and services	4,660,655	10,781,407	15,442,062	4,287,568	9,936,984	14,224,552
Income (loss) from operations	88,557	(580,626)	(492,069)	(849,221)	(745,374)	(1,594,595)
<i>Other income:</i>						
Prior year income	(10,439)	15,902	5,463	195	(14,352)	(14,157)
Interest income	143,539	472,825	616,364	156,544	360,196	516,740
Other	35,993	14,954	50,947	79,416	33,443	112,859
Total other income	169,093	503,681	672,774	236,155	379,287	615,442
<i>Other expenses:</i>						
Prior year expense	(7,410)	68,164	60,754	103,671	(83,021)	20,650
Loss on disposal	0	1,980	1,980	0	0	0
Total other expenses	(7,410)	70,144	62,734	103,671	(83,021)	20,650
NET INCOME/LOSS	\$265,060	\$(147,089)	\$117,971	\$(716,737)	\$(283,066)	\$(999,803)

The accompanying notes are an integral part of this statement.

* Includes a reclassification of expense made after the National Archives Annual report for fiscal year 1993 was published.

Trust Fund Balance Sheet (as of September 30)

	1994			1993*		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
Assets						
<i>Current assets:</i>						
Cash in U.S. Treasury	\$542,058	\$(36,916)	\$505,142	\$94,685	\$1,713,291	\$1,807,976
Cash in transit	0	184,368	184,368	65,768	166,927	232,695
Accrued interest receivable	17,307	61,116	78,423	0	0	0
Securities	4,123,939	11,844,770	15,968,709	4,040,240	10,325,228	14,365,468
Accounts receivable ¹	2,948	600,861	603,809	4,825	964,759	969,584
Advances to employees	100	500	600	100	2,605	2,705
Inventories ²	551,341	1,163,471	1,714,812	709,931	1,324,373	2,034,304
Prepaid expenses	503	127,041	127,544	16,394	223,989	240,383
Total current assets	5,238,196	13,945,211	19,183,407	4,931,943	14,721,172	19,653,115
<i>Non-current assets:</i>						
Property and equipment ³	297,712	440,110	737,822	262,269	471,045	733,314
TOTAL ASSETS	\$5,535,908	\$14,385,321	\$19,921,229	\$5,194,212	\$15,192,217	\$20,386,429
Liabilities and Fund Balance						
<i>Current liabilities:</i>						
Accounts payable	\$393,467	\$1,184,673	\$1,578,140	\$350,555	\$897,317	\$1,247,872
Advances from other agencies	12,731	0	12,731	2,981	0	2,981
Deferred revenue	12,963	2,282,035	2,294,998	1,941	2,876,239	2,878,180
Total current liabilities	419,161	3,466,708	3,885,869	355,477	3,773,556	4,129,033
<i>Long-term liabilities</i>						
Deferred revenue	0	728,302	728,302	0	1,101,320	1,101,320
Annual leave liability	91,256	117,502	208,758	78,304	97,443	175,747
Total long-term liabilities	91,256	845,804	937,060	78,304	1,198,763	1,277,067
Total liabilities	510,417	4,312,512	4,822,929	433,781	4,972,319	5,406,100
Fund balance	5,025,491	10,072,809	15,098,300	4,760,431	10,219,898	14,980,329
TOTAL LIABILITIES AND FUND BALANCE	\$5,535,908	\$14,385,321	\$19,921,229	\$5,194,212	\$15,192,217	\$20,386,429

The accompanying notes are an integral part of this statement. *Includes a reclassification of expenses made after the National Archives Annual Report for fiscal year 1993 was published.

¹ Net of allowance for uncollectible accounts of \$22,896 for fiscal year 1994 and \$31,840 for fiscal year 1993. ² Net of reserve for obsolescence of \$174,716 and \$569,947 respectively, for fiscal year 1994 and \$110,218 and \$629,235 respectively, for fiscal year 1993. ³ At cost less accumulated depreciation of \$410,938 and \$746,768 respectively, for fiscal year 1994, and \$331,920 and \$658,824 respectively, for fiscal year 1993.

Statement of Changes in Financial Condition (for period ended September 30)

	1994	1993
<i>Sources of working capital</i>		
From operations:		
Net income (loss)	\$117,971	\$(999,803)
Items not affecting working capital:		
Depreciation	311,442	311,215
Loss on disposal	1,980	0
(Donations of) and adjustments to property and equipment	862	(36,127)
Working capital inflow from operations	432,255	(724,715)
From other sources:		
Increase in annual leave liability	33,011	3,647
Increase in deferred revenue	0	386,608
Working capital inflow from other sources	33,011	390,255
Working capital inflow from all sources	465,266	(334,460)
<i>Uses of working capital</i>		
Purchase of operational assets	318,792	267,607
Decrease in deferred revenue	373,018	0
Total working capital used for all purposes	691,810	267,607
Decrease in working capital	\$(226,544)	\$(602,067)

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. Revenues 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.

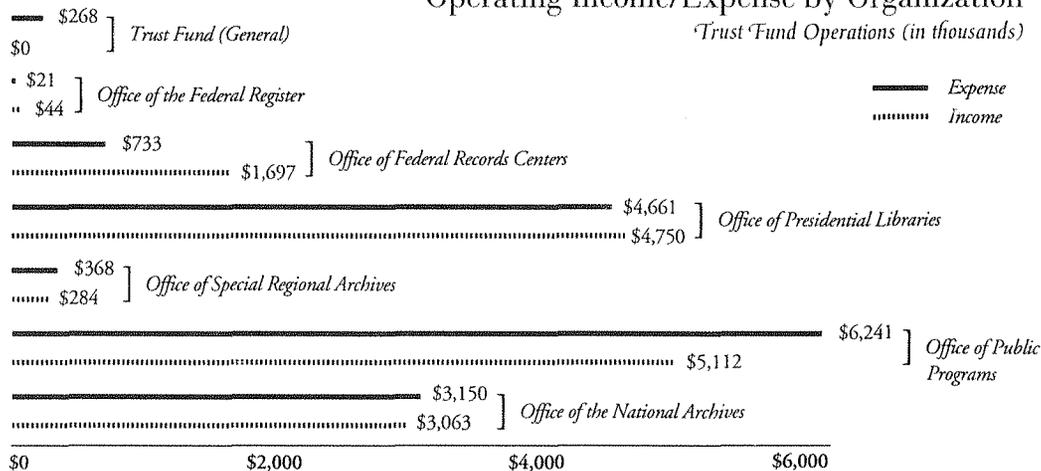
Inventory Valuation: Inventories which consist of merchandise held for sale are valued at cost determined using a specific identification method. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year and appropriate adjustments are made. Inventories of supplies 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 five years.

Annual Leave Liability: 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 used.

Deferred Revenue: The current liability for deferred revenue represents advance payments for products and services that are to be furnished within a year. The long-term liability for deferred revenue represents collections for services to be provided over a period of more than 12 months.

Operating Income/Expense by Organization



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

	1994	1993
General	\$1,029,572	\$851,746
Estimated Year-End Accruals	370,319	100,924
Payroll	159,683	146,696
Disbursements in Transit	18,566	148,506
Totals	\$1,578,140	\$1,247,872

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

The National Archives Gift Fund

OVERVIEW

The Gift Fund is administered by the National Archives Trust Fund Board and solicits, accepts, 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 of more than \$329,000 were received during fiscal year 1994.

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 Special and Regional Archives also was the beneficiary of gifts in support of volunteer activities. Gifts are summarized on page 47.

Gift Fund Statement of Availability (for period ended September 30)

	Presidential Libraries	Other Unrestricted	Other Restricted	1994 Total	1993 Total
Balances available October 1	\$1,681,151	\$118,275	\$327,149	\$2,126,575	\$2,233,766
<i>Increases of availability:</i>					
Grants and donations	224,389	36,173	68,682	329,244	399,793
Interest on securities	55,503	9,125	11,176	75,804	73,659
Total available	1,961,043	163,573	407,007	2,531,623	2,707,218
<i>Decreases of availability:</i>					
Travel and transportation	25,258	366	25,632	51,256	66,688
Supplies and materials	40,181	7,073	2,730	49,984	76,128
Equipment rental	35	340	0	375	39
Printing and reproduction	2,540	22,678	10,855	36,073	36,244
Payments to commercial contractors	286,989	10,759	28,191	325,939	246,946
Payments to other agencies or funds	59,340	1,037	36,751	97,128	154,958
Total decrease	414,343	42,253	104,159	560,755	581,003
Adjustments to prior years operations	0	(17,619)	16,283	(1,336)	(360)
Ending balances available	\$1,546,700	\$138,939	\$286,565	\$1,972,204	\$2,126,575

Gift Fund Balance Sheet (as of September 30)

	1994	1993
ASSETS		
<i>Current assets:</i>		
Cash in U.S. Treasury	\$44,164	\$43,623
Cash in transit	4,391	16,146
Accrued interest receivable	7,661	0
Securities	1,929,760	2,127,728
Advances to employees	4,982	1,747
Total assets	\$1,990,958	\$2,189,244
LIABILITIES AND FUND BALANCE		
<i>Current liabilities:</i>		
Accounts payable	\$18,754	\$62,669
Total liabilities	18,754	62,669
Fund balance	1,972,204	2,126,575
Total liabilities and fund balance	\$1,990,958	\$2,189,244



Statement of Changes in Financial Condition

(for period ended September 30)

	1994	1993
Sources of funds		
<i>Excess of expenses over revenue:</i>		
Funds provided by operations	\$(483,615)	\$(506,984)
Grants and donations	329,244	399,793
	(154,371)	(107,191)
Application of funds		
Working capital	\$(154,371)	\$(107,191)

Schedule of Changes in Working Capital

	1994	1993
<i>Current assets</i>		
Cash in U.S. Treasury	\$541	\$2,967
Cash in transit	(11,755)	(8,128)
Accrued interest receivable	7,661	0
Securities	(197,968)	(80,370)
Advances to employees	3,235	794
<i>Current liabilities</i>		
Accounts payable	43,915	(22,454)
Decrease in working capital	\$(154,371)	\$(107,191)

Gifts Received

Office	Donor	Amount	Total	
General Cultural & Archival Gifts	Federation of Genealogical societies, Genealogical Coordinating Committee	\$6,500		
	The George Hyman Construction Company	15,000		
	Harnischfeger Engineers, Inc.	5,000		
	Gilbane Building Company, Inc.	2,500		
	Miscellaneous gifts	1,589	\$30,589	
NHPRC	H.W. Wilson Foundation, Inc.	36,660		
	Miscellaneous gifts	1,773	38,433	
Carter Library	Carter Center*	7,592		
	Miscellaneous gifts	21,039	28,631	
Eisenhower Library	Eisenhower Foundation*	79,000		
	ADM Foundation	5,000		
	Union Pacific Foundation	5,000		
	Miscellaneous gifts	4,337	93,337	
Ford Library	Miscellaneous gifts	2,152	2,152	
Hoover Library	Miscellaneous gifts	2,979	2,979	
Johnson Library	LBJ Foundation*	65,447		
	Miscellaneous gifts	51	65,498	
Kennedy Library	John F. Kennedy Library Foundation	2,174		
	Sony Electronics	2,557		
	Miscellaneous gifts	450	5,181	
Reagan Library	Ronald Reagan Presidential Foundation	2,064		
	Miscellaneous gifts	2,516	4,580	
Roosevelt Library	Franklin & Eleanor Roosevelt Institute*	10,818		
	Friends of the FDR Library	4,099		
	Miscellaneous gifts	1,307	16,224	
Truman Library	Miscellaneous gifts	5,808	5,808	
National Archives Regional System	New England	Miscellaneous	1,671	
	Pittsfield, MA	Miscellaneous	150	
	Northeast	Miscellaneous	348	
	Mid-Atlantic	Miscellaneous	340	
	Southeast	Miscellaneous	7,253	
	Great Lakes	Miscellaneous	4,964	
	Central Plains	Miscellaneous	3,461	
	Southwest	Miscellaneous	1,955	
	Rocky Mountain	Miscellaneous	1,627	
	Pacific Southwest	Miscellaneous	4,686	
	Pacific Sierra	Miscellaneous	4,475	
	Pacific Northwest	Miscellaneous	4,852	
	Alaska	Miscellaneous	50	35,832
	TOTAL DONATIONS			\$329,244

*Amount shown represents multiple gifts from this donor. Miscellaneous gifts include donations of less than \$1000.

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Left, crowds of French patriots and other Allies march through the Arc de Triomphe after the liberation of Paris (208-MFI-2-M-1). Center, U.S. Coast Guard seamen on deck, World War II (26G-2218). Right, unidentified American policeman escorts children across the street (208-VM-1V-35).

National Archives Directory

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National Archives
Washington, DC 20408

Acting Archivist:
Trudy Huskamp Peterson

Congressional Affairs:
John Constance

Equal Employment Opportunity and
Diversity Programs: *Joyce Williams*

Inspector General: *Floyd Justice*
NHPRC: *Nancy Sabli (Acting)*

Professional Development and
Training: *Donn C. Neal*

Public Affairs: *Shirley Clarkson*
Office of Administrative Services:
Adrienne C. Thomas

Office of Federal Records Centers:
David F. Peterson

Office of the Federal Register:
Martha L. Girard

Office of Policy and Information
Resources Mgt. Services:
Ralph C. Bledsoe

Office of the National Archives:
Michael J. Kurtz

Office of Presidential Libraries:
Richard Jacobs (Acting)

Office of Public Programs:
Linda N. Brown

Office of Records Administration:
James W. Moore

Office of Special and Regional
Archives: *Raymond Mosley*

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Pittsfield Region
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Northeast Region
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415-876-9009

Pacific Northwest Region
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Seattle, WA 98115
206-526-6507

Alaska Region
Thomas E. Wiltsey, Director
654 West Third Avenue
Anchorage, AK 99501
907-271-2441

Presidential Libraries

Office of Presidential Libraries
National Archives
Washington, DC 20408
202-501-5700

Herbert Hoover Library
Timothy Walch, Acting Director
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West Branch, IA 52358
319-643-5301

Franklin D. Roosevelt Library
Verne W. Newton, Director
511 Albany Post Road
Hyde Park, NY 12538
(914) 229-8114

Harry S. Truman Library
George Curtis, Acting Director
U.S. Highway 24 and Delaware Street
Independence, MO 64050-1798
816-833-1400

Dwight D. Eisenhower Library
Daniel D. Holt, Director
Southeast Fourth Street
Abilene, KS 67410
913-263-4751

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John F. Kennedy Library
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 Columbia Point
 Boston, MA 02125
 617-929-4500

Lyndon Baines Johnson Library
Harry J. Middleton, Director
 2313 Red River Street
 Austin, TX 78705
 512-482-5137

Nixon Presidential Materials Staff
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 Archives II at College Park
 8601 Adelphia Road
 College Park, MD 20740
 301-713-6950

Gerald R. Ford Library
Frank H. Mackaman, Director
 1000 Beal Avenue
 Ann Arbor, MI 48109
 313-741-2218

Gerald R. Ford Museum
James Kratsas, Curator
 303 Pearl Street, NW
 Grand Rapids, MI 49504
 616-451-9263

Jimmy Carter Library
Donald B. Schewe, Director
 One Copenhill Avenue
 Atlanta, GA 30307
 404-331-3942

Ronald Reagan Library
Richard Norton Smith, Director
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 805-522-8444

Bush Presidential Materials Project
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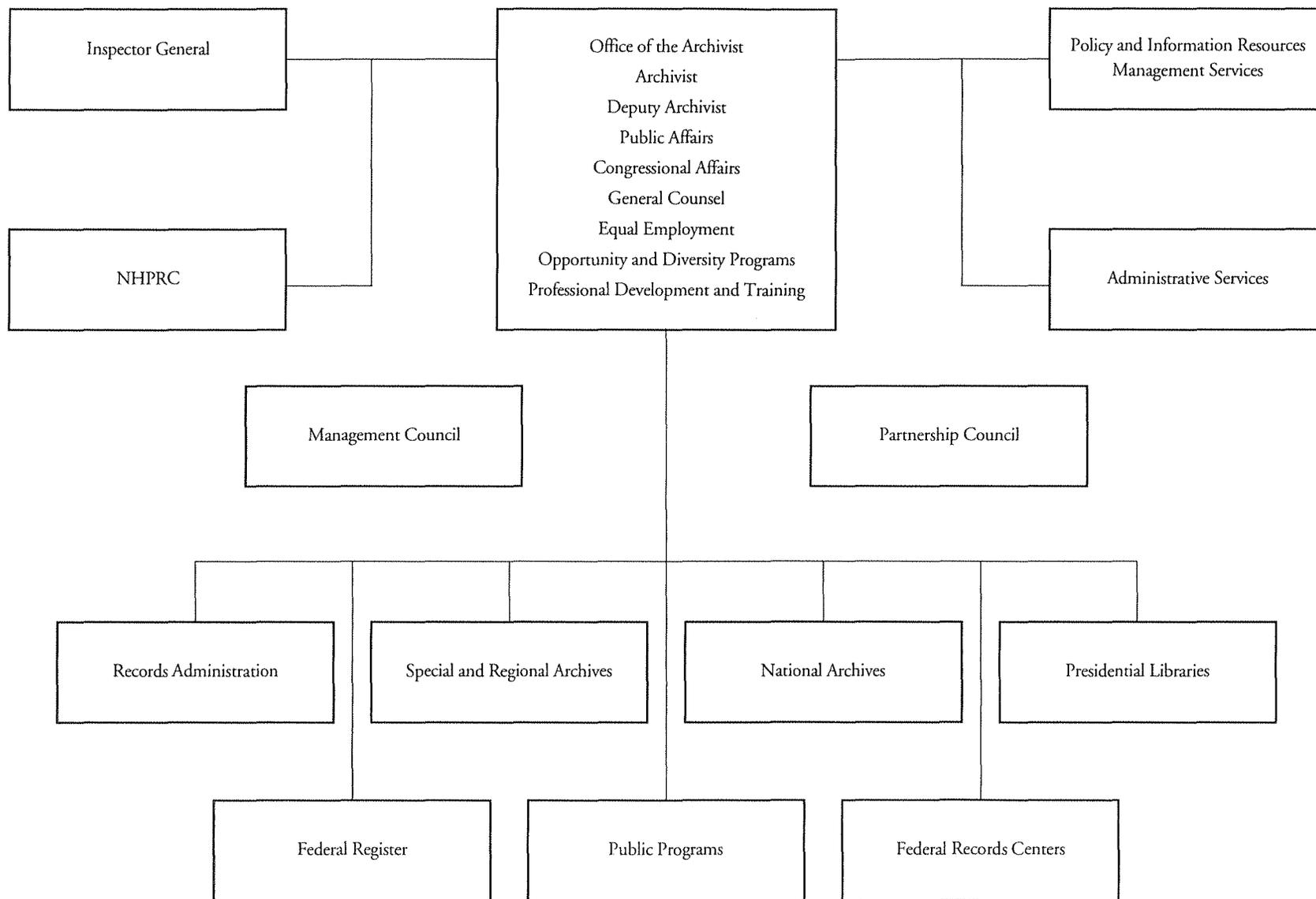
National Personnel Records Center
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Washington National Records Center
Ferris Stovel, Director
 Washington, DC 20409
 301-457-7000

Credits
*This report was prepared by the
 National Archives Public Affairs Staff.
 Design and production:
 Groff Creative, Inc.
 Printing: Government Printing Office*



The National Archives and Records Administration Organization Chart



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Left, American soldiers in Isigny cheer as American planes roar above, opening air push against Nazis (208-MFI-2H-2). Center, "Sometimes the whole family gathered around the receiving set." Hood River County, Oregon, July 20, 1925. Records of the Federal Extension Service (33-SC-S4849C, photographer unknown). Right, the Washington, D.C. flood of 1896 from the corner of 9th and Pennsylvania Avenue, N.W., where the National Archives now stands. Photo courtesy of Mrs. Cornelia Colgate Getty Peale.

National Archives Library



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