

We the People

Article 1

# National Archives

ANNUAL REPORT  
1997-1998

# and Records

# Administration



Safeguarding the Charters of Freedom



Tracing "Nazi Gold"



Opening the Bush Library



Managing Electronic Documents



Finding JFK Assassination Records



Providing Online Records Information





# What Is the National Archives and Records Administration?

**T**he National Archives and Records Administration (NARA) is our national record keeper. An independent agency created by statute in 1934, NARA safeguards records of all three branches of the Federal Government. NARA's mission is to ensure that Federal officials and the American public have ready access to essential evidence—records that document the rights of citizens, the actions of government officials, and the national experience.

NARA carries out this mission through a national network of archives and records services facilities stretching from Washington to the West Coast, including 10 Presidential libraries documenting administrations of Presidents back to Herbert Hoover. Additionally, NARA publishes the *Federal Register*, administers the Information Security Oversight Office, and makes grants for historical documentation through the National Historical Publications and Records Commission.

NARA meets thousands of information needs daily, ensuring access to records on which the entitlements of citizens, the credibility of government, and the accuracy of history depend.



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# How Have We Served the Public?

What major services did we in the National Archives and Records Administration (NARA) provide the public in 1997–98? This report highlights six developments through which we helped meet particularly important needs for valuable records:

- We helped people from all over the world trace what became of “Nazi Gold”—assets looted from victims of the Holocaust;
- We helped scholars and citizens gain access to a special collection of records shedding light on the assassination of President Kennedy;
- We helped our Federal Government search for solutions to the problems of managing, preserving, and providing access to computer-created records;
- We enabled researchers, students, and teachers to find out about records in our holdings through their computers at school, at work, and at home;
- We expanded opportunities for the public to explore history by opening our 10th Presidential library, the George Bush Library and Museum;
- And we took steps to ensure the continued preservation of our nation’s Charters of Freedom—the Declaration of Independence, the U.S. Constitution, and the Bill of Rights.

In previous years, we have reported on our activities office by office, program by program, cataloging our accomplishments. But in the spirit of the National Performance Review and the Government Performance and Results Act, this report is different. It features, in the front, major examples of services to our customers. And it begins, in a middle section, a report we will make yearly of where we are with our strategic plan and performance targets.

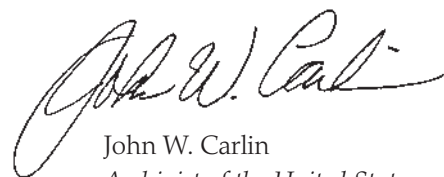
Are the six featured items above all we have done of significant service? Far from it. We could list many other achievements, including ongoing activities such as the following:

- We helped thousands of veterans document their entitlements to benefits;
- We helped thousands of individuals trace their families’ genealogies;



- We helped thousands of visitors learn history from original documents in exhibits in our archival facilities and Presidential libraries;
- We helped Federal officials by pulling thousands of records they requested to meet needs of their agencies and of the public;
- We enabled numerous researchers to find information and illustrations for books, articles, films, and television documentaries;
- And through our work on records management, records preservation, and records processing, and through our grants for records work by others, we helped ensure that *future* generations of Americans will find the records they will need.

The archives of a nation document the legitimacy of its government, the rights of its citizens, and their history as an independent people. One of the United Nations’ resolutions that led to the Gulf War was a condemnation of attempts by Iraq “to destroy the civil records maintained by the legitimate government of Kuwait.” In fighting in the Balkans, public records documenting ethnic cultures and identities have been deliberately destroyed in Bosnia and Kosovo. And the charges our founders made against the King of England in the Declaration of Independence included this one: “He has called together legislative bodies at places unusual, uncomfortable, and *distant from the depository of their public records...*” Keeping public records safe and accessible is our goal at NARA.

  
John W. Carlin  
Archivist of the United States

# Partnering for Public Access

The priceless treasures of American history placed in the care of the National Archives and Records Administration (NARA) are the heritage of every American. One of NARA's strategic goals is to increase public access to its holdings on a nationwide basis. The Foundation for the National Archives was established in 1992 to help the agency meet this goal. The Foundation creates public-private partnerships to support vital activities that bring NARA's treasures to the public, such as documentary exhibits, educational programs, special events, and facility enhancements for public education and enhanced access.

In the period covered by this report, the Foundation has supported numerous events and projects that both showcase and enhance NARA's wealth of historical records. Through the Foundation, as part of the White House's Millennium Program, the Pew Charitable Trusts granted \$800,000 in support of NARA's project to reencase the Charters of Freedom—the Declaration of Independence, the U.S. Constitution, and the Bill of Rights. This particular effort, also supported by congressional appropriations, will ensure that these cherished documents remain safely on public view well into the future. In addition, private-partnership gifts to the Foundation made possible a traveling exhibit and educational document resource book entitled *Our Mothers Before Us: Women and Democracy, 1789–1920*. Featuring facsimiles of petitions to Congress from women, *Our Mothers Before Us* illustrates the vital roles American women played in our public life and policy debates, long before they won the right to vote. Foundation support also helped take a traveling exhibit, "Flexing the Nation's Muscle: Presidents, Sport, and Physical Fitness in the American Century," to NARA's Presidential libraries. Done in collaboration with the President's Council on Physical Fitness, "Flexing the Nation's Muscle" celebrated our

20th-century Presidents' encouragement of physical activity and their personal involvement in sports. The Foundation also sponsored receptions for the "Lincoln in Congress" exhibit in the United States Capitol, the 200th anniversary of the founding of the U.S. Navy, and an international conference in Washington, DC, on the search for Holocaust-era assets.

The Foundation and its hundreds of participating members believe in bringing the National Archives and its holdings to as many people as possible. There are numerous opportunities to participate in and assist with these efforts. The Foundation invites you to become part of a group committed to furthering the public's understanding of our nation's story. For more information, please call Naomi Revzin, Director of Development at the National Archives and Records Administration, at 301-713-6146 or 1-888-809-3126.



*Lawrence F. O'Brien*

Lawrence F. O'Brien III, President  
*Foundation for the National Archives*

# Safeguarding the Charters of Freedom

America's great Charters of Freedom—the Declaration of Independence, the U.S. Constitution, and the Bill of Rights—are preserved in the care of the National Archives and Records Administration. But this has not always been so. Consider, for example, the Constitution.

In Philadelphia, in the sultry summer of 1787, 55 men met to create a country. The Constitution that resulted, like so much work of human hands, was written on perishable material. The morning after its signing—in a world without floppy disks, word processors, photocopiers, facsimile printers, or even mimeograph machines—it was placed on the 11 a.m. stagecoach for delivery to the Congress in New York City. Over the next quarter-century or so, the document passed through several custodial hands in different places. Then on August 22, 1814, when British troops were advancing on Washington, three State Department clerks stuffed many government records, including the Constitution, into linen sacks. The clerks loaded the sacks onto carts and hauled them to an unoccupied grist mill on the Virginia side of the Potomac River



Nearly a million visitors come to the National Archives Building each year to view the Charters of Freedom. (Photo by Cade Martin)

until they could be safely returned to the capital.

Today, of course, about a million people a year visit the National Archives and gaze, awestruck, at the safely preserved 18th-century parchments of the Constitution and the other Charters. Their distance from us in time is underscored by their quaint capitalization of

every noun, their proud display of signatures of great men long dead, and their very “handwrittenness.” But the visitors filing by know that the parchments are more than untouchable relics. They represent an ever-unfolding saga of which our own lives are part. They are still the foundation of our government. And that is why we are so careful to safeguard them.

For many years now, the Constitution, the Declaration, and the Bill of Rights have reposed in glass encasements safely protected by an elaborate security system in the Rotunda of the National Archives Building in Washington, DC. But when a routine examination revealed small irregularities on the inner surface of the glass of the current encase-



ments, we assembled an expert advisory committee. It found no immediate cause for alarm but recommended that we begin planning for reencasement, which we did. Otherwise the parchments eventually could become obscured by the deteriorating glass, and the changing glass boxes might produce chemical reactions affecting the parchments themselves.

So what to do? With the assistance of the National Institute of Standards and Technology, and with funding from the Pew Charitable Trusts as well as the Congress, the National Archives is preparing two prototype encasements resembling large, deep picture frames. Seven final encasements based on the design of the prototypes will preserve the Charters well into the next millennium. Laminated, tempered float glass and a diamond-turned, plated, and post-polished seal surface will ensure that the documents can be viewed clearly and safely and that the encasements are well sealed. The encasements will be filled with an atmosphere of argon, an inert gas, that will slow chemical reactions by replacing the reactive oxygen of an air atmosphere.

Those who founded our country would be amazed at the technology used by today's "framers" of the Charters—archivists, architects, engineers, chemists, physicists, and conservators—who, in the period covered by this report, have begun planning and designing new boxes in which to "frame" our nation's founding documents. Their work will make it safe for citizens from all over the country to continue to come see the Charters of Freedom at the National Archives, gaining new appreciation for the documents that bind us together as a nation.

**TOP: Amid pomp and pageantry, the Charters of Freedom arrive at the National Archives Building in Washington, DC, in 1952. (NARA 64-NA1-434)**

**BOTTOM: In 1997, at the National Archives Building, First Lady Hillary Rodham Clinton announces plans for a national millennium program to celebrate America's historical and cultural heritage. (Photo by Richard Schneider)**



# Tracing “Nazi Gold”

**J**acob Friedman remembered making seven different trips from Romania to Switzerland between 1937 and 1938 to deposit his father’s money into various bank accounts at three Swiss banks. The trips he took were extremely risky because, at the time, it was illegal for Romanian citizens to hold foreign accounts. Jacob

Friedman’s parents perished in Auschwitz in 1944. In the early 1970s, Jacob sent an acquaintance to Zurich to inquire about the money in his father’s accounts. Bank officials told the envoy that they could not identify the Friedman accounts without an account number. In 1996 Jacob Friedman’s son, Robert, made similar inquiries on his own father’s behalf, yet received the same reply.

After the war, another Holocaust-victim descendant, Estelle Sapir, acting on information that her father shared with her before he died in a concentration camp, contacted a Swiss financial institution to request the return of all money in her father’s accounts. Officials acknowledged the existence of her father’s accounts, yet refused to return the money unless she could produce her father’s death certificate, which, obviously, Sapir did not have and could not ever obtain.



In 1945 Gen. Dwight D. Eisenhower and other officers examine master artworks stashed by Nazis in a mine in Germany. (NARA 111-SC-204516)

These stories are representative of those of thousands of Holocaust survivors and their heirs who were the rightful owners of Swiss bank accounts yet have not been able to retrieve their money because they did not have sufficient documentation. In many cases, family members did not even know in which bank their

relatives or a representative of their families deposited their assets. In response to Swiss authorities’ initial unwillingness to return assets, thousands of Holocaust survivors came to rely on research carried out at the National Archives in what has become known as the story of “Nazi Gold.”

As in a wartime spy novel, the activities of Hitler’s Nazi era have come to light in documents in the National Archives’ holdings from the World War II era. The documents have produced evidence of looted gems, stolen artwork, unclaimed bank accounts, and laundered gold, some of which Nazis may literally have ripped from the mouths of their victims. Revelations have come from the discovery of records relating to “Operation Safehaven,” a U.S. Government intelligence operation charged from 1944 to 1946 with tracking down assets that the Nazis moved into neutral countries such as Switzerland. The records sug-

gested that Swiss banks had not disclosed all of their Nazi gold holdings. In fact, the documents revealed that the Nazis shipped billions of dollars of assets into Switzerland between 1938 and 1945. One document contained a list of 182 accounts held in a single bank, which, in today's dollars, would be worth \$29 million.

In an ironic twist, it became clear that the Nazis and their victims shared the same banker. Investigators descended on the National Archives. Individual claimants, historians, foreign government organizations, authors, law firms, journalists, and print and broadcast media sought access to the files. Reference requesters ranged from individuals looking for specific records pertaining to assets in banks to Foreign Service officers engaged in efforts to identify, recover, and return looted artworks. The Archives staff compiled and issued a 300-page finding aid to the materials only to follow it up with a supplemental version that reached 750 pages. Originally published in May of 1997, it described more than 15 million pages of documents and included records from 30 U.S. Federal agencies.

"All of the research depended directly upon the unfailing support, assistance, and encouragement of the Archivist of the United States and the staff of the National Archives and Records Administration," said Under Secretary of State Stuart Eizenstat, head of the Interagency Group on Nazi Assets. "Our work simply could not have been carried out without this assistance."

The National Archives staff subsequently produced an online version of the finding aid. This version is

designed to enable researchers to do keyword searches. A point and click on the key term "looted art," for example, yields 26 record groups that contain at least one reference to the subject. Of course, a more precise keyword—for example, the name of a particular art gallery, artist, or collection—would allow you to

narrow your search even further. As one official put it, "This on-line version of [the] finding aid has saved the U.S. team of the ICE ([Swiss] Independent Commission of Experts) countless hours of sifting through boxes of irrelevant material and has also provided us in some cases with references to record groups we might have overlooked had we relied on more conventional archival research methods."

The research into "Nazi Gold" continues along with countless seminars and symposia on the subject. The Swiss Government helped establish "The Swiss Fund for Needy Victims of the Holocaust," which is funded by some \$204 million from the Swiss National Bank, Swiss banks, and private individuals, and two Swiss banks have agreed to a \$1.25 billion out-of-court settlement. Additionally, and most notably, the Swiss have begun publishing the names of every account that was

opened during World War II and has remained inactive since. Speaking of the "Nazi Gold" records, John Carlin, Archivist of the United States, said, "Everyone should understand the role of records in establishing rights and entitlements, and legitimizing identities and liberties." The Friedmans and Sapirs among thousands of Holocaust survivors and their families would surely agree.



TOP: Col. Bernard Bernstein and Lt. Col. Omer Claiborne examine bags of currency stashed by the Nazis. (NARA 111-SC-205410)

BOTTOM: NARA spent more than 2 years researching its holdings to produce this 1,200-page finding aid on Holocaust-era assets. (Photo by Earl McDonald)

# Opening the Bush Library

**W**hat becomes of the papers of Presidents?

In his will, President Washington gave his Presidential papers to his nephew, Justice Bushrod Washington, to whom they passed upon his death. On Bushrod's death, most of Washington's Presidential papers passed to

Congressman George C. Washington, who, in 1834, sold the majority of the papers to the United States for \$25,000. President John Adams's materials remained in his family's archives for decades, until they were transferred to the Massachusetts Historical Society, where they long remained closed to the public. President Jefferson took with him his own personal Presidential papers, including his Presidential correspondence, and this material ultimately passed to his heirs. Similarly, Presidents Madison and Monroe willed their material to their heirs.

In the past, Presidents had tremendous power to dispose of their papers as they saw fit. Of the first 30 men to hold the Presidential office, only 13 made specific bequests of their papers. Presidents Van Buren, Garfield, Arthur, Grant, Pierce, and Coolidge are among those who destroyed significant numbers of



Former President George Bush waves to the crowd at the opening of the Bush Presidential Library and Museum in College Station, TX. (*Bush Library*)

their papers. President Van Buren destroyed a large portion of his Presidential correspondence while he was still in office. Similarly, President Garfield destroyed many of his Presidential materials in the 2 months between being shot by an assassin and his death in 1881. President Arthur apparently burned three large garbage cans filled with his papers.

Franklin Roosevelt negotiated an arrangement with Congress in which he gave his White House materials to the United States on the condition that they be maintained in a library to be built on Roosevelt's estate in Hyde Park, NY. A historian is said to have asked Roosevelt why his papers did not come within the class of official government documents. The President replied that he was following the precedent set by Washington: "When I came to the White House there was not a scrap of paper in that room; when I retire, I shall not leave a scrap. The room will be swept clean for my successor."

The Presidential Records Act of 1978 terminated the long-standing historical tradition of private ownership of Presidential papers and hence the reliance on Presidential giving for the government to acquire legal

custody. The Act established the public ownership of records created by Presidents and their staffs in the course of fulfilling responsibilities of their offices. It entrusted to the Archivist of the United States the task of preserving and providing public access to such records.

Accordingly, the National Archives and Records Administration operates a system of Presidential libraries covering administrations back to Herbert Hoover and Franklin Roosevelt. And on November 6, 1997, we added a 10th. In ceremonies that drew 20,000 guests, the George Bush Presidential Library and Museum opened on the southwestern edge of Texas A&M University. Three months later the library released its first batch of records, making public more than 2 million pages of documents that provide insights into the 41st Presidency. The records include a detailed daily log of President Bush's activities, documenting among other things his urgent calls to the Middle East when Iraq invaded Kuwait in 1990.

Such Presidential records, while comprising the first release of documents from the Bush White House, constitute only part of the 38 million pages of documents stored in the library-museum. The former President has a long résumé—Vice President, ambassador, envoy to China, head of the Central Intelligence Agency, soldier, and oil company executive, as well as husband, father, grandfather, and now, in his "retirement," college professor. At Texas A&M, the former President has been involved in the

various academic activities of the George Bush School of Government and Public Service.

The Bush Museum houses memorabilia from the Bush Presidency and the Bush family, and a number of exhibits use state-of-the-art technology to educate and entertain visitors. There is a replica of Bush's office at the Presidential retreat, Camp David, a place the public rarely sees even in photographs. When visitors come, the room darkens, and a beam of light is directed toward each item as it is described in a narration by President Bush himself. In a mock-up of Air Force One, visitors can sit in the "plane" as they listen to descriptions of equipment and facilities aboard.

A portion of the museum is devoted to the war in the Middle East. The stark, realistic display includes scenes of the desert and men and women wearing sand-colored camouflage. The fires of Kuwait are pictured in a large mural of billowing, red-orange flames. The gratitude and respect of the people of Kuwait are demonstrated by an unusual gift—the Door of Kuwait—a large, rustic door, which, according to custom, expresses the sentiment, "When a man gives you the door to his home, you are a member of his family."

The Bush Library and Museum welcomed more than 275,000 visitors in 1998 from throughout the country,

including more than 30,000 schoolchildren from across the state of Texas, broadening their appreciation of the Presidency, the White House, and our shared American heritage.



**TOP: Museum exhibits recount Operations Desert Shield and Desert Storm. Here President Bush shares Thanksgiving dinner with U.S. troops in Saudi Arabia, 1990. (NLB-WHPC-P17671(28) )**

**BOTTOM: President and Mrs. Bush with their grandchildren in Kennebunkport, ME. The museum displays Bush family memorabilia. (NLB-WHPC-P5733(02A) )**

# Managing Electronic Documents

Let us suppose you are doing research that brings you to the National Archives in search of a crucial letter written by some government official long before word-processing computers were widely available. Chances are that the official drafted it with pen or pencil, or dictated the draft to a secretary, who typed it neatly on official stationery, dating it and indicating at the bottom to whom copies were to be sent. The official would then sign it, in effect verifying its authenticity, and the secretary would send it out, keeping a carbon copy as a record, indicating that it was signed. All, of course, on paper.

Let us suppose also the files were judged important enough to come to the National Archives, which would arrange and describe them along with others to help you determine which bodies of records would most likely contain items of value for your research. And after working with an archivist to determine which record group, series, box, and file might hold records of help to you, he or she would bring you one or more folders, in which you would find, yes—the paper letter!

It would be there in part because it got saved in a recordkeeping system, in part because paper lasts a



NARA has accessioned more than 90,000 electronic data files, stored in specially designed stack areas.  
(Photo by Earl McDonald)

fairly long time (depending on its quality), and in part because the National Archives keeps valuable records in storage conditions that enhance their durability. We have a lot of experience managing, preserving, and helping researchers use records—on paper.

But when your *descendants* come looking for documents in the National Archives, things could be very different. Today a government official likely will use a computer to write an important letter and simply send it electronically, along with copies, by “e-mail” or as a word-processing attachment to an e-mail message. Quite possibly there will be no secretary, no “official copy,” no verifying signature, no recordkeeping system. Indeed, there could be no document if the official deleted the letter to make computer space for others or failed to transfer it to a new computer system before the “old” one “crashed” or became obsolete. The computer disk or tape “containing” the letter might deteriorate anyway before it ever reached the National Archives because electronic media are not nearly as durable as paper. And even if the disk did survive, and today’s technology could “read” it, how would we help you find and get a look at the particular letter you wanted to see amid millions of electronically

recorded e-mail messages or other forms of electronic information?

In short, we are having to cope with entirely new forms of information in mushrooming quantities. The description above oversimplifies the issues, but it does not overdramatize the challenges. In the era of electronic information, we must find new ways to deal with records at every point throughout their life cycles, even reevaluating what “records” are and what kinds of information about them we need to preserve along with the electronic documents themselves.

Such work is expensive and takes time, but in the period covered by this report we began to make significant progress, in collaboration with other concerned organizations, public and private. Here are a few examples:

**Front-end electronic records management:** With input from our staff, the Department of Defense developed a set of baseline requirements for the management of its electronic records and issued criteria for the design of computer software for use in electronic-records management. After independent evaluation, we endorsed this DoD standard as consistent with the Federal Records Act and of potential usefulness to other Federal agencies. The standard does not answer all pertinent questions nor preclude other approaches, but it does provide at least a starting point for agencies that want to begin implementing electronic recordkeeping now.

**Electronic records evaluation and disposition:** The Archivist of the United States created an Electronic Records Work Group, composed of staff members from NARA and other agencies, supported by outside expert consultants. At his request, the group produced recommendations on the basis of which we have subsequently issued guidance to Federal agencies on, among other things, scheduling how long to keep electronic copies of certain records that remain on an e-mail or word-processing system after a record-

keeping copy has been produced. In effect, this encourages agencies to evaluate the need for keeping copies that accumulate in the course of creating and using electronic communications.

**Electronic records preservation and access:** As the numbers of small, electronic record files judged to be of long-term public value grow into the millions, can we preserve them electronically? Facing the fact that available technologies were not adequate for this task, in 1998 we contracted with the San Diego Supercomputer Center, a national laboratory for computational science and engineering at the University of California, San Diego, to see if advanced computer infrastructures could give a “yes” answer.

In addition to preserving electronic records, we must make them accessible in ways that will enable your descendants to find “letters” they need for research, whatever computer technologies future researchers may be using. In 1998 we began developing plans to provide researchers with a single,

easy-to-use access tool to search and retrieve records from hundreds of thousands of electronic files.

Also, we must find a way to screen millions of computer files to identify those we cannot disclose because of legal requirements to protect national security and personal privacy. So we contracted with the Department of the Army’s Research Laboratory to see if artificial intelligence could be applied to such screening. Much, much remains to be learned before real success can be declared, but progress in all three projects is encouraging.

In these projects and others, we are dealing with electronic recordkeeping challenges from records creation through records use. Such efforts are exciting to us and critical for our country. In the era of electronic information, continued public access to government records—ready access to essential evidence—depends on their success.



Organizations have shifted from mainframe computers, shown in this 1960s NASA computer room, to sophisticated personal computers. (NRFF-255-70-37(6)-CCK1)

# Finding JFK Assassination Records

According to surveys conducted by national news organizations both before and after the release of the popular 1991 film *JFK*, an extraordinary 80 to 90 percent of the American public did not believe the 1964 findings of the Warren Commission. The conclusions of that investigating group, chaired by United States Chief Justice Earl Warren, were that President Kennedy was killed by a single assassin named Lee Harvey Oswald, who was himself murdered 2 days later (while in police custody) by a second lone gunman named Jack Ruby.

Public doubt about the lone assassination theory stemmed principally from the Commission's essential reliance upon the "single bullet theory." Having determined that the alleged assassin's rifle was capable of firing only three times during the assassination sequence—one shot striking the President in the head and another hitting a curbstone and causing a ricochet injury to a bystander—Commission lawyers "deduced" that a third shot traversed the neck of the President from back to front, struck Texas Governor John Connally in the back, blew out his fifth right rib



President and Mrs. Kennedy arrive at Dallas's Love Field on November 22, 1963. (NLK-WHP-ST-STC4201363)

on exit, shattered his right wrist, pierced his left thigh, and was discovered at Parkland Hospital, where it was found on an unidentified stretcher in nearly pristine condition. Any other scenario would preclude a conclusion that a lone gunman fired on the motorcade.

Doubts about the theory persisted over the years and received renewed emphasis when Oliver Stone's film *JFK* dramatized the issue. Public interest in the film led to legislative action. Without endorsing the film's speculative conclusions about a conspiracy, several Members of Congress embraced the film's viewpoint that the continuing refusal of the United States Government to release classified records related to the assassination could be neither justified nor tolerated. Thirty years of secrecy, they concluded, had resulted in intense public skepticism and suspicion concerning the assassination and its aftermath—an unhealthy condition in any democracy.

On March 26, 1992, Senator David Boren (D-OK) and Representative John Conyers (D-MI) introduced the "Assassination Materials Disclosure Act of 1992,"



which called for the “creation of the JFK Assassination Records Collection at the National Archives.” The legislation, which was signed into law on October 26, 1992, required “the expeditious public transmission to the Archivist and public disclosure of such records... most of which are almost 30 years old, and only in the rarest cases... [in need of]...continued protection.” Congress explicitly made clear its intention that there was to be a “presumption of immediate disclosure” regarding all assassination records.

The new legislation directed the National Archives to begin preparing a “subject guidebook and index” to the collection of records pertaining to the assassination. With narrow exceptions, all assassination records were to be supplied expeditiously to the National Archives by government offices and Presidential libraries in whose files they resided. The Archives was charged with making all such records available to the public within 30 days after receiving them.

The legislation also called for the creation of an Assassination Records Review Board, which would determine which, if any, of the assassination records met the national security and other criteria for delayed release. These criteria required “clear and convincing evidence” that public disclosure would reveal, among other things, “an intelligence agent...an intelligence source...[or] intelligence operations that would demonstrably impair the national security of the United States.” In approving the postponement of public disclosure of an assassination record, the Review Board was obligated to release “any part of such record not requiring continued secrecy” and to provide a substitute record or

summary of the “postponed” information to the public. Further, the Review Board was required to file with the Archivist a written justification for the postponement and a statement explaining the conditions under which the record should be released.

Among the newly discovered documents were the original notes from Lee Harvey Oswald’s interrogation at the Dallas police station. Also opened was a CIA report of more than 250 pages concerning the activities of Oswald in Mexico City during the months prior to the assassination. Related to the Mexico City report were files relating to the late CIA Mexico City Station Chief, Winston Scott.

The Review Board, and the terms of its members, expired on September 30, 1998. By that time the National Archives had released almost 4.5 million documents previously unavailable regarding the Kennedy assassination. Have these records served to increase our collective understanding of what transpired in Dallas’s Dealey Plaza that bleak day in 1963? It is too early to tell. Reaching conclusions was not part of the Board’s mission, nor is it part of the mission of the National Archives. We will exercise ongoing responsibility for adding to the collection such relevant materials as may

come to light and for providing access to records so that Americans, in this as in many other matters, may investigate the evidence for themselves and reach their own conclusions.



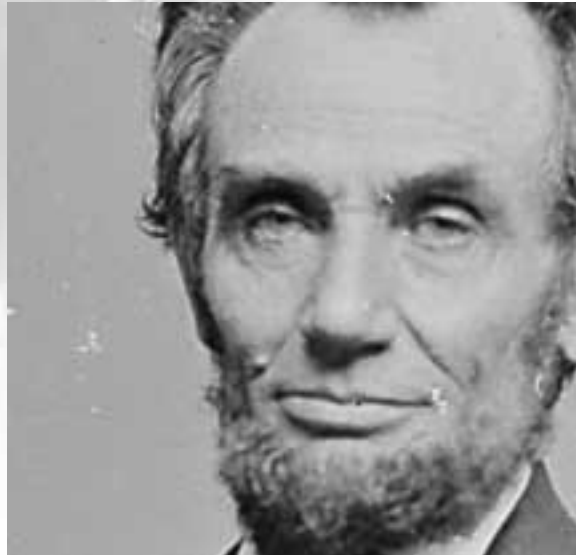
**NARA staff member Marilyn Lee reviews declassified CIA tapes that contain telephone taps of the Soviet and Cuban Consulates in Mexico City.**  
*(Photo by Roscoe George)*

# Providing Online Records Information

**D**o you remember the Kennedy administration? Perhaps, if you're over 40. World War II? If you're around 60, you will have at least a child's memory of those years. But the ranks of those who went into uniform after Pearl Harbor, and those who waved goodbye, get thinner every year. World War I? The Rough Riders? You're not likely to have any first-hand memories. And there is no one around (as far as we know) who marched with Susan B. Anthony or personally saw Abraham Lincoln and the Civil War.

Preserving images of such people and events, however, is a major part of the work of the National Archives and Records Administration. And now we are making many of the historical images in our care accessible everywhere by Internet.

Check us out at <http://www.nara.gov/nara/nail.html>. There you will now find more than 123,000 digital images of historical photographs, maps, charts, and textual documents that you can inspect on your computer screen or print out for study and classroom use. These images came from our archival facilities nationwide.



Several pictures of Abraham Lincoln by Mathew Brady are electronically available in NARA's digitized collection of 6,176 Civil War-era photographs taken by Brady and his associates. (NWDNS-111-B-3546)

The digitized material covers a huge range of historical subject matter. You will find material illustrative of 20th-century Presidential administrations back to Herbert Hoover. You will find material on the Civil War and subsequent major armed conflicts up through Vietnam. You will find material on the women's suffrage movement and women at work; on the his-

story of African Americans, Chinese Americans, and Japanese Americans; on child labor among other historical social issues; and on many environmental subjects. Included is material on Kitty Hawk and Project Mercury, on the *Titanic* and Three-Mile Island, on atomic energy and Albert Einstein, and on court cases, congressional activities, and even political cartoons. Included are images from such famous photographers as Mathew Brady, Ansel Adams, and Lewis Hine. And all this is only a surface description of what we have made accessible.

But even the digitized images are not all that we offer electronically. We have linked them to descriptions of thousands of documents in our holdings that you can learn about in our online NARA Archival Information Locator (NAIL). This is a prototype for an

Archival Research Catalog through which we eventually will offer researchers descriptions of all records in all of our archival and Presidential library facilities, so that if you want to do research in our documents, you can start at home by searching our computer database for material relevant to your project. We made major progress with this project in the period covered by this report.

Also in 1997–98, we made major progress in creating electronic access to another of our services.

The National Archives and Records Administration publishes the *Federal Register*, a softbound, daily newspaper through which the nation participates in an ongoing dialogue with its government. After Congress passes a law, agencies of the Executive branch write regulations to implement it. These proposed regulations are printed in the *Federal Register*, and comments from the general public are invited before the regulations are printed again as finally approved. Five nights a week, 18,000 “hard” 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 8,000 subscribers. But these numbers represent only a tiny fraction of *Federal Register* users.

That is because we have put the *Federal Register* and associated publications online, including the entire 200-volume set of the *Code of Federal Regulations* (CFR). As one of the public’s primary sources of information about the government, the *Federal Register* was faced with meeting the call for instant access to information while also maintaining the integrity of official documents. Every business day, our *Federal Register* staff sends the latest changes in regulations through a high-tech laser beam to the top of a 96-year-old red brick building occupied by the Government Printing Office,

proclaimed by the *Guinness Book of World Records* as the largest printer under one roof. The electronic files travel through a maze of rooms to desktop computers standing on thick wooden floors that once held vats of molten lead for hot-metal type. The blending of editorial tradition with up-to-the-minute technology now produces a *Federal Register/CFR* database that retrieves 18 million documents for the public every month.

The *Federal Register* staff continues to explore new electronic pathways for delivering regulatory information. We are experimenting with

electronic submission and online document management to give our agency customers the tools to submit *Federal Register* documents over the Web. The agencies are building on our work by linking their Web sites to the electronic *Federal Register*. When these systems work together seamlessly, citizens will be able to read proposed regulations, immediately send electronic comments to agencies, and react to other public input posted online. As issues and questions arise, the agencies will respond by sending updated information to the *Federal Register*, creating a running dialogue with the American people. Our investment in information technology will draw citizens into the workings of their government and bring light to what has often seemed a veiled process.

Thus we are taking advantage of new technologies to help provide the American public with increasingly easier access to valuable information past and present. While you are checking the *Federal Register* online for the latest information on government regulations affecting

your business, your children can be learning history from digital images of original photographs and documents available from our NARA Archival Information Locator. And you can do it via the Internet without leaving office, school, or home.



TOP: This picture of an 11-year-old mill worker is available online along with many more of famed photographer Lewis Hine’s turn-of-the-century images. (NWDNS-102-LH-249)

BOTTOM: Capt. Andrew D. Turner, a P-51 Mustang pilot, prepares to take off from his base in Italy. Photographs depicting African Americans in World War II are among those digitized in NARA’s Electronic Access Project. (NWDNS-208-MO-18K-32981)

# Strategic Planning and Performance Reporting

In September 1997, NARA issued a Strategic Plan entitled *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997–2007*. It defined our mission and goals as follows:

## Our Mission

The National Archives of the United States is a public trust on which our democracy depends. We at the National Archives and Records Administration enable people to inspect for themselves the record of what their government has done. We enable officials and agencies to review their actions and help citizens hold them accountable. We ensure continuing access to essential evidence that documents:

- the rights of American citizens,
- the actions of Federal officials,
- the national experience.

This is our mission—to ensure, for the Citizen and the Public Servant, for the President and the Congress and the courts, ready access to essential evidence.



Each year, NARA serves thousands of researchers nationwide. These are working in the National Archives at College Park, MD. (Photo by Roscoe George)

## Our Goals

We identified four strategic goals that we must strive toward to fulfill our mission.

1 Essential evidence will be created, identified, appropriately scheduled, and managed for as long as needed.

2 Essential evidence will be easy to access regardless of where it is or where users are for as long as needed.

3 All records will be preserved in appropriate space for use as long as needed.

4 NARA's capabilities for making the changes necessary to realize our vision will continuously expand.

In short, our plan commits us to strengthening records management in the Federal Government, expanding public access to records, preserving them in appropriate space, and expanding our capacity to provide these services. Extensive stakeholder and customer input went into the plan, including the results of congressional consultation, open forums with key

constituents, and agency-wide brainstorming sessions. And the plan identified strategies for achieving our goals and targets for charting our progress.

## Measuring Progress

We developed our first Performance Plan, which details the actions and outcomes that must occur if we are to meet the goals and targets in our Strategic Plan. In addition to listing performance goals and measures for evaluating the agency's performance, the plan describes the processes, skills, and technologies, and the human, capital, and informational resources needed to meet the year's performance goals. Our congressional budget request also is linked to the plan's performance goals.

We use four mechanisms to measure actual performance:

- periodic management reviews,
- formal audits of operations,
- an agency-wide performance measurement system, and
- systematic sampling of measurement system effectiveness.

In 1998 we began the development and implementation of an agency-wide performance measurement and reporting system. This system allows us to define and measure consistently data critical to the analysis of annual performance objectives. In the future the system will be expanded so that our strategic performance is measured using a balanced scorecard approach for tracking cycle times, quality, productivity,

cost, and customer satisfaction for NARA products and services.

We also will review customer surveys concerning the agency's performance undertaken during 1999, and will take action to respond to customer service needs identified in these surveys. Together the program reports and evaluations, audits, measurement system, and customer surveys will enable us to identify program areas that need attention, analysis, and possible reengineering.

Our first performance plan was written in 1997-98 for fiscal year 1999. Our first performance report will be published in our annual report for 1999.

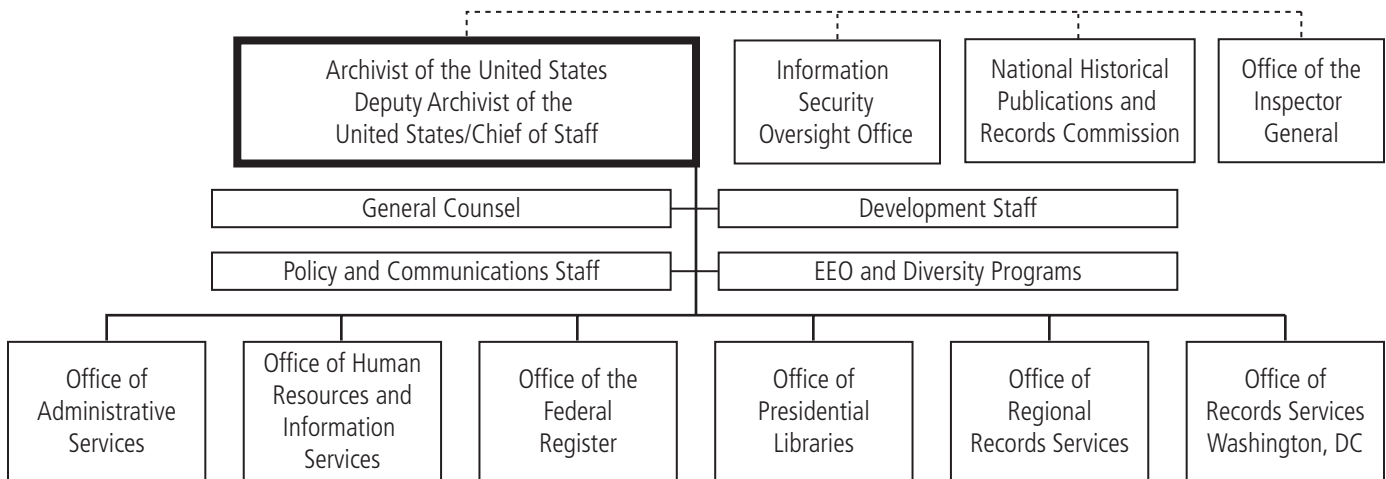


**TOP:** Researchers Megan Mulkey and Melvin R. Paisley review archival film footage for a documentary program being produced by Steven Spielberg. (Photo by Roscoe George)

**BOTTOM:** Construction workers place finishing touches on the entrance of NARA's underground facility in Lee's Summit, MO, which opened in 1998. (Photo by Jim Sharp)

# Statistical & Financial Reports

## Organization Chart



## Archival Holdings by Unit, Fiscal Years 1997 and 1998

Total Holdings (Cubic Feet) • Negative numbers are enclosed in parentheses.

Unit	Balance 9/30/96	Net change	Balance 9/30/97	Net change	Balance 9/30/98
<b>Washington, DC, Area</b>					
Textual Records (except Legislative)	1,186,424	151,833	1,338,257	5,123	1,343,380
Legislative Records	90,224	9,816	100,040	1,632	101,672
Cartographic and Architectural Records	55,381	2,187	57,568	32	57,600
Motion Picture, Sound, and Video Branch	38,544	336	38,880	57	38,937
Still Picture and Graphic Records	19,343	910	20,253	119	20,372
Electronic Records*					
DC Area Totals	1,389,916	165,082	1,554,998	6,963	1,561,961
AFFILIATED ARCHIVES**	955	0	955	0	955
<b>Regional Archives</b>					
Northeast Region (Boston)	22,338	181	22,519	1,348	23,867
Northeast Region (New York City)	60,111	0	60,111	0	60,111
Mid Atlantic Region (Philadelphia)	48,154	892	49,046	968	50,014
Southeast Region (Atlanta)	72,283	714	72,997	1,569	74,566
Great Lakes Region (Chicago)	63,370	1,122	64,492	0	64,492
Central Plains Region (Kansas City)	39,450	48	39,498	195	39,693
Southwest Region (Fort Worth)	66,423	450	66,873	(71)	66,802
Rocky Mountain Region (Denver)	28,905	4,940	33,845	0	33,845
Pacific Region (San Bruno)	36,059	1	36,060	0	36,060
Pacific Region (Laguna Niguel)	28,685	553	29,238	411	29,649
Pacific Alaska Region (Seattle)	29,616	(3,419)	26,197	529	26,726
Pacific Alaska Region (Anchorage)	5,561	0	5,561	0	5,561
Regional Archives totals	500,955	5,482	506,437	4,949	511,386
<b>Nationwide totals</b>	<b>1,891,826</b>	<b>170,564</b>	<b>2,062,390</b>	<b>11,912</b>	<b>2,074,302</b>

\*The Center for Electronic Records measures its holdings in terms of data sets rather than cubic feet. See Archival Holdings of Nontextual Records on next page.

\*\*Holdings reported here are those of the National Archives Affiliated Archives at West Point and the Naval Academy.

# National Archives and Records Administration

## Archival Holdings of Nontextual Records, Fiscal Years 1997 and 1998

Total Holdings (Number of Items) • Negative numbers are enclosed in parentheses.

Type	Balance 9/30/96	Net change	Balance 9/30/97	Net change	Balance 9/30/98
Artifacts	1,800	2	1,802	1	1,803
<b>Microforms</b>					
16mm microfilm	142,892	1,611	144,503	(964)	143,539
35mm microfilm	131,427	189	131,616	857	132,473
Microfiche	34,788	10,820	45,608	526	46,134
Other microforms	66,549	(9)	66,540	0	66,540
<b>Cartographic and Architectural Records</b>					
Aerial photographs	9,272,450	6,711,897	15,984,347	2,803	15,987,150
Maps and charts	2,648,918	(30,414)	2,618,504	4,139	2,622,643
Architectural & engineering plans	2,839,554	3,718	2,843,272	2,928	2,846,200
<b>Motion Picture, Sound, and Video Records</b>					
Motion pictures	124,032	1,475	125,507	266	125,773
Sound recordings	180,118	1,678	181,796	59	181,855
Video recordings	33,909	389	34,298	229	34,527
<b>Still Picture and Graphic Records</b>					
Filmstrips	636	24	660	0	660
Posters	2,217	1,203	3,420	518	3,938
Still pictures	9,477,531	474,971	9,952,502	130,512	10,083,014
<b>Electronic Records</b>					
Computer data sets	7,591	3,705	11,296	644	11,940
<b>Total Nontextual Items</b>	<b>24,964,412</b>	<b>7,181,259</b>	<b>32,145,671</b>	<b>142,518</b>	<b>32,288,189</b>

## Holdings of Presidential Libraries

	Papers (pages)		Still Pictures (items)		Film (feet)		Videotape (hours)		Audiotape (hours)		Museum Objects	
	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998
Hoover	8,411,158	8,418,798	43,427	44,199	155,591	155,591	141	141	532	532	5,479	5,479
Roosevelt	16,717,560	16,717,800	134,335	134,335	308,676	308,676	28	28	1,024	1,024	24,533	24,631
Truman	14,950,489	15,206,210	101,491	104,979	335,205	335,205	187	188	308	342	26,001	26,025
Eisenhower	22,601,378	22,682,125	312,923	313,886	760,236	760,236	320	327	1,116	1,118	34,358	34,479
Kennedy	31,636,104	31,659,202	146,502	146,514	7,199,533	7,271,933	1,285	1,301	7,343	7,351	16,977	16,997
Johnson	35,843,600	34,923,423	620,107	620,107	824,877	824,877	8,258	8,258	13,587	13,587	37,105	37,105
Nixon	46,110,000	46,110,000	435,000	435,000	2,200,000	2,200,000	3,900	3,900	1,490	1,490	21,750	21,750
Ford	21,057,181	21,057,181	325,442	326,150	786,606	786,607	1,514	1,541	1,585	1,602	8,184	8,184
Carter	27,629,579	27,764,030	1,500,253	1,500,253	1,120,080	1,120,080	1,434	1,434	2,000	2,000	40,053	40,053
Reagan	49,190,250	49,424,750	1,625,559	1,625,813	772,000	772,500	19,498	19,668	13,359	13,440	77,389	77,419
Bush	40,975,350	41,264,600	1,500,000	1,500,000	201	203	955	1,295	255	510	48,264	57,734
<b>TOTAL</b>	<b>315,122,649</b>	<b>315,228,119</b>	<b>6,745,039</b>	<b>6,751,236</b>	<b>14,463,005</b>	<b>14,535,908</b>	<b>37,520</b>	<b>38,081</b>	<b>42,599</b>	<b>42,996</b>	<b>340,093</b>	<b>349,856</b>

# National Archives and Records Administration

## Using the National Archives

	Researchers Microfilm		Researchers Non-Microfilm		Oral Inquiries		Written Inquiries	
	1997	1998	1997	1998	1997	1998	1997	1998
<b>Washington, DC, Area</b>	<b>65,141</b>	<b>62,579</b>	<b>60,651</b>	<b>62,905</b>	<b>180,760</b>	<b>210,256</b>	<b>265,613</b>	<b>251,883</b>
Regional Archives								
Northeast Region (Boston)	16,961	16,999	2,645	2,476	7,901	7,582	2,898	3,388
Northeast Region (Pittsfield)	9,382	9,378	0	0	1,461	2,258	416	473
Northeast Region (New York City)	9,380	9,641	3,856	3,904	83,254	50,427	5,973	7,035
Mid Atlantic Region (Philadelphia)	12,948	13,270	429	428	14,615	17,555	2,866	3,687
Southeast Region (Atlanta)	8,753	9,249	534	531	7,594	4,745	7,282	7,730
Great Lakes Region (Chicago)	12,671	12,128	443	479	33,122	35,320	3,718	4,182
Central Plains Region (Kansas City)	8,748	6,980	255	164	8,676	5,228	1,602	2,014
Southwest Region (Fort Worth)	11,856	11,098	263	172	4,698	2,612	2,750	3,499
Rocky Mountain Region (Denver)	11,231	11,604	608	549	2,882	4,380	532	733
Pacific Region (San Bruno)	15,649	14,082	1,310	1,519	11,109	12,152	1,137	1,091
Pacific Region (Laguna Niguel)	18,318	17,325	710	646	9,045	8,715	931	945
Pacific Alaska Region (Seattle)	18,365	18,765	737	679	16,052	10,195	649	1,014
Pacific Alaska Region (Anchorage)	4,795	4,385	636	506	6,968	4,689	393	375
<b>Regional Archives Total</b>	<b>159,057</b>	<b>154,904</b>	<b>12,426</b>	<b>12,053</b>	<b>207,377</b>	<b>165,858</b>	<b>31,147</b>	<b>36,166</b>
<b>Nationwide Totals</b>	<b>224,198</b>	<b>217,483</b>	<b>73,077</b>	<b>74,958</b>	<b>388,137</b>	<b>376,114</b>	<b>296,760</b>	<b>288,049</b>

## Using the Presidential Libraries

	Researchers		Research Daily Visits		Oral Responses		Written Responses		Public Programs Participants		Outreach Program Participants		Museum Visitors	
	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998
<b>Hoover</b>	467	245	912	632	1,211	1,630	1,360	856	29,871	29,321	4,246	3,308	75,146	77,247
<b>Roosevelt</b>	591	666	1,369	1,521	6,924	6,065	1,980	1,621	8,478	7,075	0	0	147,683	123,368
<b>Truman</b>	1,146	1,020	2,153	1,906	10,696	9,867	2,820	2,313	25,663	27,370	819	617	158,762	104,596
<b>Eisenhower</b>	394	303	1,373	1,188	2,130	1,604	2,591	2,626	6,734	13,873	2,297	1,580	88,914	89,307
<b>Kennedy</b>	569	668	1,772	1,688	6,553	6,926	2,551	2,754	58,966	68,525	7,415	1,984	216,668	167,238
<b>Johnson</b>	483	332	2,279	1,430	2,381	2,245	3,918	4,235	15,361	13,157	261	371	254,374	240,466
<b>Nixon</b>	443	1,557	3,513	3,047	6,050	5,741	1,969	1,918	180	194	680	674	N/A	N/A
<b>Ford</b>	168	100	468	322	886	1,464	1,951	2,049	24,255	13,513	1,960	2,486	118,013	106,546
<b>Carter</b>	233	186	687	473	1,887	700	1,324	1,437	1,505	1,890	1,528	1,571	75,371	62,231
<b>Reagan</b>	244	209	614	416	3,059	5,041	1,334	1,418	11,023	22,485	0	0	137,656	162,067
<b>Bush</b>	not open for research	169	not open for research	188	413	1,718	164	1,051	169	25,505	1,218	224	museum not open	277,075
<b>TOTAL</b>	<b>4,738</b>	<b>5,455</b>	<b>13,920</b>	<b>12,811</b>	<b>37,767</b>	<b>43,001</b>	<b>21,962</b>	<b>22,278</b>	<b>182,205</b>	<b>222,908</b>	<b>20,424</b>	<b>12,815</b>	<b>1,272,587</b>	<b>1,410,141</b>



# Financial Operations

Gross funding available to the National Archives and Records Administration (NARA) in fiscal year 1997 by appropriation under Public Law 104-208 for direct operating expenses was \$196,963,000, including \$28,971,000 for the year's payments of principal and interest on the Archives II facility located in College Park, MD. Also available was \$5,633,000 for grants by the National Historical Publications and Records Commission and \$16,476,000 for repairs and restorations to agency-owned buildings, including Presidential libraries. Other funding available was \$4,500,000 to expand public electronic access to agency records and historical documents; \$421,000 from other budget authority earned through recycling; \$306,000 reappropriated from unobligated balances of the fiscal year 1996 appropriated funds for a business processing reengineering study at the National Personnel Records Center in St. Louis, MO; and \$28,000 for alterations at the Kennedy Library, including the design of improved access, additional archival storage, and building condition report item repairs. The combined funding totaled \$224,327,000.

Gross funding available to NARA in fiscal year 1998 by appropriation under Public Law 105-61 for direct operating expenses was \$205,166,500, including \$28,971,000 for the year's payments of principal and interest on the Archives II facility. Also available was \$5,841,000 for grants by the National Historical Publications and Records Commission and \$26,928,000 for repairs and restoration of Archives facilities and Presidential libraries. Other funding available was \$194,000 to expand public electronic access to agency records and historical documents; \$196,000 from other budget authority earned through recycling; \$354,000 reappropriated from unobligated balances of the fiscal year 1997 appropriated funds to develop and implement a GPRA-compliant, NARA-wide performance measurement management information system; and \$41,000 for alterations at the Kennedy Library. The combined funding totaled \$238,720,500.

Of the funds available, \$65,309,000 in 1997 and \$63,433,000 in 1998 were obligated by the Office of Regional Records Services to store records and cover costs related to the accessioning, referencing, refiling, and disposal of records, along with all other activities performed in servicing those records. Also included in these obligated funds were the regional services provided for accessioning, preserving, describing, and making available to the general public, scholars, and Federal

agencies permanently valuable historical records of the Federal Government. The Office of Records Services provided similar, yet centralized, services on permanent records with funding requirements totaling \$72,428,000 in 1997 and \$78,668,000 in 1998. Included in these totals were costs associated with establishing standards on the creation and maintenance of adequate and proper documentation of government activities and appraisal of records to identify those that warrant continued preservation. Funding also provided for publication, exhibition, audiovisual, and public outreach activities. The Information Security Oversight Office obligated \$1,433,000 in 1997 and \$1,563,000 in 1998 for oversight of the information security program established by Executive Order 12958 and the policy oversight for the National Industrial Security Program established under Executive Order 12829. The Office of Presidential Libraries obligated \$30,976,000 in 1997 and \$33,541,000 in 1998 to operate the 10 existing Presidential libraries and to retain and process the Nixon and Clinton Presidential materials. The Office of the Federal Register obligated \$6,044,000 in 1997 and \$6,453,000 in 1998 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. Also, the National Historical Publications and Records Commission obligated \$5,548,000 in 1997 and \$5,782,000 in 1998 in grants and \$1,504,000 in 1997 and \$1,586,000 in 1998 to administer the grants program.

Beginning in 1994, NARA 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, \$24,610,000 in 1997 and \$24,232,000 in 1998 were obligated for interest payments on the Archives II facility, and \$4,361,000 in 1997 and \$4,739,000 in 1998 were treated as redemption of debt for principal.

During fiscal year 1997 the National Archives and Records Administration received \$33,948,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund; during fiscal year 1998 NARA received \$32,025,000. The most significant reimbursable activity, in terms of payment received, was providing storage

## Financial Operations *(continued)*

and reference service activity on the records of other agencies that are stored in Federal records centers. During fiscal year 1997, \$27,055,000 was received for these services; during fiscal year 1998, \$28,360,000. The Offices of Records Services and Presidential Libraries provided \$2,479,000 in 1997 and \$3,278,000 in 1998 in income; this income included funds received for records management training. An additional \$4,414,000 was recognized as income in 1997 by allowing other Federal agencies to "piggy back" their contract requirements to established NARA vendor contracts and by providing administrative support to a variety of reimbursable projects. In 1998 \$387,000 was recognized as income by providing the same administrative services.

The following table summarizes funds available and actually expended in fiscal years 1997 and 1998:

Fund	Availability		Expended	
	1997	1998	1997	1998
Operating Expenses, Direct	\$202,190,000	\$205,951,500	\$201,203,000 <sup>1</sup>	\$205,049,000 <sup>2</sup>
Grants	5,633,000	5,841,000	5,548,000 <sup>3</sup>	5,782,000 <sup>3</sup>
Kennedy Library	28,000		14,000 <sup>4</sup>	
Repairs and Restorations	16,476,000	26,928,000	5,448,000 <sup>3</sup>	9,166,000 <sup>3</sup>
<b>Total</b>	<b>\$224,327,000</b>	<b>\$238,720,500</b>	<b>\$212,213,000</b>	<b>\$219,997,000</b>

<sup>1</sup> Includes \$4,361,000 that is considered redemption of debt on the principal for the Archives II facility.

<sup>2</sup> Includes \$4,739,000 that is considered redemption of debt on the principal for the Archives II facility.

<sup>3</sup> Funds appropriated for grants and repairs and restorations are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

<sup>4</sup> In FY 1985, \$5,200,000 of "no-year" funds was appropriated for improvements to the Kennedy Library. Four million dollars of the total was planned for improved archival storage and educational space, and the balance of \$1,200,000 was to improve access to the library. In FY 1989 and 1991 an additional \$4,100,000 and \$8,000,000, respectively, were appropriated for continuation of construction. Of the total, \$17,286,000 has been obligated to date, including \$14,000 obligated in FY 1997 for the building extension construction and related services.

## Financial Subsystems

NARA's financial subsystems were evaluated as required by the Office of Management and Budget (OMB) Circular A-127 Revised. All subsystems were in conformance with the overall objectives detailed in the circular. NARA's financial organization also provided information for inclusion in the annual Federal Managers' Financial Integrity Report to the President and Congress showing that the subsystems are in compliance with the objectives detailed in the guidelines.

## Financial and Electronic Commerce Programs

### Credit Card Usage by the Public and NARA Employees

Credit card sales for the Trust Fund Branch, regional records services, Presidential libraries, and museum stores continue to increase. Income from credit cards increased in fiscal year 1997 by 28.9 percent and in fiscal year 1998 by 22.8 percent. The number of sales increased by 29.3 percent in 1997 and by 19.0 percent in 1998.

The usage of the VISA (I.M.P.A.C.) purchase card for small purchases by NARA employees increased dramatically in 1997. The dollar amount spent using the purchase card increased by 91.4 percent, and the number of purchases made using the VISA card increased by 68.41 percent. In 1998 the dollar amount spent increased by 53.4 percent, and the number of purchases made increased by 24.9 percent.

### Electronic Funds Transfer (EFT) and Direct Deposit

In fiscal year 1997, NARA reached 99.9 percent employee participation in direct deposit of salary and award payments and maintained this percentage in fiscal year 1998. NARA also reached 99.4 percent for miscellaneous payments in 1998, which include travel and miscellaneous employee reimbursement, and grants. NARA did not reach the Financial Management Service's EFT goal for vendor payments of 63 percent in 1998; however, we are optimistic that we will reach FMS's 69-percent goal for vendor payments in fiscal year 1999.

### Prompt Payments

NARA continues to maintain a low volume of interest penalty payments to vendors. The dramatic improvement in NARA's financial processes can be attributed to continued and increased financial education of the agency's organizations; an increased awareness by agency employees as to the importance of electronic commerce and other National Performance Review, congressional, Treasury, and OMB initiatives; improved and increased usage of VISA purchase cards; the declining use of costly certified invoices; and the evolving and increased financial oversight by NARA's financial employees and administrative officers across the country.

# National Archives and Records Administration

## Personnel on Board • 1997

All Funds as of September 30, 1997

Programs	Washington, DC, Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Services -Washington	755	138	893	0	0	0	755	138	893
Regional Records Services	112	4	116	779	572	1,351	891	576	1,467
Presidential Libraries	101	5	106	214	57	271	315	62	377
Information Security Oversight Office	12	0	12	0	0	0	12	0	12
Federal Register	67	1	68	0	0	0	67	1	68
National Historical Publications and Records Commission	15	0	15	0	0	0	15	0	15
<b>Total</b>	<b>1,062</b>	<b>148</b>	<b>1,210</b>	<b>993</b>	<b>629</b>	<b>1,622</b>	<b>2,055</b>	<b>777</b>	<b>2,832</b>

## Personnel on Board • 1998

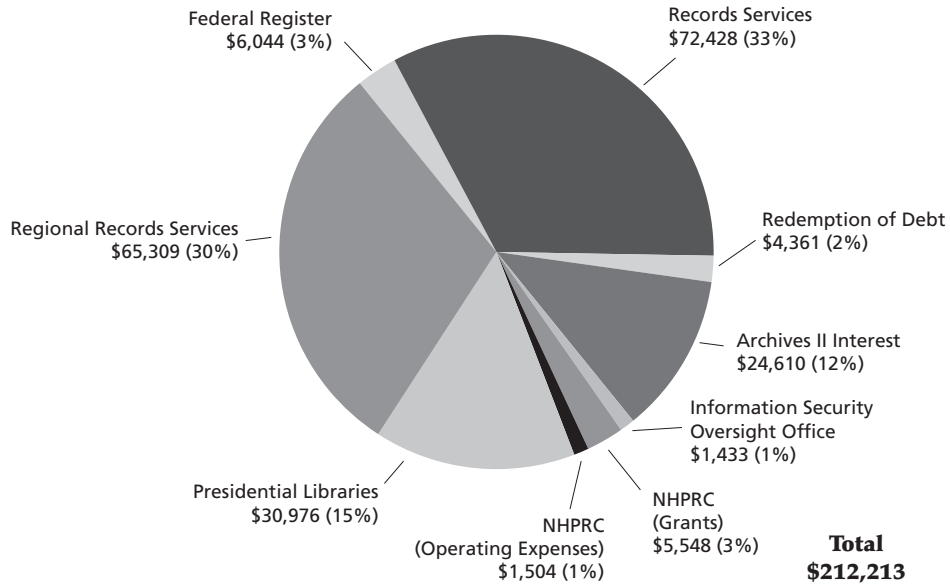
All Funds as of September 30, 1998

Programs	Washington, DC, Area			Field Locations			Nationwide Total		
	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total	Full-Time Perm.	Other	Total
Records Services - Washington	752	115	867	0	0	0	752	115	867
Regional Records Services	96	4	100	875	303	1,178	971	307	1,278
Presidential Libraries	83	3	86	245	46	291	328	49	377
Information Security Oversight Office	12	0	12	0	0	0	12	0	12
Federal Register	66	0	66	0	0	0	66	0	66
National Historical Publications and Records Commission	15	0	15	0	0	0	15	0	15
<b>Total</b>	<b>1,024</b>	<b>122</b>	<b>1,146</b>	<b>1,120</b>	<b>349</b>	<b>1,469</b>	<b>2,144</b>	<b>471</b>	<b>2,615</b>

# National Archives and Records Administration

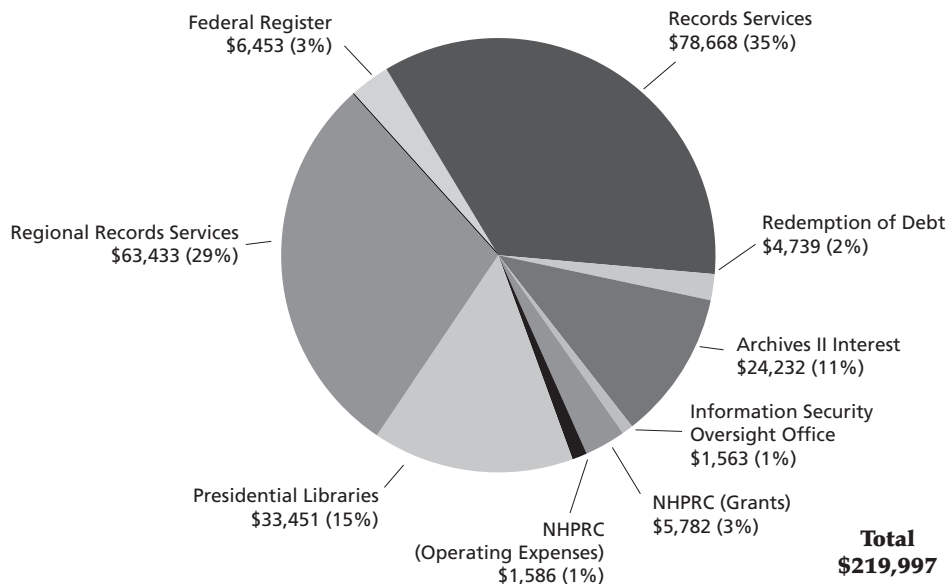
## Direct Appropriations • FY 1997

(including Grants and Repairs and Restoration)



## Direct Appropriations • FY 1998

(including Grants and Repairs and Restoration)



# National Archives and Records Administration

## Direct Appropriations

(including Grants and Repairs and Restoration)  
Obligations by Object Classification and Redemption of Debt  
(dollars in thousands)

	1997	1998
Full-time permanent employment compensation	\$68,002	\$71,735
Other than full-time permanent employment compensation	4,484	2,795
Other personnel compensation	1,428	1,498
<b>Total personnel compensation</b>	<b>73,914</b>	<b>76,028</b>
Personnel benefits	15,394	16,402
Benefits for former personnel	220	307
Travel and transportation of persons	715	873
Motor pool travel	112	122
Transportation of things	547	534
Rental payments to GSA	31,753	28,667
Communications, utilities and, miscellaneous charges	9,100	8,904
Printing and reproduction	1,285	1,664
Advisory and assistance service	390	417
Other services	29,536	34,788
Operation and maintenance of facilities	5,294	5,583
Operation and maintenance of equipment	1,624	2,613
Supplies and materials	2,773	3,472
Equipment	2,139	3,465
Land and structures	2,817	1,403
Grants, subsidies, and contributions	5,548	5,782
Insurance claims and indemnities	81	2
Interest and dividends	24,610	24,232
Redemption of debt	4,361	4,739
<b>TOTAL</b>	<b>\$212,213</b>	<b>\$219,997</b>

## Actual Obligations: Presidential Libraries

(dollars in thousands)

	Program Costs includes personnel		Buildings Operations & Maintenance Costs		Major Repair & Restoration Costs*		Minor Repair & Restoration Costs**		Common Distributable†		Total Costs‡	
	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998	1997	1998
<b>Hoover</b>	\$826	\$877	\$543	\$530	\$85	\$27	\$0	\$(17)	\$0	\$0	\$1,454	\$1,417
<b>Roosevelt</b>	676	696	883	896	166	25	0	23	0	0	1,725	1,640
<b>Truman</b>	794	864	953	986	162	0	0	22	0	0	1,909	1,872
<b>Eisenhower</b>	1,190	1,265	1,040	1,004	154	10	0	18	0	0	2,384	2,297
<b>Kennedy</b>	1,352	1,394	1,935	2,065	21	358	0	66	0	0	3,308	3,883
<b>Johnson</b>	1,370	1,444	1,392	1,341	453	115	0	35	0	0	3,215	2,935
<b>Nixon Presidential Materials Staff</b>	1,041	1,298	0	0	0	0	0	27	0	0	1,041	1,325
<b>Ford</b>	1,099	1,114	1,391	1,342	48	120	0	28	0	0	2,538	2,604
<b>Carter</b>	1,223	1,261	818	806	82	9	0	6	0	0	2,123	2,082
<b>Reagan</b>	1,092	1,235	1,425	1,391	103	719	0	10	0	0	2,620	3,355
<b>Bush</b>	1,008	1,086	359	1,158	0	0	0	0	0	0	1,367	2,244
<b>Central Office: Planning &amp; Direction of White House Liaison; and Clinton Presidential Study</b>	1,335	1,382	1,550	608	0	277	0	0	339	327	3,224	2,594
<b>Total</b>	<b>\$13,006</b>	<b>\$13,916</b>	<b>\$12,289</b>	<b>\$12,127</b>	<b>\$1,274</b>	<b>\$1,660</b>	<b>\$0</b>	<b>\$218</b>	<b>\$339</b>	<b>\$327</b>	<b>\$26,908</b>	<b>\$28,248</b>

\* Major Repairs and Restoration obligations include \$14K for Kennedy Library from the operating expenses account in 1997.

\*\* Minor Repairs and Restoration obligations include \$1K for Kennedy Library from the operating expenses account in 1998.

† Proportional share of Central Office support services.

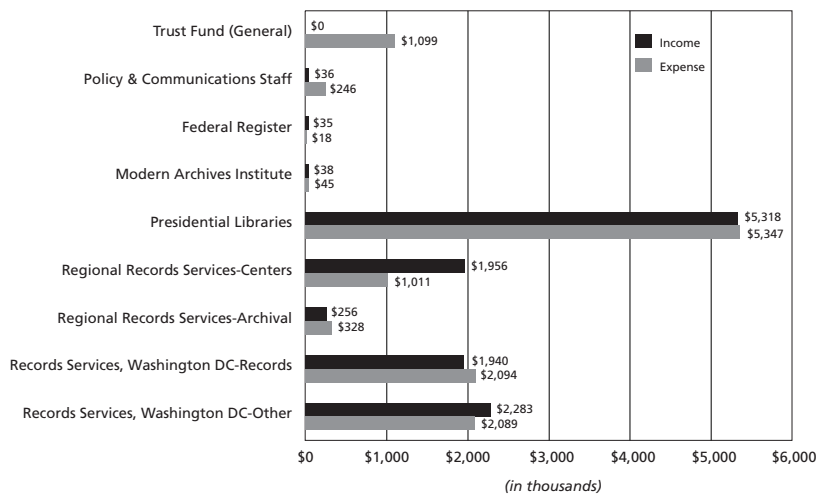
‡ Does not include \$4,068K (1997) and \$5,093K (1998) share of allocated administrative costs.

# The National Archives Trust Fund and Gift Fund

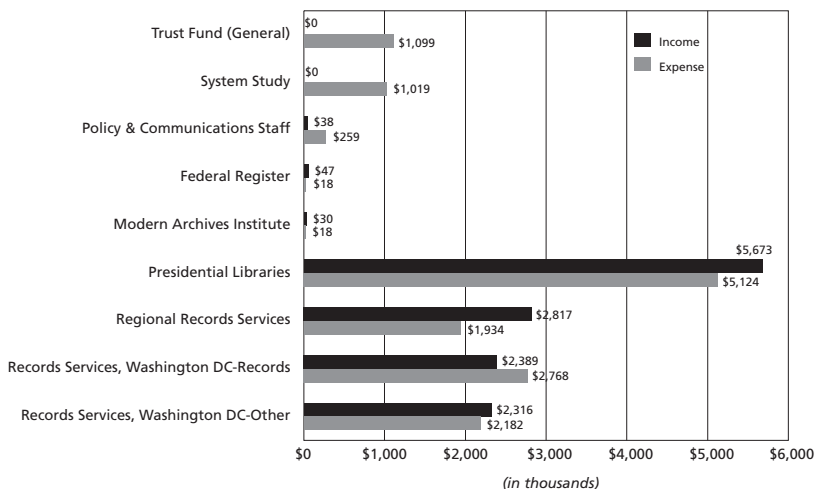
Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications approved by the Board and in the interest of the National Archives and Records Administration and the 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.

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

## Operating Income/Expense by Organization • Fiscal Year 1997



## Operating Income/Expense by Organization • Fiscal Year 1998



# National Archives and Records Administration

## Trust Fund • Statements of Operations

(For the Fiscal Years Ended September 30)

	1998			1997		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>REVENUES:</b>						
Reproduction service				\$348,567	\$4,149,091	\$4,497,658
Non-federal	\$345,678	\$5,179,331	\$5,525,009			
Federal	296	99,164	99,460			
Microform publications				0	1,208,845	1,208,845
Non-federal	0	1,050,440	1,050,440			
Federal	0	32,485	32,485			
Over-the-counter sales				2,084,138	945,943	3,030,081
Non-federal	1,846,610	1,001,485	2,848,095			
Federal	1,127	4,353	5,480			
Publications				0	172,734	172,734
Non-federal	0	198,148	198,148			
Federal	0	5,186	5,186			
Admissions				2,400,498	0	2,400,498
Non-federal	2,809,335	0	2,809,335			
Federal	93,439	0	93,439			
Other income				485,072	67,369	552,441
Non-federal	576,637	62,965	639,602			
Federal	0	3,795	3,795			
<b>Total revenues</b>	<b>5,673,122</b>	<b>7,637,352</b>	<b>13,310,474</b>	<b>5,318,275</b>	<b>6,543,982</b>	<b>11,862,257</b>
<b>EXPENSES:</b>						
Operating expenses				5,347,201	6,929,734	12,276,935
Non-federal	5,067,558	5,502,185	10,569,743			
Federal	55,951	3,964,347	4,020,298			
<b>Total operating expenses</b>	<b>5,123,509</b>	<b>9,466,532</b>	<b>14,590,041</b>	<b>5,347,201</b>	<b>6,929,734</b>	<b>12,276,935</b>
<b>Income/(Loss) from operations</b>	<b>549,613</b>	<b>(1,829,180)</b>	<b>(1,279,567)</b>	<b>(28,926)</b>	<b>(385,752)</b>	<b>(414,678)</b>
<b>Other income:</b>						
Imputed financing – expenses paid by other agencies	144,670	109,674	254,344	138,205	94,287	232,492
Prior year income - Non-federal	28	0	28	8	(388)	(380)
Investment income – Federal	298,963	552,726	851,689	282,729	578,731	861,460
Other – Non-federal	42,951	(3,474)	39,477	72,270	79,608	151,878
<b>Total other income</b>	<b>486,612</b>	<b>658,926</b>	<b>1,145,538</b>	<b>493,212</b>	<b>752,238</b>	<b>1,245,450</b>
<b>Other expenses:</b>						
Employer's pension expense	16,285	48,863	65,148	33,490	22,846	56,336
Employer's ORB expense	128,385	60,811	189,196	104,715	71,441	176,156
Prior year expense - Federal	97	54,794	54,891	(444)	541	97
<b>Total other expenses</b>	<b>144,767</b>	<b>164,468</b>	<b>309,235</b>	<b>137,761</b>	<b>94,828</b>	<b>232,589</b>
<b>Excess (shortage) of revenues over expenses</b>	<b>891,458</b>	<b>(1,334,722)</b>	<b>(443,264)</b>	<b>326,525</b>	<b>271,658</b>	<b>598,183</b>
<b>Net position, beginning of year</b>	<b>5,942,111</b>	<b>10,778,191</b>	<b>16,720,302</b>	<b>5,615,586</b>	<b>10,506,533</b>	<b>16,122,119</b>
<b>Net position, end of year</b>	<b>\$6,833,569</b>	<b>\$9,443,469</b>	<b>\$16,277,038</b>	<b>\$5,942,111</b>	<b>\$10,778,191</b>	<b>\$16,720,302</b>

The accompanying notes are an integral part of this statement.

# National Archives and Records Administration

## Trust Fund • Balance Sheets

As of September 30

	1998			1997		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
<b>ENTITY ASSETS</b>						
Current assets:						
Cash in U.S. Treasury	\$462,170	\$827,629	\$1,289,799	\$159,492	\$371,287	\$530,779
Cash in transit	106,610	45,769	152,379	37,075	17,491	54,566
Imprest funds	20,450	7,540	27,990	16,800	7,510	24,310
Interest receivable						
Federal	95,098	183,845	278,943	60,302	149,564	209,866
Investments						
Federal	5,489,390	8,429,259	13,918,649	5,070,710	10,029,137	15,099,847
Accounts receivable, net of allowance for uncollectible accounts of \$62,393 for fiscal year 1998 and \$6,580 for fiscal year 1997						
Non-Federal	42,785	305,580	348,365	77,400	257,193	334,593
Federal	0	207,943	207,943	0	8,490	8,490
Inventories, net of reserve for obsolescence of \$209,557 and \$480,674, respectively, for fiscal years 1998 and 1997	837,231	550,938	1,388,169	782,891	489,946	1,272,837
Prepaid expenses						
Federal	0	42,607	42,607	503	46,844	47,347
<b>Total current assets</b>	<b>7,053,734</b>	<b>10,601,110</b>	<b>17,654,844</b>	<b>6,205,173</b>	<b>11,377,462</b>	<b>17,582,635</b>
Non-current assets:						
Property and equipment, at cost less accumulated depreciation of \$863,026 and \$1,343,866, respectively, for fiscal year 1998 and \$726,441 and \$1,177,256, respectively, for fiscal year 1997	279,423	303,415	582,838	388,365	390,846	779,211
<b>Total entity assets</b>	<b>\$7,333,157</b>	<b>\$10,904,525</b>	<b>\$18,237,682</b>	<b>\$6,593,538</b>	<b>\$11,768,308</b>	<b>\$18,361,846</b>
<b>LIABILITIES</b>						
Current liabilities:						
Accounts payable						
Non-Federal	\$231,414	\$795,748	\$1,027,162	\$418,794	\$373,068	\$791,862
Federal	0	51,492	51,492	0	8,771	8,771
Accrued payroll						
Non-Federal	132,022	77,565	209,587	107,736	66,894	174,630
Sales tax payable	8,738	0	8,738	14,615	0	14,615
Deferred revenue						
Non-Federal	4,845	269,147	273,992	4,546	300,343	304,889
Federal	0	135,251	135,251	0	122,761	122,761
<b>Total current liabilities</b>	<b>377,019</b>	<b>1,329,203</b>	<b>1,706,222</b>	<b>545,691</b>	<b>871,837</b>	<b>1,417,528</b>
Long-term liabilities:						
Annual leave liability						
Non-Federal	122,569	131,853	254,422	105,736	118,280	224,016
Total long-term liabilities	122,569	131,853	254,422	105,736	118,280	224,016
<b>Total liabilities</b>	<b>499,588</b>	<b>1,461,056</b>	<b>1,960,644</b>	<b>651,427</b>	<b>990,117</b>	<b>1,641,544</b>
<b>NET POSITION</b>						
Cumulative results of operations	6,833,569	9,443,469	16,277,038	5,942,111	10,778,191	16,720,302
<b>Total liabilities and net position</b>	<b>\$7,333,157</b>	<b>\$10,904,525</b>	<b>\$18,237,682</b>	<b>\$6,593,538</b>	<b>\$11,768,308</b>	<b>\$18,361,846</b>

The accompanying notes are an integral part of this statement.



## Statements of Changes in Financial Condition

(For the Fiscal Years Ended September 30)

	1998	1997
<b>SOURCES OF WORKING CAPITAL:</b>		
From operations:		
Net income/(loss)	\$ (443,264)	\$ 598,183
Items not affecting working capital:		
Depreciation	303,195	295,698
Adjustments to property and equipment	0	18,636
Working capital (outflow)/inflow from operations	(140,069)	912,517
From other sources:		
Increase in annual leave liability	30,406	(3,459)
Working capital inflow/(outflow) from other sources	30,406	(3,459)
Working capital (outflow)/inflow from all sources	(109,663)	909,058
<b>USES OF WORKING CAPITAL:</b>		
Purchase of operational assets	106,822	213,014
Total working capital used for all purposes	106,822	213,014
<b>(Decrease)/Increase in working capital</b>	<b>\$(216,485)</b>	<b>\$696,044</b>

## Schedule of Changes in Working Capital

Effect on Working Capital

	1998	1997
<b>Current Assets:</b>		
Cash in U.S. Treasury	\$759,020	\$(30,507)
Cash in Transit	97,813	(227,712)
Imprest funds	3,680	24,310
Interest receivable	69,077	72,484
Investments	(1,181,198)	956,198
Accounts receivable	213,225	(129,998)
Travel advances	0	(2,025)
Inventories	115,332	40,765
Prepaid expenses	(4,740)	(2,695)
<b>Current Liabilities:</b>		
Accounts payable	(278,021)	(68,483)
Accrued payroll	(34,957)	6,918
Sales tax payable	5,877	(8,464)
Deferred revenue	18,407	65,253
<b>(Decrease)/Increase in working capital</b>	<b>\$(216,485)</b>	<b>\$696,044</b>

The accompanying notes are an integral part of this statement.

## 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 museum 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 that consist of merchandise held for sale are valued at cost, determined using an average cost 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.

**Property and Equipment 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 5 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.

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

	1998	1997
<i>General</i>	\$924,645	\$683,631
<i>Estimated Year-End Accruals</i>	140,784	63,364
<i>Disbursements in Transit</i>	13,225	53,638
<b>Totals</b>	<b>\$1,078,654</b>	<b>\$800,633</b>

# National Archives and Records Administration

## Gift Fund • Statements of Operations

(For the Fiscal Years Ended September 30)

	1998				1997			
	Presidential Libraries	Other Unrestricted	Other Restricted	Total	Presidential Libraries	Other Unrestricted	Other Restricted	Total
Revenues:								
Grants and donations — Non-Federal	\$4,646,136	\$66,948	\$629,584	\$5,342,668	\$357,794	\$66,536	\$4,330	\$428,660
Investment income					111,737	10,197	5,715	127,649
Non-Federal	239,857	1,635	39	241,531				
Federal	139,087	9,460	11,654	160,201				
<b>Total revenues</b>	<b>5,025,080</b>	<b>78,043</b>	<b>641,277</b>	<b>5,744,400</b>	<b>469,531</b>	<b>76,733</b>	<b>10,045</b>	<b>556,309</b>
Expenses:								
Travel and transportation — Non-Federal	50,652	2,764	8,198	61,614	50,924	5,887	1,849	58,660
Supplies and materials					47,080	16,162	3,290	66,532
Non-Federal	80,727	9,296	4,319	94,342				
Federal	2,179	782	0	2,961				
Equipment rental — Non-Federal	390	0	0	390	62	0	0	62
Printing and reproduction					8,897	32,005	0	40,902
Non-Federal	502	3,791	0	4,293				
Federal	0	27,891	0	27,891				
Payments to commercial contractors —								
Non-Federal	140,378	4,893	120,950	266,221	125,003	9,170	1,023	135,196
Payments to other agencies or funds					88,143	5	17,287	105,435
Non-Federal	24	1,847	23,044	24,915				
Federal	330,690	0	30,106	360,796				
ASB Capital Management fee — Non-Federal	9,384	58	39	9,481	1,042	95	51	1,188
<b>Total expenses</b>	<b>614,926</b>	<b>51,322</b>	<b>186,656</b>	<b>852,904</b>	<b>321,151</b>	<b>63,324</b>	<b>23,500</b>	<b>407,975</b>
Adjustments to prior years operations	(2,857)	(1,231)	0	(4,088)	(1,483)	(146)	0	(1,629)
Excess of revenues over expenses	4,413,011	27,952	454,621	4,895,584	149,863	13,555	(13,455)	149,963
Net position, beginning of year	1,973,739	162,858	197,409	2,334,006	1,823,876	149,303	210,864	2,184,043
<b>Net position, end of year</b>	<b>\$6,386,750</b>	<b>\$190,810</b>	<b>\$652,030</b>	<b>\$7,229,590</b>	<b>\$1,973,739</b>	<b>\$162,858</b>	<b>\$197,409</b>	<b>\$2,334,006</b>

## Gift Fund Balance Sheets

(As of September 30)

ENTITY ASSETS	1998	1997
Current Assets:		
Cash in U.S. Treasury	\$61,856	\$50,919
Cash in Transit	3,377	366
Accounts receivable - Non-Federal	0	14,607
Interest receivable - Federal	41,502	26,868
Investments		
Non-Federal	4,929,547	180,772
Federal	2,631,608	2,079,764
Travel advances	200	240
<b>Total entity assets</b>	<b>\$7,668,090</b>	<b>\$2,353,536</b>
LIABILITIES		
Current liabilities:		
Accounts payable - Non-Federal	\$438,500	\$19,530
<b>Total liabilities</b>	<b>438,500</b>	<b>19,530</b>
NET POSITION		
Cumulative results of operations	7,229,590	2,334,006
<b>Total liabilities and net position</b>	<b>\$7,668,090</b>	<b>\$2,353,536</b>

## Statements of Changes in Financial Condition

(For the Fiscal Years Ended September 30)

SOURCES OF FUNDS	1998	1997
Excess of expenses over revenue:		
Funds provided by operations	\$(447,084)	\$(278,697)
Grants and donations	5,342,668	428,660
Excess of revenue over expenses	\$4,895,584	\$149,963
Application of funds:		
Working capital	\$4,895,584	\$149,963

## Schedules of Changes in Working Capital

(Effect on Working Capital)

CURRENT ASSETS:	1998	1997
Cash in U.S. Treasury	\$10,937	\$9,797
Cash in Transit	3,011	(4,389)
Accounts receivable	(14,607)	14,607
Interest receivable	14,634	14,990
Investments	5,300,619	118,328
Travel advances	(40)	(485)
CURRENT LIABILITIES:		
Accounts payable	(418,970)	(2,885)
<b>Increase in working capital</b>	<b>\$4,895,584</b>	<b>\$149,963</b>

# National Archives and Records Administration

## Fiscal Year 1997 Gifts Received

Office	Donor	Amount	Total
General Cultural & Archival Gifts	Foundation for the National Archives *	\$ 4,765	
	Citicorp Legal and External Affairs	1,500	
	American Civil Liberties Union Foundation	1,500	
	Miscellaneous Gifts	7,426	
	Miscellaneous Gifts (non-cash)	30	15,221
National Historical Publications and Records Commission	Golden Owl Publishing Company	1,000	1,000
Bush Library	Bush Foundation	34,309	34,309
Carter Library	AT&T	20,000	
	American Association of Museums	6,300	
	Miscellaneous Gifts	6,717	33,017
Eisenhower Library	The Stans Foundation	1,000	
	Edith and Harry Darby Foundation	1,000	
	Eisenhower Foundation	2,000	
	Miscellaneous Gifts	3,636	7,636
Ford Library	Gerald R. Ford Foundation *	13,000	
	Miscellaneous Gifts	4,240	17,240
Hoover Library	Grant Wood Area Education Agency	2,100	
	Miscellaneous Gifts	635	2,735
Johnson Library	LBJ Foundation *	116,107	
	Miscellaneous Gifts	5,499	121,606
Kennedy Library	John F. Kennedy Foundation	1,600	
	Miscellaneous Gifts	1,388	2,988
Reagan Library	Ronald Reagan Presidential Foundation *	66,876	
	Miscellaneous Gifts	317	67,193
Roosevelt Library	Franklin & Eleanor Roosevelt Institute	8,475	
	Franklin & Eleanor Roosevelt Institute (non-cash) *	45,834	54,309
Truman Library	Foundation for the National Archives *	5,877	
	Harry S. Truman Institute	3,038	
	Miscellaneous Gifts	7,846	16,761
<b>Office of Regional Records Services</b>			
Northeast - Boston	Miscellaneous Gifts	987	
	Miscellaneous Gifts (non-cash)	166	
Northeast - Pittsfield	Friends of the Silvio O. Conte National Archives (non-cash) *	2,193	
	Miscellaneous Gifts	1,043	
Northeast - New York	Miscellaneous Gifts	1,560	
Mid Atlantic	Miscellaneous Gifts	1,191	
Southeast	Friends of the National Archives-Southeast Region *	22,449	
	Miscellaneous Gifts	641	
Great Lakes	Miscellaneous Gifts	4,920	
Central Plains	Central Plains Region Volunteers	1,610	
	Miscellaneous Gifts	2,295	
Southwest	Miscellaneous Gifts	200	
Rocky Mountain	Miscellaneous Gifts	2,557	
	Miscellaneous Gifts	3,813	
Pacific - San Francisco	David Dreyer	1,144	
	Miscellaneous Gifts	2,707	
Pacific - Laguna Niguel	Miscellaneous Gifts	1,000	
Pacific Alaska - Seattle	Seattle Genealogical Society	1,000	
	Miscellaneous Gifts	3,928	
Pacific Alaska - Anchorage	Miscellaneous Gifts	240	54,645
		<b>Total Donations</b>	<b>\$428,660</b>

\* Amount shown represents multiple gifts from this donor.  
Miscellaneous gifts include donations of less than \$1,000.

# National Archives and Records Administration

## Fiscal Year 1998 Gifts Received

Office	Donor	Amount	Total
General, Cultural & Archival	Federation of Genealogical Societies	\$53,181	
	University of Virginia	1,000	
	Dr. Carmelita Ryan	11,900	
	National Association of Business Economics	1,500	
	National Public Radio	1,500	
	Broadfoot Publishing	12,832	
	National Commission on Libraries & Information Science	15,000	
	The Pew Charitable Trusts, through the Foundation for the National Archives	550,000	
	Miscellaneous *	4,574	\$651,487
Bush Library	George Bush Presidential Library Foundation *	4,477,233	4,477,233
Carter Library	National Association of Chinese Americans	2,000	
	Richard Nixon Library & Birthplace	2,635	
	Erwin Zaban	2,000	
	Miscellaneous *	5,337	11,972
Eisenhower Library	Eisenhower Foundation	2,055	
	Miscellaneous *	2,685	4,740
Ford Library	Gerald R. Ford Foundation	5,000	
	Miscellaneous *	780	5,780
Hoover Library	Lenore S. Holthusen	1,000	
	Miscellaneous *	1,346	2,346
Johnson Library	LBJ Foundation	68,411	
	Miscellaneous *	9,231	77,642
Kennedy Library	John F. Kennedy Library Foundation	2,154	
	Miscellaneous *	65	2,219
Reagan Library	Ronald Reagan Presidential Foundation	10,000	
	Seymore Eisenberg Memorial Foundation	20,000	
	Miscellaneous *	513	30,513
Roosevelt Library	Franklin and Eleanor Roosevelt Institute (non-cash) *	24,769	
	Miscellaneous *	596	25,365
Truman Library	Foundation for the National Archives	5,232	
	Miscellaneous *	3,094	8,326
<b>Office of Regional Records Services</b>			
Northeast-Boston	Miscellaneous *	733	
	Miscellaneous *	515	
	Caroline Ruda	1,000	
Northeast-Pittsfield	Miscellaneous *	1,425	
	Miscellaneous *	2,425	
Northeast-New York	Miscellaneous *	12,439	
	Friends of the National Archives *	719	
Mid Atlantic-Philadelphia	Miscellaneous *	5,986	
	Miscellaneous *	636	
Southeast-Atlanta	Miscellaneous *	604	
	Miscellaneous *	1,969	
Great Lakes-Chicago	David Dreyer	3,503	
	Miscellaneous *	3,752	
Central Plains-Kansas	Miscellaneous *	4,902	
	Miscellaneous *	4,290	
Southwest-Fort Worth	Miscellaneous *	147	45,045
	Miscellaneous *		
Rocky Mountain-Denver			
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		<b>Total Donations</b>	<b>\$5,344,887</b>

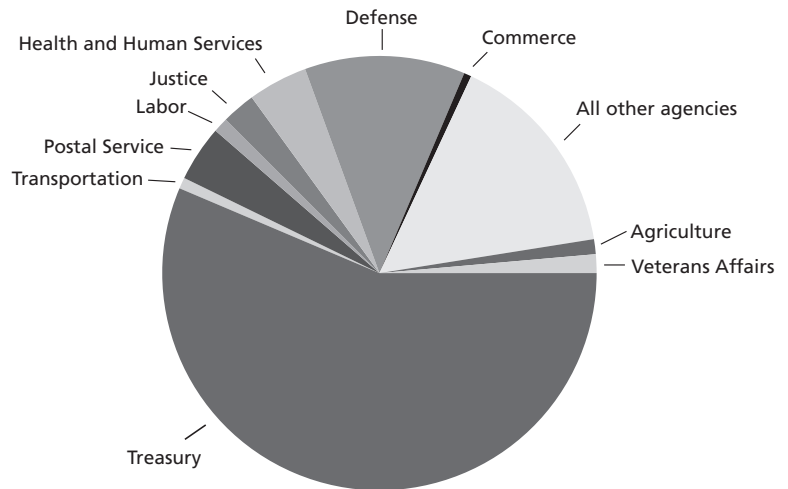
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# Disposal of Federal Records

## Disposal of Records for 1997

Agency	Holdings Disposed (cubic feet)	Percentage (of total)
Agriculture	13,473	1.1%
All other agencies	196,899	15.7%
Commerce	6,395	0.5%
Defense	148,561	11.9%
Health and Human Services*	55,210	4.4%
Justice	31,796	2.5%
Labor	13,992	1.1%
Postal Service	53,002	4.2%
Transportation	9,787	0.8%
Treasury	707,146	56.5%
Veterans Affairs	14,906	1.2%
<b>Total Cubic Feet Disposed</b>	<b>1,251,167</b>	<b>100.0%</b>

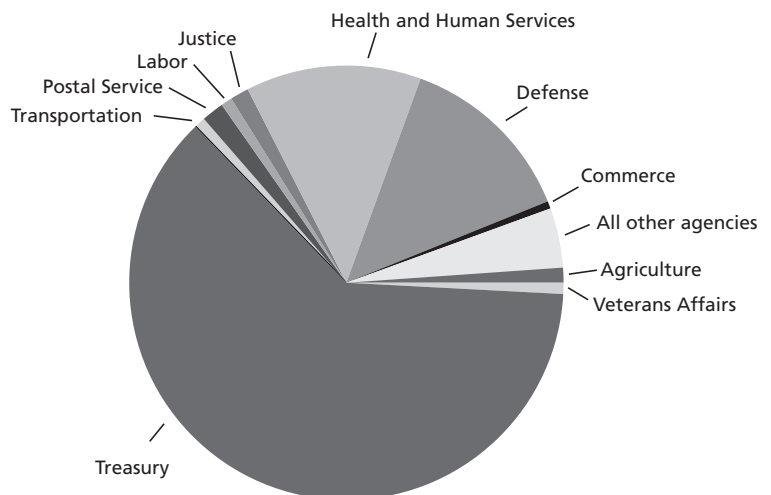
\* Includes Social Security Administration.



## Disposal of Records for 1998

Agency	Holdings Disposed (cubic feet)	Percentage (of total)
Agriculture	10,690	0.9%
All other agencies	56,028	4.5%
Commerce	6,301	0.5%
Defense	164,556	13.3%
Health and Human Services*	161,646	13.1%
Justice	18,516	1.5%
Labor	10,230	0.8%
Postal Service	22,596	1.8%
Transportation	8,730	0.7%
Treasury	767,435	62.0%
Veterans Affairs	11,021	0.9%
<b>Total Cubic Feet Disposed</b>	<b>1,237,749</b>	<b>100.0%</b>

\* Includes Social Security Administration.



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301-713-6800

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