



Required Holdings Protection Training for New / Renewing Original Records Researchers

Dear National Archives research community:

Effective March 2014, the National Archives requires all new researchers (and annual renewals) who request original records to review an online holdings protection orientation so you will:

- Better understand your role in the safeguarding and preservation of our records; and
- Know our reference rules, procedures, and practices.

After viewing the training, researchers will fill out the Researcher Application provided by reference desk staff and show ID. You will then receive and sign your new researcher card, valid for one year.

To access the training, please go to any open computer in the research room and go to the following

URL: <http://www.archives.gov/research/start/researcher-orientation.pdf>. You can also get to it from the National Archives main page:

1. *Home* -- <http://www.archives.gov/>
2. *Research Our Records* -- <http://www.archives.gov/research/>
3. *New to Archival Research* -- <http://www.archives.gov/research/start/>
4. *Get Your Research Card* (under *When You Arrive* on the right)
<http://www.archives.gov/research/start/researcher-card.html>
5. The training is called *Help Us Protect the Records*, about halfway down the page.

Once again, when you have completed the orientation, please return to the reference desk to finish the researcher application process.

Thank you for your time and attention to helping us protect these valuable records

Sincerely,

National Archives at Boston