

THE NATIONAL ARCHIVES AT BOSTON

The National Archives and Records Administration (NARA) is committed to “Preserving the Past to Protect the Future.”

Its mission is to protect the records that document the rights of American citizens, the actions of Government officials, and our national history.

The National Archives serves anyone who needs historical information created or received by the federal government including historians, genealogists, government officials, lawyers, scholars, environmentalists, and YOU.

NARA AT BOSTON preserves historical records dating from 1790 to the present. It maintains a public reference room with computers and free access to ancestry.com, heritagequest.com, and fold3.com.

NARA AT BOSTON is a center of historical and genealogical research and a sponsor of programs that educate the public about archives, history, genealogy, and related subjects. NARA at Boston hosts student interns, school groups, and others who want to learn more about our nation’s heritage.

NATIONAL ARCHIVES AT BOSTON

380 Trapelo Road
Waltham, MA 02452
boston.archives@nara.gov
866.406.2379



*The Records of Our
National Life*

NATIONAL ARCHIVES VOLUNTEER PROGRAM

I WANT YOU



for
NARA NOW

**NATIONAL ARCHIVES
AT BOSTON**

380 Trapelo Road
Waltham, MA 02452

NARA'S VOLUNTEER PROGRAM

OUR VOLUNTEERS:

- *Are an important and integral part of the work that is accomplished at the National Archives. There are more than 1,500 volunteers throughout the Agency.*
- *Provide tens of thousands of hours of support for genealogy programs, access to original records, preservation of our historical materials, visitor services, and assistance with archival, history, and public education programs.*
- *Acquire expertise in genealogy, U.S. history, and records preservation.*
- *Develop lasting friendships with others who share their interests in genealogy and history.*
- *Attend special National Archives programs and volunteer events.*
- *And, most importantly, help our visitors experience the joy of discovering our nation's history and their own family history and heritage.*



VOLUNTEER POSITIONS

The National Archives is responsible for the safekeeping of our nation's historical documents. Strict security guidelines must be met and all volunteers are required to have background checks.

These are some of the types of responsibilities you may undertake as a National Archives Volunteer:



ARCHIVAL PROJECTS – Preserve and describe historical 18th through 20th century Federal records. Good for anyone interested in hands on work with our historic records. Requires attention to detail.



RESEARCH ROOM – Answer questions about our genealogy microfilm and assist visitors using our microfilm readers, copiers, and microfilm aids and catalogs. Ideal for experienced genealogists who enjoy public contact. Requires knowledge of genealogy research and excellent communication and interpersonal skills, especially patience and understanding when working with novice researchers. Also assist with the research of genealogy inquiries.



HELP DESK – Greet visitors and answer general telephone inquiries about our location, hours, policies, and genealogy records. Transfer research calls to staff. Requires excellent phone etiquette and communication and interpersonal skills.



OUTREACH – Prepare and/or present programs concerning the records of the National Archives. Ideal for those who have experience with giving workshops or other types of public speaking.

NARA VOLUNTEER INFORMATION REQUEST FORM

I am interested in obtaining more information about the volunteer program at the National Archives at Boston (in Waltham). I am available:

Monday: Morning Afternoon

Tuesday: Morning Afternoon

Wednesday: Morning Afternoon

Thursday: Morning Afternoon
Evening

Friday: Morning Afternoon

1st Saturday of the Month:

Morning Afternoon

Name:

Address:

Email:

Phone:

Areas of Interest:

Return to:

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380 Trapelo Road
Waltham, MA 02452

Attention: Volunteer Coordinator

Phone: 866-406-2379

Email: boston.archives@nara.gov