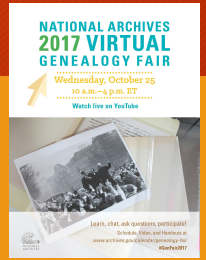




## National Archives 2017 Virtual Genealogy Fair



# *A is for Archives, B is for Burn File: Treating Burned Records at the National Archives at St. Louis*

When they hear about the 1973 fire at the National Personnel Records Center in St. Louis, many people conclude that the information lost is beyond salvage. Not true. Not all of the burned military records from the fire were destroyed. Information on records that even our staff considered completely lost can now be accessed. The process is called “content recovery” scanning with an infrared camera and is a very exciting development.

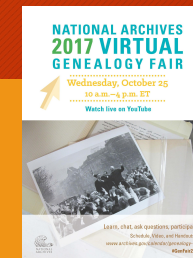
Ashley Cox will discuss which files were burned and their designation changed from non-archival to archival, making all burn files available for research relatively soon. In addition, she will cover what information was saved from the fire, the journey of records from archival storage to the research room, why time is needed for them to be available for viewing, and how to request them before visiting the archives.

[www.archives.gov/calendar/genealogy-fair](http://www.archives.gov/calendar/genealogy-fair)





# Presenter's Biography



Ashley joined the National Archives as a Preservation Specialist - Team Lead in December of 2016. She first learned of the B file project during graduate school but never realized the extent of each file's journey. Along with her co-lead, Ashley works with a team of 12 dedicated preservation technicians who provide access to military records that couldn't be safely handled for research or requests.

Ashley graduated with a Bachelor of Fine Art in Studio Arts and Minor in Business Management from the University of North Texas. During her time at North Texas, she worked as a

student at the Hillman Library Government Documents department, here she learned her passion for providing access to cultural and intellectual heritage. She graduated with her Masters of Library and Information Science with an emphasis in Archives and Preservation from the University of Pittsburgh in 2010.

She interned at the Carnegie Museum of Natural History with Head Conservator Gretchen Anderson and was the Conservation Librarian for the CONSOL Energy Mine Map Preservation Project at the University of Pittsburgh, University Library System.



**Ashley Cox**  
Preservation Specialist  
National Archives  
at St. Louis



# A is for Archives, B is for Burn File:

## Treating Burned Records at the National Archives at St. Louis

Ashley Cox  
Preservation Specialist  
Preservation Program at St. Louis  
[ashley.cox@nara.gov](mailto:ashley.cox@nara.gov)





# Overview

- 1973 Fire
- Reference
- Preservation Treatment





# The Fire

5



Left: Aerial view of collapsed roof  
Center: Warped shelving and piles of wet, charred records  
Right: Collapsed roof with visible shelving



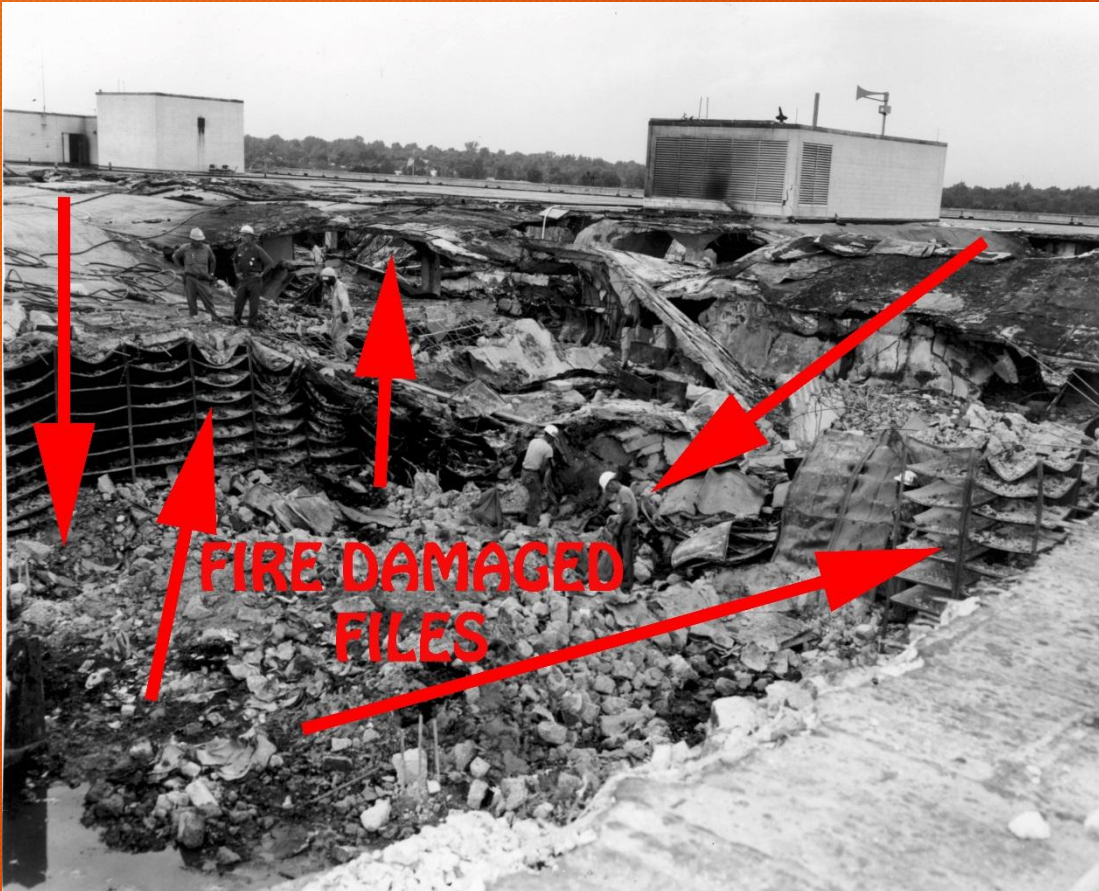


Warped shelving and ashes of  
the records



# Salvage efforts

7





# What is a B-file?

8

Branch	Personnel and Period Affected	Estimated loss
Army	Personnel discharged Nov 1, 1912 to Jan 1, 1960	80%
Air Force	Personnel discharged Sept 25, 1947 to Jan 1, 1964 (with names alphabetically after Hubbard)	75%

Approximately 6.5 million  
survived

My great grandfather has no record while my grandfather does.







# R is for Reconstructed File

10

- R- files and other alternate record groups can help fill in the gaps of the missing records.
- My great grandfather has an auxiliary records, in his case, a QMP or pay file.
- Our archivists can help give you the surviving information or direct you to those that can.



# B-file life Journey

11



*Request*



*Search*



*Record Review*



*Archival  
Determination*



*Treatment*



*Archivist*



*You!*



How to request?

12

Our favorite part of the Government...

**FORMS! FORMS!**  
**FORMS!**



# By mail or online:

# 13

- Online via eVetRecs
- SF-180
  - Fax
  - Mail
- Other
- FOIA: (Freedom of Information Act)
- Contact your state or county
- Write us a letter
- Hire an independent researcher

Standard Form 180 (Rev. 11/2017) (Page 2)  
Printed by NARA (04 CFR 123.11 (4))

Authorized for local reproduction  
Previous editions obsolete

OMB No. 3095-0028 Expires 04/30/2018

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form to be mailed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	Personal Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 - 9/30/2004	14	11
	Discharged, deceased, or retired 10/1/2004 - 12/31/2013	1	11
	Discharged, deceased, or retired on or after 1/1/2014	1	13
	Active (including National Guard on active duty in the Air Force), TDRL, or garrison officers retired with pay	1	
NAVY	Reserve, SEA, Retired Reserve in inactive status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard released not on active duty in the Air Force	2	13
	Discharge, deceased, or retired before 1/1/1995	6	
	Discharge, deceased, or retired 1/1/1995 - 9/30/1998	14	14
	Discharged, deceased, or retired 10/1/1998 - 9/30/2008	14	11
COAST GUARD	Discharged, deceased, or retired 10/1/2008 - 9/30/2013	3	11
	Discharged, deceased, or retired on or after 10/1/2013	3	14
	Active, Reserve, Individual Ready Reserve in TDRL	3	
	Discharged, deceased, or retired before 1/1/1995	6	
	Discharged, deceased, or retired 1/1/1995 - 4/30/1994	14	14
MARINE CORPS	Discharged, deceased, or retired 5/1/1994 - 12/31/1998	14	11
	Discharged, deceased, or retired 1/1/1999 - 12/31/2013	4	11
	Discharged, deceased, or retired on or after 1/1/2014	4	8
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 1/1/1992 (retired) or before 7/8/1917 (officer)	6	
	Discharged, deceased, or retired 1/1/1992 - 10/1/1992 (retired) or 7/8/1917 - 10/1/1992 (officer)	14	
	Discharged, deceased, or retired 10/1/1992 - 9/30/2002	14	11
	Discharged, deceased, or retired (including TDRL) 10/1/2002 - 12/31/2013	7	11
	Discharged, deceased, or retired (including TDRL) on or after 1/1/2014	7	8
NAVY	Current Soldier (Active, Reserve (including Individual Ready Reserve) or National Guard)	7	
	Discharged, deceased, or retired before 1/1/1994 (retired) or before 1/1/1993 (officer)	6	
	Discharged, deceased, or retired 1/1/1994 - 1/30/1994 (retired) or 1/1/1993 - 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/1/1994 - 12/31/1994	14	11
	Discharged, deceased, or retired 1/1/1995 - 12/31/2013	10	11
PERS	Discharged, deceased, or retired on or after 1/1/2014	10	8
	Active, Reserve, or TDRL	10	
	Public Health Service	12	
	Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS AND SELF-SERVICE WEBSITES (BY CODE NUMBERS SHOWN ABOVE) - Where to write/send this form					
1	Air Force Personnel Center 90 AFPC/DPMSP 550 C Street West, Suite 19 Randolph AFB, TX 78158-4712	6	National Archives & Records Administration Research Services (RTTR) 700 Pennsylvania Avenue NW Washington, DC 20540-0001	11	Department of Veterans Affairs Records Management Center ATTN: Release of Information P.O. Box 5029 St. Louis, MO 63115-5029
2	Air Reserve Personnel Center Records Management Branch (OPFIC) 1840 E. Silver Creek Avenue Building 90 MS 05 Buckley AFB, CO 80011	7	US Army Human Resources Command's web page: <a href="http://www.hrc.army.mil/PUBLICACCESS/Welcome.aspx">http://www.hrc.army.mil/PUBLICACCESS/Welcome.aspx</a> 3840 E. Silver Creek Avenue Building 90 MS 05 Buckley AFB, CO 80011	12	Division of Commissioned Corps Officer Support ATTN: Record Office 1101 Wooten Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personal Service Center (BOPS-CALH) MS7200 713 Coast Guard 2700 Martin Luther King Jr. Ave SE Washington, DC 20003-7700 <a href="mailto:AF_CustomerService@va.gov">AF_CustomerService@va.gov</a>	8	Navy Medicine Records Activity (NMRA) 3152D Division Office Lt. Leno 4100 Goodfellow Boulevard, Building 180 St. Louis, MO 63119	13	AF STR Processing Center ATTN: Release of Information 3370 Neapohkah Road, Suite 116 San Antonio, TX 78217
4	Headquarters U.S. Marine Corps Major Player Management Records & Performance (HMRP-3) 300 Elm Road Quantico, VA 22134-5880	9	AMEDD Record Processing Center 3370 Neapohkah Road, Suite 116 San Antonio, TX 78217	14	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63128-1002  eVetRecs: <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a>
5	Marine Force Reserve 2000 Opelousas Avenue New Orleans, LA 70164-5400	10	Navy Personnel Command (PERS-313) 5700 Integrity Drive Millington, TN 38055-3120		

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature Required - Do not write \_\_\_\_\_ Date \_\_\_\_\_

Disrupt phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

## INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. **General Information.** The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "N/A," meaning the information is "not available." Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility address.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next-of-kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records>

2. **Personal Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR).** Personal records of military members who were discharged, retired, or died in service LESS THAN 62 YEARS AGO and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STRs of persons on active duty are generally kept at the local servicing clinic. After the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180. (See item 3, Archival Records, if the military member was discharged, retired or died in service more than 62 years ago.)

a. **Release of information.** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations, the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. The authentication signature of the service member or the member's legal guardian is needed in Section III of the SF180. Others requesting information from military personnel records and/or STRs must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, the surviving next-of-kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next-of-kin may be any of the following: unmarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters MUST provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, or verdict of coroner's jury.

b. **Fee for records.** There is no charge for most services provided to service members or next-of-kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances, service fees cannot be determined in advance. If your request involves a service fee, you will receive an invoice with your records.

3. **Archival Records.** Personal records of military members who were discharged, retired, or died in service 62 OR MORE YEARS AGO have been transferred to the legal custody of NARA and are referred to as "archival records."

a. **Release of information.** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records; therefore, written authorization from the veteran or next-of-kin is not required. In order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and may preclude the release of certain information.

b. **Fee for Archival Records.** Access to archival records are granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). If a fee applies to the photocopies of documents in the requested record, you will receive an invoice. Photocopies will be sent after payment is made. For more information see <http://www.archives.gov/is-ions/archival-programs/military-personal-archival/ompf-archival-requests.html>.

4. **Where reply may be sent.** The reply may be sent to the service member or any other address designated by the service member or other authorized requester. If the designated address is NOT registered to the addressee by the U.S. Postal Service (USPS), provide BOTH the addressee's name AND "in care of" (c/o) the name of the person to whom the address is registered on the NAME line in Section III, item 5, on page 1 of the SF 180. The COMPLETE address must be provided, INCLUDING any apartment suite/unit lot space etc. number.

5. **Definitions and abbreviations:** DISCHARGED - the individual has no current military status; SERVICE TREATMENT RECORD (STR) - The chronology of medical, mental health, and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL - Temporary Disability Retired List.

6. **Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from [natf@nara.gov](mailto:natf@nara.gov) or write to the Code 6 address on page 2 of the SF 180.

### PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-194 (April 26, 1996), as amended in title 51, section 7703. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of these records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (JSRD), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS LISTED ON PAGE 2 OF THE SF 180.



# Or visit us in person!

14

The NPRC in Spanish Lake,  
Missouri

- Dedication ceremony  
October 2011
- Delightfully fire free





...but still has forms.

- Onsite -
  - E-mail: [stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov)
  - Telephone: 314-801-0850

REFERENCE SERVICE SLIP (Records OTHER than Official Civilian and Military Personnel Files) National Archives at Saint Louis			Date:
<b>REQUESTER INFORMATION</b>			
Name (Please Print – Last, First, Middle)		Researcher ID Card Number	
E-Mail Address:		Phone Number:	
<b>INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)</b>			
Name used during Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth	
<b>Requested Record Series</b>			
Series Description/Title			
Record Group Number	ARC Identifier	Range of	
Additional Descriptive Information from ARC, Information Sheet, or Other Source			
Comments/Notes			
<b>STAFF USE ONLY</b>			
Researcher Signature:		Attendant Signature:	
Appointment Time and Date:	Additional Researchers:	Remarks:	
CMRS Request Number:			
CMRS Search Request Number(s):			
<b>SCREENING NOTES</b>			Time Out
Reviewed and Nothing Removed	Items Removed and User Informed	Screened Items:	
Hold Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Requests:		
<input type="checkbox"/> Additional charge outs and signatures on reverse side			
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			

REFERENCE SERVICE SLIP Archival Research Room Record Request National Archives at St. Louis			Date:
<b>REQUESTER INFORMATION</b>			
Name (Please Print – Last, First, Middle)		Researcher ID Card Number	
E-Mail Address:		Phone Number:	
<b>INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)</b>			
Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth	
<b>MILITARY SERVICE</b>		<b>CIVILIAN SERVICE</b>	
Branch of Service: <input type="checkbox"/> Air Force <input type="checkbox"/> Army Air Corps <input type="checkbox"/> Army Air Force <input type="checkbox"/> Army <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> Coast Guard <input type="checkbox"/> Unknown		(Agency & Location)	
Type of Rank: <input type="checkbox"/> Enlisted <input type="checkbox"/> Officer <input type="checkbox"/> Unknown		Service Period (Check all that apply): <input type="checkbox"/> 1939 & Prior <input type="checkbox"/> 1940 - 1950 <input type="checkbox"/> 1950 & After	
Date & Place of Death:		State of Residence (upon entry into service):	
Other Identifying Information (Parent's Names, CSC Number, etc.)		Other Identifying Information (Maiden Name, Job Title, etc.)	
Researcher Signature:		<i>This Space Intentionally Left Blank</i>	
<b>STAFF USE ONLY</b>			
Appointment Time and Date:		Additional Researchers: <input type="checkbox"/> Yes <input type="checkbox"/> No	
CMRS Service Request Number:		Attendant Signature:	
CMRS Search Request Number(s):		Remarks:	
<b>SCREENING NOTES</b>			
<input type="checkbox"/> Reviewed and Nothing Removed		<input type="checkbox"/> Items Removed and User Informed	
Hold Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Requests:	Screened Items:	
<input type="checkbox"/> Additional charge outs and signatures on reverse side		Time Out: Final Return:	
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION			



# Planning ahead...

16



## Why are appointments so important?

- Does the record even exist?
- Is the record archival yet?
- Does it need treatment?



# Search & Storage

17

Roughly 50 degrees Fahrenheit  
35-45% RH  
Holds maximum of 125,000 cubic feet





# Record Review (Mold ID)

18

- Identify the type of request and the needs of the record based on condition.





# Archival Determination

19

- What is archival?
  - 62 years after the individual's separation from the military
  - For example, my grandfather's discharge was in September 1957  
 $2017 - 62 = 1955$
  - His record will become archival in September 2019

When will all B-files be archival?

Bulk date before early 60s

$1964 + 62 = 2026$



## CODE OF ETHICS

I. The conservation professional shall strive to attain the highest possible standards in all aspects of conservation, including, but not limited to, preventive conservation, examination, documentation, treatment, research, and education.

II. All actions of the conservation professional must be governed by an informed respect for the cultural property, its unique character and significance, and the people or person who created it.

III. While recognizing the right of society to make appropriate and respectful use of cultural property, the conservation professional shall serve as an advocate for the preservation of cultural property.

IV. The conservation professional shall practice within the limits of personal competence and education as well as within the limits of the available facilities.

V. While circumstances may limit the resources allocated to a particular situation, the quality of work that the conservation professional performs shall not be compromised.

VI. The conservation professional must strive to select methods and materials that, to the best of current knowledge, do not adversely affect cultural property or its future examination, scientific investigation, treatment, or function.

VII. The conservation professional shall document examination, scientific investigation, and treatment by creating permanent records and reports.

VIII. The conservation professional shall recognize a responsibility for preventive conservation by endeavoring to limit damage or deterioration to cultural property, providing guidelines for continuing use and care, recommending appropriate environmental conditions for storage and exhibition, and encouraging proper procedures for handling, packing, and transport.

IX. The conservation professional shall act with honesty and respect in all professional relationships, seek to ensure the rights and opportunities of all individuals in the profession, and recognize the specialized knowledge of others.

X. The conservation professional shall contribute to the evolution and growth of the profession, a field of study that encompasses the liberal arts and the natural sciences. This contribution may be made by such means as continuing development of personal skills and knowledge, sharing of information and experience with colleagues, adding to the profession's written body of knowledge, and providing and promoting educational opportunities in the field.

XI. The conservation professional shall promote an awareness and understanding of conservation through open communication with allied professionals and the public.

XII. The conservation professional shall practice in a manner that minimizes personal risks and hazards to co-workers, the public, and the environment.

XIII. Each conservation professional has an obligation to promote understanding of and adherence to this Code of Ethics.

# Documentation

# 20

[Blog](#) | [CoOL](#) | [Wiki](#)

# AIC

AMERICAN INSTITUTE FOR CONSERVATION OF HISTORIC AND ARTISTIC WORKS

Search

[About Conservation](#) | [Resources](#) | [Membership](#) | [Specialty Topics](#) | [Annual Meeting](#) | [Emergencies](#) | [Courses](#) | [Grants](#) | [Jobs](#) | [Contact](#)

[Find A Conservator](#)

[Member Center](#)

[Donate](#)

[Annual Meeting](#)

[Shop](#)

## About Conservation

[Home](#) / [About Conservation](#) / [Frequently Asked Questions](#)

## Frequently Asked Questions

### What is conservation?

Conservation encompasses actions taken toward the long-term preservation of cultural property. Conservation activities include examination, documentation, treatment, and preventative care, supported by research and education.

### How is conservation different from restoration?

Sometimes confusion arises about the terms "restoration" and "conservation." *Restoration* is actually a type of conservation treatment. It specifically refers to an attempt to bring cultural property closer to its original appearance. The other type of conservation treatment is *stabilization*, which refers to an attempt to maintain the integrity of cultural property and to only minimize deterioration.



# CMRS = Case Management and Reporting System

21

The screenshot displays the CMRS web application interface. At the top, there is a menu bar with options: File, Edit, View, Navigate, Query, Tools, and Help. Below this is a navigation bar with tabs: Registry, All Service Details, Search Request, Application Administration, All MPR Requests, Literature, and Home. The main content area is titled "Search Request (Wandering) - Preservation" and includes a "Click Button To Start" button and a "Begin Scan" button. Below this is a section for "Last Scanned Search Request" with a "Query" button. The interface is divided into three main sections: Search Request, Service Request, and Core. The Search Request section contains fields for Search Request #, Searcher Assigned To, Searcher Assigned Date, Search Status, Next Search Type, In Staging, Out Of Annex, Refile, In Core, Out of Core, Released to Search, and In Preservation. The Service Request section contains fields for Request Number, Source, Complexity, and Request Status. The Core section contains fields for Core, Team, Room, Last Name, First Name, Phone, In Core, and Out of Core. At the bottom, there is a "Registry" section with fields for Registry Prefix, Registry #, Service Code, Veteran Name, and SSN/USN.

File Edit View Navigate Query Tools Help

Wandering: Saved Queries: \* Null Query Log Out

Registry All Service Details Search Request Application Administration All MPR Requests Literature Home

All Search Requests Wandering - Refile Wandering - Preservation

Search Request (Wandering) - Preservation No Records

Menu Click Button To Start

Begin Scan

Last Scanned Search Request No Records

Menu Query

Search Request Service Request Core

Search Request # Searcher Assigned To Searcher Assigned Date Search Status Next Search Type In Staging Out Of Annex Refile In Core Out of Core Released to Search In Preservation

Request Number Source Complexity Request Status

Core Team Room Last Name First Name Phone In Core Out of Core

Registry Registry Prefix Registry # Service Code Veteran Name SSN/USN



# Treatment Tracking database

22

Treatment Tracking : Database (Access 2007) - Microsoft Access

Security Warning Certain content in the database has been disabled Options...

Tracking Table

Tracking Table

ID (New) Archival Status Registry Priority Name Request Type Service Number Report Generated Date Service Code Mold ID Date SR# Determination Date Pocket Queue: DPAA VA Copies released to Room 303

Wanted Date Wanded By Vac Queue Date Vac Queue By Humid Queue Date Humid Queue By Mend Queue Date Mend Queue By QC Queue Date QC Queue By C/O Date C/O to ARR By Returned Date List Number Released to Requester Date Released By To Reformatting Date To Reformatting By Returned from Reformatting Date Returned from Reformatting By

Notes

Record: 1 of 5745 of 5745 No Filter Search



# Treatment Tracking log

23

DB \_\_\_\_\_ S: \_\_\_\_\_ ID: 4500

### Record Treatment Log

Registry #: B00000000 Name: VENINCASA, L. SC: AR SN/SSN: 0000000000

SR#: 2-0000000000 Archival Status: Archival Priority: High Request Type: ARR

Queue: Vacuum Report Gen. Date: 12/29/2016 Mold ID Date: 12/30/2016 Determination Date: 12/30/2016

Stamp Transferred By \_\_\_\_\_ Copies (Initials) \_\_\_\_\_ Total \_\_\_\_\_ Date \_\_\_\_\_

#### Vacuumping & Surface Cleaning

Date	Tech	Pages Cleaned (Range)	# Mylar Sheets Used	Partials Removed (# of Pages)	Time (H:MM)	Mold	Distorted	Burned	Brittle	Fused	Debris	Completed	Notes
												Y N	
												Y N	
												Y N	
												Y N	
												Y N	
												Y N	

Total: \_\_\_\_\_

Partials: Clean and collate all partials. Record the page range, name and service number in the Partials Removed section. Place partials in an interfile folder at the back of the original file after all treatment is completed.

#### Further Treatment Needed

<input type="checkbox"/> un-deteriorated tape	NA	<input type="checkbox"/> other adhesives	NA
<input type="checkbox"/> deteriorated tape	NA	<input type="checkbox"/> unseparated fused pages	NA

Notes: \_\_\_\_\_

Check all boxes that apply, write the page numbers next to the condition type. Fused pages DO NOT INCLUDE pages meant to be adhered together. Tracking DB ☐

#### Humidification

Tested		Humidification		In Press		Out of Press	
TECH	DATE	TECH	DATE	TECH	DATE	TECH	DATE
Pages (list only the pages treated)							

Media offsets when tested: \_\_\_\_\_

Notes: \_\_\_\_\_

Tracking DB ☐

#### Treatments

Date	Tech	Task Code	Time (H:MM)	Collated Pages Treated	Notes (Include Type of Treatment)
					Heat Set <input type="checkbox"/>
					Heat Set <input type="checkbox"/>
					Heat Set <input type="checkbox"/>
					Heat Set <input type="checkbox"/>

Treatment Completed Date \_\_\_\_\_ Tech \_\_\_\_\_

Tracking DB ☐

#### Partials Removed

Date	Tech	Page Range	Name	Service Number	Notes

#### QC

Vacuumping	Testing	Humidification	Press	Mending

Collation numbers not in record: \_\_\_\_\_

Tracking DB ☐



# Once in Preservation

24

Surface  
cleaning

- All records

If needed:

- Humidification and flattening
- Mending
- Content recovery (CR)

Quality check

- Final set of eyes



# Surface Cleaning

25

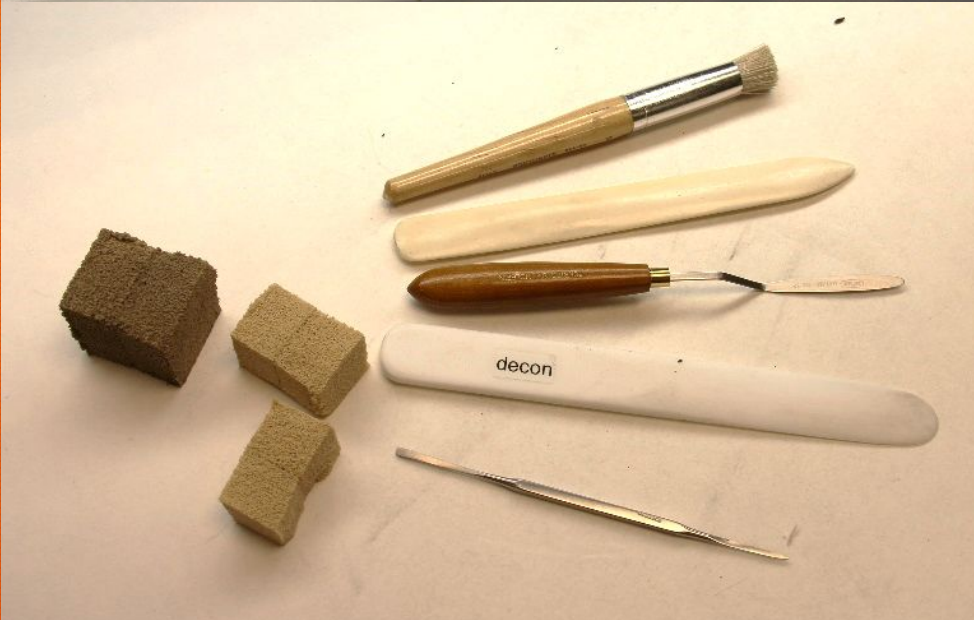






Left: Schucco-Vac

Below: Schucco brush attachment gently removes debris



Preservation tools:

- Soot sponges - traps particulates
- Brushes - loosens debris
- Bone folder - smooths out creases
- Holbien spatula - separates and lifts pages
- Teflon lifter - separates especially fused pages
- Microspatula - removes fasteners, separates pages

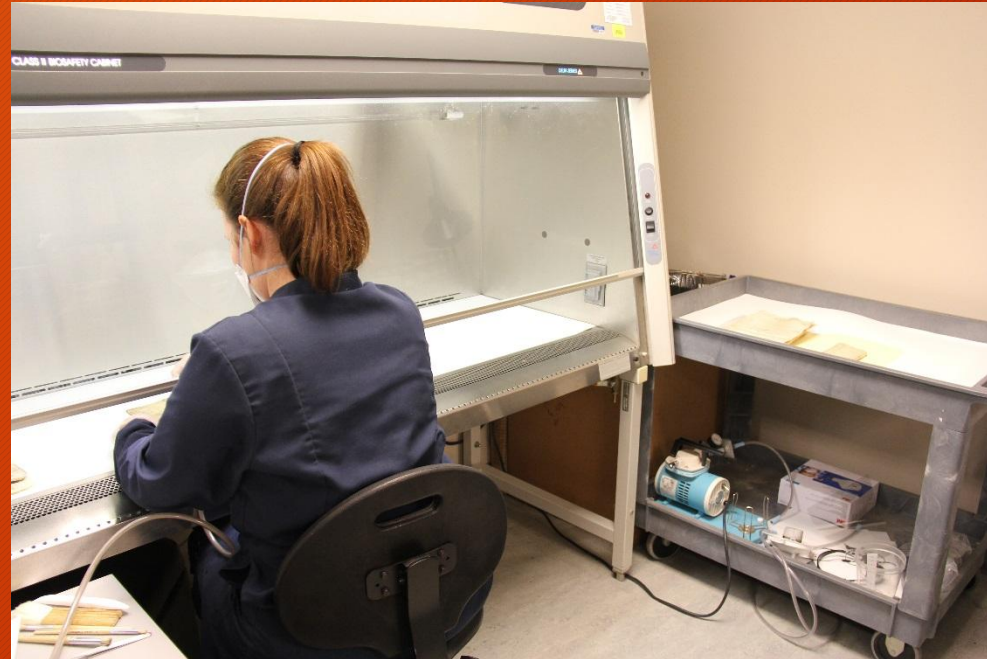


# PPE = personal protective equipment

27



Examining a selective service ledger in the fume hood while wearing gloves.



A technician utilizing the fume hood while wearing a mask, gloves, and smock.



# Humidification and flattening

28





# Preventing cross contamination

While mold is inactive and has been brought to 'normal' levels, we don't want to introduce mold spores to unaffected records.

29



B-files have a specific dome, press, and materials.



Clean dome and press





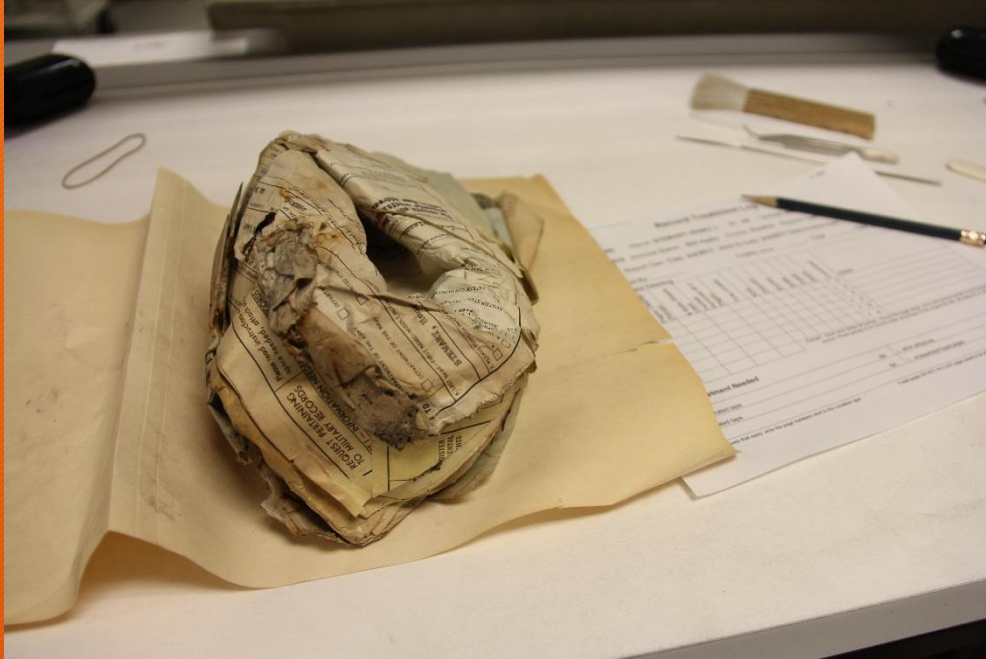
# Tray humidification vs Dome – increased efficiency





# Before & After

31







# Mending

32







# Reversibility is key

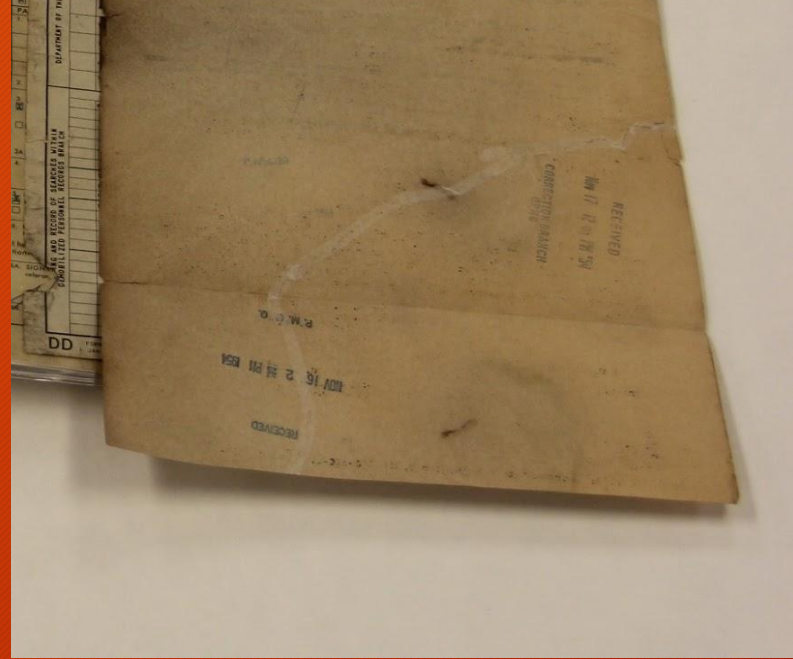
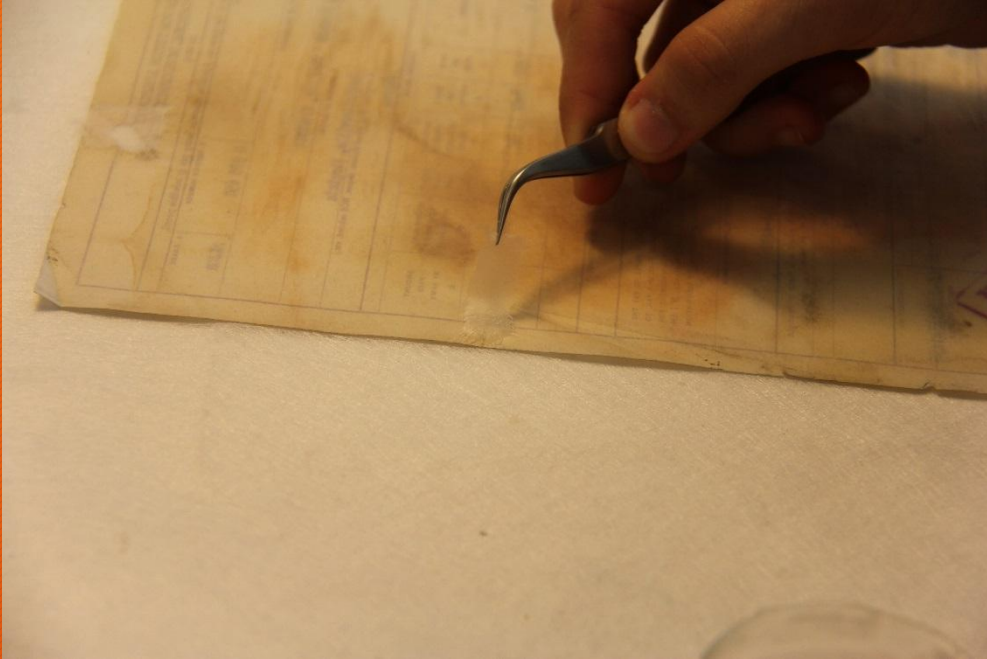
34

Using conservation grade adhesive and strips of Japanese tissue, we mend large tears and completely detached fragments.



Wheat starch paste being strained through a *NORIKOSHI*, or horse hair strainer.

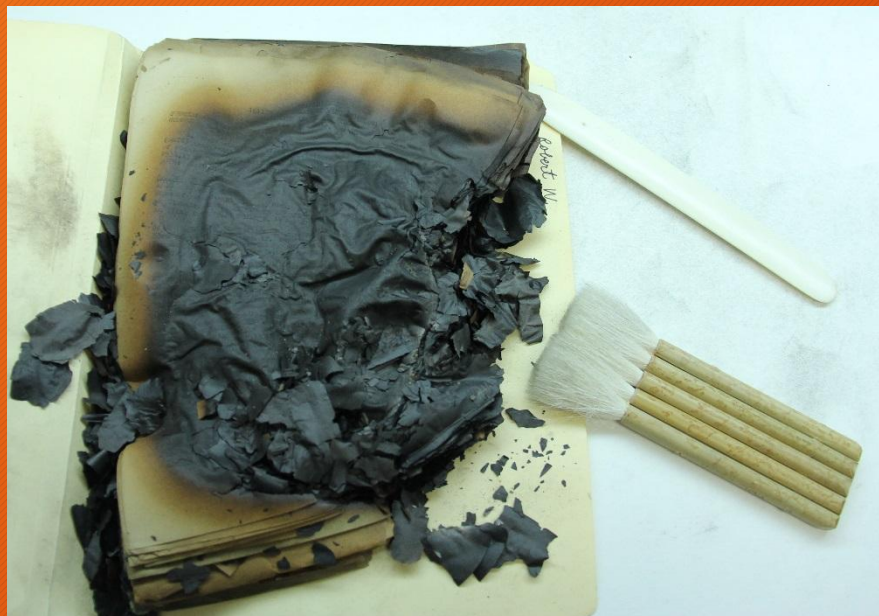






# Content Recovery (CR) Scanning

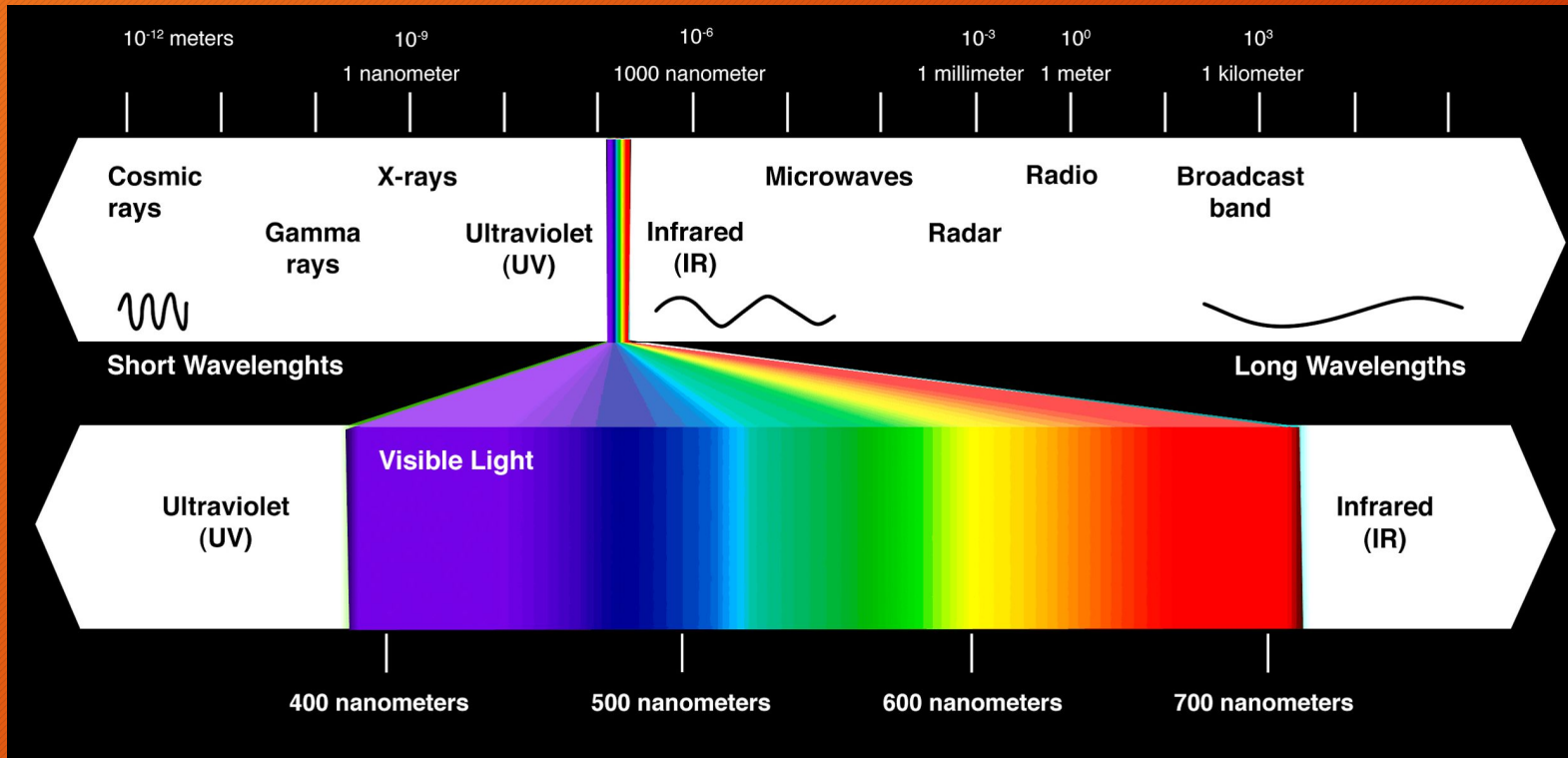
36





# How does it work?

37



Utilizing infrared filters, we can recover information previously considered 'lost'



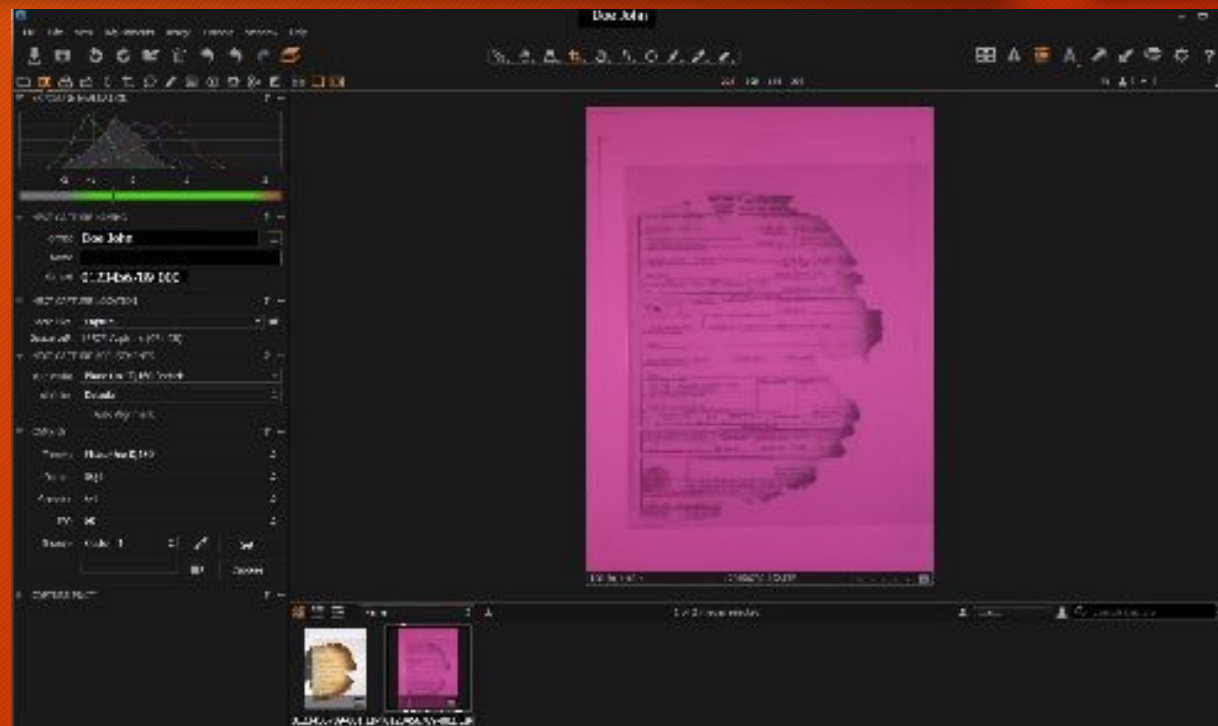
# What is a good candidate for CR scanning?

38

- Information cannot be revealed via a copier.
- Printed or typed inks.
- High amount of dark brown to black charring into areas of information.
- Brittle and fragmented charring that would be damaged with repeated handling.









# Results

40

Personnel Actions Memorandums Nr 145, Headquarters 3rd Bombardment Sq, APO 994, San Francisco, California, 9 September 1958

10. Paragraph 15, Personnel Actions Memorandums Nr 139, this Memorandum, pertaining to duty assignment of A/3C CHARLES D RAYMOND, AF19559760, A&E Maintenance Sq, APO 64, is hereby REVOKED.

11. A/3C CHARLES W RAYMOND, AF19559760, Primary and Control AFSC 6303D A&E Maintenance Sq, APO 64, is assigned duty as Warehousing Specialist, duty AFSC 64150, on-the-job-training code C. Month of travel date is 28 Jan 60, tour completion date is 6 Jan 59. Functional account code is 80010.

12. A/1C EDWARD M FREITAS, AF29043765, Primary and Control AFSC 43151D Bombardment Sq (Tactical), this station, is assigned duty as Aircraft Mechanic, duty AFSC 43151D. Month of travel date is 28 Jan 60, tour completion date is 12 Feb 60. Functional account code is 80010.

13. A/3C RANDALL J REID, AF19574502, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152, on-the-job-training code C. Month of travel date is 21 May 60, tour completion date is 21 May 60. Functional account code is 80410.

14. A/2C ARTHUR A BURGESS, AF21707269, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152. Month of travel date is 12 Jul 60, tour completion date is 27 Jul 60. Functional account code is 80410.

15. A/3C RICHARD C LITTLE, AF13595702, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152, on-the-job-training code C. Month of travel date is 22 May 60, tour completion date is 22 May 60. Functional account code is 80410.

16. SSGT DURWARD L EPPS, AF14626212, Primary and Control AFSC 43151D Bombardment Sq (Tactical), this station, is assigned duty as Aircraft Mechanic, duty AFSC 43151D. Month of travel date is 10 Aug 60, tour completion date is 25 Aug 60. Functional account code is 80010.

17. SSGT EDWARD T GERRIOR, AF12441121, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152. Month of travel date is 25 Jun 60, tour completion date is 10 Jul 60. Functional account code is 80410.

18. So much of paragraph 1, Personnel Actions Memorandums Nr 145, Headquarters 3rd Bombardment Sq, APO 994, San Francisco, California, 9 September 1958, pertaining to additional AFSC of MAJ ALVAN P SCHAEFER, AF09777, Field Maintenance Sq, this station, as reads: "3rd Field"

FOR THE COMMANDER:

DISTRIBUTION: "S"

Personnel Actions Memorandums Nr 145, Headquarters 3rd Bombardment Sq, APO 994, San Francisco, California, 9 September 1958

10. Paragraph 15, Personnel Actions Memorandums Nr 139, this Memorandum, pertaining to duty assignment of A/3C CHARLES D RAYMOND, AF19559760, A&E Maintenance Sq, APO 64, is hereby REVOKED.

11. A/3C CHARLES W RAYMOND, AF19559760, Primary and Control AFSC 6303D A&E Maintenance Sq, APO 64, is assigned duty as Warehousing Specialist, duty AFSC 64150, on-the-job-training code C. Month of travel date is 28 Jan 60, tour completion date is 6 Jan 59. Functional account code is 80010.

12. A/1C EDWARD M FREITAS, AF29043765, Primary and Control AFSC 43151D Bombardment Sq (Tactical), this station, is assigned duty as Aircraft Mechanic, duty AFSC 43151D. Month of travel date is 28 Jan 60, tour completion date is 12 Feb 60. Functional account code is 80010.

13. A/3C RANDALL J REID, AF19574502, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152, on-the-job-training code C. Month of travel date is 21 May 60, tour completion date is 21 May 60. Functional account code is 80410.

14. A/2C ARTHUR A BURGESS, AF21707269, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152. Month of travel date is 12 Jul 60, tour completion date is 27 Jul 60. Functional account code is 80410.

15. A/3C RICHARD C LITTLE, AF13595702, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152, on-the-job-training code C. Month of travel date is 22 May 60, tour completion date is 22 May 60. Functional account code is 80410.

16. SSGT DURWARD L EPPS, AF14626212, Primary and Control AFSC 43151D Bombardment Sq (Tactical), this station, is assigned duty as Aircraft Mechanic, duty AFSC 43151D. Month of travel date is 10 Aug 60, tour completion date is 25 Aug 60. Functional account code is 80010.

17. SSGT EDWARD T GERRIOR, AF12441121, Primary and Control AFSC 42152 Field Maintenance Sq, this station, is assigned duty as Hydraulic Repairman, duty AFSC 42152. Month of travel date is 25 Jun 60, tour completion date is 10 Jul 60. Functional account code is 80410.

18. So much of paragraph 1, Personnel Actions Memorandums Nr 145, Headquarters 3rd Bombardment Sq, APO 994, San Francisco, California, 9 September 1958, pertaining to additional AFSC of MAJ ALVAN P SCHAEFER, AF09777, Field Maintenance Sq, this station, as reads: "3rd Field"

FOR THE COMMANDER:

DISTRIBUTION: "S"

ROBERT F. FLEMMING  
Captain, USAF  
Assistant for the Commander

Without digital enhancing

With digital enhancing



# Quality Check

Each record receives a final inspection by a preservation specialist.

ANOTHER DAY AT THE  
**NATIONAL ARCHIVES**



**Ensuring our veterans' records are preserved**

Brought to you by the Preservation Awareness Committee



# S is for Safeguarded File

42

B and R files that received treatment are converted to S files, or safeguarded files, in the registry (inventory system).

These records can be requested and utilized without having to go through preservation.





# Want to learn more conservation?

43

## National Archives

- Visit our webpage:  
<https://www.archives.gov/preservation>
- Facebook:  
<https://www.facebook.com/nationalarchivespreservation/>
- Instagram: [@preservearchives](https://www.instagram.com/preservearchives)

American Institute for Conservation of  
Historic and Artistic Works (AIC)  
webpage:  
<http://www.conservation-us.org/>



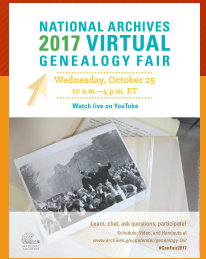


# Questions?

44







# Thank you for attending!

If we did not get to your question,  
you may submit it to [inquire@nara.gov](mailto:inquire@nara.gov)

---

Today's video recording and materials  
will remain available at  
[www.archives.gov/calendar/genealogy-fair](http://www.archives.gov/calendar/genealogy-fair)