Welcome!

The National Archives and Records Administration (NARA) is pleased to present this educational series of lectures on how to do family research. As one of the nation’s premier genealogy institutions, it is our mission to inform the public about the National Archives’ holdings that relate to family history and to make those holdings available.
About the Lecture Series

Lectures demonstrate how to use federal records and other resources for genealogical research for beginning to experienced family historians. Our presenters include experts from the National Archives nationwide representing our facilities in College Park, MD; Denver, CO; New York City, NY; St. Louis, MO; and Washington, DC.
Join the conversation!

Participate with the presenters and other family historians during the live event.

Live Chat on YouTube:
log in and type your questions and comments

Join us at @USNatArchives on Twitter #GenieSeries2021
## May Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Title</th>
<th>Presenter</th>
</tr>
</thead>
</table>
| Tuesday, May 4      | Preserving and Digitizing Personal Photo Albums and Scrapbooks               | Sara Holmes  
Conservator in Preservation Programs  
National Archives at St. Louis, MO |
| 1 p.m. ET           |                                                                              | Noah Durham  
Supervisory Preservation Specialist  
National Archives at St. Louis, MO |
| Wednesday, May 12   | Finding Genealogy Resources and Tools on Archives.gov                       | Sarah Swanson  
Website Liaison  
National Archives at College Park, MD |
| 1 p.m. ET           |                                                                              | Missy McNatt  
Education Specialist  
National Archives in Washington, DC |
| Wednesday, May 19   | Tips and Tools for Engaging Family with Your Research Finds                 | Dorothy Dougherty  
Virtual Public Programs Director  
National Archives at New York City, NY |
<p>| 1 p.m. ET           |                                                                              |                                                                         |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Session Title</th>
<th>Presenter</th>
</tr>
</thead>
</table>
| Tuesday, June 1    | From Here to There: Researching Office of Indian Affairs Employees             | Cara Moore Lebonick
       | 1 p.m. ET                  | Reference Archives Specialist  
                   |                                 | National Archives at St. Louis, MO       |
|                    |                                                                               | Cody White
                   |                                | Archivist and Native American Related Records  
                   |                                | National Archives Expert  
                   |                                | National Archives at Denver, CO       |
| Tuesday, June 8    | Civil War Union Noncombatant Personnel: Teamsters, Laundresses, Nurses, Sutlers, and more | Claire Kluskens
       | 1 p.m. ET                  |                                                                               | Genealogy/Census Subject Matter Expert  
                   |                                 | Digital Projects Archivist  
                   |                                | National Archives in Washington, DC |
| Tuesday, June 15   | Merchant Marine Records at The National Archives at St. Louis                 | Theresa Fitzgerald
       | 1 p.m. ET                  |                                                                               | Director  
                   |                                 | National Archives at St. Louis, MO   |
After the broadcast, the video presentation and handout will remain available.
From Here to There: Researching Office of Indian Affairs Employees

Researching ancestors who worked for federal agencies is a popular topic at the National Archives and Records Administration (NARA). This presentation will tie together the Bureau of Indian Affairs (BIA) Official Personnel Files (OPF) held in St. Louis with agency records located in various NARA field sites. The session will open with what can be found in the OPFs and how to request them. Cara Moore Lebonick will conduct a deep dive into several OPF’s of Native women employed by the BIA. Cody White will then explore how further information can be found in the regional records of the BIA. Together Cara and Cody will show how the holdings across the National Archives can provide a more complete genealogical story.
Meet Cara and Cody

Cara Moore Lebonick is a reference archives specialist for the National Archives at St. Louis, where she has been employed since 2013. She is a Ph.D. student at Saint Louis University and holds an M.A. in history and a post baccalaureate in museum studies from Southern Illinois University as well as an M.A. in American studies from Saint Louis University.

Cody White is an archivist with the National Archives at Denver and the agency Subject Matter Expert for Native American–Related Records. He holds a B.A. in history from the University of Minnesota Twin Cities and a Master of Library and Information Science from University of California, Los Angeles. He has been with the National Archives since 2012.
From Here to There: Researching Office of Indian Affairs Employees

Cara Moore Lebonick and Cody White

June 1, 2021
Official Personnel Folders (OPFs)

Official Personnel Folders are the records created during an individual’s time in federal service, also called 201 Files. The National Archives at St. Louis holds such records for former employees of Executive Branch agencies and the Library of Congress. Archival records date from the mid-19th century through 1951.

Records of individuals separated from service prior to 1952 are permanently accessioned. These records are in the legal custody of the National Archives and accessible to the public.

Certain information is restricted under terms of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) and the Personal Privacy Act.

Commonly Featured:

- Summary of service
- Application to service
- Efficiency reports
- Changes in duties and pay
- Correspondence regarding appointment or circumstances

The National Archives at St. Louis holds more than 100 million former executive branch employee and military personnel records dating back to the 19th century.
Dear Sir,

I hereby make an application for a position in the Indian Service at Lame Deer by reason that my father died recently and my mother and sister left alone. I feel that I am left with no means to support myself and my younger sister. I am now living here and I can go to the school. I am about 18 years old. I hope to be of use at your earliest convenience. Very Respt, Mary King

Very respectfully,

Mary J. Hard
Bureau of Indian Affairs

Agency within the Department of the Interior

Employed Native Americans, with varying preference and minimum tribal affiliations, as part of the overall mission

Employed for a full range of positions from janitors and laundress to teachers and agents up to Superintendents and doctors.

In Re. Application of Mary King

for appointment.

Oconomowoc, Wis., June 20th, 1916

The Commissioner of Indian Affairs,
Washington, D. C.

Sir:

I have the honor to forward the application of Mary King, an Oconomowoc, 35 years of age, for appointment as laundress in Minnesota or Wisconsin. Mary is an Oconomowoc, of fair education, good manners, and accustomed to household duties at home and for a time in private families, and I think will make a good employee. Her mother is a widow, rather advanced in years, and for that reason Mary desires appointment in Wisconsin, or Minnesota, as her mother may require her attention later.

Mary plays the piano with some skill, but has no other musical ability. Her home is near the school and I have known her many years, and consider her an estimable young woman.

Very respectfully,

[Signature]

Superintendent.
BIA records

What you can find

- Service Record Cards
- OPFs
- Miscellaneous series

What you can track to another source

- Field sites
- National Archives in Washington, DC

Mary Dissette, Service Record Card; Official Personnel Folders—Department of the Interior, Bureau of Indian Affairs; Record Group 146: National Archives, St. Louis.
Marie S. Haddan

Haddan, Marie S.; Official Personnel Folders—Department of the Interior, Bureau of Indian Affairs; Record Group 146: National Archives, St. Louis.
Haddan Continued

I. QUALITY OF PERFORMANCE

(a) Reliability: ability to do the job efficiently and as called for. 
(b) Punctuality: ability to arrive at work on time. 
(c) Meticulousness: ability to do the job properly and accurately. 
(d) Attention to details: ability to notice small details that may affect the quality of the work. 
(e) Independence: ability to work without supervision. 
(f) Initiative: ability to suggest and carry out improvements in the work. 
(g) Initiative: ability to suggest and carry out improvements in the work. 
(h) Initiative: ability to suggest and carry out improvements in the work. 
(i) Initiative: ability to suggest and carry out improvements in the work. 
(j) Initiative: ability to suggest and carry out improvements in the work. 

II. PRODUCTIVENESS

(a) Amount of work accomplished: ability to do the job quickly. 
(b) Efficiency of use of time: ability to work efficiently. 
(c) Projection of work: ability to plan and organize work. 
(d) Supervisory activity: ability to supervise and direct the work of others. 
(e) Supervisory activity: ability to supervise and direct the work of others. 
(f) Supervisory activity: ability to supervise and direct the work of others. 
(g) Supervisory activity: ability to supervise and direct the work of others. 
(h) Supervisory activity: ability to supervise and direct the work of others. 
(i) Supervisory activity: ability to supervise and direct the work of others. 

III. QUALIFICATIONS SHOWN ON JOB

(a) Knowledge of job-related information: ability to do the job. 
(b) Ability to work with and direct others. 
(c) Ability to work with and direct others. 
(d) Ability to work with and direct others. 
(e) Ability to work with and direct others. 
(f) Ability to work with and direct others. 
(g) Ability to work with and direct others. 
(h) Ability to work with and direct others. 
(i) Ability to work with and direct others. 
(j) Ability to work with and direct others. 

Signed, Director of Personnel
Telling the Tale

Superintendent of County Schools Says Much Progress Made

"Even in the type of tremendously pressing problems, to my mind the most important is that of educating the youth of today to become better citizens tomorrow. Every child in Maya County should have the best chance possible for a happy, full life and every bit of education that is capable of reaching and touching that advantage," says Mr. A. B. Adams, county superintendent. The county superintendent made this statement at a recent meeting of the board of education.

Before assuming the duties of county superintendent, Mr. Adams had thoroughly studied the problems of this county through practical experience and careful observation. During her administration as county superintendent, she hopes to raise the standard of instruction in the rural schools so that they may improve upon par with other schools in the state in equipment and teaching methods. Her teaching ability is thoroughly demonstrated in the elementary schools and she is known as the fundamental force in her department.

Miss Adams is thoroughly familiar with the literature in promoting the principles and practice of education in this country. Her wide experience with parents and teachers has developed a strong understanding of the teaching profession which she has carried to the rural schools in the county. Her warmth and enthusiasm are extremely interesting in the work she does.

Miss Adams is a native of the county and is an active member of the community. She is a graduate of North Carolina State Teachers College with a degree in education. She has served as teacher and superintendent of rural schools in the county. Her knowledge and experience make her a valuable asset to the rural schools of the county.
Mr. R. B. Fryer

Sept., Navajo Agency

Attention: Mrs. Adams

Dear Mr. Fryer:

Mr. George C. Wells, Superintendent of Indian Education for the
Debate area, and Superintendent Dickens of the Cheyenne River Agency,
South Dakota, have indicated that they would be glad to have the
services of Miss Marie S. Hadden, Teacher Community School, Rapid City,
Boarding School, Rapid City Agency, provided you would be willing to ac-
ccept Miss Wanda N. Marsh, Teacher Junior High at the Cheyenne River
Boarding School, Cheyenne River, South Dakota.

Miss Marsh has been at Cheyenne River for a number of years and her
efficiency ratings have ranged from good to very good. The
Cheyenne River Agency has a new unit dormitory setup and Miss
Marsh apparently is not interested in dormitory work aside from her
regular teaching duties. As you know, where we have unit dormitories,
the teachers are required to live with the youngsters in the dormitory
unit. In the event Miss Hadden is not interested in work of this
type I am sure that Mr. Wells and Mr. Dickens would not recommend
her transfer.

In the event the proposed transfers are acceptable to you it
will be appreciated if you will discuss the matter with Miss Hadden
and give us your decision at your earliest convenience.

Sincerely yours,

P. W. Dickinson
Assistant Director of Education

Enclosure 290318
of Navajo Agency
RARE BITS

UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF INDIAN AFFAIRS
FIELD SERVICE

CERTIFICATE OF WORK DONE AT SUMMER SESSION

This is to certify that Marie S. Hadden, an employee
of the United States Indian Service, attended the Santa Fe Session, Indian Service Summer School
from August 5 to August 23, 1938, and performed the work
required in the following courses during the period of attendance:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits Earned</th>
<th>Credits Required</th>
<th>Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living with the Navaho Community</td>
<td>3</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Social Factors in Relation to Curriculum Teaching</td>
<td>3</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>The Relation of Artifacts, Navaho Cemetery Staff, Navaho to Curriculum Teaching</td>
<td>3</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Career Opportunities to be Derived from Operation of Social Welfare Agencies</td>
<td>3</td>
<td>3</td>
<td>B</td>
</tr>
</tbody>
</table>

This form is to be filled out by the Director of the Santa Fe Session for all Indian Service employees taking educational leave. The employee will forward the completed form to the Indian Office through their superintendent.

Nov., 1894
[Last date of entering government service.]

If application is for sick leave, an explanation of condition

Place.

January 6, 1939

Miss Marie S. Hadden
Teacher, Community School,
Toledano Boarding School,
Through Dept. Indian Affairs.

My dear Miss Hadden:

On October 4 we sent you a Reference Letter form, for your
execution and return, concerning the services of Dr. Clifford J.
King, who was employed as teacher under your supervision when
you were County Superintendent of the district in Hayes
County, Oklahoma, during the years 1929-30. We did not receive
the Reference Letter and on November 30 we sent you a call-up
card, asking that you return it as soon as possible. Apparently
you still have not returned the form, so I am enclosing another
and you are requested to fill it out and return it immediately
so that we may have complete information concerning Dr. King's
qualifications as a teacher.

Sincerely yours,

[signed]
E. L. Compton,
Supervisory Employment Agent.

Enclosure 104596.

*DOE*

Original mailed
Miss Hadden
1-11-30
Before and After

Marie Haddan, Letter(s); Official Personnel Folders—Department of Interior, Bureau of Indian Affairs; Record Group 146: National Archives, St. Louis.

Mary King, Letter; Official Personnel Folders—Department of the Interior, Bureau of Indian Affairs; Record Group 146: National Archives, St. Louis.
What do you Need to Move from Here to There?

How do I submit a written request for copies of personnel records?

Certain basic information required to locate civilian personnel records includes:

- full name used during federal employment (first, middle, last, maiden (if applicable)),
- date of birth,
- name of employing federal agency,
- beginning and ending dates of federal service

Email [preferred]: stl.archives@nara.gov

www.archives.gov/st-louis/opf
Bureau of Indian Affairs agencies, subagencies, substations, schools, hospitals, and other jurisdictions dot the west, as seen in this 1935 map, and so records today are found at National Archives facilities nationwide.

National Archives at College Park, Cartographic
(NAID 100306991)
A young Marie Haddan in the Dawes Commission records, 1906

National Archives at Fort Worth (NAID 44866399)
Circa 1937 “Marie Haddan” file in Decimal Correspondence collection, Navajo Service

National Archives at Denver (NAID 6041235)
“Two men on horseback follow the herd down the road” on the Cheyenne River Reservation

National Archives at Kansas City (NAID 285229)

Cheyenne River Agency records are held by the National Archives at Kansas City!
Miss Haddan, teacher of seventh and eighth grades, is probably the outstanding critic of the unit dormitory and more or less of a trouble maker. Miss Schott who is a fine teacher is involved, as
NOTE!
Records can vary greatly by office or jurisdiction

Records about employees can be found in dedicated series...

...or buried in massive administrative series
Three of many letters written by Mary Dissette at the Pueblo and Jicarilla Agency, 1903, 1895, 1896

National Archives at Denver (NAID 1353890)
Mary Dissette at the Santa Fe Indian School, 1898 school year

National Archives at Denver
(NAID 1692901 and 1353902)
Columbia River District employees, Territory of Washington, 1858

National Archives in Washington, DC
(NAID 177608227)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A. Tarnuduck</td>
<td>New York</td>
<td>West Ist. July</td>
<td>Sept. 1, 1857</td>
<td>100 lbs. $1.58.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Charles Lane</td>
<td>Homer</td>
<td>New York</td>
<td>Jan. 1, 1857</td>
<td>100 lbs. $1.58.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Joseph Jacob</td>
<td>Freeburg</td>
<td>Iowa</td>
<td>Apr. 20, 1857</td>
<td>100 lbs. $1.58.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>John Jackson</td>
<td>Freeburg</td>
<td>Iowa</td>
<td>May 21, 1857</td>
<td>100 lbs. $1.58.</td>
<td></td>
</tr>
</tbody>
</table>

Respectfully forwarded. This applicant has been absent since January 1 of the present year, as follows:

[Handwritten note]

Wm. Abraham, Acting Agent, 1857
June 30, 1857
Things to find: evaluations

Excerpts from efficiency reports of staff at Fort Belknap Agency

National Archives at Denver (NAID 2576614)
Things to find: inspections and reports

Monthly report and inspection report from Lodgepole Day School, Fort Belknap Agency

National Archives at Denver
(NAID 2575526 and 2575534)
Things to find: photographs

Faculty photographs from the Albuquerque Indian School

National Archives at Denver (NAID 31491664)
Things to find: photographs

New BIA photograph website with digitized photographs searchable by state, tribal nation, and topic - such as “Bureau of Indian Affairs personnel personnel

www.archives.gov/research/native-americans/bia/photos/
Things to find: school annuals


The 1926/1927 “Pow-Wow,” Albuquerque Indian School, New Mexico

ANITA JO STEVENS

The senior class proudly dedicates our 1983 memories, stories, and many glories, to you, Mrs. Stevens, for all you have helped us to attain and maintain during our final year in high school. Thank you, Mrs. Stevens, we appreciate your caring thoughts that have made our senior year very memorable.

National Archives at Seattle (NAID 26437230)

National Archives at Denver (NAID 68888428)
Things to find: where they worked

“Government Buildings” at the Fort Berthold Agency
National Archives at Kansas City (NAID 45641529)

“Plan of School Building for Miami Indians”
National Archives at College Park Cartographic (NAID 50926132)
Things to find: miscellaneous paperwork

Various day school records from the Fort Belknap Agency.

Leave of absence form from the Fort Peck Agency

National Archives at Denver (NAID 139071249)
How to research...

To research in person, find the contact information, location, and hours of our various National Archives field units at www.archives.gov/locations

For overview of records, locations, and some digital items, visit the National Archives Catalog at https://catalog.archives.gov/
After the broadcast . . .

Email questions to inquire@nara.gov

Video recordings of lectures and downloadable handouts will remain online at www.archives.gov/calendar/genealogy-fair
We value your opinion.

Please take a minute to complete a short evaluation. Your comments help us maintain the quality of our services and plan future programs. Thank you!

Event Evaluation:

www.surveymonkey.com/r/KYREventEval
Educational resources on how to access and do research using U.S. Federal Government records held at the National Archives and Records Administration.

Know Your Records

www.archives.gov/calendar/know-your-records

Videos and handouts on YouTube
Please stay if you have questions.

Although this concludes the video portion of the broadcast, we will continue to take your questions in Chat for another 10 minutes.