

Saturday Reference Pilot

The National Archives is excited to announce that for the month of November, the regular Saturday staff in the Textual Research Room in College Park, MD (Archives II) will be supplemented with two additional staff members who will provide reference consultation service, as well as several more staff members who will pull records from the stacks for use in the research room. This pilot records retrieval service will only be available in the Textual Research Room on the second floor.

Research room hours on Saturdays are from 9 AM to 5 PM. Records will be pulled according to the standard research room pull schedule utilized throughout the week, with pull times at 10 and 11 AM, and 1:30 and 2:30 PM. The additional Saturday staffing should be sufficient to enable timely fulfillment of requests. The procedures for pulling records on Saturdays will remain similar to normal workweek operations, with exceptions described below.

Reference consultation and pull staff will break for lunch between noon and 1 p.m. No records consultation assistance will be available in the finding aids room during the lunch hour.

This service is reserved for those records that do not require screening for personal privacy and other sensitive information, and are housed in open, unclassified stack space. Declassified records stored in classified stack space cannot be pulled.

It is important to note that because the College Park facility has records in a wide range of Record Groups dated after 1950 that may contain privacy and other sensitive information, such materials cannot be released without prior screening. Screening on demand service will not be available during the Saturdays of this pilot. We cannot guarantee that certain records dated after 1950 may be pulled for research. Therefore, researchers who wish to use materials dated after 1950 and have questions about the possibility of pulling them on Saturdays are urged to contact the Archives II reference staff before noon on Fridays. They may call 301-837-3510, or e-mail archives2reference@nara.gov. Please note: pull requests must be made on site and cannot be taken by e-mail.

As before the pilot, researchers are also welcome to submit their pull requests for materials they wish to view Saturday on Wednesday thru Friday, since they are automatically held for viewing for three full days of operation.

We look forward to the success of this pilot program and hope that it provides a positive experience to researchers.

More information on doing research at the National Archives can be found at www.archives.gov/research/start/plan-visit.html.