



Rocky Mountain Record

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Assistant Regional Administrator Joel Barker Retires after 32 Years

Retirement often provides the time for reflection upon an individual's career passage and life travels. Joel Barker's journey has indeed been a remarkable one.

Mr. Barker began working with NARA in January of 1974. He worked in the research room at Suitland (WNRC), specializing primarily in early General Land Office (BLM) records, including performing reference on land entry case files. He came to the Denver office of NARA in 1976 as an archivist and later became Chief of the Archives Branch in early 1977.

After 1985, when NARA gained its independence from GSA, he was appointed the Director of the Archives Branch. In

1998 he officially became the Assistant Regional Administrator of the Rocky Mountain Region.

"It's been a great 32 years at NARA, primarily because of its entrepreneurial policy, giving managers the freedom to be creative, try new ideas and grow with the agency," Barker reflects. "Thanks to everyone for their support – with so many people doing the hard part every day, my job was a lot easier."

Mr. Barker will continue his life journey as he plans to undertake a hiking expedition along the Appalachian Trail. Happy trails, Mr. Barker, from all of us at the NARA's Rocky Mountain Region!



HAPPY RETIREMENT

Today's Federal Records Are Tomorrow's Family History Sources

by Eric Bittner
*National Archives
Rocky Mountain Region*



Researchers at the National Archives Rocky Mountain Region

Besides the legal and practical reasons for good records management, there is another factor to think about – your grandchildren. A great variety of Federal records that were created in fulfillment of agency mission go on to another life as sources of historical information that help us learn about our ancestors.

The National Archives and Records Administration (NARA) holds the permanent records of the Federal Government and makes them available for research, both in our research rooms and on the web.

Records in the holdings of the National Archives that have valuable information for family historians have come from such varied sources as the Census Bureau (decennial enumeration schedules), the Bureau of Indian Affairs (census rolls, allotment records, health and school re-

ords), the U.S. Customs Service (ships' passenger lists), U.S. District Courts (criminal and civil case files, naturalization records), the Adjutant General's Office (military service records), the Veterans Administration (pension files), and many others. In 2005, NARA's records center in St. Louis, MO, opened nearly 1.2 million official military personnel files of former U.S. Navy and Marine Corps enlisted personnel who served between 1885 and 1939.

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FRCs Unveil New Logo



FEDERAL RECORDS CENTERS
of the National Archives and Records Administration

“...often the ‘Unsung Heroes’ of the National Archives and Records Administration...”

by Steve Ludwig
Federal Records Center
Rocky Mountain Region

The Federal Record Center Program staff are often the “Unsung Heroes” of the National Archives and Records Administration. These personnel occasionally deal with incomplete requests, illegible handwriting, and wrong FRC locations, and yet they still manage to get the correct file or box pulled and sent to your agency in the shortest amount of time possible.

Many members of the staff have been at the Rocky Mountain Region for over 15 years and have acquired the experience and expertise to be able to handle any

Agency request. If you have not visited our agency, the vastness of the building, and the sheer volume of boxes that are stored here will amaze you. And yet, the staff services the Federal agencies and their contractors from our seven-state region on a daily basis. But, we can do more than just handle routine requests for records. We also offer a pick-up service, where our staff will come to your location, get your boxes, and return them to the Federal Records Center. Our staff can also come to your location and box up your records, create an inventory, and also complete the necessary paperwork for submitting your records to the records center.

The Records Center Operations Branch also “houses” the Transfer and Disposition Section

(T&D). This is where you send your SF-135s to acquire an Accession Number prior to shipping them to the records center. Silvia Arguello (team leader) is very knowledgeable and will be happy to answer your questions or assist you if you are having problems filling out your SF-135s. The staff takes pride in the quality of its work and are willing to work with your Agency to make your experience with us a memorable one. We take customer service very seriously and welcome your comments.

Should you have any questions regarding any of our services, please call Steve Ludwig 303-407-5769 or John Mangers 303-407-5763.



Today’s Federal Records Are Tomorrow’s Family History Sources

(continued from page 1)

NARA’s Rocky Mountain Region, located on the Denver Federal Center, has two research rooms for family historians to use – the textual research room in Building 48, where researchers can examine original homestead and mining records, court cases, Indian agency records, and other Federal records unique to the Rocky Mountain states; and our microfilm research room in Building 46, where family historians can use census schedules, ship’s passenger arrival lists, military service and pension records from the 18th and 19th centuries, and a variety of other valuable materials on micro-

film. The room has 50 microfilm readers, 3 scanning copiers, and 6 computers that provide access not only to the National Archives’ web site, which describes our records of genealogical value and includes a searchable database of scanned images and records descriptions, but also lets researchers visit a plethora of genealogical web sites, such as Heritage Quest, FamilyHistory.org, Ancestry, and GenWeb. The microfilm research room is usually staffed by one of our wonderful volunteers who are eager to help you explore your family history.

The textual research hours are 7:30 a.m. to 3:45 p.m. Monday

through Friday. The microfilm research room is open Monday, Tuesday, Wednesday, Friday from 7:30 a.m. until 3:45 p.m., Thursdays from 7:30 a.m. until 7:00 p.m., and on the first and third Saturdays of each month from 8:30 a.m. until 4:45 p.m.

RESEARCH ROOMS AVAILABLE
Call (303) 407-5700 for information



Students at the Albuquerque Indian School, ca. 1912, from our Bureau of Indian Affairs records National Archives Rocky Mountain Region



Researchers at the National Archives Rocky Mountain Region

The Role of Agencies in Federal Records Management

Administrative law encompasses laws and legal principles governing the administration and regulation of government agencies (both Federal and state). Such agencies are delegated power by Congress (or in the case of a state agency, the state legislature) to act as agents for the executive. Generally, administrative agencies are created to protect a public interest rather than to vindicate private rights.

Governmental agencies must act within constitutional parameters. These and other limits have

been codified into statutes such as the Federal Administrative Procedure Act (FAPA) and state analogs.

The FAPA is a remedial statute designed to ensure uniformity and openness in the procedures used by Federal agencies. The act is comprised of a comprehensive regulatory scheme governing regulations, adjudications, and rule making in general terms. The FAPA is the major source for Federal administrative agency law, while state agencies' administration and regulation are

governed by comparable state acts.

The Federal Government is constantly changing as agencies consolidate, eliminate, reorganize, or transfer programs and activities. As a Federal employee affected by these changes, you are responsible for safeguarding the records and other documentary materials under your control. Records are important, and there are certain steps every employee must take to ensure their appropriate preservation or disposal. In addition, if you are a

program manager, you must approve disposition actions. This includes destruction of temporary records as authorized in the records schedule, retirement of records to off-site storage, and transfer of permanent records to the National Archives of the United States. Also, some government records document the history of your agency. They may be used by future generations to understand how government worked and what your agency accomplished.

How to Review Court Records at the FRC



Please schedule an appointment before visiting the Denver facility. To do so, follow the steps below:

Step 1 - Contact the Court and Obtain Information:

For cases closed in U.S. Bankruptcy Court (USBC), Denver—call the Denver, CO, court at 303-844-0235 to order your file. The court will either forward the information to us at the end of each day or give you a form to complete and forward to us. *Other Bankruptcy Court Phone Numbers:*

Butte, MT—406-497-1242
Albq, NM—505-348-2496
Toll Free—888-821-8813
Fargo, ND—701-297-7100
Pierre, SD—605-224-6013
Sioux Falls, SD—605-330-4541
Salt Lake City, UT—801-524-6684
Cheyenne, WY—307-433-2200

For cases closed in courts *other than* U.S. Bankruptcy Court (USBC), Denver. For each case, obtain the following information from the court where the case was closed.

Your request cannot be processed without this information.

Case file name(s)
Case file number
Accession number
Agency box number
Federal Records Center location number.

Step 2 - Schedule an Appointment:

Call us during business hours at 303-407-5700 to schedule an appointment. You will need to provide the case information from Step 1 and your name and daytime telephone number. Appointments are scheduled on weekdays, every 30 minutes between 8:30 a.m. and 3 p.m. You will usually be given an appointment on the first or second business day after your call.

Step 3 - Arrive at the Scheduled Time:

Visit us at the following locations. Bankruptcy cases closed **before** 1950 are stored at our Archives Division, and cases closed **after** 1950 are stored at the Federal Records Center.* Other court records, including civil and criminal cases, closed **more than** 25 years ago are stored at our Archives Division, cases closed **within the last** 25 years are stored at the Federal Records Center.*

* With some exceptions.

Step 4 - Obtain Copies of Documents :

You must identify the pages you wish to have copied. The research room staff is not trained in court procedures and can provide only limited assistance in identifying pages that you need. All questions regarding file contents must be directed to the appropriate Federal court. We offer several "package" deals for copies of the entire case file or for copies of specific schedules/documents from the file. You can either pick up the copies at our facility, or we can have them faxed or mailed to you. We cannot fax files that have been requested to be certified.

Please Note:

Certified and uncertified copies are available. Costs are 50 cents per page, \$6.00 per certification. Payment is due at the time of service. Payment may be made by cash, money order, personal check (payable to the National Archives Trust Fund, valid identification required), or by credit card. Photocopy requests of more than 100 pages will either be mailed to you or will be available for pick-up the following day. We can send your copies via FedEx if you provide us with an account number or for an additional \$25.00.

"As Archivist, I will enforce the laws regarding access to public records at all times and instances to the very best of my ability."

Allen Weinstein

Upon being sworn in as 9th Archivist of the United States on March 7, 2005



Records Management Workshops—ROCKY MOUNTAIN REGION: FY06



NOTE: Dates and locations are subject to change. For information contact the Registrar via telephone, 303-407-5720, or email, workshop.denver@nara.gov.

Visit us at:
www.archives.gov/rocky-mountain/news/workshops.html
 Call us at 303-407-5720



We hold records from:

- Colorado
- Montana
- New Mexico
- North Dakota
- South Dakota
- Utah
- Wyoming
- and other states



February 2006		
February 22	Basic Records Operations (BRO)	Albuquerque, NM
March 2006		
March 1-2	KA 2 Creating and Maintaining Agency Business Information	Denver, CO
March 7-8	KA 2 Creating and Maintaining Agency Business Information	Carlsbad, NM
March 9-10	KA 3 Records Scheduling	Carlsbad, NM
March 8	Basic Records Operations (BRO)	Denver, CO
March 9	Program Manager's Briefing: Recordkeeping A Program Manager's Survival Guide	Denver, CO
March 29-30	KA 4 Records Schedule Implementation	Carlsbad, NM
April 2006		
April 25-26	KA 5 Asset and Risk Management	Denver, CO
April 25-26	KA 5 Asset and Risk Management	Carlsbad, NM
April 27	KA 6 Records Management Program Development	Carlsbad, NM
June 2006		
June 6-7	KA 4 Records Schedule Implementation	Park City, UT
June 8	KA 6 Records Management Program Development	Park City, UT
June 13-14	KA 2 Creating and Maintaining Agency Business Information	Albuquerque, NM
June 14-15	KA 3 Records Scheduling	Denver, CO
June 27	IT Briefing: Records Management A Survival Guide for Information Technology Professionals	Albuquerque, NM
June 28	Program Manager's Briefing: Recordkeeping A Program Manager's Survival Guide	Albuquerque, NM
July 2006		
July 11-12	Disaster Preparedness	Denver, CO
July 13	IT Briefing: Records Management A Survival Guide for Information Technology Professionals	Denver, CO
July 20	Legal Briefing: The Case for Records Management Issues for Federal Agency Counsel	Denver, CO
July 26	KA1 Records Management Overview	Denver, CO
August 2006		
August 15-16	KA3 Records Scheduling	Albuquerque, NM
August 17-18	KA4 Records Schedule Implementation	Albuquerque, NM
August 29-30	KA5 Asset and Risk Management	Albuquerque, NM
August 31	KA6 Records Management Program Development	Albuquerque, NM