

Using the National Archives Catalog

What is the National Archives Catalog?

The National Archives Catalog lets the staff and public search multiple National Archives resources at once. The catalog searches across archival descriptions, digitized and electronic records, authority records, and web pages from Archives.gov and the Presidential Libraries. The catalog also allows the public to participate in cataloging records by allowing tagging and transcription.

What does the catalog contain?

The catalog currently contains archival descriptions for 85% of the holdings of the National Archives and Presidential Libraries, National Archives-produced secondary sources, and over 2 million digitized copies of records.

Where is the catalog located online?

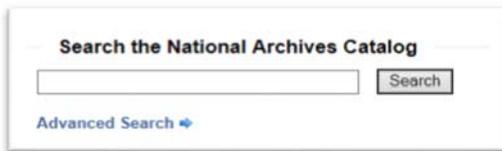
The catalog can be reached from two URL locations.

<http://catalog.archives.gov>

<http://www.archives.gov/research/catalog>

Entering a Search

Enter one or more keywords in the Search Box and click Search.

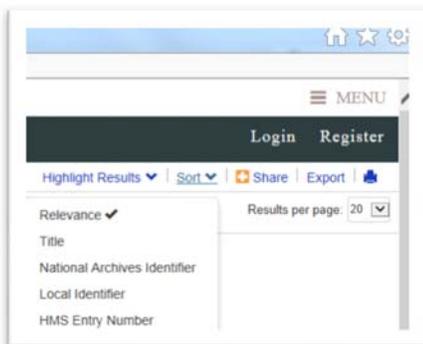


If you enter more than one keyword, the catalog combines them with an 'AND' so that the search obtains results containing all the keywords. It is best not to search using more than a very few relevant keywords.

Sorting Search Results

*Default: **Most Relevant First***

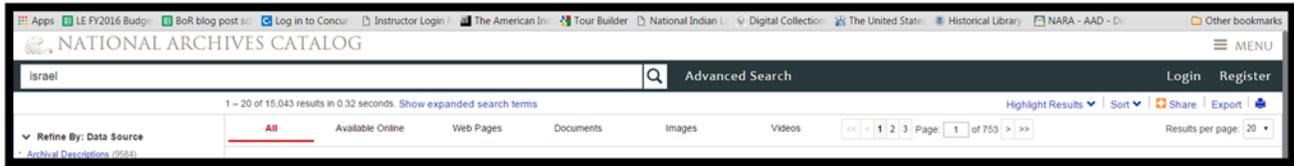
Use the drop-down box to sort by Title or one of the National Archives' numbers.



- ❖ **Relevance** – Like most search engines ... the computer decides.
- ❖ **Title** – Titles are created by individuals, so a title might not be exactly as you remember. Best to write it down or better yet ... write down the Title AND the National Archives Identifier.
- ❖ **National Archives Identifier** – A VERY important number. It will always get you back to your record. Type it into Online Catalog and it will take you to your document and its description, citation information. EVERYTHING.
- ❖ **Local Identifier** – A number important only for searching in person at a particular archives or ordering a copy.
- ❖ **HMS Entry Number** – A number only relevant for NARA archivists.

Viewing Search Results

By default, the catalog groups all search results together under the "All" tab which includes descriptions of groups of documents, individual scanned documents, articles, photos, videos, electronic documents and more. 20 items per page is default.



Clicking on one of the following tabs refines the records.

- ❖ Available Online.
 - *This tab allows you to view all digitized copies of records, web pages, and other digital materials, including records born electronic.*
- ❖ Web Pages
 - *This tab allows you to see topic-focused materials produced by the National Archives including Prologue articles, exhibits, lesson plans, web pages, etc. created to clarify and illustrate primary sources. Most of this material would be considered well-researched, but still secondary.*
- ❖ Documents
 - *These are often digitized textual records. Textual usually means "paper" or "written" but can include photos, maps, and charts. Journals and long documents might be in PDF format.*
- ❖ Images
 - *Usually digitized photographic records. Occasionally photographed documents.*
- ❖ Videos
 - *Digitized moving picture records from many Federal agencies, including propaganda films, FBI & CIA film, and items from the Warner Brother's collection.*

Refining a Search

Search refinements allow you to narrow your search results. They appear on the left side of the search results page.

On the results page, click on one of the search refinement options on the left side of the screen. *The search will be automatically re-run based on the new criteria added to the search.*

The selected refinement will be displayed at the top of the search results followed by an "X" You may select additional refinements to further narrow your search results.

Click on the red "X" following a refinement to remove the refinement and return to the original set of search results. Do this rather than hitting the browser's BACK button, which will start the search over.

Refinement Options



Refine by Data Source

- ✓ Archival Descriptions. *May or may not contain digital copies.*
- ✓ Archival Descriptions with Digital Objects. *Digital copies of records.*
- ✓ Archives.gov. *National Archives' web pages.*
- ✓ Presidential Libraries. *Search limited to all the Presidential Libraries.*
- ✓ Authority Records. *Federal agencies from which items in your list originated.*

▼ Refine By: Level of Description

- Item (60123)
- File Unit (138547)
- Series (11865)
- Record Group (4)
- Collection (9)

▼ Refine By: Type of Materials

- Textual Records (185594)
- Photographs and Other Graphic Materials (21048)
- Maps and Charts (2370)
- Moving Images (1061)
- Data Files (915)
- Sound Recordings (159)
- Architectural and Engineering Drawings (77)
- Artifacts (12)
- Web Pages (1)

Refine by Level of Description

✓ Record Group, Collection, Series, File Unit (*Usually a file folder*), Item

Refine by Type of Materials

✓ *Self-explanatory, but more refined than the similar focus in the tab section.*

▼ Refine By: File Format

- Image (JPG) (29035)
- Portable Document File (PDF) (11527)
- Image (GIF) (6011)
- ASCII Text (530)
- Compressed file (ZIP) (248)
- World Wide Web Page (219)
- Audio Visual File (WMV) (73)
- Audio Visual File (MP4) (23)
- text/csv (10)
- MS Excel Spreadsheet (9)

Refine by File Format

✓ *Self-explanatory. Only formats related to your search will be displayed.*

▼ Refine By: Location

- National Archives at College Park - Textual Reference (68714)
- National Archives at College Park - Still Pictures (17261)
- National Archives at College Park - Motion Pictures (9873)
- Gerald R. Ford Library (2767)
- National Archives at College Park – Electronic Records (1211)
- National Archives at Kansas City (1077)
- Richard Nixon Library (884)
- Lyndon Baines Johnson Library (502)
- Richard Nixon Library - College Park (299)
- John F. Kennedy Library (225)

[show more...](#)

▼ Refine By: Date

- 1970 - 1979 (90795)
- 1960 - 1969 (90512)
- 1950 - 1959 (17960)
- 1980 - 1989 (15067)
- 1940 - 1949 (7138)
- 1990 - 1999 (6828)
- 2000 - 2009 (6009)
- 1930 - 1939 (1561)
- 1920 - 1929 (1453)
- 1910 - 1919 (1103)

[show more...](#)

Refine by Location

All original documents (usually paper) reside in one of the 14 National Archives facilities, one of the 12 Presidential Libraries, the Legislative Archives, or one of our Affiliated Archives. If you want to visit a location to see the original Federal agency documents, use this filter.

✓ Click on your choice of location to see what is available at that facility.

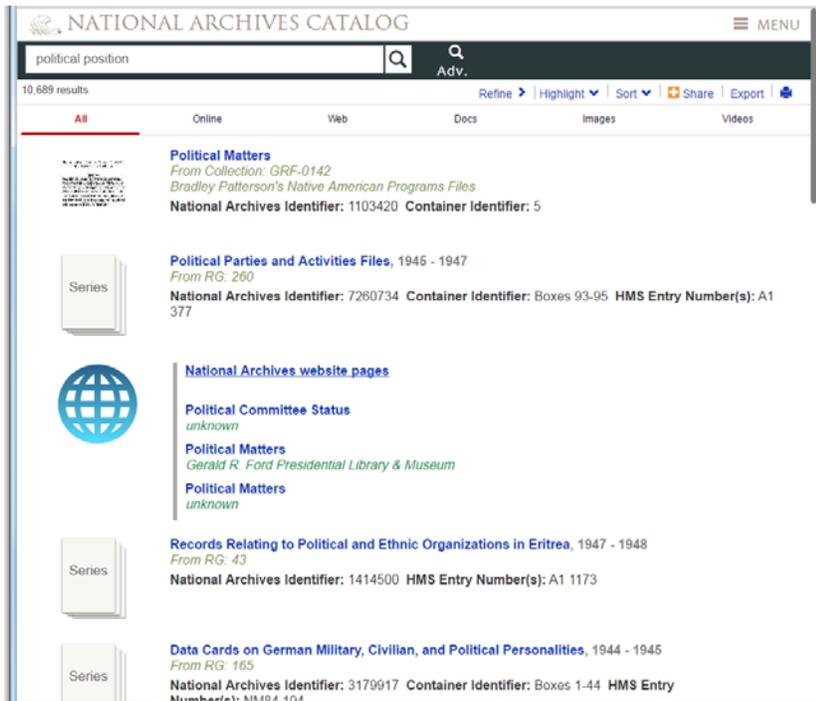
Refine by Date

This is the least accurate search in the Online Catalog because often the date focused when the item or group of items was received by the National Archives.

✓ *Click on a date range to see documents that were either produced or received by the National Archives between those dates.*

Viewing the Results

- ❖ To view a **full result**, including all material needed for a citation, click on the **TITLE** in the results display.
- ❖ To view only the document, (where a document is available) click on the thumbnail image.



Saving or Printing a Digital Copy

1. Enter a search.
2. Click a Title to view a full result.
3. In the full result display, click on the  button to download, save and/or print the image.

Writing a Citation

Record Hierarchy (from upper left corner of Full Display)
 Record Group 118: Records of the U.S. Attorneys, 1821-1994
 Series: Precedent Case Files, 1928-1976
 File Unit: Coffin, Spock, et al Protest
 Item: Vietnam War Resistance Leaflet, 3/28/1968

Location of original document. National Archives at Boston

Page URL: <https://catalog.archives.gov/id/7419639>

Citation

Vietnam War Resistance Leaflet, 3/28/1958; Series: Precedent Case Files, 1928-1976; Records of the U.S. Attorneys (RG 118), National Archives at Boston. Online copy available at <https://catalog.archives.gov/id/7419639>