



# The Southwest Bulletin

Issue #1

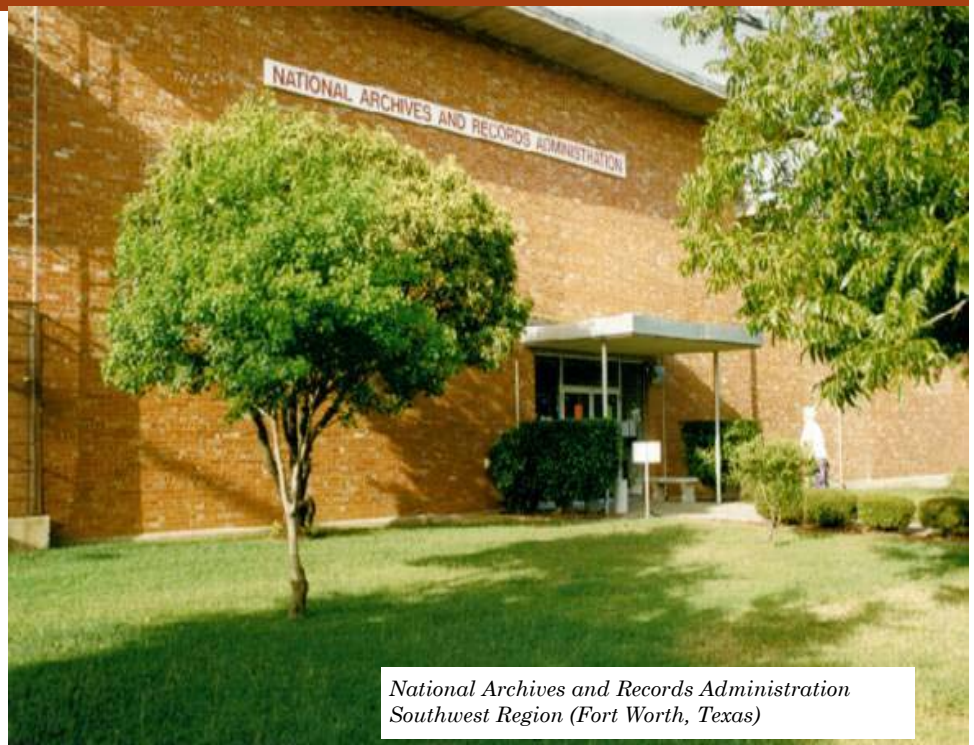
Fall 2004

## Introducing a New Newsletter for Federal Agencies From the National Archives and Records Administration – Southwest Region

BY KENT C. CARTER  
REGIONAL ADMINISTRATOR  
NARA-SW (FORT WORTH)

Mention the National Archives to most people and they will quickly think of the imposing, fortress-like building on Constitution Avenue in downtown Washington, D.C. After all that is where the most important documents in our nation's history are located – such as the Declaration of Independence, the Constitution, and the Bill of Rights.

What many people don't realize is that there are numerous field locations of the National Archives and Records Administration. In all, we now have 34 facilities throughout the United States now storing some 26 million boxes of records. That number includes the 10 presidential libraries which are administered by NARA. The presidential libraries in this region include the Lyndon Baines Johnson (Austin, Texas), George Herbert Bush (College Station, Texas) and the William Jefferson Clinton (under construction in Little Rock,



*National Archives and Records Administration  
Southwest Region (Fort Worth, Texas)*

Arkansas).

The Southwest Region is comprised of the states of Texas, Oklahoma, Arkansas and Louisiana. The purpose of the NARA-Southwest Regional office is to provide assistance on all aspects of record keeping to all Federal agencies within the four state region. We can help you manage your records better, regardless of format, from their creation to their ultimate disposition.

This inaugural edition of *The Southwest Bulletin* is intended to briefly introduce our mission and our services. I, and the regional staff, welcome your comments about this publication. Also, should you have any questions regarding your records please let us hear from you. This edition of the newsletter will provide an overview of each of our major programs in the region. Let us know how we can help you.

This newsletter is published twice a year, in the summer and winter, to keep the records officers of the Federal agencies in the four state Southwest Region (Texas, Oklahoma, Arkansas and Louisiana) apprised of their responsibilities as the caretakers of Federal records. It is also intended to inform volunteers, genealogists, political leaders, teachers, researchers, information technology and other professionals about the many services provided by NARA. Let us know if we can address an area of record keeping that is of interest to you.

National Archives and  
Records Administration  
Southwest Region  
501 W. Felix Street, Bldg. 1  
P.O. Box 6216  
Fort Worth, Texas 76115  
(817)831-5900 (Main)  
(817) 334-5511 (Fax)  
Web Address: [www.nara.gov](http://www.nara.gov)

Kent C. Carter  
Regional Administrator  
email: [kent.carter@nara.gov](mailto:kent.carter@nara.gov)  
817-831-5644

C. Preston Huff, CRM, CA,  
Assistant Regional Administrator  
email: [preston.huff@nara.gov](mailto:preston.huff@nara.gov)  
817-831-5627

Meg Hacker  
Director, Archival Operations  
email: [meg.hacker@nara.gov](mailto:meg.hacker@nara.gov)  
817-831-5643

John H. Smith, CRM, CBCP  
Director, Records Management  
email: [johnh.smith@nara.gov](mailto:johnh.smith@nara.gov)  
817-207-6300

Leonard "Jr" Harmon  
Director, Records Center Operations  
email: [leonard.harmon@nara.gov](mailto:leonard.harmon@nara.gov)  
817-831-5904



Cindy C. Smolovik, CRM, CA  
Senior Archivist, Records Management  
(Editor)  
Email: [cindy.smolovik@nara.gov](mailto:cindy.smolovik@nara.gov)  
817-207-6315

# Records Management

## JOHN H. SMITH, DIRECTOR

The Records Management Program is dedicated to providing the highest quality of assistance to Federal records managers in the Southwest Region. The focus of the program is on "front end records management." The goal is to ensure that Federal agencies are creating records that adequately document their activities, and that the records are properly stored, controlled and readily accessible by authorized users, and protected from unauthorized access for as long as the information is needed.

Several major functions are performed by the Records Management Program to carry out its mission:

Targeted Assistance is a partnership between an agency and NARA to improve the agency's record management program by combining our efforts and resources. Together, we identify problems and develop project plans to resolve them. Our staff work with agency personnel to complete the projects and eliminate the problems. There is no charge for Targeted Assistance.

Preservation of Historical Records is an important aspect of the Records Management Program which is

in a strategic position to assist agency personnel with managing and preserving historically valuable records while in their active and inactive use periods. We can then assist with transfer to either the Records Center Program or to the Archives, whichever is appropriate.

### Liaison with the Records

Management Community through our highly qualified professionals. They participate in various professional organizations at various levels providing insight and contributing to the quality of professionalism in the Records Management community. They frequently make presentations at professional conferences and contribute articles to professional journals. The value of their expertise extends well beyond the bounds of the Records Management Program in the Southwest Region.

Hours:  
M-F, 8-4p.m.  
For more information contact:  
John H. Smith, Director,  
817-207-6300  
[johnh.smith@nara.gov](mailto:johnh.smith@nara.gov)



John H. Smith (center) at a briefing for NASA

## RECORDS MANAGEMENT WORKSHOPS

Workshops are conducted in every major city in the four state Southwest Region each year to provide the highest possible quality of records management training for Federal agency personnel. Awareness briefings are also provided for various levels of management and staff.

Contact John Garza at 817-207-6316 or [Ftworth.Recmgmt@nara.gov](mailto:Ftworth.Recmgmt@nara.gov) to register.

### BASIC RECORDS OPERATIONS AND ADVANCED RECORDS MANAGEMENT

The above courses have been replaced by brand new courses. NARA now offers six courses related to "Areas of Knowledge" that are relevant to anyone responsible for managing records.

These new courses will be covered by an optional certification program. Participants may take an examination upon completion of the courses and those who successfully pass all six examinations will receive "NARA's Certification of Federal Records Management Training," signed by the Archivist of the United States. Upon completion of these courses, participants will have the information and skills necessary to perform their records management duties more efficiently and effectively.

Each two day course is \$300. Each ½ day course is \$75.

### RECORDS MANAGEMENT FUNDAMENTALS (KNOWLEDGE AREA 1)

This course provides an introductory overview of the management of one of an agency's most important resources: records. Learn the basic concepts and practices of activities involved at each stage of the records life cycle: creation, maintenance and use, and disposition. (1 day )

January 11, 2005, Fort Worth, TX  
April 11, 2005, New Orleans, LA  
August 16, 2005, Houston, TX  
September 2, 2005, Fort Worth, TX

### CREATING AND MAINTAINING AGENCY BUSINESS INFORMATION (KNOWLEDGE AREA 2)

What are Federal records management requirements, how are they applied to agency records, and why are they important? Find the solutions to these important questions and their application to everyday challenges in managing Federal information. (2 days)

February 8-9, 2005, Fort Worth, TX  
July 19-20, 2005, San Antonio, TX  
August 2-3, 2005, Oklahoma City, OK  
September 6-7, 2005, Fort Worth, TX

### RECORDS SCHEDULING (KNOWLEDGE AREA 3)

What do you do with information and records that you no longer need for business purposes? How you schedule your records determines the basis for meeting your agencies operating, fiscal and legal needs. Find out the legal requirements and practical advantages in scheduling records and the disposition practices necessary to meet an agency's business needs, with this overview of agency and NARA responsibilities.

(2 days)

March 8-9, 2005, Fort Worth, TX  
July 7-8, 2005, Houston, TX  
September 8-9, 2005, Fort Worth, TX

### RECORDS SCHEDULE IMPLEMENTATION (KNOWLEDGE AREA 4)

What to do with all those boxes of records? Utilizing a Records Retention Schedule or records manual is easier than you think. This course provides an overview of applying approved records schedule. Included are instructions for applying the General Records Schedule, disposing of temporary records or retiring

them to off site storage, transferring permanent records to NARA. (2 days)

February 10-11, 2005, Fort Worth, TX  
July 21-22, 2005, San Antonio, TX  
August 4-5, 2005, Oklahoma City, OK  
September 12-13, 2005, Fort Worth, TX

### ASSET AND RISK MANAGEMENT (KNOWLEDGE AREA 5)

Are records valuable assets to your agency business process? Of course! How you manage your assets by applying appropriate records management procedures is a critical element of risk management in any organization. Learn the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. This course is designed to raise the awareness of risk situations and provide managers with the decision-making tools they need to address current and future program needs.

(2 days)

April 19-20, 2005, Fort Worth, TX  
June 14-15, 2005, Little Rock, AR  
June 29-30, 2005, Galveston, TX  
September 14-15, 2005, Fort Worth, TX

### RECORDS MANAGEMENT PROGRAM DEVELOPMENT (KNOWLEDGE AREA 6)

There are many layers of a Federal Records Management program. Learn the concepts and practices involved in developing and assessing an effective records management program, publicizing and promoting that program within a Federal agency, and training employees in the basics of records management. (1 day)

April 21, 2005 Fort Worth, TX  
June 16, 2005, Little Rock, AR  
July 1, 2005, Galveston, TX  
September 16, 2005, Fort Worth, TX

(Continued on page 4)

(Continued from page 3)

## **OTHER COURSES :**

### **ELECTRONIC RECORDS**

#### **ISSUES**

A one day seminar designed to focus on the concepts of Electronic Records Management, plus NARA's regulations and guidance on electronic records.

October 20, 2004, Fort Worth, TX  
November 10, 2004, San Antonio, TX  
January 28, 2005, Houston, TX  
April 12, 2005, New Orleans, LA  
August 17, 2005, Houston, TX

### **MISSION CRITICAL:**

#### **VITAL RECORDS**

A one day seminar discussing the identification and protection of essential agency records that protect the legal and financial rights of the Government and those affected by Government activities in a national security emergency or other emergency or disaster situations. (1 day)

October 19, 2004, Fort Worth, TX  
November 9, 2004, San Antonio, TX  
January 27, 2005, Houston, TX  
May 10, 2005, New Orleans, LA  
May 24, 2005, Oklahoma City, OK

### **DISASTER PREPAREDNESS AND RECOVERY**

This is a workshop focusing on the role of the records manager in the event of an emergency or disaster. This workshop covers planning; response, vital records and recovery. (2 days)

December 7-8, 2004, Fort Worth, TX

### **USING THE FW RECORDS CENTER**

This workshop covers the procedures for transferring records, reference and other services provided to federal agencies by the Fort Worth Records Center.

October 26, 2004, Fort Worth, TX  
December 14, 2004, Fort Worth, TX  
March 22, 2005, Fort Worth, TX  
May 11, 2005, New Orleans, LA  
May 25, 2005, Oklahoma City, OK

### **Can't get away for a full day? Try one of the new Information and Records Management Professionals 1/2 day briefings for only \$75.00!**

The following 1/2 day courses have not been scheduled at this time. So gather at least 10 interested people in your area and we will come to you!

#### **"Managing Records Responsibly"**

Every Federal Employee needs to manage information. Learn the basic information and skills required for managing records

#### **"Managing Agency Information" -**

In today's business environment, the

manager that has the relevant data first often wins, either by making the decision ahead of the competition, or by making a better, more informed decision. A records management program can help ensure that managers and executives have the information they need when they need it. Manage your assets for compliance with federal records management procedures, especially for electronic and vital records.

#### **"Risk Assessment"**

What are the legal and regulatory responsibilities underlying within a Federal records program? Business organizations implement records management programs in order to reduce the risks associated with litigation and potential penalties. This can be equally true in Government agencies. A consistently applied records management program can reduce the liabilities associated with document disposal by providing for their systematic, routine disposal in the normal course of business.

#### **"Integrating Records Management into Information Management"**

What does the nature of records have to do with IT Specialists? In today's world, everything! Born digital records have a direct link to technology. What are the technological responsibilities within a Federal Records Program? NARA developed this course to match IT issues to Agency records issues

To register or for more information contact: John Garza at 817-207-6316 or via email FtWorth.Regmgnt@nara.gov.



"Hands-on" demonstration at a Disaster Recovery Workshop

### **Tailored Workshops**

Does your agency have a specific training need?

Are you in charge of coming up with topics and speakers?

NARA can tailor any of the above courses and briefings to your agency's individual needs.

Our dates don't match your schedule?  
**Gather at least 10 interested people in your area and we will come to you!**

Contact: John H. Smith

817-207-6300

or email: JohnH.Smith@nara.gov

# Records Center

## LEONARD "JR" HARMON, DIRECTOR

Since October 1, 1999 this program has been operating as a revolving fund to recover costs. We are particularly proud to have a profitable operation in the Southwest Region. This posture is maintained by low rent costs and supported by a dedicated staff. The records center serves approximately 100 federal agencies. We also provide courtesy storage for the Congressional regional offices, while the member is still in office. For more information contact FtWorth.Center@nara.gov

**The Records Center Program consists of the following five major service areas:**

**The Judicial Section** provides researcher and public access to court documents as well as photocopying and certification functions. During fiscal year 2003, the staff provided customers with 451,194 document images and 2,190 package certifications. We served 3,194 on-site researchers.

**The General Reference Section** provides reference and re-file activities to our customer agencies. In fiscal year 2003 the staff processed 54,094 reference requests, 31,331 re-files, and 11,908 inter-files for the Government. We also perform a variety of Fast Pack and courier services upon request. For questions and reference requests contact FtWorth.Reference@nara.gov.

**The Microfilm Section** provides archival quality microfilm, microfiche, and aperture cards to our regional customers. During the fiscal year 2003, the unit produced 122,997 images. We are exploring the feasibility of providing scanning services in addition to the microfilm services.

**The IRS Section** services the income tax returns received from the IRS's Austin Service Center. In fiscal year 2003 activities included 535,222 reference requests, 347,957 tax return re-files, and 122,977 photocopy images.

**The Transfer and Description Section** documents the custodial transfer of records from Federal agencies to the National Archives, assigns storage locations, shelves the records, and disposes of the records as their retention requirements dictate. At the conclusion of fiscal year 2003, the staff

processed 133,951 cubic feet (boxes) of new records, while disposing of 15,954 cubic feet of records after proper agency concurrence. We maintain approximately 1.4 million cubic feet (boxes) of Federal records in three separate warehouse facilities in Fort Worth. For information regarding transferring records contact FtWorth.Transfer@nara.gov.



Monday – Friday  
8:00 a.m. – 4:00 p.m.  
For more assistance or  
information contact:  
Leonard "Jr" Harmon,  
Director  
817-831-5904  
Leonard.harmon@nara.gov



*This is one of the three warehouses that collectively house some 1.4 million boxes of Federal Records*

# Archives

## ARCHIVES OPERATIONS, MEG HACKER, DIRECTOR

Archives Operations preserves and provides access to permanently valuable, non-current Federal records with historical, legal, or fiscal value. It is a depository and center for research in historical records from Federal agencies and courts in the four state region. The Archives sponsors programs highlighting the archives, history, genealogy and related subjects.

Currently, this facility maintains nearly 97,000 cubic feet of historical Federal records, from over 100 Federal agencies, including the Federal courts, dating from the 1800's to the late 1900's. These re-

ords include letters, photographs, maps, architectural drawings and other documents.

The Archives serves over 7,000 researchers, providing information created or received by the Federal Government to historians, genealogists, lawyers, scholars, Government officials, environmentalist, teachers, students and many others.

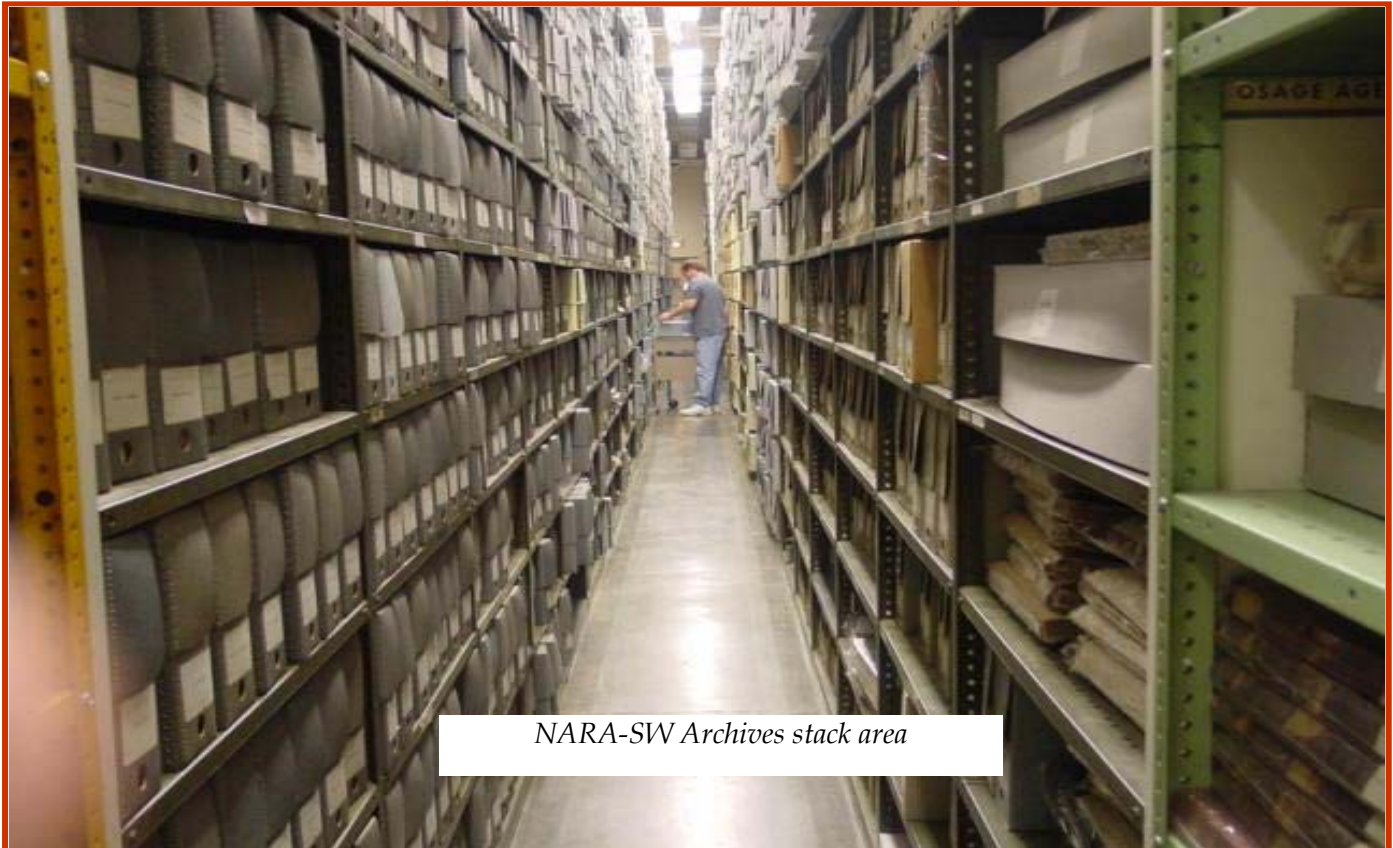
The Archives partners with colleges and universities, historical and genealogical societies, museums, and other archives for the advancement of research and public education.

For reference requests contact [FtWorth.Archives@nara.gov](mailto:FtWorth.Archives@nara.gov).

Hours: Monday – Friday  
6:30 a.m. to 4 p.m.

1<sup>st</sup> and 3<sup>rd</sup> Saturdays  
8:00 a.m. to 4 p.m.

For more  
information contact  
Meg Hacker  
Director,  
Archival Operations  
[Meg.hacker@nara.gov](mailto:Meg.hacker@nara.gov)  
817-831-5643



*NARA-SW Archives stack area*

# Sample Documents from NARA-SW Region

Clockwise from top left: Broadside from the Food Administration (RG 4), Government sale of Oklahoma Indian Lands (RG 75), Seawall Construction Corps of Engineers-Galveston, TX (RG77), NASA Mission Plan (RG255) Cherokee Indians, ca. 1896 (RG 75), Kelly Field, San Antonio, TX (RG 18).

UNITED STATES FOOD ADMINISTRATION



## If You Can't Fight— Raise Food!

The United States army and navy today number about 2,200,000 men and 350,000 horses and mules. The armed forces of our allies contain approximately 15,000,000 men and 2,500,000 animals.

### These Men and Animals Must Have Food

and America is the one great source, unimpaired by war and within reasonable shipping distance, on which all rely. We are sending our surplus food and feed to Europe now, but in view of the world-wide shortages, we must prepare to ship a far greater quantity this year and next year.

Farmers are urged, not to work harder, but to make their work more productive, and to produce those foods that we and our allies need and that can be most easily stored and transported—

|          |                |       |
|----------|----------------|-------|
| CORN     | GRAIN SORGHUM  | OATS  |
| BEEF     | MUTTON         | PORK  |
| PEANUTS  | POULTRY        | CANE  |
| POTATOES | SWEET POTATOES | BEANS |

*These Are the Products For YOU to Raise This Year!*

### The Farmer and the Soldier

must help each other. Without our brave soldiers in France and the splendid men in the allied navies, we would soon become a German province just as surely as Belgium is today. Without the farmers of America our armies and allies would starve.

Remember that the German army is only 7 DAYS from the American coast, so do your utmost to feed the men and animals who "stand like a stone wall" between you and it.

## Government Sale of Oklahoma Indian Lands 1911-1912



Published by the Government Printing Office



3902-HOOS-RU000

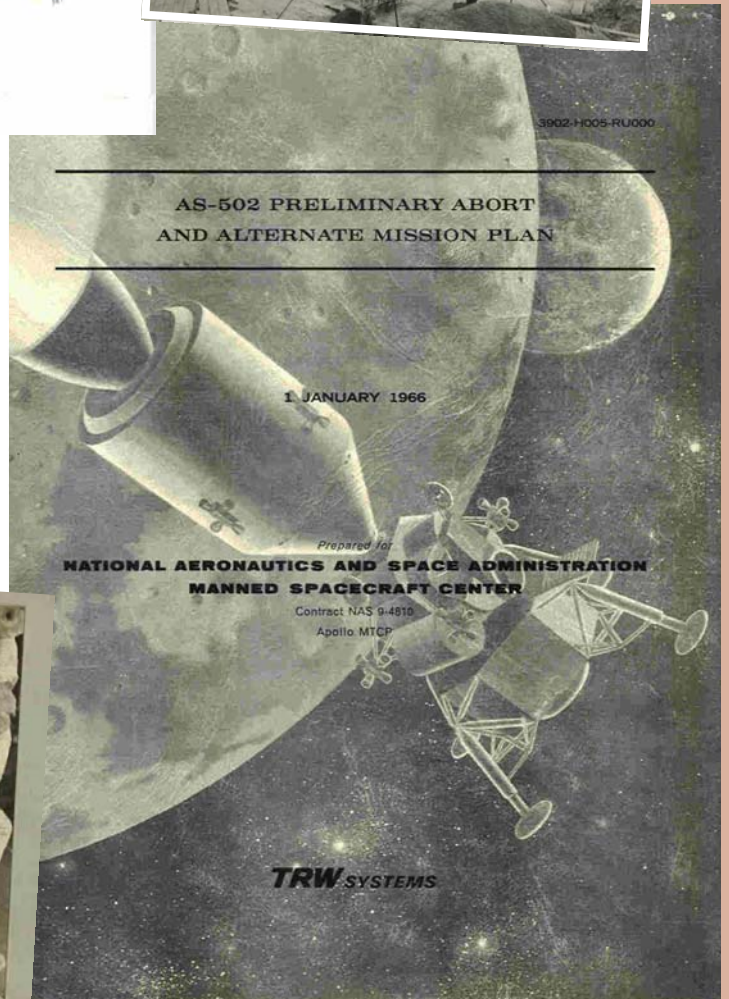
## AS-502 PRELIMINARY ABORT AND ALTERNATE MISSION PLAN

1 JANUARY 1966

Prepared for  
**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
MANNED SPACECRAFT CENTER**

Contract NAS 9-4810  
Apollo MTCP

**TRW SYSTEMS**



**NATIONAL ARCHIVES AND RECORDS  
ADMINISTRATION**

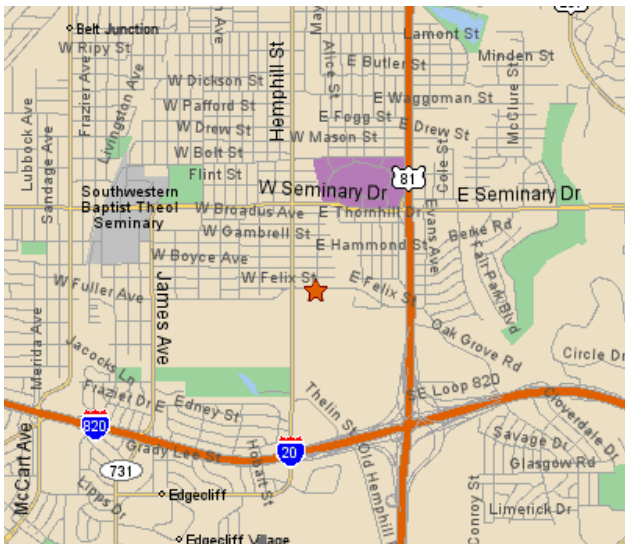
501 West Felix Street, Building One  
P.O. Box 6216  
Fort Worth, TX 76115

Phone: 817-831-5600  
Fax: 817-334-5511



Mailing Address Line 1  
Mailing Address Line 2  
Mailing Address Line 3  
Mailing Address Line 4  
Mailing Address Line 5

## Visit in person...



### Directions:

The Fort Worth facility is about 5 miles south of downtown Fort Worth, near the intersection of I-20 and I-35W.

From downtown Fort Worth take I-35W south and exit on Felix Street. Proceed west on Felix for half a mile, turn left into the Federal Center, and stop for security information. The security guard will give directions to Building One.

You will need a valid driver's license and proof of insurance to enter the Federal Center.

## ...or visit online

[http://www.archives.gov/facilities/tx/fort\\_worth.html](http://www.archives.gov/facilities/tx/fort_worth.html)