



The National Archives and Records Administration  
Southwest Region



# The Southwest Bulletin

Issue #2

Winter/Spring 2006

## Ground Breaking Held for the NARA-SW Region New Federal Records Center Building

BY KENT C. CARTER, REGIONAL ADMINISTRATOR

NARA-SW REGION, FORT WORTH, TEXAS



*Drawing by: BPLW Architects & Engineers – Mesa, Arizona*

**F**inally we have reached the long anticipated milestone for NARA-SW – the breaking ground for a new records center building. On October 27th, a ceremony was held at the new site in the Carter Industrial Park in South Fort Worth, a few miles away from the current location.

The ceremony was attended by approximately 110 guests, including NARA staff from College Park, Maryland, and local staff, as well as invited guests representing the developer – K/H Lakewood, LLC of Kansas City, Missouri, subcontractors, and even some NARA-SW retirees. Remarks were made by various

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This newsletter is published twice a year, 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.

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## Records Center Under Construction!

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officials including NARA management and Erik With, District Director of the Office of Michael C. Burgess, M.D., Representative for the 26<sup>th</sup> Congressional District of Texas, and Kathleen Hicks, City Councilwoman, 8th District for the City of Fort Worth.

The new facility will be 204,529 square feet and house nearly 1 million cubic feet (boxes) of records for the approximately 100 Federal agencies in our four-state region. The building will accommodate over 50 NARA staff members and contractors and will include a research room for the public to review judicial records from the Federal courts in the region. NARA and K/H Lakewood, LLC., the developer for the site, have entered into a 20-year lease.

The new records center will replace Building One on the Federal Depot on nearby Felix Street. NARA will continue to operate two bays in Building Nine which contain an additional 440,000 cubic feet. The combined capacity of the current and new facilities will be approximately 1.4 million cubic feet (boxes) of records.

Once completed, the new center will store records for the various agencies in the region, including the regional U.S. District / Bankruptcy Courts, the Internal Revenue Service, the National Aeronautics and Space Administration (NASA-Johnson Space Center), the Department of Energy, the Department of Navy, and the Department of Homeland Security.

The new center will include facilities for the storage and servicing of

electronic records. A document scanning room will be a prominent feature of the building, and an additional electronic records storage unit is also planned.

The new Records Center is an exciting new step for NARA as we move to modernize the facilities that house these very important records. We are moving to a modern, efficient, purpose-built facility designed to meet the standards of the 21<sup>st</sup> century. Should you have any questions regarding your records please let us hear from you.

### ANNOUNCEMENT:

Kent Carter recently announced his retirement from NARA effective April 1, 2006. Kent has over 30 years of service to the Federal Government and is well recognized for his in depth knowledge of NASA in addition to his extensive knowledge of NARA. He will be missed. Preston Huff, ARA, will be the point of contact for the Region after Kent's retirement until Mr. Carter's replacement is named.

Your comments about this publication are welcome.

This issue of the newsletter provides a glimpse of the activities of the three major program areas: Records Center Operations, Archival Operations, and the Records Management Program.

# Records Management Training

## Nationwide Records Management Training

As part of the National Archives and Records Administration's (NARA) mission to ensure ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience, we partner with stakeholders to ensure that:

- Federal agencies can economically and effectively create and manage records necessary to meet business needs;
- Records are kept long enough to protect rights and assure accountability; and
- Records of archival value are preserved and made available for future generations.

To achieve our goals, NARA's Strategic Plan calls for a redesign of Federal records management, including a change in Federal records policies and procedures. NARA has developed updated records management courses designed to meet the changing Federal record-keeping environment.

## Nationwide Records Management Training Certification

NARA offers an optional certification program for individuals who successfully complete training in Federal records management.

The goals of the NARA certification program are to:

- Raise awareness and improve effectiveness of Federal records management;
- Increase the level of professionalism of those managing Federal records;
- Give Federal records professionals a set of benchmarks to gauge their professional development, and
- Give NARA the ability to better assess the effectiveness of its training program.

Participants may take examinations upon completion of Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive NARA's Certificate of Federal Records Management Training, signed by the Archivist of the United States.

Knowledge Area One is recommended as a foundation course for those seeking certification but is not required to obtain certification.

## Records Management Training – Southwest Region February – September 2006

### 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)

February 6, 2006	Dallas, TX
March 20, 2006	Little Rock, AR
September 11, 2006	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)

April 17-18, 2006	Dallas, TX
May 15-16, 2006	Baton Rouge, LA
June 12-13, 2006	Hot Springs, AR
July 17-18, 2006	Galveston, TX
August 21-22, 2006	Tulsa, OK
September 18-19, 2006	Fort Worth, TX

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# Records Management Training

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## 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)

February 7-8, 2006	Dallas, TX
March 21-22, 2006	Little Rock, AR
April 4-5, 2006	Oklahoma City, OK
June 27-28, 2006	Houston, TX
September 12-13, 2006	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 an 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)

April 19-20, 2006	Dallas, TX
May 17-18, 2006	Baton Rouge, LA
June 14-15, 2006	Hot Springs, AR
July 19-20, 2006	Galveston, TX
August 23-24, 2006	Tulsa, OK
September 20-21, 2006	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)

February 9-10, 2006	Dallas, TX
March 23-24, 2006	Little Rock, AR
April 6-7, 2006	Oklahoma City, OK
June 29-30, 2006	Houston, TX
September 14-15, 2006	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, 2006	Dallas, TX
May 19, 2006	Baton Rouge, LA
June 16, 2006	Hot Springs, AR
July 21, 2006	Galveston, TX
August 25, 2006	Tulsa, OK
September 22, 2006	Fort Worth, TX

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# Records Management Training

## Other Courses

### *Using Records Center Services*

April 27-28, 2006 Austin, TX

### *Basic Records Operations*

March 8, 2006 Fort Worth, TX

May 24, 2006 Houston, TX

May 24, 2006 Fort Worth, TX

July 12, 2006 Fort Worth, TX

### *Electronic Records Issues*

May 23, 2006 Houston, TX

July 11, 2006 Fort Worth, TX

### *Vital Records*

March 9, 2006 Fort Worth, TX

May 25, 2006 Houston, TX

May 25, 2006 Fort Worth, TX

July 13, 2006 Fort Worth, TX

FOR MORE INFORMATION CONTACT:

John Garza at 817-207-6316 or email:

[ftworth.recmgmt@nara.gov](mailto:ftworth.recmgmt@nara.gov)



*Cindy C. Smolovik, Senior Records Analyst, Teaches Knowledge Area 4 at Los Alamos, NM*

## Tailored Workshops

Does your agency have a specific training need?

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

Our dates don't match your schedule?

**We will come to you! Gather at least 10 interested people in your area to set up a schedule that fits yours.**

FOR MORE INFORMATION CONTACT:

John Garza at 817-207-6316 or email:

[ftworth.recmgmt@nara.gov](mailto:ftworth.recmgmt@nara.gov)

# E-Records Forum

AN ANNUAL EVENT TO LOOK INTO THE FUTURE

**BY CINDY C. SMOLOVIK, CA, CRM**  
Senior Records Analyst

Technology continues to present opportunities and challenges for archivists, records managers, librarians, and other information professionals. The E-Records Forum is an annual event for the purpose of providing attendees a chance to discuss current trends and hot topics in electronic record keeping. The 2005 forum was held March 31-April 1, in Austin, TX provided just that.



*Dr. Lewis Bellardo, in Austin, TX*

Tim Nolan, Program Planning and Research Specialist, State and Local Records Management Division, Texas State Library, reprised his role as master of ceremonies. The conference started with an insightful discussion by Dr. Lewis Bellardo, Deputy Archivist of the United States, on changes in NARA's approach to Federal Records Management. L. Reynolds Cahoon, Assistant Archivist and Chief Information Officer for NARA, continued with the status of the Electronic Records Archives (ERA) and what it means for the future of preservation and access to these types of records by the National Archives. Mr. Cahoon informed the audi-

ence that NARA intends for ERA to be a dynamic system that will continue to grow and transform as technology changes so that it doesn't become an obsolete dinosaur. Tom Mills, Assistant Archivist for Regional Records Services for NARA, rounded out the panel by describing the goals and services offered by NARA through out the country by the various regional centers. Afterwards the panel fielded questions from the attendees.

The conference continued with a look at handling different technologies and coordinating electronic records management. Enterprise Content Management is becoming one of the most banded about buzzwords in electronic records keeping. Frank McGovern from FileNet presented a clear definition of this concept and how it works.

Digital projects for preservation and access cost money. Bonnie Curtin, National Endowment for the Humanities, came with answers. Ms. Curtin gave an enthusiastic and encouraging presentation on what types of grants are available, as well as how to apply for the right one for a particular type of project.

Various new gadgets have increased productivity, the ability to communicate, and have given rise to a whole new set of electronic records issues.

Michael Baimbridge, Senior Records Analyst NARA-SW Region, researched the use of BlackBerrys, Instant Messaging, Smart Phones and other electronic devices and reported on the various ways they affect the capturing of information and the creation of records.

Having a web site is no longer a novelty, it has become a necessity. However, web sites come and go, are updated, and their content often lost to cyberspace. The University of North Texas (UNT) is working to capture this information. On Friday, Cathy Hartman, Head of Digital Projects Department and Fellow, Texas Center

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# E-Forum

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for Digital Knowledge at UNT, provided attendees with a case study in how the Cyber Cemetery Project works, and the trends in digital projects on university resources in personnel, equipment, and software.

Nowhere is electronic case filing more evident than the court systems. Michael Milby, Clerk of the United States District Court for the Southern District of Texas, gave a highly informative and entertaining view of how electronic records are changing how the court system conducts itself. Judges are now finding electronic documents an essential part of their daily processes. The amount of electronic documents and the workflow to maintain the accuracy and authenticity of these records is staggering.

Social Security Numbers (SSNs) are one of the key elements of our identities. The gathering and use of this vital information by the government is often necessary. The protection of this information is equally vital. The conference ended with Mindy Bowman, from the federal Government Accountability Office (GAO). Ms. Bowman came to explain the background and recommendations from GAO Report 05-59 on the use of Social Security Numbers (SSNs) by federal, state, and

local governments. The purpose of this report, according to Ms. Bowman, was to study how often SSNs are collected and made available through websites or other electronic methods.

The E-R Forum is presented through a partnership between the National Archives and Records Administration – Southwest Region (NARA-SW), the Society of Southwest Archivists (SSA), the National Association of Government Archives and Records Administrators (NAGARA), the Texas State Library and Archives Commission (TSLAC) and the University of Texas at Austin School of Information. The planning committee members are TSLAC: Tim Nolan, Mary Ann Bridges and Roy Bowden; NAGARA: Nancy Fortna, NARA and Bonnie Curtain, NEH; University of Texas at Austin School of Information: Dr. Patricia Galloway; and NARA-SW region John H. Smith and Cindy Smolovik. Cindy Smolovik also serves as the representative for SSA.

The committee would like to thank all the speakers and attendees. The next E-Records Forum will be held April 27-28, 2006 in Austin, Texas. For more information contact [cindy.smolovik@nara.gov](mailto:cindy.smolovik@nara.gov).

## Records Management and Archives Operations

The Records Management Program provides assistance to agencies with records management projects including records schedule implementation for paper and electronic records and assisting with the transfer of permanent records from federal agencies to the National Archives. For example:

An 1861 Chancery Docket placed up on E-bay was recovered by United States District Court for the Southern District of Texas in Galveston. In May, Michael Baimbridge, Senior Records Analyst, retrieved the book from the Honorable Judge Samuel Kent. With Judge Kent's assistance, Michael also transported a variety of other historical court records from Galveston to NARA-SW in Fort Worth. The Archives Operations staff will be processing these records for research use and digitizing samples for the Judge to put on exhibit in display cases in the courthouse.



*Barbara Rust, Archivist, holds the Chancery Docket*

# Hurricane Response

## IN THE AFTERMATH OF KATRINA: Mold. Chemical smells. Distorted file cabinets. Soaking wet records.

BY BARBARA RUST, CA, CRM  
SENIOR ARCHIVIST

These are a few of the conditions encountered by employees of the National Archives and Records Administration (NARA) when they recently visited the Orleans Parish Criminal Courts Building and District Attorney's Office located in New Orleans.

Kathy Ludwig and Hillary Kaplan, two conservators from NARA-College Park, inspected the records storage areas in the basement and first floor of the parish offices during the second week of November. John Smith, Director of Records Management Operations and Barbara Rust, senior archivist, from NARA-Southwest Region also were present during the removal of records. Carrie Fager with the Louisiana State Archives assisted in the removal of records, particularly the computer hard drives from the District Attorney's Office. She also presented the Orleans Parish Criminal Courts Clerk with a listing of microfilmed parish records at the Louisiana State Archives.

Kimberly W. Butler, Criminal Courts Clerk, visited the records storage site several times. Eddie Jordan, Jr., District Attorney, and Dr. Frank Minyard, Coroner, sent representatives to assist in the recovery efforts.

On November 7, Document Reprocessors, a New York firm working under a FEMA contract, began the removal of records from the coroner's and court clerk's storage rooms in the basement of the Criminal Courts Building and file cabinets of records from the first floor



*Damaged Records, Orleans Parish Criminal Court*

of the District Attorney's Office. The three parish offices varied in the volume of wet records and the extent of damage to records, but all three offices had records sitting in oil- and chemical-polluted flood waters.

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# Hurricane Response



**Damaged Records, Orleans Parish Criminal Court**



# Hurricane Response

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In addition to particulate matter left by the flood waters, the coroner's storage room also had contamination from various chemicals, including formaldehyde. Hazmat crews with the contractor worked under extremely difficult conditions to remove the coroner's files.

By Friday, the last of the five locked trucks with approximately 6,500 cubic feet of records left Orleans Parish. The records would first undergo irradiation to destroy as much of the mold spores as possible. Then the wet files would be placed in sublimation chambers to vaporize the moisture and dry the documents. Orleans Parish officials will be making more difficult

decisions about restoration of the records once the files are dry.

There are many important lessons to be learned from catastrophic events like Hurricane Katrina. Federal, state, and local officials in Louisiana will be revisiting several emergency management issues, including maintenance of public safety and public health in a devastated city, procedures for evacuation and emergency responses, restoration of a community's infrastructure and its services, and actions to mitigate damage from future storms. Records management issues of storage, retention schedules, and protection of vital operating records should be part of the discussions.



*Dr. Allen Weinstein, Archivist of the United States visits clean up efforts in New Orleans.*

## NARA Assists FEMA Baton Rouge Joint Field Office

By JOHN H. SMITH, CRM

The White House issued a directive instructing all Departments and Agencies responding to the Hurricane Katrina and Hurricane Rita to keep all records and documentation related to the disaster. Directions to the Federal Emergency Management Administration (FEMA) field offices from FEMA headquarters states that this directive encompasses all materials, including but not limited to, formal and informal, official and unofficial documents and records, including electronic communications, electronically stored documents, photographs, maps, charts, official calendars, meeting minutes, and videotapes located within the purview of the Katrina and Rita activities.

The FEMA Joint Field Office (JFO) deployed for the response to the disasters caused by Hurricanes Katrina and Rita is located in Baton Rouge, Louisiana. Upper management officials for this office were concerned about their ability to respond to the White House memo. Therefore, FEMA officials invited Preston Huff, Assistant Regional Administrator NARA-Southwest Region, to present a records management briefing to the management team of the JFO in Baton Rouge, concerning FEMA's response to this memo. As a result of Mr. Huff's presentation, FEMA requested NARA's assistance in fulfilling the requirements of the memo.

John H. Smith, Director NARA-SW Region Records Management Program and Michael Baimbridge, NARA-SW Region Senior Records Analyst, visited the JFO on November 1<sup>st</sup> and 2<sup>nd</sup>. They met with FEMA staff members Jon Ayscue, Michael King, Chief of Planning and Information, Al Coons, Planning and Information (designated JFO Records Manager), and Steve Orsnio, General Counsel, to perform an assessment of the records management activities and processes.

As a result of the assessment, in collaboration with Mr. Ayscue, it was decided that the best course of action was to select records coordinators for each section and to establish a position for a records manager in the Information and Planning Section to standardize the recordkeeping activities for FEMA operations when deployed as a result of disasters. It was agreed that NARA would provide classroom and on-the-job training for the coordinators and records manager, and briefings for managers and supervisors.

A project was designed to enable the JFO to classify all record and nonrecord material captured by FEMA in hardcopy and electronic form, as well as categorize and apply records management principles to the material relating to FEMA's response to Hurricane Katrina and Hurricane Rita. In addition to appointing a temporary JFO records manager for FEMA's Katrina and Rita response, appointing records coordinators for each section., NARA designed and presented workshops to train the JFO records manager and records coordinators, designed a records management training module to be used during orientation for employees deployed to the JFO, plus manager and supervisor briefings and on-the-job training (OJT) for JFO records manager and records coordinators.

The immediate focus was to ensure that the material required by the White House memo is being captured and classified. The long-term goal will be to establish a recordkeeping system that can be easily implemented in other FEMA field offices through assistance with developing file plans for each functional area, email archiving procedures, and filing and storage procedures for hardcopy and electronic records and nonrecords and the creation of policies and procedures.

# Fort Worth Records Center

## Keep on Keepin' On....

### **We are moving – but we will not stop serving!**

**BY LEONARD "JR" HARMON,  
DIRECTOR RECORDS CENTER OPERATIONS**

These are exciting times for the National Archives. As you probably have read by now, we are moving. As Director of the Fort Worth Federal Records Center (FWFRC), I would like to assure all of our customer agencies the level of our service will not change. We will continue to provide the utmost in customer service and records management services.

On behalf of my entire staff, I would like to thank all of our customer agencies, for your commitment and continued support. The collaboration between our agencies, is a testament that government really does work.

In the year ahead, we will provide all of our customers with updates on our impending move as well information on new services, rates, and upcoming events.

I am excited about reintroducing our services to you, so please take time to review our new and current offerings.

Please remember that we are here to serve you, and your satisfaction is our satisfaction. If at any time you feel that you are not being provided quality customer assistance, or if you have any further questions or need any additional assistance do not hesitate to contact me directly.

For more information contact  
Leonard Harmon, Jr., Records Center Director  
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Phone: 817-831-5904  
Fax: 817-334-5539

## *Additional Services We Provide*

In addition to records storage and retrieval we also provide

- Microfilming
- Document preparation for reformatting
- Scanning
- Smart Scan Electronic Delivery
- Indexing
- Bar Coding
- Electronic Storage
- FastPak Retrieval
- Metro Courier Service

# Smart Scan

## Electronic Document Delivery Services

**You could  
save 15%  
or more**

### Now receive your requests electronically!

### A fast, reliable, and inexpensive service

The Fort Worth Records Center now offers the Smart Scan service to provide same day electronic delivery of reference requests for customer agencies.



*The Higher Authority in  
Records Management.*



National Archives and  
Records Administration  
Federal Records Center  
Program

### Contact Information:

NARA Southwest Region  
Federal Records Center  
501 W. Felix St. , Bldg 1  
Fort Worth, Texas 76115

Phone: 817-831-5904  
Fax: 817-334-5373  
E-mail:  
leonard.harmon@nara.gov

Have an urgent request or need something specific from your documents? The Fort Worth Federal Records Center is now offering the **Smart Scan** service to all of its customers. The service provides for the electronic delivery of requests via email. Requests will be emailed in Adobe PDF format to the email address that the customer requests.

No longer will you have to wait days to receive your request. If you send in your Smart Scan request by 9:00 a.m. you will receive it that same day by 4:00 p.m.

- Cost Effective
- Easy to Share
- Simple to Use
- Fast, Same Day Service

# Archives

## Making Researching Criminals A Little Bit Easier

BY MEG HACKER,  
DIRECTOR ARCHIVAL OPERATIONS

Are you interested in the original, the interesting, the funny, or the unique shades of history? You might want to consider visiting the National Archives

Southwest Region located at 501 West Felix in Fort Worth (Building 1). Holding more than 103,000 cubic feet of historical records dating from 1800 to the mid-1990's, this regional archives is responsible for the permanently valued records created by numerous federal agencies in Texas, Louisiana, Oklahoma, and Arkansas.

Throughout history, Americans have emphasized the famous, highly profiled, scandalous people who have infiltrated the Federal court system in one way or another: i.e. Bonnie and Clyde, Wyatt Earp, the Dalton Gang, Machine Gun Kelly, Jean Lafitte, Belle Starr, among others. But what about the average John Q. Public? We know that many everyday citizens have been through the courts at one point or another--but how do we find them? Well, the staff and volunteers at the Southwest Region have been working on making one group of records easier to use. You will be amazed at the outcome.

### *The Index to Criminal Case Files for Fort Smith, Arkansas, 1860-1896*

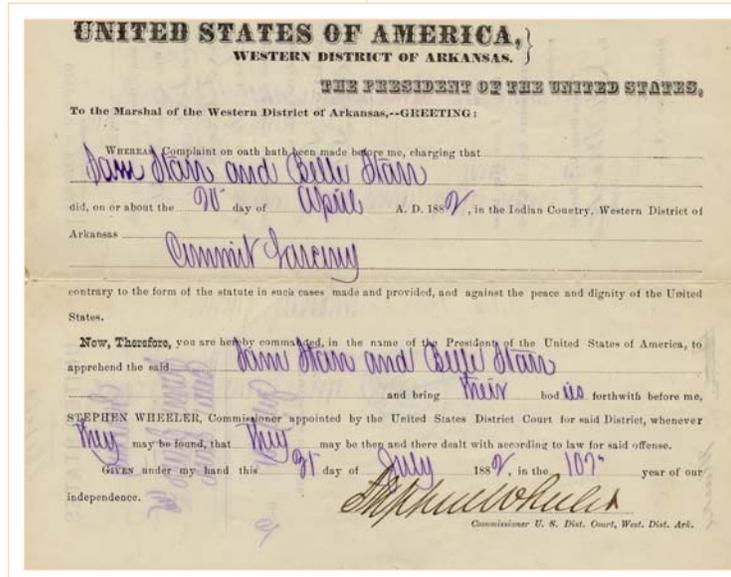
Basically, if you know of an individual who lived, breathed, walked through, or even dreamed about

Fort Smith, Arkansas (or nearby Indian Territory) from 1860 to 1895, it is wise to check the index to the criminal cases. A word of caution to those of you who believe that the person you are researching was relatively squeaky clean--keep an open mind--these were the days of the "wild west." *Thousands* of defendants appeared before "Hanging Judge" Isaac Parker for a *wide* variety of crimes. In Parker's court, almost everything was subject to the law. Among the cases

heard in Fort Smith, the following "crimes" were tried:

**adultery, arson, assault, bigamy, bribery, child custody, conspiracy, contempt, counterfeiting, debt, embezzlement, enslavement, exposure, extortion, forgery, fornication, fraud, gaming, impeding justice, impersonating an officer, incest, intimidating a witness, kidnapping, larceny** (one of the more popular crimes), liquor vio-

**lations (the other most popular crime), maim, manslaughter, marriage (actual crime was seducing under the promise of marriage), mayhem, murder, obscene mail, obstructing mail, perjury, quarantine, rape, resisting arrest, slander, tax debt, threat, treason, unlawful weapon, and voting rights violation.**



Hours: Monday – Friday  
6:30 a.m. to 4 p.m.  
1st Saturday of the month 8:00  
a.m. to 4 p.m.  
For more information contact  
Meg Hacker, Director,  
Archival Operations  
Meg.hacker@nara.gov  
817-831-5643

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# Archives

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An index is available at the Southwest Region as well as online at: <http://www.archives.gov/research/arc/>, follow the online directions.

Once you have found the individual you are researching, note the name, the jacket number, and any name listed in the *et al* column. You may request the case papers in person (please contact us ahead of your visit), or via the mail. If you are mailing the request, please note that the minimum mail order is \$10.00. Checks and money orders should be made payable to the National Archives Trust Fund. We also accept credit cards. Our mailing address is: National Archives--Southwest Region, P.O. Box 6216, Fort Worth, TX, 76115.

This is only the tip of the iceberg--if you are fortunate to locate your individual on this index there could possibly be more to the paper trail. Common Law Record Books, Sentence Record Books, and Transcripts of Testimony, are some of other series at the South-

west Region that could possibly shed a little light onto your subject. All of these series are already available on CDs.

Want more? Try the Fort Smith National Historic Site (National Parks Service, P.O. Box 1406, Fort Smith, AR, 72902), has been collecting information on the court for decades.

All it takes is a little bit of time and a little bit of curiosity. Who knows--you might be able to add some color to your family history.

Court Writ Docket, U. S. District Court, Western Dist. of Arkansas.

Name of Defendant	Nature of Writ	Date of	Returnable	Date of Return	Return
Smith Joseph	Larceny	Feb 1 1876	Oct 1 1876		25/257
Storer John	Intest	Mar 2 "	" 1 "		25/258
Stankle James	Intest	Apr 13 "	" 2 "		25/259
Smith Egg	Larceny	" 13 "	" 1 "		25/260
Stapleton John	Perjury	" 21 "	" 6 mos		25/261
Scott Alex	Larceny	May 15 "	" 1 yr		25/262
Sammons Bill	"	" 15 "	" 1 "		25/263
Shepherd John	"	" 21 "	" 1 "		25/264
Smith Dock	Intest	Mar 6 "	Jul 20 days		25/265
Young Manuel	R. & D.	May 9 "	" 60 "		25/266
Shell Nancy	Intest	" 26 "	" 30 "		25/267
Joseph Louisa	R. & D.	" 26 "	" 30 "		25/268
Olson Col	Murder			Feb 20 1876	25/269
Apple Langdon	Murder	Apr 6/18 1876			25/270
Stephens John	"	Apr 2/76			25/271
Scott Charles	Intest	May 3 1876	Jul 2 1876		25/272
Stankle James	"	" 13 "	" 1 "		25/273
Stankle Joseph	Larceny	Apr 21 "	" 18 days		25/274
Smith et al James	Intest	" 21 "	" 1 "		25/275
Stark James	"	Oct 1 "	" 20 "		25/276
Stewart Alex	"	Apr 24 "	" 60 "		25/277
Stear John	"	Mar 13 "	" 60 "		25/278
Strickland John	"	Dec 6 "	" 18 "		25/279
Swain Josie	"	Jan 9 1877	" 60 "		25/280
Swain James	"	May 1 "	" 30 "		25/281
Swain Brian	"	" 16 "	" 30 "		25/282
Swain Anne	"	" 21 "	" 60 "		25/283
Smith Ornel	"	Jan 11 "	" 60 "		25/284
Stankle Roger	R. & D.	" 26 "	" 30 "		25/285
Stanton John D.	Larceny	May 4 1876	5 mos		25/286
Smith James	Assault	Oct 11 "	" 3 "		25/287
Stear Thomas	Intest	Nov 23 "	" 18 "		25/288
Stear John W. & John	Larceny	Feb 15 1877	" 1 "		25/289
Stark Tom	Intest			May 17 1876	25/290
Stanton Richard	Larceny			Apr 25 "	25/291
Starr Bill	"			" 30 "	25/292
Stith R. & D.	"			May 12 1877	25/293
Stear Andrew	Assault			" 12 "	25/294

Wlysses S Grant  
President of the United States of America.

To all to whom these Presents shall come, Greeting:

Whereas, on the 25th day of June, A. D. 1875, in the United States District Court for the Western District of Arkansas, one Oscar Snow was convicted of murder, and was sentenced to suffer death;

And whereas, the Hon. Isaac C. Parker, the Judge before whom he was tried, says that: had the law permitted him so to do, he would have sentenced Snow to imprisonment for life, instead of imposing the penalty of death, and recommends that his sentence be commuted to imprisonment for life, in view of all the circumstances of the case;

And whereas, the United States District Attorney concurs in this recommendation;

Now, therefore, be it known, that I, Wlysses S. Grant, President of the United States of America, in consideration of the premises, deem it the good and sufficient reasons me therunto moving, do hereby

United States of America,  
Western District of Arkansas.

THE PRESIDENT OF THE UNITED STATES,  
To the Marshal of the Western District of Arkansas, and to the Keeper of United States Jail, at Fort Smith, Arkansas--Greeting:

WHEREAS, at the District Court of the United States of America for the Western District of Arkansas, at the Warden Term thereof, begun and holden in Fort Smith, within and for the District aforesaid, on the 7 day of November, A. D. 1883, the Grand Jurors, in and for said District empanelled, brought into the said Court a true bill of indictment against Sam Stear and Belle Stear for Perjury

in the Indian Country against the peace and dignity of the United States. As by the said indictment, now remaining on file and of record in said Court will more fully appear.

And, whereas, the said Belle Stear & Sam Stear having subsequently entered into a recognizance with good and lawful sureties, for his personal appearance in the United States District Court, at the United States Court room at Fort Smith, in said District, from day to day and from term to term thereafter, until discharged by order of said Court, then and there to answer what might be objected against him; and abide the orders of the Court, and not depart the said Court without leave thereof. And, whereas, at the February term, 1883, of said Court, the said Belle and Sam Stear was duly arraigned upon said indictment and pleaded not guilty thereto, and was put upon trial before a jury for said offense. And, whereas, the said jury having returned into Court a verdict of guilty against said defendant upon said charge. And, whereas, it was ordered by said Court that the said defendant and his sureties be released from the conditions of their recognizance, and that the said defendant be committed to jail to await final sentence.

WE THEREFORE COMMAND YOU, the said Marshal, forthwith to convey the said Belle and Sam Stear to the United States Jail at Fort Smith, Arkansas, and them deliver to the Keeper thereof; and you, the said Keeper, are hereby required to receive the said Belle and Sam Stear into your custody in the said jail, and them there safely keep until they shall be discharged by due course of law.

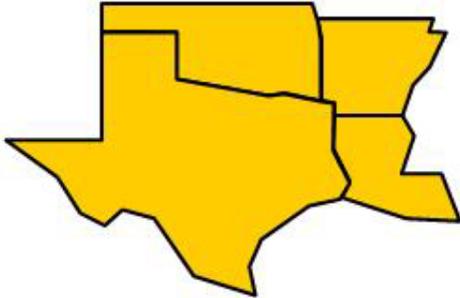
IN TESTIMONY WHEREOF, the Honorable, ISAAC C. PARKER, Judge of the District Court of the United States for the Western District of Arkansas, has caused the seal of said Court to be hereunto affixed, this 19 day of February, A. D. 1883, and in the 19 year of our Independence.

Attest:  
Stephen Wheeler Clerk  
W. M. Williams

Sample Fort Smith Documents

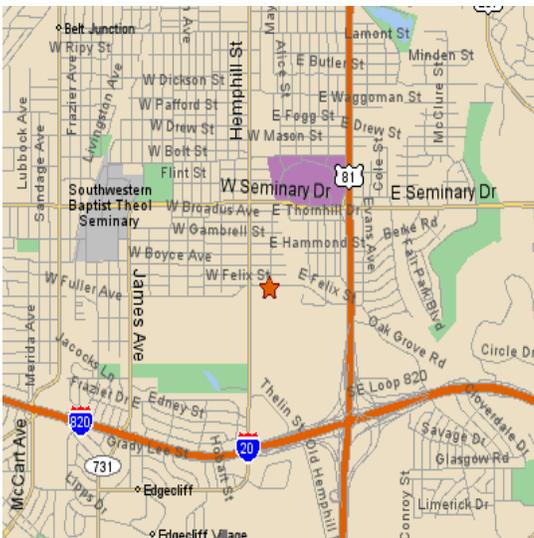
**FEDERAL RECORDS CENTER PROGRAM  
NARA-SOUTHWEST REGION**

NARA-FRCP  
501 W. Felix St. Bldg. 1  
P.O. Box 6216  
Fort Worth, Texas 76115



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/southwest/>