

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

# BUILDING ACCESS PRIVILEGES

*in*

**WASHINGTON AND COLLEGE PARK**



*Our Mission is to provide public access to Federal Government records in our custody and control.* One aspect of this mission is the protection and preservation of those records. Our security staff has developed several procedures to assure public access while also assuring protection of the records in our custody. This pamphlet discusses the use of identification cards for public and employee access to our Washington, DC, and College Park facilities.

Our historic building in Washington has undergone several modifications to the physical layout of the building. These changes enhance the storage of and access to federal records. However, these changes also make access control more complicated in Washington than at College Park. Our College Park facility was designed using the lessons on access control learned in Washington.

One important aspect of security in Washington is the differentiation between the museum side (entered from Constitution Avenue) and the research and staff side (entered from Pennsylvania Avenue). There are separate access procedures for each side. The material below applies to the research and staff side (Pennsylvania Avenue) with the exception of the final section that explains access control on the museum side.

## **RESTRICTED AREAS IN WASHINGTON AND COLLEGE PARK**

All parts of the National Archives Building (A-1) in downtown Washington that are accessed from the Pennsylvania Avenue lobby are restricted areas. Electronic locks that can be opened only with an employee/volunteer/contractor identification card protect most of these areas.

Areas accessed from Constitution Avenue are open to the public, and access to those areas is explained in the final section of this pamphlet

At the National Archives at College Park (A-2), all areas are restricted areas except the entrance lobby, the cafeteria, the Adrienne Thomas auditorium, lecture rooms, and adjoining hallways.

## IDENTIFICATION CARD/TEMPORARY PASS REQUIREMENT

Everyone in a restricted area must have an identification card. It can be:

- a. An **employee, volunteer or contractor identification card** issued by the Security office at A-1 or A-2, also called a proximity card;
- b. A **temporary employee pass** issued at the lobby security desk;
- c. A **researcher card** issued by a National Archives facility for research room access only;
- d. A **temporary researcher pass** issued by security officers at the A-1 (Temporary research passes are not issued at A-2);
- e. A **tour group pass or pin** issued by security officers to each individual who is part of a NARA sponsored guided tour;
- f. A **visitor pass** issued by security officers to guests, representatives of other Government agencies, and company representatives calling on NARA business offices and who must be accompanied by an escort; or
- g. A **workshop pass**, which is the name badge issued by the NARA sponsoring unit to individuals attending workshops, conferences, or other educational activities.

Employee/Volunteer/Contractor identification cards and researcher cards are issued for a specific period and must be renewed or returned when the card expires. All other identification passes are issued by the security desk at each building and must be surrendered when leaving the secured area or leaving that building.

For temporary exits within the day, special arrangements are made but procedures are different at each location. Security officers at each location can explain those procedures.

## EMPLOYEE/VOLUNTEER/CONTRACTOR IDENTIFICATION CARDS

The security staff in the building where the employee works issue employee/volunteer/contractor ID cards (hereafter referred to as employee ID cards). However, security staff members at the door of each building accept all employee IDs. ID cards will only operate the restricted access locks in the building in which the ID is issued unless special arrangements are made.

Employee access to restricted areas is further limited within each building by the information stored on the employee ID or proximity card. If an employee needs to access an area that is not opened by his/her ID or proximity card, he/she should consult staff in the Security Office in A-1 room B-7 or room 2300 at A-2. The employee's supervisor must sign Form 6006, Identification Card Request, for any change in access within or between buildings.

Stack areas are restricted to people working in those areas, and access control is embedded in the employee ID card.

## **RESEARCHER CARDS**

Researcher cards issued in either Washington or College Park are recognized in the other building; however, they may not be recognized in all other National Archives facilities around the country. Please check with staff at the facility you intend to visit to determine the validity of your researcher card.

## **RESTRICTIONS IN WASHINGTON**

Persons issued temporary research passes by the security officers in the Pennsylvania Avenue lobby are allowed access to the Robert M. Warner Research Center on the ground floor. There, they can apply for a Research Card issued by Research Services. Persons with temporary research passes may also access the café in the basement.

Persons with Research Cards are allowed access to the Robert M. Warner Research Center on the ground floor, the Central Research Room on the second floor, and the café in the basement. To access any other area on the

Pennsylvania Avenue side of the building, persons with Research Cards must be accompanied by an employee at all times.

Persons with a tour group/visitor/workshop pass must be accompanied by an employee at all times (one employee for every 10 visitors).

## **RESTRICTIONS IN COLLEGE PARK**

Restricted areas include the Steny Hoyer Research Center, employee office areas, and stack areas. To access the research center, you must have a Research Card or an employee ID card. All other areas are open to the public. All other areas are open to the public.

To access the employee office and stack areas, you must have an employee/contractor ID or a Visitor Pass issued by security and be accompanied by a National Archives escort.

An employee (one employee for each 10 visitors) must accompany persons with a visitor pass at all times. Visitors are allowed only in the staff office areas.

## **MUSEUM SIDE ACCESS IN WASHINGTON**

Public access to our museum, galleries, and the special events locations is from the Constitution Avenue side of the A-1 building.

The west side entrance (near the corner of 9<sup>th</sup> Street and Constitution Avenue) is the public entrance for visiting the museum and the galleries, including those visitors with time tickets.

The east side entrance (near the corner of 7<sup>th</sup> Street and Constitution Avenue) is for special group tours and for attending special programs in the McGowan Theater, the Boeing Learning Center, and our public conference rooms – Washington, Jefferson, Adams, and Madison. The east side entrance is also known as the special events entrance.

Identification badges are not required for entrance from Constitution Avenue, but all visitors must pass through the security screening area.

Persons entering on the Constitution Avenue side are not allowed to cross over to rooms accessed from the Pennsylvania Avenue entrance without exiting and reentering through the Pennsylvania Avenue doors.