



# Pacific Currents

*A Regional Newsletter*

*National Archives and Records Administration - Pacific Region*

San Bruno, Laguna Niguel, and Riverside, California

[archives.gov/pacific/](http://archives.gov/pacific/)

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## San Bruno Archives Receives San Francisco Customs Records

The Regional Archives in San Bruno has accessioned a rich historical records collection from Customs and Border Protection in San Francisco. These old Custom House archives augment extensive Port Director correspondence, maritime documentation, and other former U.S. Customs Service records long held by the Archives. The records include a large number of photo albums as well as textual and special media materials documenting agency facilities, enforcement activities, personnel, and special events, in San Francisco and other Pacific Coast ports.

The collection features historical photographs showing construction of the present, landmark San Francisco Custom House in the aftermath of the 1906 San Francisco earthquake and fire; photos of the Panama Pacific International Exposition; Revenue Marine vessels; and many other topics. There are numerous photographs of the Customs Service's anti-narcotics efforts, showing methods of smuggling and concealment and important seizures



"Old" San Francisco Custom House photographed in 1870; it was demolished in 1905.

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## NARA Records Management Training is Coming to Guam

The National Archives and Records Administration, Pacific Region, will be presenting two records management training courses in Hagatna, Guam, in January 2010.

**Basic Records Operations** will be held on January 26. This workshop covers the fundamentals and how-to's of getting the records in your office under control. At the end of the course, participants will be able to



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The present Custom House at 555 Battery Street was completed in 1911, in the aftermath of the great Earthquake and Fire of 1906. On the National Register of Historic Places, it was restored to its original glory in 1997.

## Custom House Records Added to NARA Holdings

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of drugs by Customs agents. There is a wealth of internal printed or duplicated information detailing customs laws and procedures from the 19<sup>th</sup> and 20<sup>th</sup> centuries. The collection includes employee photograph albums and scrapbooks containing rare ephemera.

Among the noteworthy items of more recent vintage are investigative files and transcripts of testimony in the Government's first substantial litigation regarding piracy of computer technology. Computers based on stolen American designs and running on pirated software were being

imported and sold in the U.S. in the mid-1980s. San Francisco Customs personnel investigated the matter and served as expert witnesses in hearings and trials.

At various times San Francisco was the headquarters of Customs districts that encompassed much of the Pacific Coast, and enforced virtually the entire range of about four hundred Customs-related laws of the United States. The collection was assembled over many years by Steve Waterson, longtime staff member of the San Francisco Customs Service's Media Center. Supplementing the original records is an extensive body of research material compiled by Mr. Waterson documenting every detail of the Customs Services' work in San Francisco from 1846 until 2001, and work of its successor agency, Customs and Border Protection, to the present day.

For information about this collection, contact the Archives at (650) 238-3501 or by email to [sanbruno.archives@nara.gov](mailto:sanbruno.archives@nara.gov).

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Check out our Web page at [archives.gov/pacific](http://archives.gov/pacific)

# NARA Training Coming to Guam

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define Federal records and distinguish them from non-record materials and personal papers; reduce unnecessary filing; inventory records; apply records disposition schedules; and transfer non-current records to records centers. The target audience is all who maintain records as part of their jobs and need task-oriented records management training. The cost for this course is \$150 per person.

**Emergency Planning and Response for Vital and Essential Information** will be held on January 27-28, 2010. This course provides knowledge and skills required to identify, protect, and make readily available agency vital records in the event of a disaster, including information and hands-on practice in recovering records damaged in an emergency situation.

At the end of this practical-skills course, participants will be able to plan an emergency response program for records. This training targets Federal employees and/or contractors with records responsibilities, COOP managers, line managers and staff, information technology personnel, and employees of state and local government involved with vital records programs or emergency planning. The cost for this course is \$300 per person.

Our trainer, Debi Wayne, is a long-time NARA senior analyst and trainer with over 35 years of experience with Federal records. She has worked with such Federal

# ARCIS Reference Services Now Available

The Archives and Records Centers Information System (ARCIS) is the new web-based program for interacting with Federal Records Centers. When it is fully implemented, ARCIS will make it possible for you to use a customer portal to send form SF135 and box lists to your FRC electronically, view all current (and past) FRC holdings of your agency's records, and request boxes or folders back for your use.

At this time, the ARCIS electronic reference function is in operation at FRCs in San Bruno and Riverside. It is no longer necessary to mail or fax an Optional Form 11 form to request materials from a particular FRC accession.

**To use ARCIS, you must sign up. Call the ARCIS Help Desk, 314-801-9300 (M-F, 7:00 a.m. – 5:30 p.m., Central Time) or contact the Help Desk at [arcishelp@nara.gov](mailto:arcishelp@nara.gov)**

Planned for FY2010: three new, independent ARCIS modules. These

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agencies as Navy, Forest Service, US Geological Survey, US Army Corps of Engineers, the US Courts, and many others to assess and improve their records management programs and practices. She has trained thousands of Federal employees in the NARA Pacific Region over many years and is a member of the NARA National Records Management Program faculty.

**To register on-line, go to <http://nara.learn.com/recordsmanagement-training>. If you have questions about registration or have other inquiries, please e-mail [laguna.workshops@nara.gov](mailto:laguna.workshops@nara.gov) or contact Audrey Shapin, Training Registrar, at (949) 448-4922.**

include the *transfers module*, which will enable customers to submit SF135s through the customer portal; the *user management module*, which will allow agencies to sign up new users, assign rights to certain applications (e.g., transfers, reference, etc.), and delete users; and the *user access module*, which will allow agencies to set up access groups to control which staff members can access what records (such as by record group or by office).

More information about ARCIS may be found on NARA's website: [www.archives.gov/frc/arcis](http://www.archives.gov/frc/arcis). In the coming weeks, NARA will offer free, instructor-led ARCIS webinars. Sign up at the ARCIS website, where you may also download a printable manual, use web-based tutorials, and view an introductory video.



## Save a Tree!

Read *Pacific Currents* On-line

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