

FOR RESEARCHERS USING ORIGINAL RECORDS (NOT MICROFILM):

This NARA researcher orientation is required on your first visit of each year.

Help Us Protect the Records

An Orientation for Researchers at the National Archives at San Francisco



Identification photograph on affidavit "In the Matter of Wong Kim Ark, Native Born Citizen of the United States." (Habeas Corpus) Case 11198, 1904. Record Group 85, 12017-42223. ARC Identifier 296479

Welcome to the National Archives at San Francisco

- ⦿ Before we issue your Researcher Identification Card, please view the following presentation, which provides information about some of the rules, procedures and practices you will encounter during your visit.
- ⦿ We will provide you with instructions about conducting research and handling records.

The Purpose of this Presentation is...

- ⦿ to prepare you for the reference rules, procedures and practices you may encounter during your visit
- ⦿ to ensure you understand your role in the safeguarding and preservation of our nation's heritage
- ⦿ to understand the rules in place to ensure that records are properly protected

Our Guarantee

- ❑ While we cannot guarantee you will find the records or information for which you are searching, we do guarantee that you will be:
 - ❑ treated with respect by the staff, and
 - ❑ assisted to the maximum of our ability

Researcher Responsibilities

- ❑ Researchers share a significant obligation and duty to protect the records that are made available to the public.
- ❑ This includes a duty to protect NARA materials from damage or mishandling, as well as accidental or intentional unauthorized removal.

Notice to Researchers

- ⦿ While performing research, you are required to follow all NARA Policies provided during your registration process.
- ⦿ NARA has a Holdings Protection Team at each archival facility to provide continuous surveillance of research activity to identify policy violations or theft.

Notice to Researchers



- ⦿ While performing research you are subject to CCTV monitoring in all public areas as well as exit searches of personal property and random inspections of pulled records to ensure all documents and media are present and accounted for
- ⦿ Items brought into the research room are subject to search and/or confiscation by the Holdings Protection Team

Notice to Researchers

- ◎ Federal Law, under Title 18 USC, provides penalties of up to 10 years in Federal Prison for the intentional removal, attempted removal, embezzlement, knowingly receiving stolen records or willful damaging of NARA assets
- ◎ As part of your shared responsibility NARA requests that you immediately report any violation of policy or suspicious behavior you may observe to a member of the staff.

Research Room Rules

Not Allowed

- ⦿ Persons without a valid research card*
 - **This applies only to the research room.**
- ⦿ Unaccompanied children under 14 years old*
- ⦿ Food, liquids (including water), candy

Note: You do not need a research card to enter a NARA building, only a valid photo ID.

Allowed

- ⦿ All persons with a valid NARA researcher card
- ⦿ Children under 14 can be admitted under limited circumstances and only with the prior approval of research room management.

Research Room Rules

Not Allowed

- Coats, overcoats, jackets or other types of outerwear.
- Hats, caps, or scarves
- Purses, fanny packs, briefcases, suitcases, handbags, backpacks, boxes, bags, equipment bags, or containers of any kind
- *** NARA has the right to determine whether sweaters or other garments are considered outerwear. "Outerwear" are outer layers of garments, such as jackets, ponchos, caps, etc. that are often worn outside and are typically subject to the elements. Outerwear is not allowed.**
- Clear plastic bags if larger than 10" x 10"

Allowed

- Sweaters and sweatshirts, with or without hoods. (Only indoor wear)
- Religious head coverings
- Small silk or similar indoor-type kerchiefs
- Coin purses or small pocket-sized wallets
- Clear plastic "sandwich/food storage type" bags for holding small items no larger than 10" x 10"

Research Room Rules

NOT Allowed

- ⦿ Pens, markers, or highlighters
- ⦿ Envelopes, notebooks, pads, binders, folders
- ⦿ "Post-it" notes (unless already used and stapled to your pre-existing notes)
- ⦿ Flash bulbs
- ⦿ Personal copiers
- ⦿ Removing staples, paper clips or fasteners without prior consultation with a staff member

Allowed

- ⦿ Pencils
- ⦿ NARA issued notepaper; Research notes on loose paper after you have had surveillance staff mark them
- ⦿ Cameras, if flash is turned off and any audio signals are disabled
- ⦿ Personal computers; USB flash drive
- ⦿ Flatbed **scanners only** (**without auto-feed or printers**, whether disabled or not)
- ⦿ To request permission to bring in equipment not listed here, email sanbruno.archives@nara.gov and put "Attention Floor Manager" in the subject line

Cell phones

- ⦿ Cell phone conversations are not permitted inside the Research Rooms.
- ⦿ Keep your cell phone on vibrate or silent.
- ⦿ Please exit the research areas when you receive or make a call.



Textual Research Room

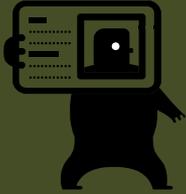
- ⦿ The Research Room is open Monday–Friday 7:30 am - 4:00 pm, and Wednesday 7:30 a.m. – 5:30 pm
- ⦿ Pulls will be delivered within one hour.
- ⦿ The last pull is performed at 3:00 pm (Wednesdays at 4:00 pm)

Hours to Remember:

- ⦿ **3:00 pm** Please see the cashier to **pay for any self-serve copies you have made.** (Wednesday by 3:30pm)
- ⦿ **3:30 pm** Prepare to end your research for the day. Hold slips are available to request the same materials be reserved for your use in the next couple days. (Wed 5:00pm)
- ⦿ **3:45pm** **Researchers pack up** their notes and **begin exit inspections.** (Wed 5:15pm)
- ⦿ **4:00pm** **National Archives at San Francisco is closed, front doors are locked** (5:30pm Wed)



Before Entering the Textual Research Room, You Will Need:



- ◎ A valid Researcher Identification Card and a valid photo ID



- ◎ To store your personal property in a locker. A coat rack is available for coats or other outerwear.



- ◎ To have any papers you need to bring into the reading room for your research inspected, approved, and marked by staff.



Ready to Start...

- ◎ Upon arrival, present your Researcher Identification Card and photo identification to the room attendant.
- ◎ Ask the attendant how to get started.



Ordering your records

- ◎ Once you have identified the records you wish to view, a staff member will complete a Reference Service Slip (NA Form 14001).

Reference Service Slip

| | | | | | | |
|---|------------|--|--|---|--|-----------------------|
| REFERENCE SERVICE SLIP | | | | | DATE | NO. |
| NAME OF REQUESTOR | | | | AGENCY OR ADDRESS | | |
| UNITS OF SERVICE | | | | | SOURCE OF REQUEST (Check) | |
| INFORMATION SERVICE <i>(Number of replies)</i> | | RECORDS FURNISHED <i>(Number of items)</i> | TEXTUAL, STILL PICTURES, ETC. <i>(Number of pages)</i> | MOTION PICTURES <i>(Number of feet)</i> | SOUND RECORDINGS <i>(Number of feet)</i> | NA Administrative Use |
| | | | | | | Agency of Origin |
| WRITTEN | ORAL | | | | | Other Government |
| | | | | | | Nongovernment |
| | | | | | | REQUEST HANDLED BY |
| RG NO. | STACK AREA | ROW | COMPARTMENT | SHELF | OUTCARD NO. | |
| RECORD IDENTIFICATION <div style="text-align: center; font-size: 2em; color: blue; font-weight: bold;">EXAMPLE ONLY</div> | | | | | | |
| RECEIVED BY | | | DATE | RETURNED TO | | DATE |

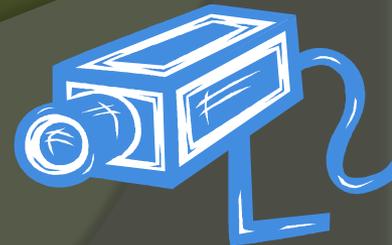
When You Can Expect Your Records

- ◎ Our goal is to deliver the records within one hour of the pull-times.



Using the Records

- ◎ First, read the Research Room Rules. This sheet is available at the staff desk.
- ◎ The records you are using are usually original documents and cannot be replaced.
- ◎ During the time that you are using the records, **you** are responsible for their safety.
- ◎ You are under electronic surveillance in the research rooms.



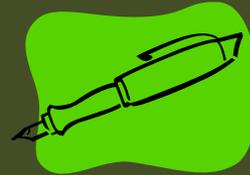
Using the Records

- ◎ Many records are very fragile because of the type of media used.
- ◎ Staff will intervene if they see you are not following NARA procedures or document handling guidelines.
- ◎ This is normal and part of our job.
- ◎ We are enlisting you to help us protect the records.

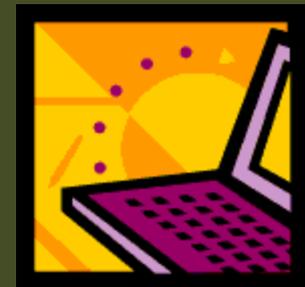


Taking Notes

- ◎ First, no ink pens...ever!



- ◎ If you need to take notes, you are encouraged to use your laptop computer or any paper and note cards we provide.



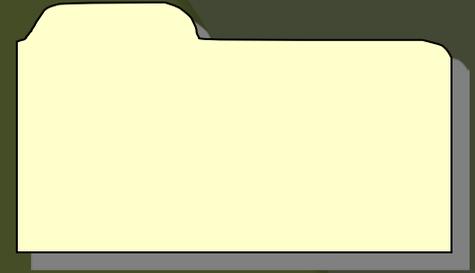
- ◎ If you don't have a laptop, you must use pencil, which we also provide.



- ◎ Keep your notes separate from the records to prevent intermingling them.



Use One Box at a Time and One Folder at a Time



- ◎ This is the rule for textual records.
- ◎ You must follow this rule to make sure that records are kept in their current order.
- ◎ Disarranged records lose their usefulness for future researchers.
- ◎ If you believe the records are out of order, you must let the attendant know.
- ◎ **DO NOT RE-ARRANGE THE RECORDS! NEVER attempt to fix yourself what you think is a problem.**
- ◎ Never stack boxes along your work area that would prevent viewing of desk top by the surveillance staff member in front of you.

Records with Security Markings



- ◎ If you find security markings on records, please notify the research room attendant immediately.
- ◎ Copies of records with classification markings must be properly declassified before you leave the complex.
- ◎ You must check with staff in each research room and follow their declassification procedures.

~~TOP SECRET~~

Security Markings

- ⦿ Top Secret
- ⦿ Secret
- ⦿ Confidential
- ⦿ Sensitive
- ⦿ Classified
- ⦿ Formerly Restricted Data (FRD)
- ⦿ Restricted Data (RD)



Washing Hands before & after

To protect the records for generations to come, please wash your hands before entering the Textual Research Room.
(The natural oils on human skin cause damage to paper and photos.)



Records in the National Archives come from many activities, including responses to influenza and deadly epidemics, and from periods of time when knowledge of the effects of chemicals and radiation, and regulations to protect health and safety were quite different than today.

To protect your health, please wash your hands after handling the records, and especially before touching your eyes, nose, or mouth, or before eating or drinking.

Please be sure to avoid licking your fingers to assist in turning pages.

Working with records over multiple days

Hold Request

If you will be returning soon to work with the same documents, use this form to request the records be held for you.

Please paperclip your completed form to the outside of the box. Any questions, just ask the surveillance desk attendant.

Name: _____

Researcher Card Number: _____

Record Group (RG): _____

ARC Identifier number: _____
(or series title, if no ARC Identifier:)

Please hold Box Number(s): _____

Date Researcher is returning: _____

Please note that records left after 3 business days may be reshelfed.

Please remember to make an appointment for your research so that we may prepare for you to be able to make the most of your time on-site.

--- or ---

I am finished with these records.
Please reshelve.

If you wish to continue to work with the same box (or boxes) of records another day, you can use a Hold Slip to request the boxes be put on hold so that they are waiting for you when you return.

Making Copies



- ◎ We allow self-service copying. However, **never** use a copier, **including your personal scanner or camera**, without checking with staff first.
- ◎ The staff will inspect the records, determine if they may be copied and how, and provide you with further instructions. Making copies from bound volumes is never allowed.
- ◎ When using the copy machines, bring the whole folder to the copy machine. This provides support for the document you're interested in, and helps keep the pages in their same original order. When you are done making copies, make sure that your copies are separate from the original documents, and that you have not left anything on the copy machine.
- ◎ Do not remove staples or other fasteners without first checking with a staff member.

Ordering Copies

- ◎ Sometimes it is either necessary or desirable to have copies made for you. To have copies made, ask the staff about preparing a copy order request.



Cashier

- ◎ You must pay for your copies no later than 3:30 pm. Payment may be made to cashier only



Returning the Records

- ◎ When you finish using the records, make sure the records you charged out are complete and in their same original order before you return them to the attendant.
- ◎ If you wish to use the records again soon, you can request that the records be placed on hold. Otherwise, records will be returned to the stacks.



Exiting the Textual Research Room



- ◎ When you are ready to leave the research room, make sure that your papers and copies are properly marked and that you have not inadvertently mislaid an original record among them.
- ◎ The research room attendant checks all papers and personal property before you exit the room.



Privacy Act Notice for the Registration Application



- ⦿ Gathering this information is authorized by 44 U.S.C. 2104.
- ⦿ Disclosure is voluntary but if you do not provide it, we will not be able to issue you a researcher card.
- ⦿ We use this information to:
 - identify and register people who use original records;
 - identify the records they need to use;
 - contact them if we find more records or if we find a problem with the records they used;
 - send notices of NARA & National Archives Foundation events (unless you have told us not to do this);
 - and create statistical reports on the use of records.
- ⦿ The information may be disclosed to:
 - NARA contractors as they assist us in working with this system;
 - and to appropriate Federal, State, local, or foreign government agencies when relevant to investigations or prosecutions.

This completes your orientation to the National Archives at San Francisco

Please complete your Researcher Application Form
and return it to the research room attendant
along with your valid photo ID.

We hope you have a successful research experience!



You are finished.

**Please take your photo identification and
Orientation Acknowledgement
to the Reading Room attendant.**

**You may have a copy of this Orientation for
Researchers at the National Archives at San
Francisco at no charge.**