§ 1254.1  
Do I need a researcher identification card to use archival materials at a NARA facility?  
What information do I need to provide when applying for a researcher identification card?  
For how long and where is my researcher identification card valid?  
Will NARA log or inspect my computer, other equipment, and notes?  
Are some procedures in regional archives and Presidential libraries different from those in the Washington, DC, area?

Subpart B—Research Room Rules  
GENERAL PROCEDURES  
What general policies apply in all NARA facilities where archival materials are available for research?  
Do I need to register when I visit a NARA facility for research?  
Whom does NARA allow in research rooms?  
What can I take into a research room with me?  
What items are not allowed in research rooms?  
Does NARA provide any supplies?  
What rules apply to public access use of the Internet on NARA-supplied computers?  
Rules Relating to Using Original Documents  
What are my responsibilities when using documents?  
What care must I take when handling documents?  
How do I keep documents in order?  
How does NARA prevent removal of documents?  
Rules Relating to Using Microfilm  
What are the rules that apply to using self-service microfilm?  
How long may I use a microfilm reader?  
Other Conduct Rules  
Are there other rules of conduct that I must follow?  
When does NARA revoke research privileges?  
Does NARA consider reinstating research privileges?  
Can NARA extend the period of revoked research privileges?  

Subpart C—Copying Archival Materials  
GENERAL INFORMATION  
What are NARA’s copying services?  
Does NARA have archival materials protected by copyright?  
Will NARA certify copies?  
Rules Relating to Self-Service Copying  
How may I make my own copies of documents?  
What procedures do I follow to copy documents?  
What documents are unsuitable for copying on a self-service or personal copier or scanner?  
What procedures do I follow to copy formerly national security-classified documents?  
Rules Relating to Using Copying Equipment  
Does NARA allow me to use scanners or other personal copying equipment?  
What limitations apply to my use of self-service card-operated copiers?  
How may I use a debit card for copiers in the Washington, DC, area?  
May I use a personal paper-to-paper copier at the National Archives at College Park?  
What are the rules for the Motion Picture, Sound, and Video Research Room at the National Archives at College Park?

Subpart D—Microfilming Archival Materials  
What is the scope of this subpart?  
How do I submit a request to microfilm records and donated historical materials?  
What must my request include?  
May NARA make subsequent use of my publication?  
How does NARA evaluate requests?  
What requests does NARA not approve?  
How does NARA determine fees to prepare documents for microfilming?  
What are NARA’s equipment standards?  
What are NARA’s requirements for the microfilming process?  
Does NARA ever rescind permission to microfilm?

SOURCE: 69 FR 39314, June 30, 2004, unless otherwise noted.

Subpart A—General Information  
§ 1254.1  
What kinds of archival materials may I use for research?  
(a) The National Archives and Records Administration (NARA) preserves records of all three branches (Executive, Legislative, and Judicial) of the Federal Government in record
groups that reflect how government agencies created and maintained them. Most of these records are of Executive Branch agencies. We also have individual documents and collections of donated historical materials that significantly supplement existing records in our custody or provide information not available elsewhere in our holdings. Descriptions of many of our records are available through our Web site, http://www.archives.gov.

(b) We provide information about records and we make them available to the public for research unless they have access restrictions. Some records may be exempt from release by law. Donors may apply restrictions on access to historical materials that they donate to NARA. Access restrictions are further explained in part 1256 of this chapter. We explain procedures for obtaining information about records in §1254.2.

(c) In addition to traditional paper (textual) materials, our holdings also include special media materials such as microfilm, still pictures, motion pictures, sound and video recordings, cartographic and architectural records, and electronic records. The majority of these materials are housed at the National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740–6001. Many of these types of materials also are represented in the holdings of our Presidential libraries and our regional archives facilities listed in part 1253 of this chapter.

(d) The majority of our archival materials are 30 years old or older.

(e) Records creating agencies hold the legal title and control access to records housed in NARA records centers. Our procedures to obtain access to these records are in §1256.2.

§1254.4 Where and when are documents available to me for research?

(a) You may obtain general information about the location of records by visiting the NARA Web site at www.archives.gov; writing to the National Archives and Records Administration (NWCC2), 8601 Adelphi Road, College Park, MD 20740–6001; completing our Inquire form at http://www.archives.gov/global_pages/inquire_form.html; sending a fax request to (301) 837–0483; or calling (202) 501–5400, (301) 837–2000, or toll free (866) 272–6272.

(b) The locations and hours of operation (expressed in local time) of NARA’s research rooms are shown in part 1253 of this chapter. Contact our facilities directly for information about their particular holdings. A facility or unit director may authorize that documents be made available at times other than the times specified in part 1253.

(c) Before planning a visit, contact the facility holding materials of potential interest to determine whether the documents are available, whether there are enough documents to warrant a visit, or whether ordering copies would be more practical.

(d) In addition to the procedures in this part, researchers who wish to use archival materials that contain national security classified information must follow procedures in part 1256 of this chapter.