

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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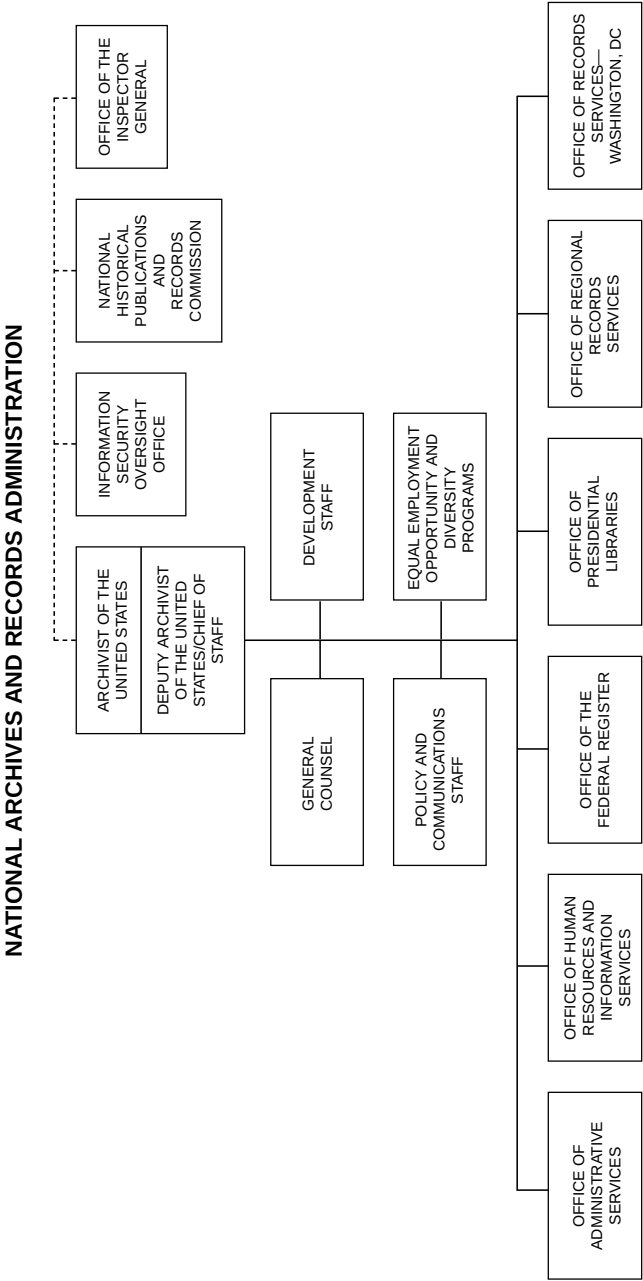
[For the National Archives and Records Administration statement of organization, see the *Federal Register* of June 25, 1985, 50 FR 26278]

The National Archives and Records Administration (NARA) ensures, for citizens and Federal officials, ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience. It establishes policies and procedures for managing U.S. Government records and assists Federal agencies in documenting their activities, administering records management programs, scheduling records, and retiring noncurrent records. NARA accessions, arranges, describes, preserves, and provides access to the essential documentation of the three branches of Government; manages the Presidential Libraries system; and publishes the laws, regulations, and Presidential and other public documents. It also assists the Information Security Oversight Office, which manages Federal classification and declassification policies, and the National Historical Publications and Records Commission, which makes grants nationwide to help nonprofit organizations identify, preserve, and provide access to materials that document American history.

The National Archives and Records Administration is the successor agency to the National Archives Establishment, which was created in 1934 and subsequently incorporated into the General Services Administration as the National Archives and Records Service in 1949. NARA was established as an independent agency in the executive branch of the Government by act of October 19, 1984 (44 U.S.C. 2101 *et seq.*), effective April 1, 1985.

Activities

Archival Program The National Archives and Records Administration maintains the historically valuable records of the U.S. Government dating from the Revolutionary War era to the recent past; arranges and preserves records and prepares finding aids to facilitate their use; makes records available for use in research rooms in its facilities; answers written and oral



requests for information contained in its holdings; and, for a fee, provides copies of records. In addition, many important records are available on microfilm. Historically valuable records created in the Washington, DC, area and in the custody of NARA are maintained in NARA facilities in the Washington, DC, area. Historically valuable records that are primarily of regional or local interest and in the custody of NARA are maintained in the NARA regional records services facilities (see "Regional Records Services" below).

For further information concerning records in the custody of NARA, contact the Customer Services Division. Phone, 202-501-5400 or 301-713-6800.

Presidential Libraries Through the Presidential libraries, which are located at sites selected by the Presidents and built with private funds, NARA preserves

and makes available the records and personal papers of a particular President's administration. In addition to providing reference services on Presidential documents, each library prepares documentary and descriptive publications and operates a museum to exhibit documents, historic objects, and other memorabilia of interest to the public.

The records of each President since Herbert Hoover are administered by NARA. While such records were once considered personal papers, all Presidential records created on or after January 20, 1981, are declared by law to be owned and controlled by the United States and are required to be transferred to NARA at the end of the administration, pursuant to the Presidential Records Act of 1978 (44 U.S.C. 2201 *et seq.*).

Presidential Libraries—National Archives and Records Administration

Library	City/Address	Director	Telephone
Herbert Hoover Library	West Branch, IA 52358-0488	Timothy G. Walch	319-643-5301
Franklin D. Roosevelt Library	Hyde Park, NY 12538-1999	Alan C. Lowe, <i>Acting</i>	914-229-8114
Harry S. Truman Library	Independence, MO 64050-1798	Larry J. Hackman	816-833-1400
Dwight D. Eisenhower Library	Abilene, KS 67410-2900	Daniel D. Holt	785-263-4751
John F. Kennedy Library	Boston, MA 02125-3398	Bradley S. Gerratt	617-929-4500
Lyndon B. Johnson Library	Austin, TX 78705-5702	Harry J. Middleton	512-916-5137
Nixon Presidential Materials Staff	College Park, MD 20740-6001	Karl Weissenbach, <i>Acting</i>	301-713-6950
Gerald R. Ford Library	Ann Arbor, MI 48109-2114	Richard Norton Smith	734-741-2218
Gerald R. Ford Museum	Grand Rapids, MI 49504-5353	Richard Norton Smith	616-451-9263
Jimmy Carter Library	Atlanta, GA 30307-1498	Donald B. Schewe	404-331-3942
Ronald Reagan Library	Simi Valley, CA 93065-0666	Mark A. Hunt	805-522-8444
George Bush Library	College Station, TX 77843	David E. Alsobrook	409-260-9554

For further information, contact the Office of Presidential Libraries. Phone, 301-713-6050.

Regional Records Services Outside the Washington, DC, area, NARA operates a system of nine regions comprised of individual regional records services facilities plus the National Personnel Records Center. Each of the nine regional administrators operates a program encompassing the full life cycle of records, including records management activities with records creators, disposal, archival accessioning, records processing, and access to records by the public. Historically valuable records that are primarily of regional or local interest are maintained in most of these facilities, which arrange and preserve the records and prepare finding aids to facilitate their use; make

the records available for use in research rooms; answer written and oral requests for information contained in the holdings; and, for a fee, provide copies of the records. In addition, many important original records held in NARA facilities in the Washington, DC, area, are available in microform in most of these regional facilities.

In addition to the archival holdings, most of these regional records services facilities maintain low-cost storage to which Federal agencies retire certain noncurrent records for specified periods. For such records, the regional records services facilities provide reference services, including loan or return of records to the agency of origin; prepare

authenticated reproductions of documents; and furnish information from records. The facilities also dispose of records of transitory value and transfer into archival custody those that have enduring value. In addition, the facilities offer to Federal agencies in the region

technical assistance workshops and advice on records creation, maintenance, storage, disposition, and vital records. Reimbursable microfilming services are available from some of the facilities.

Regional Records Services Facilities—National Archives and Records Administration

(A: Facility holding archival records)

City	Address	Director	Telephone
NORTHEAST REGION.			
Headquarters	Waltham, MA	Diane LeBlanc	617-647-8745
Boston (A)	380 Trapelo Rd., Waltham, MA 02154-6399		617-647-8104
Pittsfield	100 Conte Dr., Pittsfield, MA 01201-8230		413-445-6885
New York City (A)	201 Varick St., New York, NY 10014-4811		212-337-1300
Bayonne	Bldg. 22, Military Ocean Terminal, Bayonne, NJ 07002-5388.		201-823-7241
MID ATLANTIC REGION.			
Headquarters	Philadelphia, PA	James W. Mouat	215-671-9027
Center City Philadelphia (A) ..	900 Market St., Philadelphia, PA 19107-4292		215-597-3000
Northeast Philadelphia	14700 Townsend Rd., Philadelphia, PA 19154-1096.		215-671-9027
SOUTHEAST REGION.			
Headquarters (A)	1557 St. Joseph Ave., East Point, GA 30344-2593.	James McSweeney, <i>Acting</i>	404-763-7477
GREAT LAKES REGION.			
Headquarters	Chicago, IL	David E. Kuehl	773-581-7816
Chicago (A)	7358 S. Pulaski Rd., Chicago, IL 60629-5898		773-581-7816
Dayton	3150 Springboro Rd., Dayton, OH 45439-1883 ..		513-225-2852
CENTRAL PLAINS REGION.			
Headquarters (A)	2312 E. Bannister Rd., Kansas City, MO 64131-3011.	R. Reed Whitaker	816-926-6920
Lee's Summit	200 Space Center Dr., Lee's Summit, MO 64064-1182.		816-478-7089
SOUTHWEST REGION.			
Headquarters (A)	501 W. Felix St., Fort Worth, TX 76115-3405	Kent C. Carter	817-334-5515
ROCKY MOUNTAIN REGION.			
Headquarters (A)	Bldg. 48, Denver Federal Ctr., Denver, CO 80225-0307.	Robert Svenningsen	303-236-0801
PACIFIC REGION.			
Headquarters	San Bruno, CA	Sharon L. Roadway	415-876-9249
Laguna Niguel (A)	1st Fl. E., 24000 Avila Rd., Laguna Niguel, CA 92607-3497.		714-360-2618
San Francisco (A)	1000 Commodore Dr., San Bruno, CA 94066		415-876-9009
PACIFIC ALASKA REGION.			
Headquarters	Seattle, WA	Steven M. Edwards	206-526-6501
Seattle (A)	6125 Sand Point Way NE., Seattle, WA 98115-7999.		206-526-6501
Anchorage (A)	654 W. 3d Ave., Anchorage, AK 99501-2145		907-271-2443
NATIONAL PERSONNEL RECORDS CENTER.			
Headquarters	9700 Page Ave., St. Louis, MO 63132	David L. Petree	314-538-4201

For further information, contact the Office of Regional Records Services. Phone, 301-713-7200.

Records Management To ensure proper documentation of the organization, policies, and activities of the Government, NARA develops standards and guidelines for the management and disposition of recorded information. It appraises Federal records and approves records disposition schedules. It also inspects agency records and records management practices, develops records

management training programs, provides guidance and assistance on proper records management, and provides for storage of inactive records. For agencies headquartered in the Washington, DC, vicinity, these functions are assigned to the Office of Records Services. The Washington National Records Center, part of the Office of Records Services, also provides tailored workshops and

reimbursable micrographic services. For records management services outside the Washington, DC, area, see "Regional Records Services" (above).

For further information, contact Modern Records Programs. Phone, 301-713-7100. **For records center services in the Washington, DC, area, contact the Washington National Records Center.** Phone, 301-457-7000.

Laws, Regulations, and Presidential Documents The agency prepares and publishes a wide variety of public documents. Upon issuance, acts of Congress are published immediately in slip law (pamphlet) form and then cumulated and published for each session of Congress in the *United States Statutes at Large*.

Each Federal workday, the *Federal Register* publishes (in both paper and electronic format) current Presidential proclamations and Executive orders, Federal agency regulations having general applicability and legal effect, proposed agency rules, and documents required by statute to be published. All Federal regulations in force are codified annually in the *Code of Federal Regulations*.

Presidential speeches, news conferences, messages, and other materials released by the White House Office of the Press Secretary are published each week in the *Weekly Compilation of Presidential Documents* (in both paper and electronic format) and annually in the *Public Papers of the Presidents*.

The *United States Government Manual*, published annually in both paper and electronic format, serves as the official handbook of the Federal Government, providing extensive information on agencies of the legislative, judicial, and executive branches.

For further information, contact Customer Service, Office of the Federal Register. Phone, 202-523-5227. TDD, 202-523-5229. Fax, 202-523-5216. E-mail, info@fedreg.nara.gov. Internet, <http://www.nara.gov/fedreg/>.

Public Programs The agency has extensive education, exhibits, and publications programs that serve the general public, researchers, scholars,

educators and their students, and Government. The Declaration of Independence, the Constitution, and the Bill of Rights are on permanent display in the Rotunda of the National Archives building in Washington, DC, and numerous other Federal documents on a wide variety of historical themes are exhibited in its other facilities nationwide. Educational programs vary from the elementary to the college and professional teaching levels, stressing the use of primary sources. Free and fee publications based on the holdings of the agency are available in both print and electronic formats, and range from general information leaflets to archival finding aids. Many of the high-interest subject area records are published in microform.

For further information, contact Public Programs. Phone, 202-501-5210. Fax, 202-219-1250.

Other Activities

Development Staff The Development Staff raises funds from private sources to further public-private National Archives initiatives. The Director of Development is liaison to the Foundation for the National Archives.

For further information, contact the Development Staff. Phone, 301-713-6146. Fax, 301-713-7344.

National Archives Trust Fund Board

The National Archives Trust Fund Board receives funds from the sale of reproductions of historic documents and publications about the records, as well as from gifts and bequests. The Board invests these funds and uses income to support archival functions such as the preparation of publications that make information about historic records more widely available. Members of the Board are the Archivist of the United States, the Secretary of the Treasury, and the Chairman of the National Endowment for the Humanities.

For further information, contact the Secretary, National Archives Trust Fund Board. Phone, 301-713-6405.

National Historical Publications and Records Commission The Commission is the grant-making affiliate of the

National Archives and Records Administration. The Archivist of the United States chairs the Commission and makes grants on its recommendation. The Commission's 14 other members represent the President of the United States (2 appointees), the Federal Judiciary, the U.S. Senate and House of Representatives, the Departments of State and Defense, the Librarian of Congress, the American Association for State and Local History, the American Historical Association, the Association for Documentary Editing, the National Association of Government Archives and Records Administrators, the Organization of American Historians, and the Society of American Archivists.

The Commission carries out a statutory mission to ensure understanding of our Nation's past by promoting, nationwide, the identification, preservation, and dissemination of essential historical documentation. Its grants help State and local archives, universities, historical societies, and other nonprofit organizations solve preservation problems dealing with electronic records, improve training and techniques, strengthen archival programs, preserve and process records collections, and provide access to them through the publication of finding aids and documentary editions of the papers of the Founding Era and other themes and historical figures in American history. The Commission works in partnership with a national network of State Historical Records Advisory Boards.

For further information, contact the National Historical Publications and Records Commission. Phone, 202-501-5600.

Sources of Information

Calendar of Events The *National Archives Calendar of Events* is published monthly. To be added to the mailing list, call 301-713-7360. For a recorded announcement of events at the National Archives building and the National Archives at College Park, call 202-501-5000. The hearing impaired should call 202-501-5404 for events at the National Archives building and 301-713-7343 for events at the College Park building.

Congressional Affairs The Congressional Affairs staff maintains contact with and responds to inquiries from congressional offices. Phone, 301-713-7340. Fax, 301-713-7344.

Contracts Individuals seeking to do business with NARA may obtain detailed information from the Acquisitions Services Division, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-713-6755. Fax, 301-713-6910.

Educational Opportunities The agency offers several courses on archival and records management principles and on using NARA resources.

"Going to the Source: An Introduction to Research in Archives," is an annual 4-day course on doing research in primary sources. The course provides experience with documents, microfilm, finding aids, and research methodology to researchers from such varied positions as public policy analysts, museum curators, and historical novelists. For further information, contact the Public Programs Education Staff. Phone, 202-501-6303.

"Introduction to Genealogy" is a half-day course offered several times a year in the Washington, DC, area to introduce genealogists to the records in NARA that can further their research in family history. There are also several half-day workshops each month that focus on specific aspects of genealogical research. For further information, contact the Public Programs Education Staff at 202-501-6694. Most regional records services facilities also offer genealogy workshops. For more information, contact the individual facility or contact the Office of Regional Records Services at 301-713-7200.

The secondary school program annually offers an 8-day workshop in the Washington, DC, area, "Primarily Teaching," to introduce educators to the holdings of NARA and provide strategies for teaching with primary sources. For further information, contact the Public Programs Education Staff. Phone, 202-501-6729. Internet, <http://www.nara.gov/education/>.

The "Modern Archives Institute" is a 2-week course for archivists that introduces students to the principles and

techniques of archival work. It is offered twice a year, in January and June, in the Washington, DC, area, for a fee. Students are advised to register 3 months in advance. Inquiries should be sent to Staff Development Services, Room 1510, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone 301-713-7390.

NARA offers 11 records management workshops in the Washington, DC, area, lasting from 1 day to 5 days. Most are designed for any Federal employee who has records management responsibility. Topics range from basic records operations to evaluating and promoting records management programs, and separate workshops are offered on audiovisual and electronic records. For further information, contact the Life Cycle Management Division at 301-713-6677. Similar training is offered by most regional records services facilities for Federal agency field employees. For further information, contact any regional records services facility, or contact the Office of Regional Records Services at 301-713-7200.

A half-day program is offered by the Office of the Federal Register to provide public instruction on researching Federal regulations. The program, "The Federal Register: What It Is and How To Use It," is conducted in Washington, DC, and in major regional cities. For further information, call 202-523-4534.

The National Historical Publications and Records Commission cosponsors an "Institute for the Editing of Historical Documents," a one-week summer training program at the University of Wisconsin, Madison. Admission is competitive.

The Commission also offers an annual fellowship in documentary editing and an annual fellowship in archival administration. The editorial fellow works with a document publication project supported by or endorsed by the Commission. The archival fellow works at a historical records repository in areas such as appraisal, collection development, personnel administration, budget preparation, and external affairs. Fellows receive stipends and fringe

benefits for a period of 9-10 months. For application information, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-501-5610.

Electronic Access Inquiries concerning the holdings and services of NARA can be made electronically (E-mail, inquire@arch2.nara.gov). Information about NARA and its holdings and publications is also available electronically (Internet, <http://www.nara.gov/>).

The National Archives and Records Administration maintains an interactive fax retrieval system that allows users to select and receive by fax a wide variety of agency-related information. To use the fax-on-demand service, call 301-713-6905 from a fax machine handset and follow the voice instructions. One of the options that can be selected is a list of the available documents. There is no charge for using fax-on-demand, other than for any long distance telephone charges users may incur.

Employment For job opportunities nationwide, contact the nearest NARA facility or the Human Resources Operations Branch, Room 2004, 9700 Page Avenue, St. Louis, MO 63132. Phone, 800-827-4898 (toll free). TDD, 314-538-4799. Internet, <http://www.nara.gov/>.

Freedom of Information Act/Privacy Act Requests Requests should be directed as follows:

For administrative records of the National Archives and Records Administration, contact the NARA Freedom of Information Act/Privacy Act Officer, General Counsel Staff, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-713-6035. Fax, 301-713-6040.

For historically valuable records in the custody of the Office of Records Services, contact the Special Access/FOIA Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-713-6620.

For historically valuable records in the custody of a regional records services

facility, contact the facility serving the appropriate region (see listing in the preceding text), or contact the Office of Regional Records Services at 301-713-7200.

For historical records in the custody of a Presidential library, contact the library that has custody of the records (see listing in the preceding text).

For records in the physical custody of the Washington National Records Center or the records center operation in a regional records services facility, contact the Federal agency that transferred the records to the facility.

Museum Shops Publications, document facsimiles, and souvenirs are available for sale at the National Archives building, at each Presidential library, and at some regional records services facilities.

Public Affairs The Public Affairs staff maintains contact with and responds to inquiries from the media, issues press releases and other literature, and maintains contact with organizations representing the archival profession, scholarly organizations, and other groups served by NARA. Phone, 301-713-6000.

Publications Agency publications, including facsimiles of certain documents, finding aids to records, and *Prologue*, a scholarly journal published quarterly, are available from the National Archives Shop (NWCPN), NARA, Room G-9, 700 Pennsylvania Avenue, NW, Washington, DC 20408-0001. Phone, 1-800-234-8861 (toll free) or 202-501-5235. Fax, 202-501-7170.

Records management publications are available from the National Archives Shop. Phone, 202-501-5235. Some records management publications are also available on the Internet, at <http://www.nara.gov/records/>.

Publication information concerning laws, regulations, and Presidential documents is available from the Office of the Federal Register. Phone, 202-523-5227. Information is also available through the Internet, at <http://www.nara.gov/fedreg/>.

Reference Services Records are available for research purposes in reading rooms at the National Archives building, 700 Pennsylvania Avenue

NW., Washington, DC (phone, 202-501-5400); at the National Archives at College Park, 8601 Adelphi Road, College Park, MD (phone, 301-713-6800); and at each Presidential library and regional records services facility that holds archival records (see listings in the preceding text). Written requests for information may be sent to any of these units, or they may be addressed to the Customer Services Division, National Archives at College Park, Room 1000, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-713-6800. E-mail, inquire@arch2.nara.gov.

The Nixon Presidential Materials Staff is located at the National Archives at College Park, Room 1320. Some Nixon materials are available for public inspection, but researchers are advised to contact the staff in advance to ascertain the availability of materials before visiting the facility. Phone, 301-713-6950.

The Public Inspection Desk of the Office of the Federal Register is open every Federal business day for public inspection of documents filed for publication in the next day's edition of the *Federal Register*, at Suite 700, 800 North Capitol Street NW., Washington, DC. Phone, 202-523-5240.

Speakers and Presentations Community and school outreach programs are presented upon request. Interested groups in the Washington, DC, area should call 202-501-5205. Groups outside the Washington, DC, area should contact the regional records services facility or Presidential library in their areas (see listings in the preceding text).

Education specialists present workshops at regional and national conferences of humanities professionals and as in-service training for teachers. For further information, contact the Public Programs Education Staff. Phone, 202-501-6729.

Teaching Materials Education specialists have developed low-cost documentary teaching materials for classroom use. Each kit deals with an historical event or theme and includes document facsimiles and teaching aids. For further information, contact the

Public Programs Education Staff. Phone, 202-501-6729.

Tours Individuals or groups may request general or specialty tours behind the scenes at the National Archives building. Tours are given by reservation only, and individuals are requested to make reservations at least 3 weeks in advance. Tours are given at 10:15 a.m. or 1:15 p.m., Monday through Friday. Tours of the National Archives at College Park, MD, may also be arranged. Contact Visitor and Volunteer Services between 9 a.m. and 4 p.m., Monday through Friday. Phone, 202-501-5205.

Volunteer Service Opportunities A wide variety of opportunities is available

for volunteers. At the National Archives building and the National Archives at College Park, MD, volunteers conduct tours, provide information in the Exhibition Hall, work with staff archivists in processing historic documents, and serve as genealogical aides in the genealogical orientation room. For further information, call 202-501-5205. Similar opportunities exist in the Presidential libraries and at the regional records services facilities that house archival records. If outside the Washington, DC, area, contact the facility closest to you for further information on volunteer opportunities.

For further information, write or visit the National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408-0001. Phone, 202-501-5400. Internet, <http://www.nara.gov/>. E-mail, inquire@arch2.nara.gov.

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