

**National Park Service  
Administrative History:  
A Guide**

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## PREFACE

The National Park Service has a fundamental responsibility for preserving and interpreting many of the Nation's most valued cultural and natural resources. Yet it also has a responsibility to preserve and analyze its own history. The Service has an obligation to maintain a thorough, accurate record of its policies, decisions, and activities in part because these things reflect how America chooses to preserve and present important remnants of its cultural and natural history. Administrative histories are a critical element if the Service is to record and preserve its own history. Current policies and decisions cannot be formulated properly without reference to past experience.

Preserving and interpreting historic places and features has long been a primary mission of the National Park Service. The Service employs a number of historians in its park, regional, and support offices to conduct research on its historic properties and communicate their significance to the public. Much of the historical work has been concerned with park resources and the people and events that historical parks represent and commemorate.

However, Service managers and staff increasingly seek to learn more about their own parks as parks and the people responsible for them. This interest also encompasses Park Service programs and activities that transcend individual parks and extend beyond the National Park System. By learning more about problems their predecessors faced, managers at all levels can be better informed about contemporary issues and bring greater awareness to their policy and program decisions.

Administrative histories are the most effective way to convey this knowledge. They relate how particular parks and functions of the Service originated and how they evolved. Although many are of wider interest, their primary audience is Park Service personnel. In this context, "administrative history" is used broadly to cover movements leading to park establishment, legislative background, and other contributing developments beyond administration in the strict sense. Service leaders recognize the utility of these histories. They are one of several baseline studies that the Service requires for each park unit under one of its policy directives -- director's order 28, *Cultural Resource Management Guidelines*.

What follows is an updated compilation of NPS administrative history guidance, sources, and related titles. Its purpose is to aid the preparation of those histories. This edition draws heavily on two previous editions (1986 and 1991) written by former bureau historian Barry Mackintosh. It provides updated contact information and reflects current resources available on the World Wide Web.

Janet A. McDonnell  
Bureau Historian  
National Park Service  
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## I. PREPARING A PARK ADMINISTRATIVE HISTORY

The fundamental goal of the National Park Service's administrative history program is to obtain an accurate, thorough, and well-written account of the origin and evolution of each unit of the National Park System. A park administrative history explains how the park was conceived and established and how it has been administered up to the present. It focuses on the history of the park as a park, to include the history of various park programs and activities. The history of the event, movement, or person that a historical park commemorates need be addressed only to the extent that it affected the establishment of the park and its administration. In contrast to the administrative history of individual parks, the administrative history of the National Park Service documents and analyzes important aspects of the history of the Service as a federal agency and deals with the establishment and administration of servicewide programs and policies.

The primary audience for park administrative histories is current and future park managers and staff. The more familiar managers and staff are with the problems their predecessors faced and their responses, the better prepared they will be to make thoughtful, informed decisions about ongoing or recurring issues. Administrative histories provide valuable context and inform superintendents about why and how their predecessors made certain decisions. They help superintendents understand past controversies and prepare for future ones and are a critical tool for park managers who seek greater understanding of why and how certain practices and policies evolved.

Park managers look for easily accessible, analytical summaries of the major issues affecting their park. They are much more likely to read histories where the authors have distilled the most significant information from the mass of data, presented the information in a well-organized, interesting fashion, and provided thoughtful analysis. By contrast, managers are unlikely to read inadequately researched, poorly organized, and clumsily written histories that are long on detail and short on thoughtful analysis. Clear, concise writing, thorough research, and reliable analysis are critical characteristics for administrative history. Written in this manner an administrative history can be both good history and an important tool for managers and staff in making and implementing policy decisions.

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Administrative histories often combine chronological narratives with topical treatments of key activities, events, and issues. Skilled authors can use this approach effectively to address the complexity of park management. Topical treatment of community relations, interpretation, resource management and protection, visitor use, and threats to the parks are often appropriate. The more valuable administrative histories resist the temptation to indulge in an exhaustive account of a park area's early history and focus instead on the things managers need to know as they assume their duties. Historians cannot write about every issue affecting a particular park; instead, they must be selective about the topics they choose to include.

No set formula exists for writing park administrative histories. No two administrative histories will or should look the same. Each park and its history are unique and should be treated as such.

Park histories will differ in length, focus, and scope. The history of a small historic site, for example, might differ markedly from that of a large, scenic park. In general, administrative histories of small, fairly new, or less controversial parks can be relatively brief, while histories of large, scenic parks with long, complex histories require lengthier treatments. Quality is always more important than length.

Ideally a park administrative history will be thorough and comprehensive, covering all the most significant aspects of the park story from its establishment to the present. But an exhaustive treatment of every major event and issue is often not possible or recommended. If a good account of part of the park story already exists, there is no need to retell that aspect of it. In the case of a park with particularly complex issues, it may not be feasible to treat the whole story in a single history. Instead, key topics, such as natural resources management, concessions, and visitor use, may be addressed separately. If management needs a more extensive treatment of a specific administrative topic or topics, such as the wolf-sheep controversy in Denali National Park or Yellowstone National Park's road-construction program, consider covering these in a separate volume.

Often it is appropriate and desirable to place a park's story in the context of national political and economic trends and events. The trend of memorialization and the historic preservation movement, for example, had a great impact on the development of many of the Service's historic sites. The conservation movement, immigration, Great Depression, New Deal, and World War II also greatly affected the parks. Broad economic trends have shaped park development and visitation. These and other broad national trends have affected the drives to establish new parks, park management, and the tenor of interpretation at parks.

Although, as noted, administrative histories vary as widely as the parks they address, they should normally include the following:

- A brief statement describing the park, its location, primary resources, values, purpose, and significance.
- A description of who administered the area, how it was administered, and how it was used before the NPS acquired it. This is particularly important because the way the area was managed and used in the past affected subsequent NPS administration. Give particular attention to early preservation efforts or commemoration by individuals, associations, or other governmental entities, e.g., a national military park's administration by the War Department, Valley Forge as a state park, or Sagamore Hill under the Theodore Roosevelt Association.
- An account of the movement to establish a park is a vital part of the administrative history because it can provide critical insight about legislative intent. A discussion of the movement to bring the area under NPS management, culminating in its establishment as a unit of the national park system. This discussion should emphasize the key organizations and individuals promoting (and opposing) park establishment, as well as their motivations, and the involvement and positions taken by the NPS and the Interior department. It should also cover the legislative process as revealed by congressional bills, hearings, committee

reports, floor debate, and final enactment. For areas brought into the system by presidential proclamation or executive order, give similar attention to the process within the executive branch.

- A discussion of the major activities and events that subsequently affected the area under NPS administration, e.g., master or general management planning; land acquisition; development of administrative and visitor facilities; natural resource management; cultural resource management; partnerships; interpretation; recreational and other public use; new or amendatory park legislation. The history should also include a description and analysis of how the unit was managed and developed during different eras as well as its dealings with other federal, state and local agencies and entities. More detailed coverage should be given to topics that concerned park managers in the past and are relevant to present and foreseeable management concerns. For ease of reference, such topics can often be addressed in separate chapters or sections rather than combined in a single chronological account. Topics such as land acquisition, facility development, planning, and resource management can be updated. While organizing a park administrative history around the administrations of individual superintendents can be a convenient construct, this approach can hamper the effective development of themes and analysis.
- The use of maps and photographs can greatly enhance the manuscript. Maps are particularly important if there is discussion of park boundaries, land acquisition and other land issues.
- Appendix(es) containing copies of key park legislation, executive orders, cooperative agreements, personnel rosters, visitation statistics, and other documents and data valuable for management reference. Although appendixes are not imperative, they greatly enhance the value of the administrative history as a management tool and are highly recommended.
- A bibliography that directs interested readers to additional sources.
- An index, though not absolutely essential, allows for easy cross-referencing.

Use of primary sources in writing administrative histories is critical. The basic sources for park administrative history research are NPS files and congressional documents. Congressional records are available in many libraries; NPS files that include correspondence, reports, and other documents may be divided among the National Archives and Records Administration research facilities in the Washington, D.C. area, its regional research facilities, federal records centers, and NPS headquarters, NPS regional offices, and individual parks. Historians addressing the NPS, its parks, and its activities in most instances should plan visits to the appropriate National Archives facility or facilities. They should also consider visiting the NPS History Collection in Harpers Ferry, West Virginia, and the Historic Photograph Collection in nearby Charles Town, West Virginia. Where other organizations or individuals have been significantly involved in the promotion, establishment, prior administration, or ongoing activities of a park, records and papers pertaining to their roles should be located and researched as well.

Oral history interviews with present and former NPS officials, community leaders, and other outside parties associated with the park are often essential to complete the story. Those directly involved in the park's development and management often can provide important perspective. Oral histories with park neighbors also can provide valuable insights. However, oral history interviews should never substitute for careful research in contemporary documents. The interviews should always be conducted and handled with the highest professional standards and in accordance with the *National Park Service Oral History Handbook*.

The documents the researcher or researchers assemble from park files, the National Archives, and other repositories to support their administrative history can form the basis of a working archives in the park or augment an existing park archives. These records can be an enormous asset to park managers and future researchers.

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High-quality administrative histories do more than recount a narrative of events. They provide valuable historical context. They tell us what was behind certain decisions and policies and explain their significance. Understanding where we have been often provides insight and perspective on the present and future. Like all good history, they describe and evaluate people, events, and actions in the context of their own times.

Administrative histories should be placed in the context of management conditions that parks share in common, but also address each park's unique management structure and environment. They should address the evolution of park's relationship and interactions with NPS headquarters and Department of the Interior. A thorough administrative history addresses not only how park managers and staff administered the park but also how the National Park Service administered the park. It also reveals and interprets the political, economic, and cultural forces that influenced the park.

Administrative histories should meet the same standards of scholarship that apply to published academic histories: thorough research, objective analysis, and peer review. The very best administrative histories are set apart by the high quality of their research, analysis, context, and readability. The very best administrative histories often also open new paths for future research.

Review of park administrative histories in draft form by other historians within and outside the NPS can help ensure that the highest professional standards are maintained. Regional historians can assist in planning the review process and participate in that process. The final authority for approving a park administrative history now rests with the regional director (or more specifically the regional supervisory historian), subject to consideration of review comments.

Parks are encouraged to consult with the NPS bureau historian when planning an administrative history. Located in the office of the chief historian in Washington, the bureau historian maintains a bibliography of existing park histories and related sources and can provide guidance to those considering or undertaking a new project. The bureau historian can provide a servicewide perspective and advise a potential administrative history writer about available research materials in the Washington area or at Harpers Ferry. This individual may also be able to provide

additional information on where significant individuals and/or manuscript collections pertaining to a park area may be located. Finally, the bureau historian can participate in the review process.

Occasionally parks will use historians from outside the Park Service to write their administrative histories through contracts or cooperative agreements. Before awarding contracts or authorizing the cooperative agreements, parks should carefully evaluate the qualifications and backgrounds of these historians. Scholars enlisted to research and write park administrative histories should have the appropriate professional training and experience in historical research and writing. Historians with doctorates or masters degrees are preferable. The scope of work should be detailed and precise so that the expectations and requirements of all parties involved are clear. In most instances, historians in the regional offices and the bureau historian can provide sample scopes of work upon request. One of the most authoritative and useful sources of information on professional standards for preparing the final manuscript is the most recent edition of *The Chicago Manual of Style*.

Although park managers remain the primary audience for administrative histories and these histories should address their needs and requirements, there is growing interest outside the National Park Service in the history of the Service and its parks, programs, and activities. Academic presses are publishing an increasing number of park administrative histories or histories with park-related topics. Well-written, high quality administrative histories are an effective way for the Park Service or a park to present its history to the public. Service historians should consider possible publication outside the Park Service, either by cooperative associations or by university presses.

## II. ADMINISTRATIVE HISTORIES: SELECTED SOURCES

The following list includes selected works that deal broadly with National Park Service history or with particular programs, functions, and concerns of the bureau. They are valuable references both for administrative historians and for Park Service managers and staff. (Most of the entries without publication data are National Park Service studies reproduced in limited quantity for internal distribution and can be difficult to locate.)

Many of the histories on this list are located at the end of the “administrative histories” web page, <<http://www.cr.nps.gov/history/hisnps/NPSHistory/adminhistory.htm>> are located in the “useful books” section of the NPS web page <[www.cr.nps.gov/history/hisnps/NPSBooks.htm](http://www.cr.nps.gov/history/hisnps/NPSBooks.htm)>.

A detailed list of administrative histories of individual parks, historic sites, and monuments can be found on the internet at <[www.cr.nps.gov/history/hisnps/NPSHistory/adminhis.htm](http://www.cr.nps.gov/history/hisnps/NPSHistory/adminhis.htm)>. This web site also includes the full text versions of some park histories.

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### III. NATIONAL PARK SERVICE HISTORY COLLECTION

The National Park Service History Collection is housed in the library at Harpers Ferry Center at Harpers Ferry, West Virginia. This rich collection includes a variety of materials, beyond text files, that document and illustrate the history of the Service and its parks and may not be saved systematically elsewhere. Keepers of the collection inventory these materials, as well as preserve and maintain them for research purposes.

Themes represented in the collection include:

- History of the National Park Service
- Development of the national park idea
- History of historic preservation
- History of interpretation
- Women in the National Park Service
- Early tourism in the national parks
- Civilian Conservation Corps in the parks
- Forestry in the parks
- Bicentennial programs
- History of National Park Service uniforms and insignia

Types of documents and artifacts represented in the collection include:

- Duplicates of selected records
- Copies of select legislation and executive orders
- Annual reports of secretaries of the interior and NPS directors
- Monthly and annual reports of park superintendents
- Minutes of staff meetings in Washington headquarters and regional offices
- Reports of conferences of regional directors, superintendents, interpreters, etc.
- Master plans and interpretive prospectuses
- Newsletters
- News releases
- Interpretive and informational publications
- Records of cooperating associations, concessionaires, employee associations
- Personal papers and memorabilia of NPS employees and others associated with parks
- Recorded Service ballads
- Biographical data on former NPS employees and others associated with parks
- Publications and representative artworks by NPS employees
- NPS artifacts (uniforms, insignia, characteristic equipment, examples of early exhibits) and CCC related artifacts
- Publications about NPS areas

The history collection includes the following records groups (RG). Preliminary inventories of these record groups are available online at <http://www.nps.gov/hfc/lib-npshc.htm>

Ronald F. Lee Papers, 1947-1972 (RG 1)  
Harold L. Peterson Papers, 1963-1977 (RG 2)  
Harold P. Fabian Advisory Board Collection, 1961-1973 (RG 3)  
Civilian Conservation Corps (RG 4)  
Jesse L. Nusbaum Papers, 1921-1958 (RG 5)  
World Conferences Collection (RG 7)  
National Park Conferences (RG 8)  
NPS Museum Function (RG 14)  
Yellowstone National Park materials (RG 17)  
Bicentennial Celebration (RG 18)  
Interpretation in the NPS (RG 19)  
Women in the NPS (RG 21)  
NPS administrative manuals (RG 22)  
Mission 66, 1955-1966 (RG 23)  
Hartzog Directorate Collection (RG 30)  
Alaska Research materials (RG 36)  
NPS History (RG 37)  
Ranger Activities (RG 39)  
Proposed Areas Collection (RG 51)  
Camping History (RG 52)  
Ernest A. Connally Collection (RG 53)  
Abolished Areas (RG 55)  
Washington Memoranda to All, 1935-1940 (RG 56)  
Pitcaithley Files on Historical Reconstruction (RG 63)

*For further information about the NPS History Collection, contact:*

David Nathanson  
Supervisory Librarian  
Harpers Ferry Center  
National Park Service  
Harpers Ferry, WV 25425-0050

(304) 535-6262; Fax (304) 535-6492  
[david\\_nathanson@nps.gov](mailto:david_nathanson@nps.gov)

*Additional contacts:*

Diann McCoy (Keeper of the Oral History Collection) [diann\\_mccoy@nps.gov](mailto:diann_mccoy@nps.gov)  
Sylvia Frye (Curator) [sylvia\\_frye@nps.gov](mailto:sylvia_frye@nps.gov)  
Nancy Flanagan (Interlibrary Loan) [nancy\\_flanagan@nps.gov](mailto:nancy_flanagan@nps.gov)

## **National Park Service Historic Photograph Collection**

The National Park Service History Collection includes as a separate entity the NPS Historic Photograph Collection, which was relocated from Springfield, Virginia, to Harpers Ferry in 1990. It is currently housed in nearby Charles Town, West Virginia. This unique and significant photograph collection is comprised of more than two million images dating from 1890 to the present, including those by official NPS photographers from 1929-1980. The images cover a variety of subjects, to include park architecture, Civilian Conservation Corps, Native American heritage, NPS personnel, roads and transportation, scenic views, and much more. Roughly two thousand images from the collection are available online and the entire collection can be searched online. Researchers can use an on line database to search for photographs at <http://data2.itc.nps.gov/hafe/npsphoto.cfm>.

*For information about the NPS Historical Photograph Collection, contact:*

Tom DuRant  
Photo Archivist  
National Park Service  
Willow Springs  
5 Willow Springs Drive  
Charles Town, WV 25414

(304) 535-6707; Fax (304) 535-6712  
[Tom\\_DuRant@nps.gov](mailto:Tom_DuRant@nps.gov)

## IV. NATIONAL PARK SERVICE RECORDS IN THE NATIONAL ARCHIVES

Perhaps the most useful repository for historians within and outside the Park Service who are researching topics related to the Service and its parks is the National Archives. The National Archives and Records Administration (NARA) includes the original building in downtown Washington, D.C., the modern Archives II facility in College Park, Maryland, regional research facilities (archives) around the country, and presidential libraries for almost every president since Herbert Hoover. NARA, which maintains the retired records of the federal government, is vital to NPS historians because so many areas in the national park system commemorate and interpret the activities of federal officials and agencies, from presidents to military services to the Bureau of Immigration.

The largest, most significant collection of National Park Service records, designated Record Group (RG) 79, are housed at Archives II, with smaller holdings in most of NARA's regional archives in or near Anchorage, Atlanta, Boston, Chicago, Denver, Fort Worth, Kansas City, Los Angeles, Philadelphia, San Francisco, and Seattle. In addition to correspondence and other textual records, the collection includes still and motion pictures, maps, plans, charts, and other graphic materials. Valuable records relating to Park Service policy and park operations can also be found in the records of the secretary of the interior (Record Group 48) at the National Archives. This could be a particularly important source for parks that were administered by the department before they became part of the National Park System. Many records pertaining to Yellowstone National Park are retained in an "affiliated archive" located in the park under a special agreement with NARA.

Be aware that National Archives regions do not correspond to the National Park Service regions. For example, the Service's Midwest Region covers thirteen states, but responsibility for records in those thirteen states is divided among four separate National Archives regional branches. Locating the appropriate repository for Service records can be challenging because its organizational structure has changed over the years. [See Chapter VI, Evolution of NPS Regional Structure.] The search for records must often extend beyond the NARA facility with current responsibility for a specific area.

Park Service records can be found not only in the various regional archives around the country, but also in the various regional federal records centers. These records centers provide federal agencies with off-site storage for their inactive records. While records are stored at these centers, the federal agency, field unit, or office that originated those records controls the access to them. They can be recalled by one of the Park Service' federal records managers. Some of these records are eventually transferred to Archives II or to the appropriate regional archives and become the property of NARA. Visit <http://www.archives.gov> for information about the various federal records centers.

Researchers might find it useful to check out the 3-volume *Guide to Federal Records in the National Archives of the United States*, compiled by Robert B. Machette and published in 1995. (This is an updated version of the single-volume NARA publication, *Guide to the National*

*Archives of the United States.*) NARA's web site at <http://www.archives.gov>, contains essential information on the National Archives and its holdings, including an online version of NARA's *Guide to Federal Records in the National Archives of the United States*.

Edward E. Hill's *Preliminary Inventory of the Records of the National Park Service* (Washington, D.C.: National Archives and Records Service, 1966), though dated, remains the most important guide to the records of the NPS that are housed in Archives II. Note, however, that the records of Region One, Hill entries 81 through 103, have been transferred to NARA's Mid-Atlantic archives in Philadelphia. That branch also holds the 1950-1963 building reports from the Eastern Office of Design and Construction. An electronic version of the finding aid can be found at

<[www.Archives.gov/research\\_room/federal\\_records\\_guide/national\\_park\\_service\\_rg079.html](http://www.Archives.gov/research_room/federal_records_guide/national_park_service_rg079.html)>  
An updated, much more detailed finding aid for RG 79 records at Archives II is currently being developed.

After perusing the web site and the Machette and Hill publications, researchers would be well advised to contact NARA staff at the appropriate archival facilities prior to their visit. NARA staff can provide helpful information about the quantity, location, and availability of specific records.

## **National Archives and Records Administration**

James S. Rush, Supervisory Archivist  
Textual Archives Services Division (NWCTC)  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740  
(301) 837-3480

*For information specifically concerning Record Group 79 (National Park Service), contact:*

Joseph D. Schwarz, Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740  
(301) 837-2961  
[Joseph.Schwarz@nara.gov](mailto:Joseph.Schwarz@nara.gov)

The federal records center in Suitland, Maryland, maintains records belonging to the National Park Service and other federal agencies located in Washington, D.C., Maryland, Virginia, and West Virginia.

Washington National Records Center  
4205 Suitland Road  
Suitland, MD 20746-0001

## **NARA Research Facilities (Regional Archives)**

### **NARA-Northeast Region (Boston)**

Frederick C. Murphy Federal Center  
380 Trapelo Road  
Waltham, MA 02452-6399  
(781) 663-0139

Contains records of federal agencies and courts in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

### **NARA-Mid Atlantic Region (Center City)**

900 Market Street  
Philadelphia, PA 19107-4202  
(215) 606-0100

Contains records of federal agencies and courts in Delaware, Maryland, Pennsylvania, Virginia, West Virginia

### **NARA-Great Lakes Region**

7358 South Pulaski Road  
Chicago, IL 60629-5898  
(773) 948-9019

Contains records of federal agencies and courts in Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

### **NARA-Southwest Region**

501 West Felix Street, Bldg. 1  
Fort Worth, TX 76115-3405

Contains records of federal agencies and courts in Arkansas, Louisiana, Oklahoma, Texas

### **NARA-Pacific Region (Laguna Niguel)**

24000 Avila Road  
Laguna Niguel, CA 92677-3497  
(949) 360-2619

Records for Arizona, southern California, and Clark County, Nevada

### **NARA-Northeast Region (New York City)**

201 Varick Street  
New York, NY 10014-4811  
(212) 401-1620

Contains records of federal agencies and courts in New Jersey, New York, Puerto Rico, and U.S. Virgin Islands

### **NARA-Southeast Region**

1557 St. Joseph Avenue  
East Point, GA 30344-2593  
(404) 763-7477

Contains records of federal agencies and courts in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

### **NARA-Central Plains Region**

2312 East Bannister Road  
Kansas City, MO 64131-3011  
(816) 268-6000

Contains records of federal agencies and courts in Iowa, Kansas, Missouri, Nebraska

### **NARA-Rocky Mountain Region**

Denver Federal Center, Bldg. 48  
West 6<sup>th</sup> Avenue and Kipling Street  
Denver, CO 80225-0307

Contains records of federal agencies and courts in Colorado, Montana, New Mexico, North Dakota, South Dakota, Utah, Wyoming

### **NARA-Pacific Region (San Francisco)**

1000 Commodore Drive  
San Bruno, CA 94066-2350  
(650) 876-7912

Contains records of federal agencies and courts in northern California, Hawaii, Nevada (except Clark County), American Samoa, Pacific Trust territories

**NARA-Pacific Alaska Region (Seattle)**

6125 Sand Point Way NE

Seattle, WA 98115-7999

(206) 526-6501

Contains records of federal agencies and courts in Washington, Oregon, Idaho, and Pacific Ocean area except for American Samoa

**NARA-Pacific Alaska Region  
(Anchorage)**

654 West Third Avenue

Anchorage, AK 99501-2145

(907) 271-2443

Contains records of federal agencies and courts in Alaska

## V. RESEARCH IN PARKS, CENTRAL OFFICES, AND SPECIAL COLLECTIONS

Supporting historical research is fundamental to the mission of the National Park Service and has broad implications for individual parks and for the Service. Superintendents and managers at every level should do as much as possible to ensure that scholars involved in researching park or Park Service history have unimpeded access to park records. Their research often contributes to a better understanding of park operations and activities and provides new avenues for research or interpretation.

The Freedom of Information Act (FOIA) [5 USC 552] requires federal agencies to provide the public with access to their records in response to written requests, though a few specific types of records are exempted. However, scholarly research by historians should rarely require written FOIA request. The expressed policy of the Department of the Interior is to make its records available to the public “to the greatest extent possible,” in keeping with the spirit of FOIA. [43 CFR 2.13(a)] Park Service managers should not only abide by requirements of FOIA, but embrace the spirit of that legislation.

In addition to what is provided below, the NPS publication *Cultural Resource Management*, Vol. 22, No. 2, (1999) is a valuable resource for general information about the Service’s archives and collections.

### **Park Files**

The research value of park files varies greatly. Some parks have consistently maintained well-organized files going back decades. Yellowstone National Park, for example, has an extensive collection and received a special dispensation from the National Archives to keep its records within the park rather than relinquishing them to the Archives or its regional federal records center. Parks that have held on to their files (sometimes contrary to prescribed records disposition procedures) and maintained them well are ideal places for park administrative history research.

At other parks files tend to be less complete. In some cases older files have been disposed of without record. The absence of files from the 1950s and 1960s may pose the greatest problem to the researcher because the bulk of material in the National Archives predates 1950. Files from the 1970s are routinely present, providing a record of the recent past in virtually all cases.

### **Regional Office Records**

The various divisions in the regional offices normally maintain files pertaining to their functions in the parks of their regions. Again, record retention varies widely among divisions and regions, with some more fruitful for research purposes than others.

Regional offices had central file rooms to which copies of all correspondence went. Files amassed in these central repositories were generally retired periodically to the federal records centers, where they remain subject to NPS control and may be physically recalled until they are either destroyed (if deemed of no permanent value) or forwarded to the National Archives. Each shipment of records to a federal records center is documented on a Standard Form (SF) 135, *Records Transmittal and Receipt*. The ease of locating and retrieving desired material at a federal records center depends to a great extent on how well the retired files have been described in their SF 135s.

A factor complicating park history research in regional office records is the periodic realignment of NPS regional boundaries. Many parks have been in more than one region during their existence, and records pertaining to them may not have been transferred from their former regional offices and related federal records centers to their successive counterparts. Thus researchers might need to conduct research at more than one regional office and records center for material on a single park. A guide to the evolution of NPS regions and the areas they have encompassed over the years can be found in Chapter VI.

### **Denver Service Center/Technical Information Center**

The Technical Information Center maintains an extensive collection of design and construction related reports and documents and copies of some park administrative histories. It also holds microfilm copies of superintendents annual narrative reports, though there are gaps in the collection.

### **Washington Office Records**

The divisions in the Washington headquarters office, like those in the regional offices, maintain files for their park-related and other activities that vary in usefulness for administrative history research. The park history program in the NPS Cultural Resource Center holds a collection of park files dating from the 1930s; those on historical parks are strongest. It also contains a collection of National Park System Advisory Board records. The Park Planning and Special Studies Division in Washington maintains a large collection of park-related files.

Until April 2001, copies of all Washington office correspondence went to a central file. Records from the central file and various divisions were retired periodically to the Washington National Records Center in Suitland, Maryland, in the same way that regional office records are sent to the other federal records centers. After 2001 individual offices and divisions assumed greater responsibility for maintaining and retiring their correspondence.

The records in the central file are ordered primarily by subject (such as administration, concessions, fiscal, and personnel) rather than by park. This is helpful if a researcher is doing a history of a particular function but considerably less helpful for someone researching a park history. For park histories, researchers might consider first examining records retained or retired by particular divisions, which tend to organize their files by park. See section VII for a list of subject (file) codes used in the NPS filing system since 1953.

Researchers in the Washington office can also take advantage of the Interior department's Natural Resources Library and Law Library in its headquarters building. The former includes a complete set of congressional documents, essential for legislative histories, as well as Edmund B. Rogers's compilation of park legislation. The Law Library has legislative histories already compiled for several major park and park-related acts.

## **Special Collections**

Most National Park Service directors maintained office files that were later given to university libraries or other repositories including the National Archives, where they are kept with the records of the National Park Service (RG 79). These contain valuable research material. Finding aids are available for these collections.

The former directors listed below have papers identified by their names at the following locations:

Stephen T. Mather	University of California at Berkeley; NPS Harpers Ferry Center Library, WV
Horace M. Albright	University of California at Los Angeles; National Archives; Harpers Ferry Center Library
Arno B. Cammerer	National Archives
Newton B. Drury	National Archives
Arthur E. Demaray	University of Wyoming, Laramie, WY
Conrad L. Wirth	University of Wyoming; National Archives
George B. Hartzog, Jr.	Clemson University, Clemson, SC; Harpers Ferry Center Library
Ronald H. Walker	Clemson University
Gary Everhardt	Blue Ridge Parkway headquarters, Asheville, NC
Russell E. Dickenson	Clemson University
William Penn Mott, Jr.	Clemson University; Harpers Ferry Center Library
Robert Stanton	Harpers Ferry Center Library

## **Research Assistance**

The bureau historian, in the Washington office, has general responsibility for the NPS administrative history program and can assist researchers in a variety of ways. Contact:

Janet A. McDonnell  
National Park Service  
1849 C Street NW (2280)  
Washington, D.C. 20240-0001  
(202) 354-2259; fax (202) 371-2229  
[janet\\_mcdonnell@nps.gov](mailto:janet_mcdonnell@nps.gov)

The following historians in the regional and support offices can also assist researchers dealing with parks in their regions.

Paul O. Weinbaum  
Historian  
Boston Support Office  
National Park Service  
15 State Street  
Boston, MA 02109-3572  
(617) 223-5057  
[paul\\_weinbaum@nps.gov](mailto:paul_weinbaum@nps.gov)

Clifford I. Tobias  
Park History Program Leader  
Philadelphia Support Office  
National Park Service  
200 Chestnut Street  
Philadelphia, PA 19106  
(215) 597-9970  
[cliff\\_tobias@nps.gov](mailto:cliff_tobias@nps.gov)

Gary T. Scott  
Regional Historian  
National Capital Region  
National Park Service  
1100 Ohio Drive, SW  
Washington, D.C. 20242  
(202) 619-7279  
[gary\\_scott@nps.gov](mailto:gary_scott@nps.gov)

Robert W. Blythe  
Chief, Research and Inventory  
Southeast Regional Office  
National Park Service  
Atlanta Federal Center, 1924 Building  
Atlanta, GA 30303  
(404) 562-3117 x641  
[bob\\_blythe@nps.gov](mailto:bob_blythe@nps.gov)

Ron Cockrell  
Senior Historian  
Midwest Regional Office  
National Park Service  
1709 Jackson Street  
Omaha, NE 68102-2571  
(402) 514-9355  
[ron\\_cockrell@nps.gov](mailto:ron_cockrell@nps.gov)

Robert L. Spude, Program Manager,  
Cultural Resources and National Register  
Programs  
Intermountain Support Office – Santa Fe  
National Park Service  
P.O. Box 728  
Santa Fe, NM 87504-0728  
(505) 988-6770  
[bob\\_spude@nps.gov](mailto:bob_spude@nps.gov)  
(510) 817-1394

Gordon S. Chappell  
Historian  
Pacific West Regional Office  
National Park Service  
1111 Jackson Street, Suite 700  
Oakland, CA 94107

[gordon\\_chappell@nps.gov](mailto:gordon_chappell@nps.gov)

David B. Louter  
History Program Lead  
Pacific West Regional Office  
National Park Service  
909 First Avenue  
Seattle, WA 98104-1060  
(206) 220-4137  
[david\\_louter@nps.gov](mailto:david_louter@nps.gov)

Sandra M. McDermott  
Historian  
Alaska Support Office  
2525 Gambell Street  
Anchorage, AK 99503  
(907) 257-2547  
[sande\\_anderson@nps.gov](mailto:sande_anderson@nps.gov)

### **NPS Records Managers**

Michael Grimes  
National Park Service Records Officer  
National Park Service  
1849 C Street NW  
Washington, D.C. 20240-0001  
(202) 354-0918  
[michael\\_grimes@nps.gov](mailto:michael_grimes@nps.gov)

Members of the NPS Records Advisory Council can also be a source of assistance on records related issues. A link to information about the Records Advisory Council can be found at [<http://inside.nps.gov/programs/program.cfm?prog=57&div=11&page=home>](http://inside.nps.gov/programs/program.cfm?prog=57&div=11&page=home)

**Denver Service Center**  
Technical Information Center  
12795 West Alameda Parkway  
Lakewood, CO 80228

*Contact:*  
Jannette Wesley  
Technical Information Specialist  
(303) 969-2131  
[jannette\\_wesley@nps.gov](mailto:jannette_wesley@nps.gov)

## **VI. Evolution of NPS Regional Structure**

### **1937**

Four regions, influenced by an existing CCC regional organization, were established with offices in the cities noted:

Region I, Richmond, VA—including ME, NH, VT, MA, CT, RT, NY, NJ, PA, OH, DE, MD, WV, VA, KY, NC, SC, TN, GA, AL, MS, LA, FL.

Region II, Omaha, NE—including MI, WI, IN, IL, MN, IA, MO, ND, SD, NE, KS, MT (except Glacier), WY, CO (except Mesa Verde, Colorado, Black Canyon, Great Sand Dunes, Hovenweep, Yucca House), Dinosaur in UT.

Region III, Oklahoma City, OK, to 1939, then Santa Fe, NM—including AR, OK, TX, NM, AZ, CO (areas excepted from Region II), NV (Boulder Dam NRA and Lehman Caves only), UT (Rainbow Bridge, Natural Bridges, Arches only).

Region IV, San Francisco, CA—including CA, WA, ID, OR, NV (except areas in Region III), UT (except areas in Regions II and III), Glacier in MT, AK, HI.

### **1940-1947**

Glacier was moved from Region- IV to Region II. Region III included all of Utah.

### **1955**

In July Region I was subdivided to create Region V.

Region I, Richmond, VA—including AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA (except GW Parkway, Custis-Lee, Prince William), WV.

Region II, Omaha, NE—including CO (except Mesa Verde, Great Sand Dunes, Colorado, Black Canyon, Hovenweep, Yucca House), IA, KS, MN, MO, MT, NE, ND, SD, WY, Dinosaur in UT.

Region III, Santa Fe, NM—including AZ, NM, OK, TX, UT (except Dinosaur), CO (areas excepted from Region II), Lake Mead in NV.

Region IV, San Francisco, CA—including CA, ID, NV (except Lake Mead), OR, WA, AK, HI.

Region V, Philadelphia, PA—including CT, DE, IL, IN, ME, MD (except Suitland Parkway, B-W Parkway, Catocin), MA, MI, NH, NJ, NY, OH, PA, RI, VT, WI.

### **1962**

National Capital Parks, which administered the parks in Washington, DC, and certain parks in nearby Maryland and Virginia, became Region VI in January and National Capital Region in the general regional re-titling at midyear, whereby

Region I became the Southeast Region, Region II became the Midwest Region, Region III became the Southwest Region, Region IV became the Western Region,

Region V became the Northeast Region, and

Region VI became the National Capital Region.

## **1969**

National Capital Region reverted to "National Capital Parks" on December 5.

## **1970**

The Northwest District of the Western Region, created as a semi-autonomous unit in December 1968, became the Pacific Northwest Region, headquartered in Seattle, WA, and covering AK, ID, WA, OR, Lava Beds in CA.

## **1971**

In response to the Nixon administration's call for common regional boundaries for federal agencies, NPS regional boundaries were redrawn in November:

Northeast Region, Philadelphia, PA—including MN, WI, MI, IL, IN, OH, ME, NH, VT, MA, CT, RI, NY, NJ, WV (except Harpers Ferry), DE, MD (except Suitland Parkway, B-W Parkway, C&O Canal, Antietam, Catocin, Fort Washington, Piscataway), PA, VA (except GW Parkway, Arlington House, Prince William, Blue Ridge Parkway, Cumberland Gap).

National Capital Parks, Washington, DC—including DC; GW Parkway, Arlington House, and Prince William in VA; and areas excluded from MD in Northeast except Harpers Ferry (administered by Director, Harpers Ferry Center, 3/16/70-3/16/74).

Southeast Region, Atlanta, GA (office moved from Richmond 1/9/72)—including AL, FL, GA, KY, MS, NC, SC, TN, PR, VI, Blue Ridge Parkway in VA.

Midwest Region, Omaha, NE—including CO, UT, Glen Canyon and Pipe Spring in AZ, IA, KS, MO, MT, NE, ND, SD, WY.

Southwest Region, Santa Fe, NM—including NM, OK, TX, AR, LA.

Western Region, San Francisco, CA—including CA (except Lava Beds), NV, AZ (except Glen Canyon and Pipe Spring), HI.

Pacific Northwest Region, Seattle, WA—including AK, ID, OR, WA, Lava Beds in CA.

### **1973**

As part of an NPS reorganization in December, two new regions were formed: Rocky Mountain from the Midwest Region and North Atlantic from the Northeast Region, which was re-titled Mid-Atlantic Region.

North Atlantic Region, Boston, MA—including MA, VT, NH, ME, NY, NJ (except Delaware Water Gap), CT, RI.

Mid-Atlantic Region, Philadelphia, PA—including PA, NJ (Delaware Water Gap only), WV (except Harpers Ferry), DE, VA (except Manassas, Arlington House, GW Parkway, Wolf Trap, Prince William, Blue Ridge Parkway, Cumberland Gap), MD (except C&O Canal, Harpers Ferry, Catoctin, Antietam, B-W Parkway, Fort Washington, Piscataway, Greenbelt, Suitland Parkway, GW Parkway, Clara Barton [1974], Monocacy [1976]).

National Capital Parks, Washington, DC—including DC; Manassas, Arlington House, GW Parkway, Wolf Trap, Prince William in VA; areas excluded from WV and MD in Mid-Atlantic (Harpers Ferry after 3/16/74).

Southeast Region, Atlanta, GA—including KY, TN, NC, SC, GA, MS, AL, FL, PR, VI, Blue Ridge Parkway in VA.

Midwest Region, Omaha, NE—including NE, KS, IA, MO, MN, WI, MI, IL, IN, OH.

Rocky Mountain Region, Denver, CO—including MT, WY, CO, ND, SD, UT, Pipe Spring and Glen Canyon in AZ.

Southwest Region, Santa Fe, NM—including NM, OK, TX, AR, LA. In 1974 added Navajo, Canyon de Chelly, Wupatki, Sunset Crater, and Hubbell in AZ.

Western Region, San Francisco, CA—including CA (except Lava Beds until 1978), NV, HI, AZ (except Glen Canyon, Pipe Spring, and areas in Southwest Region after 1974).

Pacific Northwest Region, Seattle, WA—including AK, WA, ID, OR, Lava Beds in CA until its transfer to Western 1978).

### **1976**

National Capital Parks reverted to "National Capital Region" October 21.

### **1980**

The Alaska Area Office, operated independent of the Pacific Northwest Region after March 1979, officially became a regional office and headquarters of the

new Alaska Region (AK only) on December 2, 1980, making a total of ten NPS regions.

## **1995**

On May 15 the ten regions were restructured into seven field areas:

Northeast Area, Philadelphia, PA—includes ME, NH, VT, MA, RI, CT, NY, NJ, PA, DE, MD (except Antietam, Catoctin, C&O Canal, Clara Barton, Fort Washington, Greenbelt, Monocacy, Piscataway), WV (except Harpers Ferry), VA (except Arlington House, Blue Ridge Parkway, GW Parkway, Manassas, Prince William, Wolf Trap).

National Capital Area, Washington, DC—includes DC; Arlington House, GW Parkway, Manassas, Prince William, Wolf Trap in VA; areas excluded from MD and WV in Northeast.

Southeast Area, Atlanta, GA—includes Blue Ridge Parkway in VA, KY, NC, TN, SC, GA, AL, MS, LA, FL, PR, VI.

Midwest Area, Omaha, NE—includes MI, OH, IN, IL, WI, MN, IA, MO, AR, ND, SD, NE, KS.

Intermountain Area, Denver, CO—includes MT, WY, UT, CO, AZ, NM, OK, TX.

Pacific West Area, San Francisco, CA—includes WA, OR, ID, CA, NV, HI, GU

Alaska Area, Anchorage, AK—includes AK

## **1997**

In January the seven field areas were redesignated regions.

See <http://www.nps.gov/hfc/library/regions.htm> for an online version of the NPS regional structure.

## VII. FILE CODES

### Historical

These codes serve as a Select List of Decimal Classifications Used in the Central Classified Files of the National Park Service records at the National Archives (RG 79).

- 000 General
  - 0-1 Conferences
    - 0-1.1 Superintendents
    - 0-1.2 Rangers
    - 0-1.4 Staff
    - 0-1.5 Operators
  - 0-3 Invitations and Addresses
  - 0-5 Records and Files
  - 0-10 Laws and Legal Matters (General)
    - 0-10.1 Decisions of Attorney General
    - 0-10.2 Decisions of Comptroller
    - 0-10.3 Decisions of Solicitor
  - 0-15 Final Opinions and Orders
  - 0-20 Executive Departments and Establishments
  
  - 0-30 Foreign Parks
  - 0-31 Military Parks
  - 0-32 Proposed Parks
  - 0-33 State Parks
  - 0-35 Proposed Monuments
  - 0-36 Proposed National Historical Parks
  - 0-37 Proposed National Military Parks
  - 0-38 Parkways
  - 0-39 Biological Wild Life Preserves
  - 0-40 Recreational Areas
  - 0-42 Memorials
- 100 History and Legislation
  - 101 History (General)
    - 101-01 Dedications
  - 120 Legislation
    - 120-01 House bills
    - 120-02 Senate bills
    - 120-05 Acts
- 200 Administration and Personnel
  - 201 Administration (General)
    - 201-01 Director
    - 201-02 Associate Director
    - 201-03 Assistant Director
      - 201-03.1 General Superintendent and Landscape Engineer
    - 201-04 Regional Directors
    - 201-06 Superintendents and Custodians
      - 201-06.1 Assistant Superintendents
    - 201-10 U. S. Commissioners
    - 201-12 Inspectors
    - 201-13 Organization
      - 201-13.1 Organization charts
    - 201-14 Reorganization
    - 201-15 Policy
  - 204 Inspections and Investigations (General)
    - 204-01 By congressional committees
    - 204-10 By field officers
  - 204-20 By headquarters officers
  - 205 Instructions and Orders (General)
    - 205-01 Executive Orders
      - 205-01.1 Proclamations
      - 205-02 National Park Service
      - 205-03 Secretary's
  - 206 Mail Facilities (General)
    - 206-08 Post offices (establishment of)
  - 207 Reports (General)
    - 207-01 Annual
      - 207-01.2 Director's
      - 207-01.3 Secretary's
      - 207-01.4 Superintendents'
      - 207-01.5 Park Naturalist's
    - 207-02 Monthly
      - 207-02.1 Director's
      - 207-02.3 Superintendents'
    - 207-03 Historians'
    - 207-04 Park Naturalist's
    - 207-05 Rangers'
    - 207-20 Weather
    - 207-22 Final construction reports
    - 207-23 Burials
  - 208 Rules and Regulations (General)
    - 208-01 Automobile and motorcycles
      - 208-01.1 Drivurself
      - 208-01.2 License
      - 208-01.3 Fees
      - 208-01.4 Permits
    - 208-05 Drumming
    - 208-06 Fishing, hunting, and trapping
    - 208-08 Liquor traffic
    - 208-09 Livestock
    - 208-10 Moral conditions
    - 208-11 Robbery
    - 208-30 Uniforms and equipment
    - 208-40 Vandalism
    - 208-41 Deaths
    - 208-43 Mining
    - 208-44 Firearms
    - 208-47 Sales tax
  - 250 Personnel
  - 252 Employment
  - 256 Examinations
  - 257 Leave
- 300 Appropriations, Finance, and Accounts
  - 302 Appropriations -Estimates (General)
  - 303 Appropriations (General)
    - 303-02 Donations
    - 303-03 Emergency reconstruction and forest fires
    - 303-05 Insect infestations
    - 303-13 Claims, settlement of

- 305 Disbursing Clerk (General)
- 306 Accounts (General)
- 307 Receipts and Revenues (General)
- 400 Supplies and Equipment
  - 403 Contracts
    - 403-01 Contracts correspondence
    - 403-02 Contractors
  - 405 Inventories
  - 425 Books, Magazines, Etc.
  - 432 Forms and Stationery (General)
  - 435 Gasoline and Oils (General)
  - 443 Motor and Steam Equipment
    - 443-14 Boats
  - 444 Photographic Equipment and Supplies
  - 455 Uniforms and Equipment
- 500 Publicity and Statistics
  - 501 Publicity
    - 501-01 Advertising
    - 501-02 Magazine articles
    - 501-03 Newspaper articles (press notices)
    - 501-04 Special articles on national parks (speeches)
  - 502 Entertainments and Lectures
  - 503 Pictures (General)
    - 503-10 Moving pictures (general)
  - 504 Publications (General)
    - 504-01 Bulletins
    - 504-03 Manuals
    - 504-04 Maps
      - 504-04.1 Motorist guides
      - 504-04.2 Blueprints
    - 504-07 Portfolio of National Parks
    - 504-11 Nature Notes
  - 550 Statistics (General)
- 600 Lands, Buildings, Roads, and Trails
  - 600-01 Master plan
  - 600-02 Six-year program
  - 600-03 Development outline
  - 600-04 Specifications
  - 601 Lands (General)
    - 601-01 Administration sites
    - 601-02 Airfield sites
    - 601-03 Camp sites
    - 601-05 Reservoir sites
    - 601-09 Cemetery sites
    - 601-11 Park entrances
    - 601-12 Recreational areas
    - 601-13 Wilderness areas
    - 601-14 Research preserves
    - 601-15 Landscaping
    - 601-18 Soil and moisture
- 602 Boundaries (General)
  - 602-01 Boundaries (extension)
- 603 Condemning of Lands
- 604 Donations
  - 605 Entries
    - 605-01 Exchanges
    - 605-02 School lands
- 606 Irrigation (General)
- 607 Jurisdiction (General)
- 608 Memorials (General)
- 609 Leases
  - 609-01 Mining claims
- 610 Private Holdings (General)
  - 610-01 Purchasing of lands
  - 610-02 Taxes
- 611 Repairs and Improvements
  - 611-01 Elevators
- 612 Rights of Way
- 613 Sale of Lots
- 614 Surveys
- 615 Value of Lands
- 616 Withdrawals and Restorations
- 618 Public Works Administration
- 619 Civil Works Administration (FERA and SERA)
- 620 Buildings (General)
  - 620-01 Administration building
  - 620-08 Checking stations
  - 620-10 Churches
  - 620-20 Community buildings
  - 620-30 Fish hatchery
  - 620-31 Gauging stations
  - 620-36 Hospitals
  - 620-37 Lookout stations
  - 620-46 Museums
  - 620-49 Observatories
  - 620-51 Post offices
  - 620-53 Power houses
  - 620-54 Pump houses
  - 620-63 Ranger cabins and stations
  - 620-68 Schools
  - 620-80 Shelter cabins
- 621 Construction Projects
  - 630 Roads (General)
    - 630-02 Maintenance
      - 630-02.1 Oiling
      - 630-02.2 Snow removal
- 631 Construction under Road Budget Program
  - 631-01 Roads budget -allotments
  - 631-02 Roads budget
- 632 Roads Outside Park (Approach Roads)
- 633 Roadside Cleanup
- 640 Trails (General)
- 650 Lakes, Rivers, and Waterways

- 650-01 Lakes
- 650-02 Rivers
- 650-03 Waterways
- 650-04 Bridges
- 650-05 Structures in waters
- 660 Plants and Systems
  - 660-03 Sanitary systems
  - 660-04 Telephone, telegraph and radio service
  - 660-05 Water supply systems (general)
    - 660-05.1 Distribution of
    - 660-05.2 Fountains
    - 660-05.4 Reservoirs
    - 660-05.41 Retch Hetchy (San Francisco water supply)
    - 660-05.5 Water analysis (mineral water)
    - 660-05.51 Radioactivity
    - 660-05.6 Water power
    - 660-05.7 Water rights
    - 660-05.8 Wells
- 700 Flora, Fauna, Natural Phenonema, Antiquities, and Sciences
  - 700-01 Nature study
  - 701 Flora (General)
    - 701-01.4 Trees
  - 710 Fauna
  - 713 Birds
  - 714 Fishes
  - 715 Mammals
    - 715-01 Antelope
    - 715-02 Bears
    - 715-03 Buffalo
    - 715-04 Deer
    - 715-05 Elk
    - 715-06 Goats and sheep
    - 715-07 Moose
    - 715-08 Beaver
  - 716 Insects (Arthropoda)
  - 717 Invertebrates (Except Arthropoda)
  - 718 Ecology
  - 719 Predatory Animals
  - 720 Protection and Care
    - 720-01 Feeding
    - 720-03 Preserves
    - 720-04 Wildlife survey
  - 721 Industry (General)
    - 721-02 Skins
  - 730 Natural Phenonema (General)
  - 731 Geography (General)
    - 731-01 Place names
    - 731-02 Topography of parks
- 732 Geology (General)
  - 732-03 Rocks and minerals
    - 732-03.1 Requests for specimens
  - 732-06 Water
    - 732-06.1 Ice and glaciers
    - 732-06.2 Soil erosion and control
    - 732-06.5 Thermal phenomena (geysers)
    - 732-06.6 Underground water & caves
    - 732-06.7 Earth movements
    - 732-06.8 Vulcanism
- 740 Antiquities (General)
  - 740-01 Anthropology
  - 740-02 Archeology
    - 740-02. 1 Discoveries
    - 740-02. 2 Relics
    - 740-02.3 Researches
  - 740-03 Ruins protection .
- 750 Sciences (General)
- 800 Protection, Service to Public, and Forestry
  - 801 Protection (General)
    - 801-01 Accident
    - 801-02 Flood
    - 801-03 Policing
    - 801-04 Storm
    - 801-05 Fire
  - 831 Conventions (General)
  - 832 Expositions (General)
  - 833 Exhibits (General)
    - 833-01 Botanical
    - 833-02 Conservation of natural resources (including restorations)
    - 833-05 Museums
    - 833-07 Models
  - 834 Gifts Other Than Money (Donations)
  - 840 Educational Activities
    - 840-02.1 Bibliographies
    - 840-02.2 Libraries
    - 840-02.3 Universities and colleges
  - 843 Instruction (General)
    - 843-01 Courses in national parks conducted by outside institutions
    - 843-03 School facilities
    - 843-04 Special training
  - 845 Research (General)
  - 855 Medical Service (General)
  - 857 Travel (General)
    - 857-01 Air travel
    - 857-04 Hotels and dude ranches
    - 857-06 Mountain climbing
    - 857-07 Opening of parks
    - 857-08 Railroad
  - 867 Tours (General)

- 868 Winter Sports
- 871 (870-1) Associations, Clubs and Committees
- 880 Forestry (General)
- 883 Forest Protection (General)
  - 883-01 Fires
  - 883-02 Protection improvements
  - 883-03 Fire records
    - 883-03.1 Individual fire reports
    - 883-03.3 Annual reports (fire)
  - 883-06 Insect infestations
  - 883-07 Forest protection cooperation
    - 883-07. 1 Forest Protection Board
- 884 Forest Products (General)
  - 884-03 Timber
    - 884-03. 1 Sale of forest timber
- 885 Silviculture
  - 885-01 Emergency Conservation Work:
    - Civilian Conservation Corps, Reforestation
- 900 Concessions
  - 900 Public Utility Operators
    - 900-01 Buildings
    - 900-02 Contracts
    - 900-03 Financial reports
    - 900-04 Lands
    - 900-05 Misc. correspondence
    - 900-06 Rates
    - 900-07 Reports (semimonthly)
    - 900-08 Complaints
  - 901 Privileges and Permits
    - 901-01 Grazing permits

## **Current**

The following are the subject file codes that have been assigned to NPS correspondence since the 1950s. A superintendent's annual report, for example, is filed under A2621.

### **A –Administration and Management**

14 Acting Personnel Designations (See A96 for Delegation of Authority.)

16 Advisory Board on National Parks, Historic Sites, Buildings, and Monuments

15 Organization

19 Meetings, Recommendations, Appointments

18 Advisory Boards, Field, Groups, (other Organizations, Meetings, Recommendations)

22 Associations, Foundations, Commissions, Councils, Societies

24 Committees

15 International

19 Departmental

27 Interagency

31 Washington Office

35 Field Offices

26 Reports

15 Monthly

17 Quarterly

19 Semi-Annual

21 Annual

23 Situation

NOTE: Issues; Briefing Statements; Action Forcing Events; Park Data Bank and any material prepared for briefing Director or Secretary shall be filed in A2623.

34 Commendations/Letters of Appreciation/Awards

15 About Service and Personnel

19 Concerning Concessions

36 Complaints

38 Public Relations

15 With Federal, State, and Local Agencies

17 Foreign Agencies

21 Individuals

23 Public Involvement (Include public meetings. Specific hearings filed by subject, i.e., D18, L48 and L7617.)

40 Conferences and Meetings

15 Departmental

- 19 Washington Office
- 23 Regional Directors
- 27 Regional Offices
- 31 Other Field Offices
- 33 Servicewide
- 35 Interagency
- 37 International
  
- 42 Cooperating Associations (includes Natural History, Historical, and Museum Associations)
  
- 44 Memorandums of Agreement with Federal, State, and Local Agencies
  - 15 Cooperative Agreements
  
- 46 Communications Services (Includes Telecopier, Telephone, and Telegraph services. See D5027 for radio and telephone services within NPS.)
  
- 52 Fund Raising and Other Civic Campaigns
  
- 54 Inspections, Appraisals, Investigations, Studies, Task Forces and Surveys
  - 15 Congressional Committees
  - 19 Departmental
  - 23 Washington Office
  - 25 Regional Offices
  - 27 Field Offices
  - 31 Other Agencies
  
- 56 Instructions and Orders
  - 15 Secretary's Orders
  - 19 Secretary's Office Memoranda
  - 21 NPS Permanent Guidelines
  - 23 NPS Special Directives
  - 27 NPS Staff Directives
  - 31 WASO Memoranda
  - 35 Field Directorate Memoranda
  - 39 Field Office Instructional Memoranda
  - 41 Other Federal Agencies (by agency if volume warrants, i.e., Office of Management and Budget, OMB)
  - 43 Request for copies of above
  
- 58 Interments
  
- 60 Visits
  - 19 of Government Personnel
  - 21 of Foreign Persons
  
- 62 Lost, Found and Stolen Articles
  
- 64 Organization
  - 15 Lists and Directories
  - 19 Goals/Objectives (Long Term Management Plan)

- 23 Management Policies (Mission Statements)
  - 27 Organizational Charts/Role and Function Statements
  - 35 Standards
  - 37 Management Improvement Projects
- NOTE: Establish case files, if required, for each organizational level, i.e., WASO, Region, Parks.

#### 66 Manuals, Government

- 15 Departmental Manual and other Departmental Issuances
- 17 NPS Manuals and other NPS issuances to FPM and FPMR
- 21 Other Federal agencies (OMB, GSA, OPM, etc.)
- 25 Requests for copies of above

#### 68 Printing and Binding

#### 70 National Priorities

- 15 Civil Defense Program
- 19 Area Use, National Defense
- 21 Conservation (Energy, Water and Recycling of Materials)

#### 72 Information Resources Management (Include policy correspondence.)

- 15 Automatic Data Processing 17 Correspondence Management
- 19 Directives Management System
- 21 Freedom of Information Act and Privacy Act 23 Forms Management 25 Mail Management
- 27 Records Management (Include Files Management, Records Scheduling and Disposition.)
- 29 Reports Management 31 Vital Records 33 Micrographics
- 35 Word Processing
- 37 NPS Informational Systems (includes capital improvements, Fixed Assets): Cultural Resources Studies: Lands (Management Information System): Natural Resources: Natural Science Research: Sociological & Economic Studies: and the Technical Information Center (DSC) (including planning, design, drawings & construction documents) (See Appendix B, A7237, page 18 for further information.)

#### 76 Protection

- 15 Health and Safety
- 19 Safety Committees, Meetings, Recommendations, etc.
- 23 Accidents, Injuries, Deaths
- 27 Floods, Storms, Droughts
- 31 Building Fires
- 33 Building Security, i.e. Vandalism
- 37 Tort Claims

#### 78 School Facilities

#### 80 Space for Administrative Use

- 15 Alterations, Maintenance, Improvement
- 27 Office and Storage Space
- 31 Parking Space

#### 82 Special Events

- 15 Dedications, Anniversaries, Similar Observances
- 19 Conventions, Tours, Group Visitations, Public Gatherings
- 23 Religious Services
- 27 Expositions and Other Special Events
- 31 Display of Flag

84 Speeches

- 19 Washington Office Directorate
- 23 Field Directorate

88 Transportation Studies

- 15 Visitor Use
- 17 New Systems

90 Permits (except concession and special use permits) See C38 and L30.

- 15 Collecting (Archeological, Paleontological, etc.)
- 27 Motion Picture Filming
- 29 Public Gatherings
- 31 Recreation Uses (i. e., back country, boating, camping, wilderness, etc.)

96 Delegations of Authority (See A14 for Acting Personnel Designations.)

98 Conservation and Preservation of Areas for Public Enjoyment

**C- Concessions**

14 Accommodations, Capacity and Type

18 Advertising

26 Reports

- 15 Monthly
- 17 Quarterly
- 19 Semi-Annual
- 21 Annual
- 23 Situations

30 Audits and Fiscal Examinations

32 Lump Sum Fund, Concessioner

34 Concessioner's Organizations, Meetings, Recommendations

38 Concessions Administration (Include policy and procedures.)

- 15 Applications
- 17 Prospectus
- 19 Insurance
- 21 Standard Language
- 23 Contracts and Permits

25 Franchise Fees  
27 Commercial Use License

NOTE: Individual folders established for each concessioner

40 Possessory Interest

42 Employment and Labor 46 Merchandising

50 Rates

54 Taxes

58 Building and Other Facilities

62 Concessions Review Program

15 Operational Performance

17 Contract Permit Compliance

## **D. – Development and Maintenance**

18 Planning Program (Include Master Plans, General Management Plans, Development Concept Plans, Outlines for Planning Requirements, Task Directives, Statements for Management and Resources Management Plans.)

22 Construction and Preservation Programs

15 Development/Study Package Proposals (Forms 10-238, 239, & 250), Estimates (Form 10-802), and Work Orders (Form 10-455)

17 Line Item Programs

19 Lump Sum and Similar Programs

24 Maintenance and Rehabilitation of Physical Facilities Program (includes Cyclic Maintenance, and Handicap Facilities etc.)

26 Reports

15 Monthly

17 Quarterly

19 Semi-Annual

21 Annual

23 Situation

30 Roads and Trails (includes bridges, tunnels, runways and launching ramps, etc.)

32 Grounds/Shoreline

15 Campgrounds, Playgrounds, Tennis Courts, and Picnic areas 17 Beaches

19 Erosion and Watershed Control (Including dredging, rip-rap, etc.)

34 Buildings (other than Concession and Historical)

15 Construction and Maintenance

23 Individual Building Data File

46 Other Structures (fences, benches, guard rails, fountains, etc.)

50 Services and Utilities

- 15 Electricity
- 19 Garbage Disposal
- 23 Heating and Cooling Systems
- 27 Radio and Telephone
- 31 Sanitation Matters (Solid Waste Program)
- 39 Water and Sewer
- 41 Gas Systems

52 Contracts

- 15 Professional Services (Architect & Engineering) Contracts
- 17 Construction Contracts

62 Museum and Exhibit Activities

- 15 Planning, Preparation, Maintenance, and Preservation of Museum Exhibits
- 23 Acquisitions and Loans for Display
- 31 Exhibits for Other Agencies
- NOTE: See H2017 for Accession Files

66 Signs, Markers, and Memorials (Include road signs, traffic devices, etc. For sign stock see 582.)

## **F- Fiscal**

14 Advances/Transfers of Funds

- 15 To Other Agencies
- 19 From Other Agencies
- 23 Within the Service

16 Accounting (by Area)

26 Reports

- 15 Monthly
- 17 Quarterly
- 19 Semi-annual
- 21 Annual
- 23 Situation

30 Budget Formulation

- 15 Current Year Operating Program ( Form 10-561)
- 17 Budget Increases/Decreases (Form 10-237)

34 Budget Execution

- 15 Status of Funds
- 17 Reserves

36 Budgeted Position Ceilings

38 Appropriation and Allotment Advices (Form 10-243)

- 15 Operating (Form 10-450)
- 17 Construction
- 19 Supplemental
- 21 Apportionments
- 23 Administrative Limitations

42 Audits and Fiscal Examinations

- 15 General Accounting Office and Other Government
- 17 Department of Interior/National Park Service
- 23 Public Auditors, other than Government and States

46 Cashiers and Collection Officers (Include Imprest Fund.)

50 Claims and Payments

- 15 Construction
- 19 Supply
- 23 Travel and Transportation
- 25 Compensations

54 Special Non-appropriated Funds

- 15 Donations
- 17 Reimbursable/Refundables
- 19 Fees and Revenues (Include camping and entrance fees.)

62 Fiscal Regulations and Interpretations 66 Payrolls

- 15 Income Tax Deductions
- 19 Retirement Deductions
- 23 Other Deductions (Include Savings Bond deductions.)
- 27 Designations (i.e., Timekeeper, Designated Agent)

74 Rate Schedules

- 15 Equipment
- 19 Mess
- 23 Quarters (Employee Housing)
- 25 Utilities

78 Tax Exemptions

86 Travel and Transportation Regulations

## **H- History and Archeology**

(Cultural Resources & Historic Preservation)

14 Area and Service History (Include Significant Events and Contacts Log.)

- 15 Legislative History
- 17 Administrative History
- 18 Biographical Data and Special Collections
  - 15 National Park Service Areas
  - 17 Acquisitions, Gifts, Loans, and Inventories (accession files)
- NOTE: See D62 for museum and exhibit activities
- 22 Cultural Resources Studies and Research
  - 15 National Park Service Areas
  - 17 Special Studies
- 24 Archeological and Historical Data Recovery Programs (External)
  - 15 Corps of Engineers, Bureau of Reclamation Projects, River Basins, etc.
- 26 Reports
  - 15 Monthly
  - 17 Quarterly
  - 19 Semi-Annual 21 Annual
  - 23 Situation
- 30 Historic Sites and Structures Management and Preservation (Include Archeological Ruins.)
  - 15 Management, Preservation, and Maintenance
  - 17 List of Classified Structures
  - 19 Special Studies (Include Historic Furnishing Plans.)
- 32 National Register of Historic Places (Include State Plans.)
- 34 National Survey of Historic Sites and Buildings (National I Natural Historic Landmarks)
  - 15 Proposed
  - 17 Eligible or Established
- 36 Historic Preservation Grants-in-Aid
- 38 Historic American Buildings Survey
  - 15 Studies
  - 19 Requests for
- 40 Historic American Engineering Record
- 42 Historic Preservation Programs Overview
  - 15 Legislative Policies and Procedures (Title I, Sec. 106, P.L. 80-665, E.O. 11593, etc.)
  - 17 Compliance Documentation

## **K- Interpretation and Information**

14 Information Requests

18 Interpretive Activities (includes Performing Arts)

15 Services

17 Interpretive Planning

22 Libraries and Library Services

26 Reports

15 Monthly

17 Quarterly

19 Semi-Annual 21 Annual

23 Situation

30 Photography

15 Production and acquisition of Motion Pictures

19 Production and acquisition of Still Pictures and Slides

23 Loans and Gifts to public and other agencies

34 News Media (Press, Radio and TV)

15 Press Release NOTE: Prepare individual folders for Department, WASO, Region and Area.

17 Radio and Television Activities (Include recordings, video, and scripts.)

38 Publications, National Park Service

15 In-House (Newsletters, etc.)

19 Free Informational Literature

23 Sales

27 Maps

31 Posters, Cartoons and Emblems

41 Manuscripts and Proofs

42 Publications, Other

15 Secretary's Office

19 Other Departments, Bureaus and Offices

54 Special Articles regarding Service or Areas

15 Prepared by Service Personnel

17 Prepared by other than Service Personnel

## **L -Lands, Water and Recreation Planning**

### 14 Acquisition of Lands

- 15 Policy and Procedures
- 17 Boundary Adjustments (Include Surveys and Reports.)
- 19 Federal Holdings (other than NPS)
- 25 Holdings (other than Federal)
- 29 Land Records

### 24 Encroachments

- 15 Water Projects
- 19 Logging and Timber
- 23 Mining
- 27 Oil and Gas
- 31 Road Construction

### 26 Reports

- 15 Monthly
- 17 Quarterly
- 19 Semi-Annual
- 21 Annual
- 23 Situation

### 30 Land Use (Special Use Permits)

- 15 Agriculture
- 19 Grazing
- 23 Mining and Minerals
- 25 Oil and Gas Easements
- 27 Roads and Road Rights-of-way
- 31 Water, Sewer and Transmission Lines

### 32 Land, Public

- 15 Cooperation, including Administration, Planning and Development
- 17 Grants Applications -- Land and Water Conservation Fund (LWCF), Urban Grants for Public use Land in States and Cities, Recreation Grants Urban Parks and Recreation Recovery Program (UPARR)
- 19 Grant Case Files LWCF, UPARR, Urban State Grants)

### 34 Recreation Activities (Include back country use, hang-gliding, youth hostels, etc.)

- 15 Camping
- 19 Hiking and Riding 23 Mountain Climbing 25 Water Sports
- 27 Winter Sports

### 38 Aircraft Landing Sites

### 46 Navigation Facilities Sites

### 48 Wilderness Areas and Research Reserves

NOTE: After area has been designated "wilderness," see N1623 for management thereof.

50 Geographic Place Names and Area Terminology

54 Water Matters (Water Rights, Compacts, Resources, etc.)

58 Proposed Areas

60 Designated Areas

15 National wild and Scenic Rivers

17 National Scenic Trails

62 International Parks and Historic Sites

66 Foreign Parks and Historic Sites

70 States and State Parks

19 Cooperation, including Administration, Planning, and Development

21 State Park Organizations

23 Annual Records list of State Park Lands and Related Areas with acreage's accommodations

25 State Grants

31 Fees and Charges

NOTE: Under the L7019 classification, prepare separate folder for each State and Project.

74 River Basin Studies and Activities

19 Economic and Recreational Benefits

21 Notices of Public Hearings

23 Studies and Reports (concerning Bureau of Reclamation and Corp of Engineering Projects)

23 Dams and Dredging

27 Other Studies and Reports (Agriculture, Federal Power Commission, etc.)

NOTE: Files are developed by Regions, then by major river basins, and finally by projects where importance of project or wealth of material warrants. Archeological and Historical Research relating to River Basins are coded H2415.

76 Environmental Impact

15 Policy, Procedures, Guidelines (Include Environmental Protection Agency (EPA) Standards.)

17 Statements and Studies concerning NPS Areas

19 Reviews of Statements and Studies concerning other Federal agencies

21 Reviews of Statements and Studies concerning State and Private agencies

## **N- Natural and Social Sciences**

14 Animal and Plant Life (Observations and Studies)

15 Amphibians and Reptiles

19 Birds

23 Fish

27 Mammals

- 29 Insects and Invertebrates
- 31 Shrubs
- 33 Plants

16 Management of Natural Resources and Areas (Include Resources Basic Inventory; Coastal Zone Management; Wetlands Management, Ecological Impact, etc.)

- 15 Wildlife
- 17 Plant Life
- 19 Water Life
- 21 Threatened and Endangered Species (Plants and animals)
- 23 Back country/Wilderness Management

22 Research Programs (Studies by species found in N14)

- 15 Area Natural Science Research Plans
- 17 Social Science Research
- 19 Research Proposals and Projects

26 Reports

- 15 Monthly
- 17 Quarterly
- 19 Semi-Annual
- 21 Annual
- 23 Situation

30 Geological Features and Studies

- 19 Paleontology (fossils)
- 21 Seismology (earthquakes)
- 23 Speleology (caves)
- 27 Volcanology
- 31 Glaciers (ice and frost actions)
- 35 Rocks and Minerals
- 39 Thermal Features (geysers, hot springs, steam vents)
- 43 Water (Fresh and Marine)

36 Pollution/Environmental Quality

- 15 Air
- 17 Water
- 19 Land

40 Energy Research (For individual Solar Heating Systems see D-5023. For Energy Conservation see A7021.)

42 Weather and Climate (correspondence relating to weather, climate and atmospheric sciences)

- 15 Studies, Observations

44 Natural Landmarks

46 Social and Economic Sciences

15 Visitor Use Surveys and Statistics (Special Studies)  
17 Demography (Vital and Social Statistics)  
19 Economics  
21 Assessments  
NOTE: See A2615 for monthly public use reports.

50 Pest and Weed Control

54 Soil and Moisture Control

## **P- Personnel**

14 Individual Official Personnel Folders

18 Office of Personnel Management Laws, Rules and Regulations

15 Rules and Regulations  
19 Interpretation  
21 Inspections

22 Applications and Inquiries for Employment

15 Permanent positions  
17 Temporary positions

26 Reports

15 Monthly  
17 Quarterly  
19 Semi-Annual  
21 Annual  
23 Situation

30 Appointment Requirements and Procedures

32 Classification, position 34 Compensation

15 For Injury  
19 For Overtime  
21 For Hazard Pay  
23 For Duty at Remote Worksites

NOTE: Regulations only, payments in F5025 36 Conduct of Officers and Employees

38 Performance Ratings Program, Procedures, and Appraisals

40 Employee Welfare and Activities

15 Welfare  
19 Employee Relations  
21 Labor-Management Relations

42 Equal Employment Opportunity

15 Affirmative Action Plan

17 Discrimination Complaints and Grievances

19 Special Programs, i.e., Cooperative Education, Upward Mobility, Spanish Speaking, Federal Women, etc.

44 Incentive Awards Program

15 Procedures

17 Merit Awards

19 Suggestions

48 Examinations

52 Hours and Tours of Duty

56 Identification of Employees

60 Leave

15 Annual

19 Jury

23 Military 27 Sick

31 without Pay

35 Compensatory

39 Holidays

43 Special Occasions

64 Personnel Procedures and Records

72 Recruitment and Certification (Include OPM Requests & Certificates of Eligibles.)

74 Restrictions on Employment

78 Retirement

80 Separation

82 Statistics

84 Status (Include Veterans Preference, Office of Personnel Management reinstatement, Reemployed Retired annuitant, etc.)

86 Training

15 In-Service

17 Interagency Facilities

19 Non-Government Facilities

88 Transfers/Details/Reassignments

15 within Service

19 outside Service

90 Wage Board Matters

92 Uniform Standards (Include grooming. See S94 for procurement of uniforms and accessories.)

94 Volunteer Employment Program

## **S -Supplies, Procurement and Property**

14 Animals

18 Historic Building Furniture and Accessories (See H30 for Historic Furnishing Report.)

22 Construction and Maintenance Supplies 24 Communications Equipment 26 Reports

15 Monthly

17 Quarterly

19 Semi-Annual 21 Annual

23 Situation

28 Drafting and Engineering Supplies 30 Explosives

32 Fire Fighting Equipment

34 Firearms, Ammunition, and Defensive Equipment 38 Fuels

46 Library

15 Equipment

19 Publications

50 License Plates and Tags

54 Medical

58 Motor-Driven or Propelled Equipment (includes repair parts)

15 Aircraft

19 Automobiles, Trucks, Motorcycles

23 Boats

31 Road Construction and Maintenance Equipment

35 Use of

62 Office

15 Furniture and Accessories

19 Forms

23 Machines

27 Stationery

66 Optical Equipment

- 15 Binoculars and Telescopes
- 19 Microscopes
- 70 Photographic and Sound Equipment
  - 15 Cameras and Projectors
  - 19 Films and Slides
- 72 Procurement
  - 15 Instructions and Procedures
  - 21 Research Contracts (Archeological, Historical, Natural Science, Theme Studies)
  - 23 Supply and Equipment Contracts
  - 25 Personal Services Contracts
  - 27 Purchase Orders
- 74 Property Accountability
  - 15 Real Property
  - 17 Disposal of Real Property (Include Reports of Survey.)
  - 19 Personal Property
  - 21 Disposal of Personal Property (Include Reports of Survey)
  - 23 Equipment Replacement Program (Depreciation)
- 78 Safety Equipment
- 82 Signs, Markers, Traffic Devices, Flags, Pennants, Symbols, Seals and Logos
- 84 Stenographic Services
- 90 Shipments (Bill of Lading/Invoices)
- 94 Uniforms (See P92 for Uniform Standards)
- 98 Weed and Insect Control Products and Animal Repellents

## **W- Laws and Legal Matters**

- 18 Decisions
  - 15 Attorney General
  - 19 Comptroller General
  - 23 Solicitor
  - 27 Chief Counsel
- 22 Final Opinions and Orders
- 24 Federal Register Submissions (Cross reference to subject file)
- 26 Reports
  - 15 Monthly
  - 17 Quarterly
  - 19 Semi-Annual 21 Annual

23 Situation

28 Executive Orders and Proclamations

30 Jurisdiction/Deputation/Police Powers 32 Civil Litigation/Court Procedures 34 Law Enforcement

15 Violation of Regulations, Arrests, Trial, Prosecution  
17 Accident/Investigations 19 Commissions/Magistrates  
21 Expungement Orders  
23 State and Local Laws and Regulations  
25 Alcohol and Speed Measuring Devices  
27 Drunk Driving

38 Legislation

15 Proposed  
23 Enacted

42 Special Regulations (Refer: Title 36, CFR, Chapter I, Parts 7-60)

46 General Regulations (Refer: Title 36, CFR, Chapter I, Parts 1-6)

48 Procedure, Policy

15 Beats/Patrol Areas  
17 Prisoner Processing  
19 Court Procedures

## **Y - Forestry**

14 Wildland Fire Management (See NPS-18, Fire Management Guideline)

15 Prevention  
17 Presuppression  
19 Supression  
21 Prescribed Fire (all use of fire)

18 Forestry and Range Conservation Management

15 Trees and Forests  
19 Range  
23 Reforestration and Rehabilitation

26 Reports

15 Monthly  
17 Quarterly  
19 Semi-Annual  
21 Annual  
23 Situation

34 Products including Wood Utilization and Timber Cutting (down timber and firewood)

42 Statistics