

be heard, may face the penalties provided in 18 U.S.C. 641 and other applicable laws. Additionally, former NARA employees are subject to the restrictions and penalties of 18 U.S.C. 207 and 216.

(b) A current NARA employee who testifies or produces official records and information in violation of this part is subject to disciplinary action.

## PART 1252—PUBLIC USE OF RECORDS, DONATED HISTORICAL MATERIALS, AND FACILITIES; GENERAL

Sec.

1252.1 Scope.

1252.2 Definitions.

AUTHORITY: 44 U.S.C. 2104(a).

### § 1252.1 Scope.

This subchapter prescribes rules and procedures governing the public use of records and donated historical materials in the custody of the National Archives and Records Administration (NARA). Except for part 1250, this subchapter does not apply to current operating records of NARA. This subchapter also prescribes rules and procedures governing the public use of certain NARA facilities.

[59 FR 29191, June 6, 1994]

### § 1252.2 Definitions.

The following definitions are established for terms used in this subchapter.

*Archives or archival records* mean Federal records that have been determined by NARA to have sufficient historical or other value to warrant their continued preservation by the U.S. Government, and have been transferred to the National Archives of the United States.

*Director* means the head of a Presidential library, the head of a Presidential Materials Staff, the head of a NARA division, branch, archival center, or unit responsible for servicing archival records, the head of a regional archives, or the head of a Federal records center.

*Documents* mean, for purposes of part 1254 of this chapter, archives, FRC records, donated historical materials, Nixon Presidential historical mate-

rials, and Presidential records, regardless of the media on which they are contained. Document form may include paper, microforms, photographs, sound recordings, motion pictures, maps, drawings, and electronic files.

*Donated historical materials* means books, correspondence, documents, papers, pamphlets, magnetic tapes, pictures, photographs, plats, maps, films, motion pictures, sound recordings, and other documentary media having historical or commemorative value accepted by NARA from a source other than an agency of the U.S. Government.

*Federal records center* includes the Washington National Records Center, the National Personnel Records Center, and the Federal records centers listed in § 1253.6 of this chapter.

*Federal records center records (FRC records)* mean records which, pending their transfer to the National Archives of the United States or their disposition in any other manner authorized by law, have been transferred to a Federal records center operated by NARA.

*Nixon Presidential historical materials* has the meaning specified in § 1275.16 of this chapter.

*Presidential records* has the meaning specified in § 1270.14 of this chapter.

*Records* mean records or microfilm copies of records transferred to NARA under 44 U.S.C. 2107 and 3103; namely, archives and Federal records center records as the terms are defined in § 1252.2. The term *records* does not include current operating records of NARA, the public availability of which is governed by part 1250 of this chapter, or donated historical materials as defined in this section.

*Researcher* means a person who has been granted access to original documents or copies of documents.

[33 FR 4885, Mar. 22, 1968, 42 FR 13022, Mar. 8, 1977, and 49 FR 33253, Aug. 22, 1984. Redesignated and amended at 50 FR 15723, 15726, Apr. 19, 1985; 59 FR 29191, June 6, 1994]

## PART 1253—LOCATION OF NARA FACILITIES AND HOURS OF USE

Sec.

1253.1 National Archives Building in Washington, DC.

1253.2 National Archives at College Park.

1253.3 Presidential libraries and museums.

## National Archives and Records Administration

## § 1253.3

- 1253.4 Federal records centers (FRCs).
- 1253.5 Archival research rooms and facilities outside Washington, DC.
- 1253.6 Office of the Federal Register.
- 1253.7 Office of Government Information Services.
- 1253.8 The Center for Legislative Archives.
- 1253.9 Notification process for changes in hours.

AUTHORITY: 44 U.S.C. 2104(a).

SOURCE: 85 FR 26849, May 6, 2020, unless otherwise noted.

### § 1253.1 National Archives Building in Washington, DC.

(a) *The Museum and Rotunda.* The entrance to the National Archives Museum, including the Rotunda and Charters of Freedom, is on Constitution Avenue NW, between 7th and 9th Streets. The Museum is open every day except Thanksgiving and December 25. Last admission to the Museum is 30 minutes prior to closing. Admission to the Museum is free, although you may make advance reservations online for a service charge. Information on hours and reservations is online at <https://museum.archives.gov/visit>. The phone number for Museum information is 202.357.5061.

(b) *Research.* The research entrance is located at 700 Pennsylvania Avenue NW. Research hours are online at <https://www.archives.gov/dc>. The phone number for the National Archives Building is 866.272.6272.

(c) The building's address is 700 Pennsylvania Avenue NW; Washington, DC 20408.

### § 1253.2 National Archives at College Park.

The National Archives at College Park is located at 8601 Adelphi Road; College Park, MD 20740-6001. Hours for the building (including the Research Center) are online at <https://www.archives.gov/college-park>. The phone number for the building is 301.837.2000 and for the Research Center is 800.234.8861.

### § 1253.3 Presidential libraries and museums.

(a) The Presidential library museums are open every day except Thanksgiving, December 25, and January 1.

(b) Presidential library research hours vary by library, and research

rooms are not open on weekends or Federal holidays. The Barack Obama Presidential Library is not open to the public at this time.

(c) Contact information for each library and museum is online at <https://www.archives.gov/locations#presidential-libraries> and listed as follows:

(1) *Herbert Hoover Library and Museum.* Location: 210 Parkside Drive; West Branch, IA 52358. Mailing address: P.O. Box 488; West Branch, IA 52358. Email address: [hoover.library@nara.gov](mailto:hoover.library@nara.gov). Phone number: 319.643.5301. Website: <https://hoover.archives.gov/>.

(2) *Franklin D. Roosevelt Library and Museum.* Location: 4079 Albany Post Road; Hyde Park, NY 12538-1999. Email address: [roosevelt.library@nara.gov](mailto:roosevelt.library@nara.gov). Phone number: 800.FDR.VISIT or 845.486.7770. Website: <https://www.fdrlibrary.org/>.

(3) *Harry S. Truman Library and Museum.* Location: 500 W U.S. Highway 24; Independence, MO 64050-1798. Email address: [truman.library@nara.gov](mailto:truman.library@nara.gov). Phone number: 800.833.1225 or 816.268.8200. Website: <https://www.trumanlibrary.gov/>.

(4) *Dwight D. Eisenhower Library and Museum.* Location: 200 SE Fourth Street; Abilene, KS 67410-2900. Email address: [eisenhower.library@nara.gov](mailto:eisenhower.library@nara.gov). Phone number: 877.RING.IKE or 785.263.6700. Website: <https://www.eisenhowerlibrary.gov/>.

(5) *John Fitzgerald Kennedy Library and Museum.* Location: Columbia Point; Boston, MA 02125-3398. Email address: [kennedy.library@nara.gov](mailto:kennedy.library@nara.gov). Phone number: 866.JFK.1960 or 617.514.1600. Website: <https://www.jfklibrary.org/>.

(6) *Lyndon Baines Johnson Library and Museum.* Location: 2313 Red River Street; Austin, TX 78705-5702. Email address: [johnson.library@nara.gov](mailto:johnson.library@nara.gov). Phone number: 512.721.0200. Website: <http://www.lbjlibrary.org/>.

(7) *Richard Nixon Library and Museum.* Location: 18001 Yorba Linda Boulevard; Yorba Linda, CA 92886-3903. Phone number: 714.983.9120. Email address: [nixon@nara.gov](mailto:nixon@nara.gov). Website: <https://www.nixonlibrary.gov/index.php>.

(8) *Gerald R. Ford Library and Museum.* (i) Library: Location: 1000 Beal Avenue; Ann Arbor, MI 48109-2114. Email address: [ford.library@nara.gov](mailto:ford.library@nara.gov). Phone number: 734.205.0555.

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(ii) Museum: Location: 303 Pearl Street NW; Grand Rapids, MI 49504-5353. Email address: [ford.museum@nara.gov](mailto:ford.museum@nara.gov). Phone number: 616.254.0400.

(iii) Website for both library and museum: <https://www.fordlibrarymuseum.gov>.

(9) *Jimmy Carter Library and Museum*. Location: 441 Freedom Parkway; Atlanta, GA 30307-1498. Email address: [carter.library@nara.gov](mailto:carter.library@nara.gov). Phone number: 404.865.7100. Website: <https://jimmycarterlibrary.gov/>.

(10) *Ronald Reagan Library and Museum*. Location: 40 Presidential Drive; Simi Valley, CA 93065-0699. Email address: [reagan.library@nara.gov](mailto:reagan.library@nara.gov). Phone number: 800.410.8354 or 805.577.4000. Website: <https://www.reaganlibrary.gov/>.

(11) *George Bush Library and Museum*. Location: 1000 George Bush Drive West; College Station, TX 77845. Email address: [bush.library@nara.gov](mailto:bush.library@nara.gov). Phone number: 979.691.4000. Website: <https://www.bush41.org/>.

(12) *William J. Clinton Library and Museum*. Location: 1200 President Clinton Avenue; Little Rock, AR 72201. Email address: [clinton.library@nara.gov](mailto:clinton.library@nara.gov). Phone number: 501.374.4242. Website: <https://www.clintonlibrary.gov/>.

(13) *George W. Bush Library and Museum*. Location: 2943 SMU Boulevard; Dallas, TX 75205. Email address: [gwbush.library@nara.gov](mailto:gwbush.library@nara.gov). Phone number: 214.346.1650. Website: <https://georgebushlibrary.smu.edu/>.

(14) *Barack Obama Library*. Location: 2500 W Golf Road; Hoffman Estates, IL 60169-1114. Email address: [obama.library@nara.gov](mailto:obama.library@nara.gov). Phone number: 847.252.5700. Website: <https://www.obamalibrary.gov/>.

### § 1253.4 Federal records centers (FRCs).

The FRCs are storage facilities and do not operate public research rooms or have public hours. Contact information for each Federal records center is online at <https://www.archives.gov/locations#frc> and:

(a) *Atlanta Federal Records Center*. Address: 4712 Southpark Boulevard; Ellenwood, GA 30294. Phone number: 404.736.2820.

(b) *Boston Federal Records Center*. Address: Frederick C. Murphy Federal

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Center; 380 Trapelo Road; Waltham, MA 02452-6399. Phone number: 781.663.0130.

(c) *Chicago Federal Records Center*. Address: 7358 South Pulaski Road; Chicago, IL 60629-5898. Phone number: 773.948.9000.

(d) *Dayton Federal Records Center*. Address: 3150 Springboro Road; Moraine, OH 45439. Phone number: 937.425.0600.

(e) *Denver Federal Records Center*. Address: 17101 Huron Street; Broomfield, CO 80023-8909. Phone number: 303.604.4760.

(f) *Fort Worth Federal Records Center*. Address: 1400 John Burgess Drive; Fort Worth, TX 76140. Phone number: 817.551.2000.

(g) *Kansas City Federal Records Center*. Address: 8600 NE Underground Drive; Pillar 300-G; Kansas City, MO 64161. Phone number: 816.994.1700.

(h) *Kingsridge Federal Records Center*. Address: 8801 Kingsridge Drive; Miamisburg, OH 45458. Phone number: 937.425.0690.

(i) *Lee's Summit Federal Records Center*. Address: 200 Space Center Drive; Lee's Summit, MO 64064-1182. Phone number: 816.268.8100.

(j) *Lenexa Federal Records Center*. Address: 17501 W 98th Street; Lenexa, KS 66219. Phone number: 913.563.7600.

(k) *National Personnel Records Center—Military Personnel Records*. Address: 1 Archives Drive; St Louis, MO 63138. Phone number: 314.801.0582.

(l) *National Personnel Records Center—Civilian Personnel Records*. Address: 1411 Boulder Boulevard; Valmeyer, IL 62295. Phone number: 618.935.3005.

(m) *Philadelphia Federal Records Center*. Address: 14700 Townsend Road; Philadelphia, PA 19154-1096. Phone number: 215.305.2000.

(n) *Pittsfield Federal Records Center*. Address: 10 Conte Drive; Pittsfield, MA 01201-8230. Phone number: 413.236.3609.

(o) *Riverside Federal Records Center*. Address: 23123 Cajalco Road; Perris, CA 92570-7298. Phone number: 951.956.2000.

(p) *San Bruno Federal Records Center*. Address: Leo J. Ryan Building; 1000 Commodore Drive; San Bruno, CA 94066-2350. Phone number: 650.238.3500.

(q) *Seattle Federal Records Center*. Address: 6125 Sand Point Way, NE; Seattle, WA 98115-7999. Phone number: 206.336.5115.

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(r) *Washington National Records Center*. Address: 4205 Suitland Road; Suitland, MD 20746-8001. Phone number: 301.778.1600.

### § 1253.5 Archival research rooms and facilities outside Washington, DC.

NARA's research rooms outside Washington, DC, are closed on all Federal holidays. Hours and contact information for each NARA archival research room are online at <https://www.archives.gov/locations#research-facilities> and contact information is as follows:

(a) *The National Archives at Atlanta*. Address: 5780 Jonesboro Road; Morrow, GA 30260. Email address: [atlanta.archives@nara.gov](mailto:atlanta.archives@nara.gov). Phone number: 770.968.2100.

(b) *The National Archives at Boston*. Address: Frederick C. Murphy Federal Center; 380 Trapelo Road; Waltham, MA 02452-6399. Email address: [boston.archives@nara.gov](mailto:boston.archives@nara.gov). Phone number: 781.663.0144 or toll-free 866.406.2379.

(c) *The National Archives at Chicago*. Address: 7358 South Pulaski Road; Chicago, IL 60629-5898. Email address: [chicago.archives@nara.gov](mailto:chicago.archives@nara.gov). Phone number: 773.948.9001.

(d) *The National Archives at Denver*. Address: 17101 Huron Street; Broomfield, CO 80023-8909. Email address: [denver.archives@nara.gov](mailto:denver.archives@nara.gov). Phone number: 303.604.4740.

(e) *The National Archives at Fort Worth*. Address: 1400 John Burgess Drive; Fort Worth, TX 76140. Email address: [ftworth.archives@nara.gov](mailto:ftworth.archives@nara.gov). Phone number: 817.551.2051.

(f) *The National Archives at Kansas City*. Address: 400 West Pershing Road; Kansas City, MO 64108. Email address: [kansascity.archives@nara.gov](mailto:kansascity.archives@nara.gov). Phone number: 816-268-8000.

(g) *The National Archives at New York City*. Address: Alexander Hamilton U.S. Customs House; 1 Bowling Green, Room 328; New York, NY 10004-1415. Email: [newyork.archives@nara.gov](mailto:newyork.archives@nara.gov). Phone number: 212.401.1620.

(h) *The National Archives at Philadelphia*. Address: 14700 Townsend Road; Philadelphia, PA 19154-1096. Email: [philadelphia.archives@nara.gov](mailto:philadelphia.archives@nara.gov). Phone number: 215.305.2044.

(i) *The National Archives at Riverside*. Address: 23123 Cajalco Road; Perris, CA

92570-7298. Email: [river-side.archives@nara.gov](mailto:river-side.archives@nara.gov). Phone number: 951.956.2000.

(j) *The National Archives at San Francisco*. Address: Leo J. Ryan Memorial Federal Building; 1000 Commodore Drive; San Bruno, CA 94066-2350. Email: [sanbruno.archives@nara.gov](mailto:sanbruno.archives@nara.gov). Phone number: 650.238.3501.

(k) *The National Archives at Seattle*. Address: 6125 Sand Point Way, NE; Seattle, WA 98115-7999. Email address: [seattle.archives@nara.gov](mailto:seattle.archives@nara.gov). Phone number: 206.336.5115.

(l) *The National Archives at St. Louis*. Address: 1 Archives Drive; St. Louis, MO 63138. Email address: [stl.archives@nara.gov](mailto:stl.archives@nara.gov). Phone number: 314.801.0850.

### § 1253.6 Office of the Federal Register.

Contact information and business hours for the Office of the Federal Register are online at <https://www.archives.gov/federal-register/contact.htm> and codified in 1 CFR 2.3.

### § 1253.7 Office of Government Information Services.

The Office of Government Information Services' (OGIS) contact information and business hours are online at <https://www.archives.gov/ogis>.

### § 1253.8 The Center for Legislative Archives.

The Center for Legislative Archives' contact information and business hours are online at <https://www.archives.gov/legislative>.

### § 1253.9 Notification process for changes in hours.

(a) We follow the notification procedure in this section when proposing to change public operating hours for research rooms, exhibit areas, and museums.

(b) Proposed changes to operating hours for research rooms, exhibit areas, and museums must have a documented business need for the change.

(c) We notify people of the change in operating hours by:

(1) Posting a notice on <http://www.archives.gov>;

(2) Posting notices in areas visible to the public in the affected research room, exhibit areas, or museum;

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(3) Issuing a press release, email notification, or other means normally used by that unit to notify the public of events at their location; and

(4) Including justification for the change in hours in these notices.

(d) In the event that research rooms, exhibit areas, or museums must make an emergency change to operating hours for reasons including, but not limited to, inclement weather, we will provide as much advance notice to the public as possible. We will post emergency notifications online at <http://www.archives.gov>.

## PART 1254—USING RECORDS AND DONATED HISTORICAL MATERIALS

### Subpart A—General Information

Sec.

- 1254.1 What kinds of archival materials may I use for research?
- 1254.2 Does NARA provide information about documents?
- 1254.4 Where and when are documents available to me for research?
- 1254.6 Do I need a researcher identification card to use archival materials at a NARA facility?
- 1254.8 What information do I need to provide when applying for a researcher identification card?
- 1254.10 For how long and where is my researcher identification card valid?
- 1254.12 Will NARA log or inspect my computer, other equipment, and notes?
- 1254.14 Are some procedures in regional archives and Presidential libraries different from those in the Washington, DC, area?

### Subpart B—Research Room Rules

#### GENERAL PROCEDURES

- 1254.20 What general policies apply in all NARA facilities where archival materials are available for research?
- 1254.22 Do I need to register when I visit a NARA facility for research?
- 1254.24 Whom does NARA allow in research rooms?
- 1254.26 What can I take into a research room with me?
- 1254.28 What items are not allowed in research rooms?
- 1254.30 Does NARA provide any supplies?
- 1254.32 What rules apply to public access use of the Internet on NARA-supplied computers?

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### RULES RELATING TO USING ORIGINAL DOCUMENTS

- 1254.34 What are my responsibilities when using documents?
- 1254.36 What care must I take when handling documents?
- 1254.38 How do I keep documents in order?
- 1254.44 How does NARA prevent removal of documents?

### RULES RELATING TO USING MICROFILM

- 1254.42 What are the rules that apply to using self-service microfilm?
- 1254.44 How long may I use a microfilm reader?

### OTHER CONDUCT RULES

- 1254.46 Are there other rules of conduct that I must follow?
- 1254.48 When does NARA revoke research privileges?
- 1254.50 Does NARA consider reinstating research privileges?
- 1254.52 Can NARA extend the period of revoked research privileges?

### Subpart C—Copying Archival Materials

#### GENERAL INFORMATION

- 1254.60 What are NARA's copying services?
- 1254.62 Does NARA have archival materials protected by copyright?
- 1254.64 Will NARA certify copies?

### RULES RELATING TO SELF-SERVICE COPYING

- 1254.70 How may I make my own copies of documents?
- 1254.72 What procedures do I follow to copy documents?
- 1254.74 What documents are unsuitable for copying on a self-service or personal copier or scanner?
- 1254.76 What procedures do I follow to copy formerly national security-classified documents?

### RULES RELATING TO USING COPYING EQUIPMENT

- 1254.80 Does NARA allow me to use scanners or other personal copying equipment?
- 1254.82 What limitations apply to my use of self-service card-operated copiers?
- 1254.84 How may I use a debit card for copiers in the Washington, DC, area?
- 1254.86 May I use a personal paper-to-paper copier at the National Archives at College Park?
- 1254.88 What are the rules for the Motion Picture, Sound, and Video Research Room at the National Archives at College Park?

### Subpart D—Microfilming Archival Materials

- 1254.90 What is the scope of this subpart?