

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 documental 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.
- 1253.2 National Archives at College Park.
- 1253.3 Presidential Libraries.
- 1253.4 Washington National Records Center.
- 1253.5 National Personnel Records Center.
- 1253.6 Records Centers.
- 1253.7 Regional Archives.
- 1253.8 Federal Register.

1253.9 Federal Holidays.

1253.10 Notification Process for Changes in Hours.

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

SOURCE: 75 FR 71545, Nov. 24, 2010, unless otherwise noted.

§ 1253.1 National Archives Building.

The National Archives Building is located at 700 Pennsylvania Avenue, NW., Washington, DC 20408. Hours for the Research Center and the Central Research Room are posted at <http://www.archives.gov>. The exhibit areas' hours of operation are also posted at <http://www.archives.gov>. Last admission to the exhibit areas of the building will be no later than 30 minutes before the stated closing hour. The phone number for the National Archives Building is 202-357-5000.

§ 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 Research Center are posted at <http://www.archives.gov>. The phone number for the Research Center is 800-234-8861.

§ 1253.3 Presidential Libraries.

Hours for the Presidential libraries' research rooms are posted at <http://www.archives.gov>. The Presidential library museums are open every day except Thanksgiving, December 25, and January 1 (with the exception of the Lyndon Baines Johnson Library which is only closed December 25). For more specific information about museum hours, please contact the libraries directly or visit the NARA Web site at <http://www.archives.gov>. Contact information for each library is as follows:

(a) Herbert Hoover Library is located at 210 Parkside Dr., West Branch, IA (mailing address: P.O. Box 488, West Branch, IA 52358-0488). The phone number is 319-643-5301 and the fax number is 319-643-6045. The e-mail address is hoover.library@nara.gov.

(b) Franklin D. Roosevelt Library is located at 4079 Albany Post Rd., Hyde Park, NY 12538-1999. The phone number is 800-FDR-VISIT or 845-486-7770 and the fax number is 845-486-1147. The e-

National Archives and Records Administration

§ 1253.6

mail address is *roosevelt.library@nara.gov*.

(c) Harry S. Truman Library is located at 500 W. U.S. Hwy 24, Independence, MO 64050-1798. The phone number is 800-833-1225 or 816-268-8200 and the fax number is 816-268-8295. The e-mail address is *truman.library@nara.gov*.

(d) Dwight D. Eisenhower Library is located at 200 SE. Fourth Street, Abilene, KS 67410-2900. The phone number is 877-RING-IKE or 785-263-4751 and the fax number is 785-263-6718. The e-mail address is *eisenhower.library@nara.gov*.

(e) John Fitzgerald Kennedy Library is located at Columbia Point, Boston, MA 02125-3398. The phone number is 866-JFK-1960 or 617-514-1600 and the fax number is 617-514-1652. The e-mail address is *kennedy.library@nara.gov*.

(f) Lyndon Baines Johnson Library and Museum is located at 2313 Red River St., Austin, TX 78705-5702. The phone number is 512-721-0200 and the fax number is 512-721-0170. The e-mail address is *johnson.library@nara.gov*.

(g) Richard Nixon Library, California is located at 18001 Yorba Linda Boulevard, Yorba Linda, CA 92886-3903. The phone number is 714-983-9120 and the fax number is 714-983-9111. The e-mail address is *nixon@nara.gov*. Richard Nixon Library, Maryland is located at 8601 Adelphi Road, College Park, MD 20740-6001. The phone number is 301-837-3290 and the fax number is 301-837-3202. The e-mail address is *nixon@nara.gov*.

(h) Gerald R. Ford Library is located at 1000 Beal Avenue, Ann Arbor, MI 48109-2114. The phone number is 734-205-0555 and the fax number is 734-205-0571. The e-mail address is *ford.library@nara.gov*. Gerald R. Ford Museum is located at 303 Pearl St., Grand Rapids, MI 49504-5353. The phone number is 616-254-0400 and the fax number is 616-254-0386. The e-mail address is *ford.museum@nara.gov*.

(i) Jimmy Carter Library is located at 441 Freedom Parkway, Atlanta, GA 30307-1498. The phone number is 404-865-7100 and the fax number is 404-865-7102. The e-mail address is *carter.library@nara.gov*.

(j) Ronald Reagan Library is located at 40 Presidential Dr., Simi Valley, CA 93065-0699. The phone number is 800-410-8354 or 805-577-4000 and the fax

number is 805-577-4074. The e-mail address is *reagan.library@nara.gov*.

(k) George Bush Library is located at 1000 George Bush Drive West, College Station, TX 77845. The phone number is 979-691-4000 and the fax number is 979-691-4050. The e-mail address is *bush.library@nara.gov*.

(l) William J. Clinton Library is located at 1200 President Clinton Avenue, Little Rock, AR 72201. The phone number is 501-374-4242 and the fax number is 501-244-2883. The e-mail address is *clinton.library@nara.gov*.

§ 1253.4 Washington National Records Center.

Washington National Records Center is located at 4205 Suitland Road, Suitland, MD (mailing address: Washington National Records Center, 4205 Suitland Road, Suitland, MD, 20746-8001). The hours are posted at <http://www.archives.gov>. The phone number is 301-778-1600.

§ 1253.5 National Personnel Records Center.

(a) *Military Personnel Records*. NARA—National Personnel Records Center—Military Personnel Records is located at 9700 Page Ave., St. Louis, MO 63132-5100. The hours are posted at <http://www.archives.gov>.

(b) *Civilian Personnel Records*. NARA—National Personnel Records Center—Civilian Personnel Records is located at 111 Winnebago St., St. Louis, MO 63118-4199. The hours are posted at <http://www.archives.gov>.

§ 1253.6 Records Centers.

Hours for records center research rooms are posted at <http://www.archives.gov>. Contact information for each center is as follows:

(a) NARA—Northeast Region (Boston) is located at the Frederick C. Murphy Federal Center, 380 Trapelo Rd., Waltham, MA 02452-6399. The telephone number is 781-663-0139.

(b) NARA—Northeast Region (Pittsfield, MA) is located at 10 Conte Drive, Pittsfield, MA 02101. The telephone number is 413-236-3600.

(c) NARA—Mid Atlantic Region (Northeast Philadelphia) is located at 14700 Townsend Rd., Philadelphia, PA

§ 1253.7

36 CFR Ch. XII (7-1-12 Edition)

19154-1096. The telephone number is 215-305-2000.

(d) NARA—Southeast Region (Atlanta) is located at 4712 Southpark Blvd., Ellenwood, GA 30294. The telephone number is 404-736-2820.

(e) NARA—Great Lakes Region (Dayton) is located at 3150 Springboro Road, Dayton, OH 45439. The telephone number is 937-425-0600.

(f) NARA—Great Lakes Region (Dayton-Miamisburg) is located at 8801 Kingsridge Drive, Dayton, OH 45458. The telephone number is (937) 425-0601.

(g) NARA—Great Lakes Region (Chicago) is located at 7358 S. Pulaski Rd., Chicago, IL 60629-5898. The telephone number is 773-948-9000.

(h) NARA—Central Plains Region (Lee's Summit, MO) is located at 200 Space Center Drive, Lee's Summit, MO 64064-1182. The telephone number is 816-823-6272.

(i) NARA—Central Plains Region (Lenexa) is located at 17501 W. 98th Street, Lenexa, KS 66219. The telephone number is 913-563-7600.

(j) NARA—Southwest Region (Fort Worth) is located at 1400 John Burgess Drive, Fort Worth, Texas 76140. The telephone number is 817-551-2000.

(k) NARA—Rocky Mountain Region (Denver) is located at Building 48, Denver Federal Center, West 6th Ave. and Kipling Street, Denver, CO (mailing address: P.O. Box 25307, Denver, CO 80225-0307). The telephone number is 303-407-5700.

(l) NARA—Pacific Region (San Francisco) is located at 1000 Commodore Dr., San Bruno, CA 94066-2350. The telephone number is 650-238-3500.

(m) NARA—Pacific Region (Riverside) is located at 23123 Cajalco Road, Perris, CA 92570-7298. The telephone number is 951-956-2000.

(n) NARA—Pacific Alaska Region (Seattle) is located at 6125 Sand Point Way, NE., Seattle, WA 98115-7999. The telephone number is 206-336-5115.

§ 1253.7 Regional Archives.

Hours for regional archives research rooms, including extended hours for microfilm research only, are posted at <http://www.archives.gov>. Contact information for each regional archives facility is as follows:

(a) The National Archives at Boston is located in the Frederick C. Murphy Federal Center, 380 Trapelo Rd., Waltham, MA 02452. The telephone number is 781-663-0144 or Toll Free 1-866-406-2379. The National Archives at Boston, Pittsfield Annex is located at 10 Conte Drive, Pittsfield, MA 01201-8230. The telephone number is 413-236-3600.

(b) The National Archives at New York City is located at 201 Varick St., New York, NY 10014-4811 (entrance is on Houston Street, between Varick and Hudson). The telephone number is 212-401-1620 or Toll Free 1-866-840-1752.

(c) The National Archives at Philadelphia is located at the Robert N.C. Nix Federal Building, 900 Market St., Philadelphia, PA 19107-4292 (entrance is on Chestnut Street between 9th and 10th Streets). The telephone number is 215-606-0100.

(d) The National Archives at Atlanta is located at 5780 Jonesboro Road, Morrow, GA 30260. The telephone number is 770-968-2100.

(e) The National Archives at Chicago is located at 7358 S. Pulaski Rd., Chicago, IL 60629-5898. The telephone number is 773-948-9000.

(f) The National Archives at Kansas City is located at 400 West Pershing Road, Kansas City, MO 64108. The telephone number is 816-268-8000.

(g) The National Archives at Fort Worth is located at 501 West Felix St., Bldg. 1, Dock 1, Fort Worth, TX (mailing address: P.O. Box 6216, Fort Worth, TX, 76115-0216). The telephone number is 817-334-5525.

(h) The National Archives at Denver: The textual research room is located at Building 48, Denver Federal Center, West 6th Ave. and Kipling Street, Denver, CO. The telephone number is 303-407-5740. The microfilm research room is located at Building 46, Denver Federal Center, West 6th Ave. and Kipling Street, Denver, CO. (mailing address: P.O. Box 25307, Denver, CO 80225-0307). The telephone number is 303-407-5751.

(i) The National Archives at Riverside is located at 23123 Cajalco Road, Perris, CA 92570-7298. The telephone number is 951-956-2000.

(j) The National Archives at San Francisco is located at 1000 Commodore Dr., San Bruno, CA 94066-2350. The telephone number is 650-238-3501.

(k) The National Archives at Seattle is located at 6125 Sand Point Way, NE., Seattle, WA 98115-7999. The telephone number is 206-336-5115.

(l) The National Archives at Anchorage is located at 654 West Third Avenue, Anchorage, AK 99501-2145. The telephone number is 907-261-7820.

(m) The National Archives at St. Louis, the National Personnel Records Center archival research room is located at 9700 Page Ave., St. Louis, MO 63132-5100. The telephone number is 314-801-9195.

§ 1253.8 Federal Register.

The location and business hours of the Office of the Federal Register are posted at <http://www.archives.gov>, and codified in 1 CFR 2.3.

§ 1253.9 Federal holidays.

(a) NARA research rooms are closed on all Federal holidays.

(b) The exhibit areas in the National Archives Building are closed on Thanksgiving and December 25.

(c) The Presidential library museums are open every day except Thanksgiving, December 25, and January 1 (with the exception of the Lyndon Baines Johnson Library which is only closed December 25).

§ 1253.10 Notification process for changes in hours.

(a) NARA will follow the procedure found in § 1253.10(c) when proposing to change hours of operations for research rooms, exhibit areas and museums, except as noted in § 1253.10(d).

(b) Changing hours of operations for research rooms, exhibit areas and museums may not be arbitrary. Proposed changes must be documented by evidence of a business need to change the hours of operation.

(c) The notification process must proceed as follows:

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

(2) Post notices in areas visible to the public in their research room, exhibit areas or museum.

(3) Issue a press release, e-mail notification, or other means normally used by that unit to notify the public of events at their location.

(4) These notices will provide written determination justifying the change in hours.

(d) In the event that emergency changes to hours of operations for research rooms, exhibit areas and museums are necessary, including but not limited to inclement weather, NARA units will give as much advance notice to the public as possible. Emergency notification will be posted 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?

RULES RELATING TO USING ORIGINAL DOCUMENTS

1254.34 What are my responsibilities when using documents?