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U.S. GOVERNMENT
INFORMATION
GPO

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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

The National Archives and Records Administration (NARA) ensures, for citizens and Federal officials, ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience. It establishes policies and procedures for managing U.S. Government records and assists Federal agencies in documenting their activities, administering records management programs, scheduling records, and retiring noncurrent records to Federal records centers. The National Archives and Records Administration accessions, arranges, describes, preserves, and provides access to the essential documentation of the three branches of Government; manages the Presidential Libraries system; and publishes the laws, regulations, and Presidential and other public documents. It also assists the Information Security Oversight Office in its management of Federal classification and declassification policies, and the National Historical Publications and Records Commission in its grant program for State and local records and edited publications of the papers of prominent Americans.

The National Archives and Records Administration was established by act of October 19, 1984 (44 U.S.C. 2101 *et seq.*), effective April 1, 1985, as an independent agency in the executive branch of the Government. It is the successor agency to the National Archives Establishment, which was created by act of June 19, 1934 (48 Stat. 1122) and subsequently incorporated into the General Services Administration as the National Archives and Records Service by section 104 of the Federal Property and Administrative Services Act of 1949 (63 Stat. 381).

Activities

Archival Program The National Archives and Records Administration maintains the historically valuable records of the U.S. Government dating

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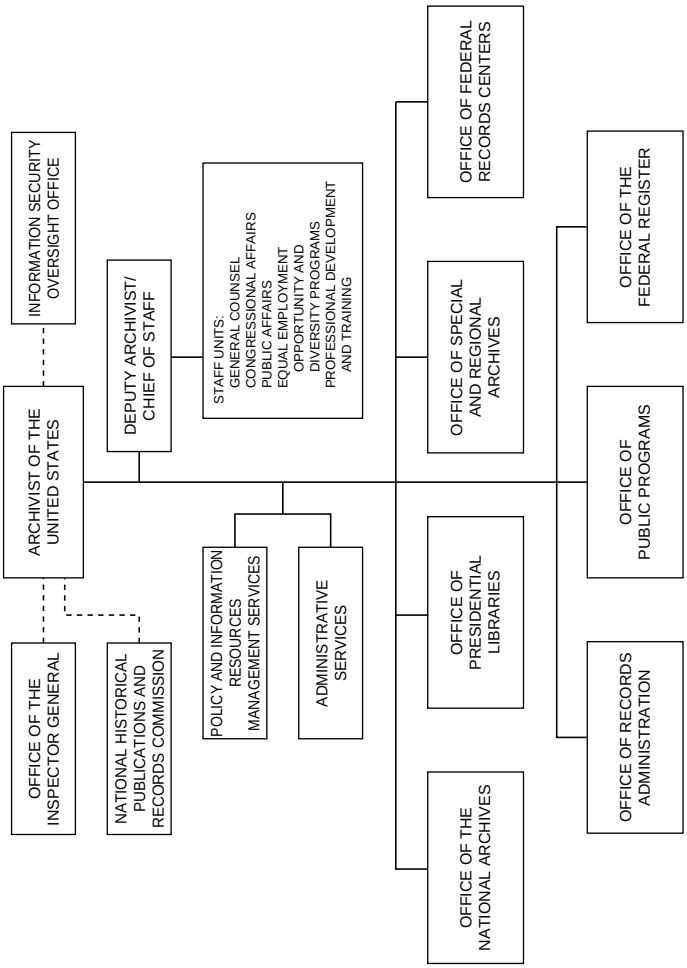

from the Revolutionary War era to the recent past; arranges and preserves records and prepares finding aids to facilitate their use; makes records available for use in research rooms in all of its facilities; answers written and oral requests for information contained in its holdings; and, for a fee, provides copies of records. In addition, many important records are available on microfilm. Most of the historically valuable records in the custody of NARA are maintained in the Washington, DC, area. Records that are primarily of regional or local interest are, however, maintained in 13 regional archives, the locations of which are listed below.

Regional Archives—National Archives and Records Administration

City/Address	Director	Telephone
Anchorage, AK (654 W. 3d Ave., 99501)	Thomas C. Wiltsey	907–271–2441
New York, NY (201 Varick St., 10014)	Robert Morris	212–337–1300
Chicago, IL (7358 S. Pulaski Rd., 60629)	Peter W. Bunce	312–353–0162
Denver, CO (Denver Federal Ctr., 80225)	Joel Barker	303–236–0817
East Point, GA (1557 St. Joseph Ave., 30344)	Gayle P. Peters	404–763–7477
Fort Worth, TX (501 W. Felix St., 76115)	Kent Carter	817–334–5525
Kansas City, MO (2312 E. Bannister Rd., 64131)	R. Reed Whitaker	816–926–6272
Laguna Niguel, CA (24000 Avila Rd., 92677)	Diane Nixon	714–360–2641
Philadelphia, PA (Rm. 1350, 900 Market St., 19107)	Robert J. Plowman	215–597–3000
Pittsfield, MA (100 Dan Fox Dr., 01201)	Jean Nudd	413–445–6885
San Bruno, CA (1000 Commodore Dr., 94066)	Waverly Lowell	415–876–9009
Seattle, WA (6125 Sand Point Way NE., 98115)	Phillip E. Lothyan	206–526–6507
Waltham, MA (380 Trapelo Rd., 02154)	James K. Owens	617–647–8100

For further information concerning records in the custody of NARA, contact the User Services Branch. Phone, 202–501–5400.

Presidential Libraries Through the Presidential libraries, which are located at sites selected by the Presidents and built with private funds, NARA preserves and makes available the records and personal papers of a particular President's administration. In addition to providing reference services on Presidential documents, each library prepares documentary and descriptive publications and operates a museum to exhibit documents, historic objects, and other memorabilia of interest to the public.

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

Presidential Libraries—National Archives and Records Administration

Library	Address	Director	Telephone
Herbert Hoover Library	West Branch, IA 52358	Timothy G. Walch	319–643–5301
Franklin D. Roosevelt Library	Hyde Park, NY 12538	Verne W. Newton	914–229–8114
Harry S. Truman Library	Independence, MO 64050	Larry J. Hackman	816–833–1400
Dwight D. Eisenhower Library	Abilene, KS 67410	Daniel D. Holt	913–263–4751
John F. Kennedy Library	Boston, MA 02125	Bradley S. Gerratt	617–929–4545
Lyndon B. Johnson Library	Austin, TX 78705	Harry J. Middleton	512–916–5137
Gerald R. Ford Library	Ann Arbor, MI 48109	Richard Norton Smith	313–741–2218
Gerald R. Ford Museum	Grand Rapids, MI 49504	Richard Norton Smith	616–451–9263
Nixon Presidential Materials Staff	College Park, MD 20740–6001	Karl Weissenbach, *Acting*	301–713–6950
Jimmy Carter Library	Atlanta, GA 30307	Donald B. Schewe	404–331–3942
Ronald Reagan Library	Simi Valley, CA 93065	Mark A. Hunt	805–522–8444
Bush Presidential Materials Project	College Station, TX 77840	David Alsobrook, *Acting*	409–260–9554

For further information, contact the Office of Presidential Libraries. Phone, 202–501–5700.

Federal Records Centers Federal agencies retire certain noncurrent records to low-cost storage in Federal Records Centers in accordance with established disposition schedules. The centers provide reference services, including loan or return of records to the agency of origin; prepare authenticated reproductions of documents; and furnish information from records. The centers dispose of records of transitory value and transfer to the Office of the National Archives those that have enduring value. The centers also offer technical assistance workshops and advice on file maintenance, storage, records disposition practices, and vital records. Reimbursable microfilming services are available from most centers.

Federal Records Centers—National Archives and Records Administration

City/Address	Director	Telephone
Bayonne, NJ (Bldg. 22, Military Ocean Terminal, 07002)	Karen L. Lucas, *Acting*	201–823–7161
Chicago, IL (7358 S. Pulaski Rd., 60629)	David E. Kuehl	312–353–0164
Dayton, OH (3150 Springboro Rd., 45439)	Denis Pauskauskas	513–225–2878
Denver, CO (Bldg. 48, Denver Federal Ctr., 80225)	Robert Svenningsen	303–236–0801
East Point, GA (1557 St. Joseph Ave., 30344)	James J. McSweeney	404–763–7438
Fort Worth, TX (Bldg. 1, Fort Worth Federal Ctr., 76115)	James W. Mouat	817–334–5515
Kansas City, MO (2312 E. Bannister Rd., 64131)	John J. Allshouse	816–926–7271
Laguna Niguel, CA (24000 Avila Rd., 92677)	Sharon L. Roadway	714–360–2626
Philadelphia, PA (14700 Townsend Rd., 19151)	David S. Weber	215–951–5588
Pittsfield, MA (100 Dan Fox Dr., 01201)	Gregory L. Schildmeyer	413–445–6885
San Bruno, CA (1000 Commodore Dr., 94066)	David D. Drake	415–876–9015
Seattle, WA (6125 Sand Point Way NE., 98115)	Steven M. Edwards	206–526–6503
St. Louis, MO (National Personnel Records Ctr., 9700 Page Ave., 63132)	David L. Petree	314–538–4201
Suitland, MD (Washington National Records Ctr., 4205 Suitland Rd., 20409)	Ferris Stovel	301–457–7000
Waltham, MA (380 Trapelo Rd., 02154)	Diane LeBlanc	617–647–8745

For further information, contact the Office of Federal Records Centers. Phone, 301–713–7200.

Records Administration To ensure proper documentation of the organization, policies, and activities of the Government, NARA develops standards and guidelines for the management and disposition of recorded information. It appraises Federal records and approves records disposition schedules. It also monitors archival records not in NARA custody, inspects agency records and records management practices, develops records management training programs, and provides guidance and assistance on proper records management.

For further information, contact the Office of Records Administration. Phone, 301–713–7100.

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

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

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

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

For further information, contact Customer Service, Office of the Federal Register. Phone, 202–523–5227. TDD, 202–523–5229. Fax, 202–523–6866.

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

For further information, contact the Office of Public Programs. Phone, 202–501–5200. Fax, 202–219–1250.

Other Activities

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

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

National Historical Publications and Records Commission The agency supports the initiatives of this statutory commission in making plans, estimates, and recommendations for historical works and in cooperating with and encouraging various non-Federal agencies and institutions in gathering and publishing papers and other documents important for the study of American history. The Commission awards grants to promote a variety of historically oriented projects, such as archival programs, documentary publications projects, and archival and editorial education.

The Commission provides grant money for printed and microfilm publications of the papers of important American diplomats, politicians, reformers, scientists, and labor figures, as well as corporate and organizational records. A subsidy program provides grants to nonprofit presses to help support publication costs of sponsored editions.

The Commission makes grants to State and local governments, historical societies, archives, libraries, and associations for the preservation, arrangement, and description of historical records.

Educational programs sponsored by the Commission include an institute to train scholars in documentary editing and fellowships in the fields of documentary editing and archival administration.

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

Sources of Information

Calendar of Events The *National Archives Calendar of Events* is published monthly. To be added to the mailing list, call 202–501–5525. For a recorded announcement of events at the National Archives building and the National Archives at College Park, call 202–501–5000. For the hearing impaired, call 202–501–5450 for the announcement of events at the National Archives building and 301–713–7343 for events at the College Park building.

Congressional Affairs The Congressional Affairs staff maintains contact with and responds to inquiries

from congressional offices. Phone, 202–501–5506. Fax, 202–273–3139.

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

Educational Opportunities Several courses are offered on archival and records management principles and on using the resources of the institution.

''Going to the Source: An Introduction to Research in Archives,'' is an annual 4-day course on doing research in primary sources. The course provides experience with documents, microfilm, finding aids, and research methodology to researchers from such varied positions as public policy analysts, museum curators, and historical novelists. For further information, contact the Education Branch by calling 202–501–6729.

''Introduction to Genealogy'' is a half-day course offered several times a year to introduce genealogists to the records in NARA that can further their research in family history. There are also several half-day workshops each month that focus on specific aspects of genealogical research. For further information, contact the Education Branch by calling 202–501–6172.

The secondary school program annually offers an 8-day workshop, ''Primarily Teaching,'' to introduce educators to the holdings of NARA and provide strategies for teaching with primary sources. For further information, contact the Education Branch by calling 202–501–6729.

The ''Modern Archives Institute'' is a 2-week course for archivists that introduces students to the principles and techniques of archival work. It is offered twice a year, in January and June, for a fee. Students are advised to register 3 months in advance. Inquiries should be sent to the Professional Development and Training Staff, National Archives and Records Administration, 8601 Adelphi Road, Room 3110, College Park, MD 20740–6001. Phone 301–713–7390.

A 2-day files improvement workshop and a 3-day records disposition workshop are designed for any Federal Government employee with responsibility for the records creation, filing, and disposition process. For further information, contact the Agency Services Division. Phone, 301–713–7100. Similar training is offered by the Federal records centers for agency field employees. For further information, contact any Federal records center (see listing in the preceding text).

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

The National Historical Publications and Records Commission ''Institute for the Editing of Historical Documents'' is held for 2 weeks each summer at the University of Wisconsin, Madison. Admission is competitive, and applicants should hold a master's degree in American history or American studies or have equivalent training. The cost of tuition is $350.

The Commission also offers three fellowships annually in advanced documentary editing and two fellowships in mid-level archival administration. The editorial fellows work with document publication projects supported or endorsed by the Commission. The archival fellows work at a historical records repository in such areas as appraisal, collection development, personnel administration, budget preparation, and external affairs. The fellows receive stipends and fringe benefits for a 9- to 10-month period. The fellowships are jointly funded by the Commission and the Andrew W. Mellon Foundation. Contact the National Historical Publications and Records Commission, National Archives and Records Administration, Washington, DC 20408. Phone, 202–501–5600.

Electronic Access to Information Inquiries concerning the holdings and services of NARA can be made electronically. E-mail, inquire@arch2.nara.gov. Information about NARA and its holdings is also available through the NARA gopher and

web server, CLIO. Gopher, gopher.nara.gov:70. Internet, http://www.nara.gov/.

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

Employment For job opportunities nationwide, contact the nearest NARA facility or the Human Resources Services Division, Room 2002, 9700 Page Avenue, St. Louis, MO 63132. Phone, 800–634–4898 (toll free). TDD, 314–538–4799.

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

For administrative records of the National Archives and Records Administration, contact Administrative Service, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 301–713–6750. Fax, 301–713–7389.

For historical records in the custody of the Office of the National Archives, contact the Office of the National Archives, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 301–713–7000.

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

For records in the custody of the Federal records centers, contact the Federal agency that transferred the records to the Federal records center.

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

Public Affairs The Public Affairs staff maintains contact with and responds to inquiries from the media, issues press releases and other literature, and maintains contact with organizations representing the archival profession, scholarly organizations, and other groups served by NARA. Phone, 202–501–5525.

Publications Agency publications, including facsimiles of certain documents, finding aids to records, microfilm copies of many important records, and *Prologue*, a scholarly journal published quarterly, are available from the Publications Distribution Staff (NECD), NARA, Room G–9, Washington, DC 20408. Phone, 1–800–234–8861 (toll free) or 202–501–5235. Fax, 202–501–7170.

Records management publications are available from the Office of Records Administration. Phone, 301–713–7100.

Publication information concerning laws, regulations, and Presidential documents is available from the Office of the Federal Register. Phone, 202–523–5227. Information is also available through the Federal Register Electronic News Delivery bulletin board. Phone (modem), 202–523–1538. Internet (telnet), fedworld.gov.

Records Administration Information Center For information regarding records management, contact the Center. Phone, 301–713–6677.

Reference Services Records are available for research purposes in reading rooms at the National Archives building, 700 Pennsylvania Avenue NW., Washington, DC (phone, 202–501–5400); at the National Archives at College Park, 8601 Adelphi Road, College Park, MD (phone, 301–713–6800); and at each Presidential library, Federal records center, and regional archives (see listings in the preceding text). Written requests for information may be sent to any of these units. All requests for information and records may be addressed to NARA, User Services Division, Room 3360, 8601 Adelphi Rd, College Park, MD 20470–6001. Phone, 301–713–6800. E-mail, inquire@arch2.nara.gov.

The Nixon Presidential Materials Staff is located at the National Archives at College Park, Room 1320. Some Nixon materials are available for public inspection, but researchers are advised to contact the staff in advance to

ascertain the availability of materials before visiting the facility. Phone, 301–713–6950.

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

Education specialists present workshops at regional and national conferences of humanities professionals and as in-service training for teachers. For further information, contact the Education Branch by calling 202–501–6729.

Teaching Materials Education specialists have developed low-cost documentary teaching materials for classroom use. Each kit deals with an historical event or theme and includes document facsimiles and teaching aids. For further information, contact the Education Branch by calling 202–501–6729.

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

Volunteer Service Opportunities A wide variety of opportunities is available for volunteers. At the National Archives building and the National Archives at College Park, MD, volunteers conduct tours, provide information in the Exhibition Hall, work with staff archivists in processing historic documents, and serve as genealogical aides in the genealogical orientation room. For further information, call 202–501–5205. Similar opportunities exist in the Presidential libraries and at some of the regional archives.

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

NATIONAL CAPITAL PLANNING COMMISSION

Suite 301, 801 Pennsylvania Avenue NW., Washington, DC 20576
Phone, 202–724–0174

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