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For further information, contact the Headquarters Information Center, National Aeronautics and Space Administration, Washington, DC 20546. Phone, 202–358–0000. Internet, www.nasa.gov.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

8601 Adelphi Road, College Park, Maryland 20740–6001
Phone, 866–272–6272 (toll free). Internet, www.archives.gov.

Archivist of the United States	JOHN W. CARLIN
Deputy Archivist of the United States	LEWIS J. BELLARDO
Assistant Archivist for Administrative Services	ADRIENNE C. THOMAS
Assistant Archivist for Human Resources and Information Services	L. REYNOLDS CAHOON
Assistant Archivist for Presidential Libraries	RICHARD L. CLAYPOOLE
Assistant Archivist for Records Services—Washington, DC	MICHAEL J. KURTZ
Assistant Archivist for Regional Records Services	THOMAS E. MILLS
Director of the Federal Register	RAYMOND A. MOSLEY
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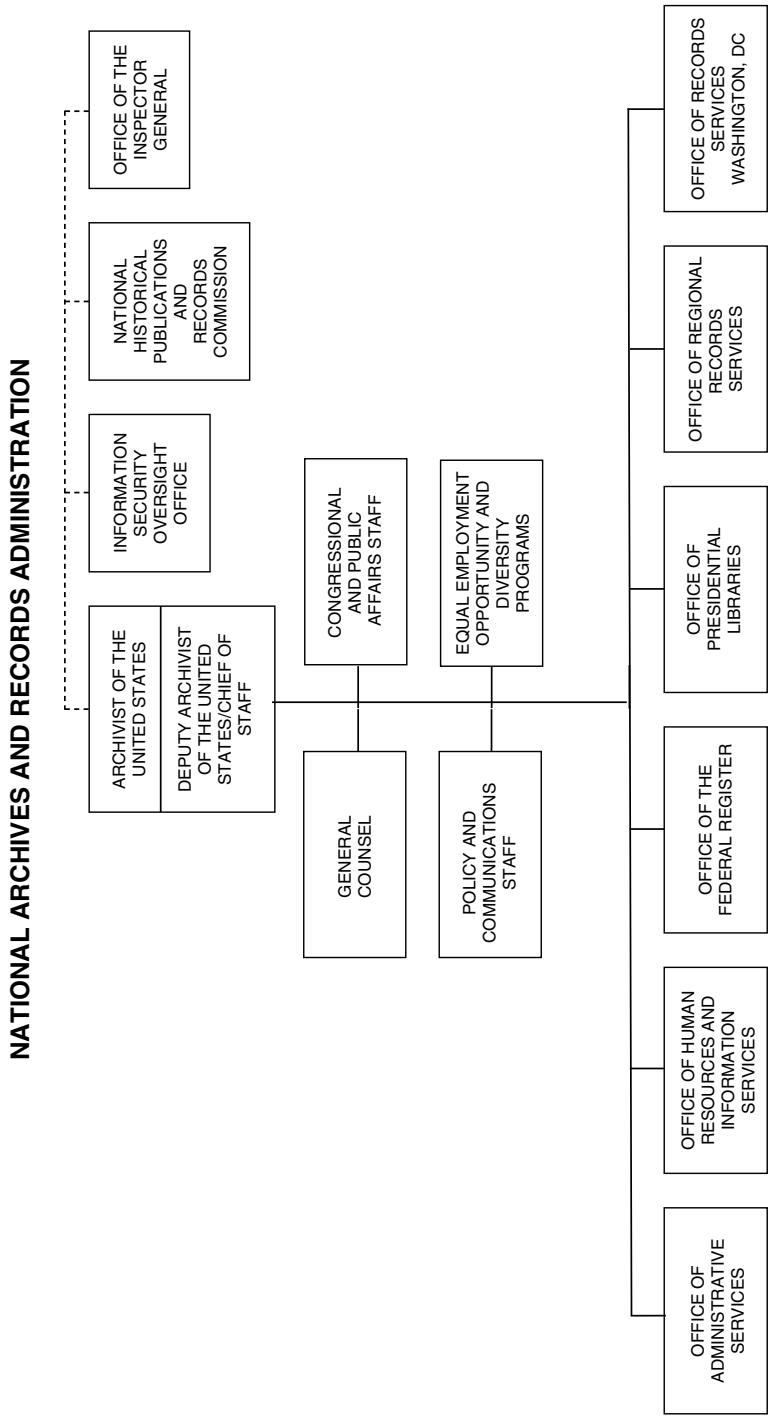
Director, Policy and Communications Staff	LORI A. LISOWSKI
Executive Director, National Historical Publications and Records Commission	MAX J. EVANS
General Counsel	GARY M. STERN
Inspector General	PAUL BRACHFELD

[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 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; accessions, arranges, describes, preserves, and provides access to the essential documentation of the three branches of Government; manages the Presidential Libraries system; and publishes the laws, regulations, and Presidential and other public documents. It also assists the Information Security Oversight Office, which manages Federal classification and declassification policies, and the National Historical Publications and Records Commission, which makes grants to help nonprofit organizations identify, preserve, and provide access to materials that document American history.

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


NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ARCHIVIST OF THE UNITED STATES
DEPUTY ARCHIVIST OF THE UNITED STATES/CHIEF OF STAFF
INFORMATION SECURITY OVERSIGHT OFFICE
NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
OFFICE OF THE INSPECTOR GENERAL
GENERAL COUNSEL
CONGRESSIONAL AND PUBLIC AFFAIRS STAFF
POLICY AND COMMUNICATIONS STAFF
EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY PROGRAMS
OFFICE OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES AND INFORMATION SERVICES
OFFICE OF THE FEDERAL REGISTER
OFFICE OF PRESIDENTIAL LIBRARIES
OFFICE OF REGIONAL RECORDS SERVICES
OFFICE OF RECORDS SERVICES WASHINGTON, DC

Activities

Archival Program The National Archives and Records Administration maintains the historically valuable records of the U.S. Government dating from the Revolutionary War era to the recent past; arranges and preserves records and prepares finding aids to facilitate their use; makes records available for use in research rooms in its facilities and via the Internet; 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 and on the NARA Web site, at www.archives.gov. Historically valuable records created in the Washington, DC, area and in the custody of NARA are maintained in NARA facilities in the Washington, DC, area. Historically valuable records that are primarily of regional or local interest and in the custody of NARA are maintained in the NARA regional records services facilities (see the ''Regional Records Services'' section).

For further information concerning records in the custody of NARA, contact the Customer Services Division. Phone, 202–501–5400 or 866–272–6272 (toll free). Fax, 301–837–0483. E-mail, inquire@nara.gov.

Washington Area Records Facilities—National Archives and Records Administration

Facility	Address	Director	Telephone
National Archives	700 Pennsylvania Ave. NW., Washington, DC 20408.	James Hastings	202–501–5400
National Archives at College Park	8601 Adelphi Rd., College Park, MD 20740.	Michael J. Kurtz	866–272–6272
Washington National Records Center.	4205 Suitland Rd., Suitland, MD 20746.	Alan Kramer	301–778–1600

Laws, Regulations, and Presidential Documents The agency prepares and publishes a wide variety of public documents. Upon issuance, acts of Congress are published 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*, in both paper and electronic format.

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

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

For further information, contact Customer Service, Office of the Federal Register. Phone, 202–741–6000. TTY, 202–741–6086. Fax, 202–741–6012. E-mail, info@fedreg.nara.gov. Internet, www.archives.gov/federal_register.

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.*).

For further information, contact the Office of Presidential Libraries. Phone, 301–837–3250. Fax, 301–837–3199.

Presidential Libraries—National Archives and Records Administration

Library	City/Address	Director	Telephone
Herbert Hoover Library	West Branch, IA 52358–0488	Timothy G. Walch	319–643–5301
Franklin D. Roosevelt Library	Hyde Park, NY 12538–1999	Cynthia M. Koch	845–486–7770
Harry S. Truman Library	Independence, MO 64050–1798	Michael Devine	816–833–1400
Dwight D. Eisenhower Library	Abilene, KS 67410–2900	Daniel D. Holt	785–263–4751
John F. Kennedy Library	Boston, MA 02125–3398	Deborah Leff	617–514–1600
Lyndon B. Johnson Library	Austin, TX 78705–5702	Betty Sue Flowers	512–721–0200
Nixon Presidential Materials Staff	College Park, MD 20740–6001	Karl Weissenbach	301–837–3290
Gerald R. Ford Library	Ann Arbor, MI 48109–2114	Dennis A. Dallenbach	734–205–0555
Gerald R. Ford Museum	Grand Rapids, MI 49504–5353	Dennis A. Dallenbach	616–254–0400
Jimmy Carter Library	Atlanta, GA 30307–1498	Jay E. Hakes	404–865–7100
Ronald Reagan Library	Simi Valley, CA 93065–0666	R. Duke Blackwood	805–577–4000
George Bush Library	College Station, TX 77843	Douglas Menarchik	979–691–4000
William J. Clinton Presidential Materials Project.	Little Rock, AR 72201	David E. Alsobrook	501–244–9756
Presidential Materials Staff	Washington, DC 20408–0001	Nancy Kegan Smith	202–501–5700

Records Management To ensure proper documentation of the organization, policies, and activities of the Government, NARA develops standards and guidelines for the management and disposition of recorded information. It appraises Federal records and approves records disposition schedules. It also inspects agency records and records management practices, develops records management training programs, provides guidance and assistance on proper records management, and provides for storage of inactive records. For agencies headquartered in the Washington, DC, vicinity, these functions are assigned to the Office of Records Services—Washington, DC. The Washington National Records Center, part of the Office of Records Services—Washington, DC, also offers customized workshops upon request and will assist agencies with their records storage problems. For records management services outside the Washington, DC, area, see the ''Regional Records Services'' section.

For further information, contact Modern Records Programs. Phone, 301–837–3570. For records center services in the Washington, DC, area (including West Virginia, Virginia, and Maryland), contact the Washington National Records Center. Phone, 301–778–1600.

Regional Records Services Outside the Washington, DC, area, NARA has nine regional records services facilities and the National Personnel Records Center. Each region operates a full life cycle records program including records centers, regional archives, and records management operations. Life cycle functions include records management activities, disposal, archival accessioning, records processing, and access to records by the public. Historically valuable records that are primarily of regional or local interest are maintained in most of these facilities, which arrange and preserve the records and prepare finding aids to facilitate their use; make the records available for use in research rooms; answer written and oral requests for information contained in the holdings; and, for a fee, provide copies of the records. In addition, many important original records held in NARA facilities in the Washington, DC, area, are available in microform in most of these regional facilities.

The Office also operates Federal records centers for the storage and servicing of non-current and certain active records of Federal agencies. Services include the storage of textual and special media records; storage for

non-classified and classified records; retrieval of records to fulfill statutory requirements and conduct daily business; special projects to respond to sudden shifts in customer demands; expedited response to congressional inquiries, litigation, and urgent business needs; and disposition services, providing disposal for records that have reached their required retention period or transition to permanent record status in the holdings of the National Archives.

For further information, contact the Office of Regional Records Services. Phone, 301–837–2950. Fax, 301–837–1617.

Regional Records Services Facilities—National Archives and Records Administration

(HQ: Headquarters facility; A: Facility holding archival records)

City	Address	Director	Telephone
Northeast Region (HQ)	380 Trapelo Rd., Waltham, MA 02154–6399	Diane LeBlanc	781–663–0139
Boston, MA (A)	380 Trapelo Rd., Waltham, 02154–6399		781–663–0121
Pittsfield, MA	100 Conte Dr., 01201–8230		413–236–3600
New York City, NY (A)	201 Varick St., 10014–4811		212–401–1620
Mid-Atlantic Region (HQ)	900 Market St., Philadelphia, PA 19107–4292	V. Chapman Smith	215–597–0921
Center City Philadelphia, PA (A).	900 Market St., 19107–4292		215–597–0921
Northeast Philadelphia, PA	14700 Townsend Rd., 19154–1096		215–305–2003
Southeast Region (HQ) (A)	1557 St. Joseph Ave., East Point, GA 30344–2593.	James McSweeney	404–763–7063
Great Lakes Region (HQ)	7358 S. Pulaski Rd., Chicago, IL 60629–5898	David E. Kuehl	773–581–7816
Chicago, IL (A)	7358 S. Pulaski Rd., 60629–5898		773–581–7816
Dayton, OH	3150 Springboro Rd., 45439–1883		937–225–2852
Central Plains Region (HQ)	2312 E. Bannister Rd., Kansas City, MO 64131–3011.	R. Reed Whitaker	816–926–6920
Kansas City, MO (A)	2312 E. Bannister Rd., 64131–3011		816–926–6272
Lee's Summit, MO	200 Space Ctr. Dr., 64064–1182		816–478–7089
Southwest Region (HQ) (A)	501 W. Felix St., Fort Worth, TX 76115–3405	Kent C. Carter	817–334–5515
Rocky Mountain Region (HQ) (A).	Bldg. 48, Denver Federal Ctr., Denver, CO 80225–0307.	Barbara Voss	303–236–0801
Pacific Region (HQ)	1000 Commodore Dr., San Bruno, CA 94066	Shirley J. Burton	650–876–9249
Laguna Niguel, CA (A)	1st Fl. E., 24000 Avila Rd., 92607–3497		949–360–2618
San Francisco, CA (A)	1000 Commodore Dr., San Bruno, 94066		415–876–9009
Pacific Alaska Region (HQ)	6125 Sand Point Way NE., Seattle, WA 98115–7999.	Steven M. Edwards	206–526–6501
Seattle, WA (A)	6125 Sand Point Way NE., 98115–7999		206–526–6501
Anchorage, AK (A)	654 W. 3d Ave., 99501–2145		907–271–2443
National Personnel Records Center (HQ).	9700 Page Ave., St. Louis, MO 63132	Ronald L. Hindman	314–538–4201

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, 301–837–3550.

National Historical Publications and Records Commission The Commission is the grant-making affiliate of the National Archives and Records Administration. Its mission is to promote the identification, preservation, and dissemination of essential historical documentation. Its grants help State and local archives, universities, historical societies, and other nonprofit organizations solve preservation problems dealing with electronic records, improve training and techniques, strengthen archival programs, preserve and process records collections, and provide access to them through the publication of finding aids and documentary editions of the papers of the Founding Era and other themes and historical figures in American

history. The Commission works in partnership with a national network of State historical records advisory boards.

For further information, contact the National Historical Publications and Records Commission. Phone, 202–501–5600. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Information Security Oversight Office
The Information Security Oversight Office (ISOO) oversees the security classification programs in both Government and industry and reports to the President annually on their status. Two Executive orders serve as the authority for ISOO, and the Office receives its policy and program guidance from the National Security Council. An organizational component of the National Archives and Records Administration, ISOO's goals are to hold classification activity to the minimum necessary to protect the national security; to ensure the safeguarding of classified national security information in both Government and industry in a cost-effective and efficient manner; and to promote declassification and public access to information as soon as national security considerations permit.

For further information, contact the Information Security Oversight Office. Phone, 202–219–5250.

Sources of Information

Calendar of Events To be added to the mailing list for the monthly *National Archives Calendar of Events*, call 301–837–1850. For a recorded announcement of events at the National Archives building and the National Archives at College Park, call 202–501–5000. The hearing impaired should call 202–501–5404.

Congressional Affairs The Congressional Affairs staff maintains contact with and responds to inquiries from congressional offices. Phone, 301–837–1800. Fax, 301–837–0311.

Contracts Individuals seeking to do business with NARA may obtain detailed information from the Acquisitions Services Division, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 301–837–3100. Fax, 301–837–3227.

Educational Opportunities NARA offers several courses on archival and records management principles and on using NARA resources for research and in the classroom. For information on public programs and workshops, contact the Museum Programs staff at 202–501–5210. Fax, 202–501–5239.

For information about the ''Modern Archives Institute,'' contact the Modern Archives Institute, West Moat, National Archives Building, 700 Pennsylvania Avenue NW., Washington, DC 20408–0001. Phone 202–501–5390.

For information about records management workshops, contact the Life Cycle Management Division (phone, 301–837–3560), any regional records services facility, or the Office of Regional Records Services (phone, 301–837–2950).

For information about ''The Federal Register: What It Is and How To Use It,'' call 202–741-6010.

For information about the ''Institute for the Editing of Historical Documents'' at the University of Wisconsin, Madison, or fellowships in documentary editing and archival administration, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408–0001. Phone, 202–501–5610. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Electronic Access Information about NARA and its holdings and publications is available electronically (Internet, www.archives.gov. E-mail, inquire@archives.gov).

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

Fax-on-Demand To use the fax-on-demand service, call 301–837–0990 from a fax machine handset and follow the voice instructions. One of the options that can be selected is a list of the available documents. There is no

charge for using fax-on-demand, other than for any long distance telephone charges users may incur.

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

For operational records of the National Archives and Records Administration, contact the NARA Freedom of Information Act/Privacy Act Officer, General Counsel Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 301–837–FOIA (3642). Fax, 301–837–0293.

For historically valuable records in the custody of the Office of Records Services—Washington, DC, contact the Special Access/FOIA Staff, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 301–837–3190. Fax, 301–837–1864.

For historically valuable records in the custody of a regional records services facility, contact the facility serving the appropriate region (see the ''Regional Records Services Facilities'' section) or the Office of Regional Records Services. Phone, 301–837–2950. Fax, 301–837–1617.

For historical records in the custody of a Presidential library, contact the library that has custody of the records (see the ''Presidential Libraries'' section).

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

Grants For NHPRC grants, contact NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408–0001. Phone, 202–501–5610. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

Museum Shops Publications, document facsimiles, and document-related souvenirs are available for sale at the National Archives shop in Washington, DC, each Presidential library, and some regional records services facilities.

Public Affairs The Public Affairs staff maintains contact with and responds to inquiries from the media, issues press releases and other literature, and maintains contact with organizations representing the archival profession, scholarly organizations, and other groups served by NARA. Phone, 301–837–1700.

Museum Programs Contact the Office of Museum Programs (NWE), National Archives and Records Administration, Washington, DC 20408. Phone, 202–501–5210. Fax, 202–501–5239.

Publications Agency publications, including facsimiles of certain documents, finding aids to records, and *Prologue*, a scholarly journal published quarterly, are available from the Customer Service Center (NWCC2), NARA, Room 1000, National Archives at College Park, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 800–234–8861 (toll free). Fax, 301–837–0483. Internet, www.archives.gov/publications.

Most records management publications are available electronically on the NARA Web site. Limited quantities of some records management publications and posters are available in hard copy format from the Life Cycle Management Division, NARA, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 301–837–3560. Fax, 301–837–3699. E-mail, records.mgt@nara.gov. Internet, www.archives.gov/publications/records_management_publications.

Information about laws, regulations, and Presidential documents is available from the Office of the Federal Register (NFS), NARA, Washington, DC 20408. Phone, 202–741–6000. E-mail, info@fedreg.nara.gov. Internet, www.archives.gov/federal_register.

NHPRC guidelines are available from the NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408–0001. Phone, 202–501–5610. E-mail, nhprc@archives.gov. Internet, www.archives.gov/grants.

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, 866–272–6272 (toll free)); and at each Presidential library and regional records services facility that holds archival records. Written requests for information may be sent to any of these units, or they may be addressed to the Customer Services Division, National Archives at College Park, Room 1000, 8601 Adelphi Road, College Park, MD 20740–6001. Phone, 866–272–6272 (toll free). E-mail, inquire@archives.gov.

The Nixon Presidential Materials Staff is located in Room 1320 at the National Archives at College Park. Some Nixon materials are available for public inspection, but researchers are advised to contact the staff in advance to arrange for the use of materials before visiting the facility. Phone, 301–837–3290.

The Public Inspection Desk of the Office of the Federal Register is open every Federal business day for public inspection of documents scheduled for publication in the next day's *Federal Register,* at Suite 700, 800 North Capitol Street NW., Washington, DC. Phone, 202–741–6000.

Speakers and Presentations The National Archives conducts regular public programs featuring authors, films, and symposia related to National Archives holdings. For programs in the Washington, DC, area, more information is available on the calendar update line. Phone, 202–501–5000. The Calendar of Events is also available by writing to NPOL, 8601 Adelphi Road, College Park, MD 20740–6001 and online at www.archives.gov/about_us/calendar_of_events.

Teacher Workshops and Teaching Materials The National Archives' education specialists have developed programs to train teachers in the use of primary source material in the classroom and can provide information on how to obtain documentary teaching materials for classroom use. For further information, contact the Museum Programs education staff. Phone, 202–208–1305.

Docent Tours Individuals or groups may request general or specialty visits behind the scenes at the National Archives building. Tours are given by reservation only, and individuals are requested to make reservations at least 4 weeks in advance. Tours can be arranged between 10:15 a.m. and 1:15 p.m., Monday through Friday. Tours of the National Archives at College Park, MD, may also be arranged. For information and reservations, contact the Visitor and Volunteer Services 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 the regional records services facilities that house archival records. If outside the Washington, DC, area, contact the facility closest to you for further information on volunteer opportunities.

For further information, write or visit the National Archives and Records Administration, 700 Pennsylvania Avenue NW., Washington, DC 20408–0001. Phone, 202–501–5400. Internet, www.archives.gov. E-mail, inquire@archives.gov.