

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION



ANNUAL REPORT 2002

*NARA staff across the country care for the records in their custody and help the members of the Government and the public at large to gain access to them. The people pictured on our cover are:*

**Row 1** *Steve Puglia (National Archives at College Park, MD, photo by Roscoe George), Thedra Freeland (National Archives Building, Washington, DC, photo by Earl McDonald), Gabriel Daniels (JFK Library, Boston, photo by James B. Hill)*

**Row 2** *John Ferrell (Seattle regional archives, photo by Jeff Benson), Vurniece Jackson (Dayton records center, photo by David Cornelisse), Mark Beveridge (Truman Library, Independence, MO, photo by Ed Autry)*

**Row 3** *Michelle Frauenberger (FDR Library, Hyde Park, NY, photo by Ann Marie Gleeson), Diane Thomas (Eisenhower Library, Abilene, KS, photo by Robert Paull), Allen Johnson (National Archives at College Park, MD, photo by Roscoe George).*

# What is the National Archives and Records Administration?

**T**he National Archives and Records Administration (NARA) is our national record keeper. An independent agency created by statute in 1934, NARA safeguards records of all three branches of the Federal Government. NARA's mission is to ensure that Federal officials and the American public have ready access to essential evidence—records that document the rights of citizens, the actions of government officials, and the national experience.

NARA carries out this mission through a national network of archives and records services facilities stretching from Washington, DC, to the West Coast, including Presidential libraries documenting administrations of Presidents back to Herbert Hoover. Additionally, NARA publishes the Federal Register, administers the Information Security Oversight Office, and makes grants for historical documentation through the National Historical Publications and Records Commission.

NARA meets thousands of information needs daily, ensuring access to records on which the entitlements of citizens, the credibility of government, and the accuracy of history depend.



*“Many people know about the Constitution and the Declaration of Independence... but few know the treasures held in the millions of feet of film, in the countless maps, and pictures, and letters.... Story after story is revealed from the work that is accomplished every day at the Archives—the incomparable truths, all telling and retelling what is the essential American journey.”*

**CHARLES GUGGENHEIM**

(1924–2002)

*President Emeritus, Foundation for the National Archives*

*Academy Award-winning filmmaker*

*National Archives customer*



*“Immigrants Landing at Ellis Island,”  
ca. 1900. (90-G-22D-42)*

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John W. Carl



**John W. Carlin**  
*Archivist of the  
United States*

# Records Tell the Stories of America

In a democracy, records matter.

The records held by the National Archives and Records Administration document our history as a nation and are the original sources of the American Story.

You can see the soul of America in the Declaration of Independence, the Constitution, and the Bill of Rights.

You can see the passion of America in the arrest warrant of Susan B. Anthony, issued when she illegally cast a ballot in the 1872 Presidential election, and in the official program of the 1963 March on Washington where Martin Luther King made his famous “I Have a Dream” speech.

You can see the genius of America in Thomas Edison’s patent application for the light bulb and the drawings of the Wright Brothers.

You can see the great lessons of America in the order to relocate Japanese Americans during World War II and the Supreme Court decision of *Brown v. Board of Education* that ruled that racial segregation in the public schools was unconstitutional.

Finally, you can see the heart of America in the manifests of immigrant ships landing at Ellis Island and the military records of the men and women who served our country in the armed forces.

These are all the stories of our American democracy, and these stories are told through the records of the National Archives. It is the birthright of every American to have access to the records of their country and to explore for themselves the richness of our shared heritage.

Before the exhibit hall at the National Archives Building was closed for renovation in July of 2001, almost one million people a year came to see the Declaration of Independence, Constitution, and Bill of Rights. Many stood in awe as they read the very words penned by our forefathers so long ago, but too often left without an appreciation for the stories of America tucked away elsewhere in the building. This realization gave rise to an exciting and compelling new project—The National Archives Experience.

The National Archives Experience is, in essence, a journey through the history of America and its struggles and triumphs. Featuring “public vaults” that will permit visitors to experience more of our heritage as well as better understand the richness of the Archives, the Experience will share the story of our country with all who visit. (You can read more details of the National Archives Experience on page 16.)

As the dust begins to clear on the National Archives renovation, and the walls of the new exhibit area go up, the Foundation for the National Archives is committed to making this project not only a success but an experience that visitors will long remember. We believe that the National Archives Experience can have the power to teach us how our nation’s past can become a living instrument for directing our nation’s future. The challenge—and the opportunity—for all of us is to build a tribute to the American spirit that is reflected in the records of our nation. I hope you will join us on this journey.



**Tom Wheeler**  
President of the  
Foundation for the  
National Archives

A stylized, handwritten signature in dark ink, appearing to read "Tom Wheeler".



# NARA:

On May 31, 2002, NARA's web site got a new look and a new name: [www.archives.gov](http://www.archives.gov).



Exhibits specialist Tex Parks and museum aid Jerry Kolenda update "A New Deal for Visitors," a temporary exhibit that keeps visitors informed of the work taking place on the FDR Library's new visitors' center currently under construction in Hyde Park, NY. (Photo by Michelle Frauenberger)



Judy Petersen, archives technician, answers a request for an Indian school transcript at the reference desk of NARA's Pacific Alaska Region in Anchorage, AK. (Photo by Cody Keim)



Researchers in the Microfilm Research Room at the National Archives Building in Washington, DC, examine the newly opened 1930 population census records. (Photo by Earl McDonald)



# PROVIDING HIGH-QUALITY SERVICES TO THE PUBLIC

*At the National Archives and Records Administration, serving the public isn't just a part of our official mission. It's a way of life.*

**W**e give thousands of researchers access to information and specific records on everything from Presidential decisions to actions of the smallest Government agency.

We find documents for people so they can qualify for Government benefits such as Social Security.

We help families trace their roots back to the early days of our nation by providing census documents from 1790 on.

We show teachers how to tell our nation's story with original documents by giving them historical background and lesson plans.

We take students on tours of our Presidential libraries so they learn not only about the Presidents but the times in which they served.

We help veterans find their military records so they can receive their promised benefits and health care.

We do this in person at 33 locations around the country, on the telephone, and, increasingly, online through our web site, [www.archives.gov](http://www.archives.gov).

*Archivist Gabriel Daniels replaces a box in the stacks of the John Fitzgerald Kennedy Library in Boston, MA. (Photo by James B. Hill)*



In the past year, we improved our customer service skills across the board—fulfilling requests for documents more quickly, putting more research tools at your disposal, and providing new and better ways to search our holdings online.

We redesigned our web site, which is becoming a much busier place. About 25 percent of all our services are now available online, and we're increasing the amount of holdings accessible there. Now, we've made it more user-friendly so it's easier for you to find what you're looking for.

Our main page has links to general areas, such as the Research Room, the Exhibit Hall, or Presidential Libraries. Or you can use the drop-down menu in the upper right corner of every page, where there are direct links to several dozen of our most popular pages, such as Genealogy, Veterans' Service Records, *Prologue* Magazine, or Preservation. These links will always be on your screen to ease your navigation from one page to another.

*At the National Archives Building in Washington, DC, customer service representative Sonny Ponders interviews a researcher prior to issuing a researcher card. (Photo by Earl McDonald)*



Added to our web site this year was our new Archival Research Catalog (ARC), which replaced the NARA Archival Information Locator (NAIL). Now, if you want to do research in our holdings, you can read descriptions of more than 600,000 records on ARC even before you leave your home or office. Eventually, all of the holdings in the National Archives, including the regional archives and Presidential libraries, will be described in ARC.

In addition, we have online finding aids for the 1930 population census, which we opened to the public in April 2002. These finding aids allow you to determine which of the 2,667 rolls of census microfilm you will need to view to see your or your family's entry in the 1930 census. They are accessible at a special online address, <http://1930census.archives.gov>. The microfilm is available in Washington, DC, and at 13 locations around the country.

But research isn't the only thing you can do on our web site.

Because our premier exhibit site, the Rotunda of our National Archives Building in Washington, DC, is closed until September 2003 as part of the renovation of the building, we have improved and expanded online exhibits of some of our most famous holdings.

Now, you can find high-quality images of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—online, along with historical information. Also online are versions of our most popular exhibits, "American Originals," "Picturing the Century," and "Treasures of Congress," as well as many exhibits from our Presidential libraries depicting our chief executives and their times.

The Our Documents project, part of a White House history and civics initiative, focuses on 100 milestone documents in American history and is on the web at [www.ourdocuments.gov](http://www.ourdocuments.gov).



Added to our online presence in September 2002 was a special feature called *Our Documents: A National Initiative on American History, Civics, and Service*, part of President George W. Bush's initiative to promote the teaching and appreciation of U.S. history. At its special web site at [www.ourdocuments.gov](http://www.ourdocuments.gov), it focuses on 100 important documents in U.S. history, nearly all of which are in our holdings, and provides aids for teachers to use these milestone documents in their classes.

At our Office of the Federal Register, we also initiated a subscriber service for an online *Federal Register* table of contents and a web site providing access to all Federal rules open for public comment.

While we encourage you to visit us online, we have also improved our services and access to our holdings for those who phone us or visit one of our facilities.

Our staffs at the Presidential libraries have expanded access to more records from their holdings as they released nearly 200,000 pages of previously classified material. At the National Archives at College Park, we released nearly 500 hours of White House tapes from the Nixon administration—the largest release of Presidential tapes we've ever made. And the Reagan Library released 68,000 more pages of documents from the Reagan administration under the Presidential Records Act of 1978.

Overall, we are responding promptly to your requests for information or documents. Last year, for example, when you wrote to us with a request about our archival holdings, 93 percent of the time we responded within 10 working days. And if you made an appointment to come in and look at some records in our holdings, 99.8 percent of the time those records were ready for you.

Our National Personnel Records Center (NPRC) in St. Louis, which has files of U.S. military veterans



Customer service representative Donna Melito registers a researcher at the National Archives at College Park. (Photo by Roscoe George)

dating back to the beginning of the 20th century, has been re-engineering the way it handles requests for those files. During fiscal year 2002, NPRC reduced its backlogged cases by 60,000 and greatly decreased the response time on most requests for copies of a veteran's military separation document (DD 214), which is used to determine eligibility for Government benefits and employment.

And, for the first time, veterans can now submit requests to NPRC through a web-based, interactive inquiry program.

At all our locations we have installed personal computers to give you access to the Internet as part of your research visit. We are also installing a new

*Archives aid Sherry Reavis pulls records for a Social Security Administration request at NARA's Pacific Alaska Region in Seattle, WA. (Photo by Jeff Benson)*



*Archives aids Michael Cooper and Cartrese McElvaine scan the bar codes on the search request forms attached to military service records. This process updates the reporting system to show that these records have been pulled from the stacks of the NPRC and are on their way to the archives technicians who will prepare the replies. (Photo by Norman Eisenberg)*

telephone system nationwide to make it easier to connect you to the right staffer when you call one of our locations for assistance.

We're proud of the customer services we provide and the gains we've made in improving them. But don't take our word for it. The *San Francisco Weekly*, for example, cited our Pacific Region archives in San Bruno, CA, as one of the "Best of San Francisco 2002." It recently wrote:

"If all public servants did their jobs half as well as the staffers of NARA, we would be a much more efficient, better informed, and significantly less frustrated citizenry."

That's what we like to hear, as we continue to strive to better serve all our customers.



*Archives technician Elizabeth Furimsky arranges naturalization records at NARA's Great Lakes Region in Chicago, IL. (Photo by Mary Ann Zulevic)*

## *To find out more...*

- For questions about our holdings or to order a publication or check on the status of an order, call 1-866-272-6272. If you are calling locally, call 301-837-2000. You can also ask questions by email at [inquire@nara.gov](mailto:inquire@nara.gov).
- For information on how to do research at any of our facilities, go to [www.archives.gov/research\\_room/index.html](http://www.archives.gov/research_room/index.html).
- For information about military service and pension records, go to [www.archives.gov/research\\_room/obtain\\_copies/veterans\\_service\\_records.html](http://www.archives.gov/research_room/obtain_copies/veterans_service_records.html).
- To visit our improved online Exhibit Hall, go to [www.archives.gov/exhibit\\_hall/index.html](http://www.archives.gov/exhibit_hall/index.html).
- To see enhanced, online images of our most treasured documents, go to [www.ourdocuments.gov](http://www.ourdocuments.gov).
- To learn about and subscribe to *Prologue: Quarterly of the National Archives and Records Administration*, go to [www.archives.gov/publications/prologue/index.html](http://www.archives.gov/publications/prologue/index.html).



# MEETING THE CHALLENGES OF ELECTRONIC RECORDS

For many years, Federal records were created on paper and stored in files and boxes with the National Archives and Records Administration. But this is the 21st century.

Now, electronic records are created by Government agencies at an astounding rate, challenging us to find ways to manage and preserve them.

To meet these electronic challenges, we are at work on several fronts.

In 2002, we became a key player in E-Government. It's part of President Bush's management agenda aimed at delivering high-quality Government services while reducing the costs of doing so.

We direct one of 24 Government-wide initiatives, the Electronic Records Management (ERM) initiative, which will provide guidance to agencies in managing and transferring to us, in an increasing variety of data types and formats, their permanent electronic records.

During 2002, we enlisted partner agencies, developed a detailed plan for accomplishing our objectives, and issued our first guidance—on transferring email records to NARA.

ERM represents a first step toward achieving Government-wide electronic records management. Its ultimate success is linked to the success of two other NARA strategic initiatives: the Records Management Initiatives (RMI) and the Electronic Records Archives (ERA).

Our RMI seeks to change a records management program that was developed in the 20th century—in a paper environment—but has not kept up with a government that now creates and uses most of its records electronically.

In 2002, based on a recordkeeping report we commissioned and an intensive look at our policies, we developed a proposal for a redesign of Federal records management. It outlines possible strategies to make managing records less burdensome and more effective.

We are now testing several of these strategies, including a way to prioritize records management assistance to agencies based on three criteria: risk to the records, the presence of rights and accountability records, and the presence of permanent records. We're also testing alternative, more flexible ways to approve the preservation or destruction of records.

Our other initiative is the development of the ERA, where the Government's electronic records will be managed, preserved, and made accessible to anyone, anywhere, anytime.

ERA will allow us to implement the results of ERM and RMI. It will also give us the means to preserve and provide sustained access to Federal electronic records of archival value and make it possible for Government agencies to economically store and retrieve temporary records that must be maintained for many years.

In 2001 and 2002, thanks to support from Congress and the Administration, we added the NARA staff and contractors necessary to get the infrastructure of the program in place. They'll have help, too, for over the past few years, we've established partnerships with other Federal agencies, universities, state and local governments, corporations, and other organizations. In 2002 we added as partners the National Institute of Standards and Technology and the National Computational Science Alliance at the University of Illinois.

In 2004 we plan to contract for the design and development of the ERA. The results will be scalable so they can be used by other Federal agencies, state and local governments, libraries, colleges and universities, and historical organizations.

There really is no alternative to responding to the challenges electronic records present. If we don't, they will be lost forever. ERM, RMI, and ERA are helping us meet those challenges.



*As electronic records media have changed over the years, so must ways of managing and preserving them. NARA's electronic records initiatives are exploring ways to meet this challenge. (Photo by Steven Puglia)*

*These and many more cabinets hold official NARA files of approved agency disposition requests. Under the RMI, NARA is examining the process by which agencies request, and NARA approves, the preservation or destruction of records. (Photo by M. Ryan)*



*While using the Archival Preservation System to copy the contents of an obsolete open-reel magnetic tape onto archival quality tape cartridges, Tuwanna Allen records information displayed on the system's terminal screen. (Photo by Richard Schneider)*

## *To find out more...*

- The Electronic Records Management E-Government initiative is described in detail at [www.archives.gov/records\\_management/initiatives/erm\\_overview.html](http://www.archives.gov/records_management/initiatives/erm_overview.html).
- The Records Management Initiatives are discussed at [www.archives.gov/records\\_management/initiatives/rm\\_redesign\\_project.html](http://www.archives.gov/records_management/initiatives/rm_redesign_project.html).
- For complete background on the Electronic Records Archives program, go to [www.archives.gov/electronic\\_records\\_archives/index.html](http://www.archives.gov/electronic_records_archives/index.html). There are links there to our ERA partners and related information.

# FINDING YOURSELF AT THE NATIONAL ARCHIVES

**R**eady to collect Social Security benefits she had looked forward to for years, Violet Steiding was shocked when she was told she would not get them unless she proved she was a U.S. citizen.

She had been born in Canada but grew up in Washington State thinking she was a U.S. citizen.

So she turned to us. The National Archives and Records Administration (NARA) has in its holdings U.S. census, military, and immigration records; passenger lists; pension files; and many other records used in genealogical research.

Her first stop was the Reagan Library in Simi Valley, CA, a NARA facility only a few minutes from her home.

"I was upset to the point of hysteria," Steiding recalled. The library referred her to NARA's Pacific Region records services facility in Laguna Niguel, CA, where our staff went to work on her case.

Both Steiding's parents' families came from Russia to the United States in the early 1900s and settled in North Dakota, so a call was placed to our Rocky Mountain Region in Denver, then to our Central Plains Region in Kansas City, MO, then to the North Dakota Historical Society.

The society's records showed that Steiding's father's family, Mayer, was naturalized in 1905, with her father, August, then a child, as a "derivative" naturalization. Her mother's family, Wagner, moved on to Canada, becoming Canadian citizens. Steiding's mother had married her father in North Dakota in 1920, but she was called to Canada in the 1920s to help with a family illness. Steiding's father and two brothers eventually followed, and five more children, including Violet, were born in Canada.

Our Pacific-Alaska Region in Seattle, asked to determine Steiding's family's return entry into the

United States, worked with our Old Military and Civil Records unit in Washington, DC, which has border admission records. They showed that her mother and father's entry had been through Blaine, WA, in September 1941 and that her mother had become a U.S. citizen in 1920 by marrying her (naturalized) father—a route to citizenship permitted until 1922.

That gave Steiding the proof that she was a U.S. citizen because both her parents were.

"The people at the Archives were wonderful to me," she said later.

"They're worth every penny that they're paid."

Steiding's case allowed us to tap into our vast holdings of records nationwide that trace the lives of individuals and families, and in 2002, we made more of those records more accessible to Americans.

On April 1, 2002, we opened the 1930 population census in our research rooms around the country. Interest was so great that researchers arrived at midnight March 31 at some locations.

The 1930 census provided a snapshot of America at a pivotal point in history, as the Roaring Twenties was ending and the Great Depression was beginning.

We also made progress in our 5-year project to microfilm and make available nationwide the records of the Bureau of Refugees, Freedmen, and Abandoned Lands, a major source of genealogical information for African American families. So far, records for the District of Columbia, Florida, Alabama, and Arkansas as well as marriage records that were in the bureau headquarters are now available.

Helping people like Violet Steiding and others looking for information about their family trees are daily occurrences at our facilities nationwide. And we are just delighted to accept Steiding's "great big hug and thank you!"



*Violet Steiding with her daughter, Sharyl, whose Internet search led to NARA, which helped Steiding document her U.S. citizenship.  
(Photo by Dean Steiding)*



(Right) A major project during FY 2002 was the effort to preserve Freedmen's Bureau records.  
(Photo by Earl McDonald)



A researcher scans Soundex index cards, searching for names in the newly opened 1930 census on April 1, 2002, at the National Archives Building in Washington, DC.  
(Photo by Earl McDonald)



Volunteers at the National Archives-Northeast Region in Waltham, MA, help researchers find the right roll of 1930 census microfilm.  
(Photo by Monika P. Fischer)



A researcher who was first in line at the Laguna Niguel, CA, research room unlocks the cabinets holding the 1930 census microfilm.  
(Photo by Randy Thompson)



Because census schedules for most of the states were not indexed, to find someone, researchers must know where he or she lived in 1930. Enumeration district maps can help narrow the search.

A black and white photograph of a single frame from a microfilm of a 1930 population census schedule. The frame is filled with a dense grid of handwritten entries, organized into columns and rows. The text is small and difficult to read, but the structure is clearly a census form.

After 72 years, the public finally got a look at the microfilmed 1930 population census schedules when they were officially opened at NARA facilities across the country on April 1, 2002.

## To find out more...

- Our *Guide to Genealogical Research in the National Archives* is available in an extensively revised and expanded third edition. For details, call 1-800-234-8861 or check with NARA publication shops in Washington and College Park or other NARA facilities around the country. (See list, page 38.) For more about our publications, go to [www.archives.gov/publications/index.html](http://www.archives.gov/publications/index.html).
- For more background on the Freedmen's Bureau project, go to [www.archives.gov/publications/prologue/summer\\_2002\\_freedmens\\_bureau.html](http://www.archives.gov/publications/prologue/summer_2002_freedmens_bureau.html).
- To learn more about the 1930 census and how to get information from it, go to <http://1930census.archives.gov>.

# BUILDINGS OF THE FUTURE TO PRESERVE THE PAST

**M**odern, well-equipped facilities that are safe and accessible for our customers are vital to preserving and making available our nation's records for future generations of Americans.

That's why we at the National Archives and Records Administration (NARA) are upgrading our facilities around the country to provide adequate storage and ensure proper environmental conditions for our holdings.

Our biggest construction project is the \$110 million renovation of the historic 68-year-old National Archives Building, which will house one of the most exciting visitor experiences in Washington, DC.

The Rotunda of the building is being readied for the September 2003 return of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—which are now undergoing conservation work before being placed in new state-of-the-art encasements. The Rotunda and new adjacent exhibit space will compose portions of the National Archives Experience, a dramatic and powerful project that will inspire people of all ages to discover and explore the stories and history of America.

We are building new street-level wheelchair-accessible entrances along Constitution Avenue that lead to a new lobby, where people will begin their visit. On the Pennsylvania Avenue side, we are constructing a new research center. The building is also having its systems upgraded or replaced and brought into compliance with Federal accessibility standards.

Meanwhile, we have major construction projects at other facilities around the country.

Near Atlanta, a new Southeast Regional Archives is being built next to the campus of Clayton College

and State University on a site that will also host the new Georgia state archives—the first partnership of a Federal and state archives and a college or university. It will replace the World War II depot in East Point, GA, that now houses our regional archives.

New facilities for our Records Center Program are being built near other centers in Dayton, OH, and Kansas City, MO, and are scheduled to open in 2003.

At the Roosevelt Library in Hyde Park, NY, a new visitors' center, due to open in fall 2003, will house orientation exhibits and a welcoming film, and a renovated library will have more exhibit space. The Ford Museum in Grand Rapids, MI, is adding temporary exhibition space, an education center, and an interactive replica of the cabinet room, scheduled to open spring 2004.

The Eisenhower Library in Abilene, KS, opened a new Presidential gallery and a new cold storage area to preserve historical film. At the Kennedy Library in Boston, the front entry plaza and several roofs were replaced to eliminate leakage problems.

The Reagan Library in Simi Valley, CA, is adding space for a temporary exhibits gallery, a Presidential Learning Center, a conference room, and a new cafe. It's due to open in spring 2004. An expansion at the Truman Library in Independence, MO, has added new galleries, a video theater, and rooms for the new White House Decision Center for students.

The Clinton Library, now being built by the Clinton Presidential Foundation in Little Rock, AR, will become part of NARA when it's completed in 2004.

Just as the records we hold form the foundation of our democratic republic, so too do the brick and mortar buildings in which they are preserved. And in all our facilities nationwide, we are improving security for our holdings, our staff, and our customers even as we provide new and improved ways to study our nation's past.

*In FY 2002, construction began on a new entrance to the National Archives at College Park, MD, that will accommodate enhanced security screening. (Photo by Roscoe George)*







Facilities manager Mark Jonick views construction of a new wing to the Gerald R. Ford Museum in Grand Rapids, MI. (Photo by Donald Holloway)

NARA broke ground in August 2002 for its new Southeast Region facility in Morrow, GA. This architect's drawing shows what will be the front entrance. (Peck and Peck Associates, Inc.)



A welder works on an area where new elevators will be built in the National Archives Building in Washington, DC. (Photo by Earl McDonald)



Vurniece Jackson, the Dayton records center administrative officer, visits the site of a new 217,000-square-foot facility on Kingsridge Drive, 5½ miles south of the current complex. (Photo by David Cornelisse)

### *To find out more...*

- For the locations, telephone numbers, and web sites of our facilities nationwide, see page 38 or go to [www.archives.gov/facilities/index.html](http://www.archives.gov/facilities/index.html) on the World Wide Web.
- For more information about the renovation of the National Archives Building and the Rotunda, go to [www.archives.gov/national\\_archives\\_experience/index.html?page=details\\_building](http://www.archives.gov/national_archives_experience/index.html?page=details_building).
- To learn more about the National Archives Experience, go to [www.archives.gov/national\\_archives\\_experience/index.html?page=the\\_experience](http://www.archives.gov/national_archives_experience/index.html?page=the_experience).



# CREATING THE 'NATIONAL ARCHIVES EXPERIENCE'

Over the last 50 years, millions of visitors have climbed the Constitution Avenue steps to the National Archives Building in Washington, DC.

They have made the pilgrimage to the Rotunda to see the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights. They have stood within the same structure where many millions of documents and photographs and films are kept. They have walked only a few yards from where famous authors and filmmakers conduct original research to make American history. They have been just around the corner from the records of their own grandparents.

Nonetheless, these visitors often have only a vague notion of where they are or what discoveries lie just beyond the Rotunda wall.

We're planning to change that by letting visitors see us in a new way. The National Archives Experience will take visitors on a journey from the Charters into the much wider world of the National Archives and Records Administration (NARA) and the human stories that our records tell.

The core of the National Archives Experience is the Rotunda—home of the Charters of Freedom. Since July 2001 the Charters have been off display, undergoing conservation treatment and being installed in new encasements, while the Rotunda has been renovated. The Rotunda will be rededicated, with the Charters in place, on Constitution Day, September 17, 2003.

Surrounding the Rotunda will be something new—the Public Vaults, a permanent, interactive exhibit that takes visitors “inside” NARA. The spine of the exhibit is the Record of America hall, containing dozens of original records—from George Washington's letters to Congress to the first Presidential web site. The hall is being designed to simulate the look and feel of walking through the stacks of the Archives.

Individual vaults, drawing their themes from the Preamble to the Constitution, branch off of the Record of America hall. For example, in *We the People*,

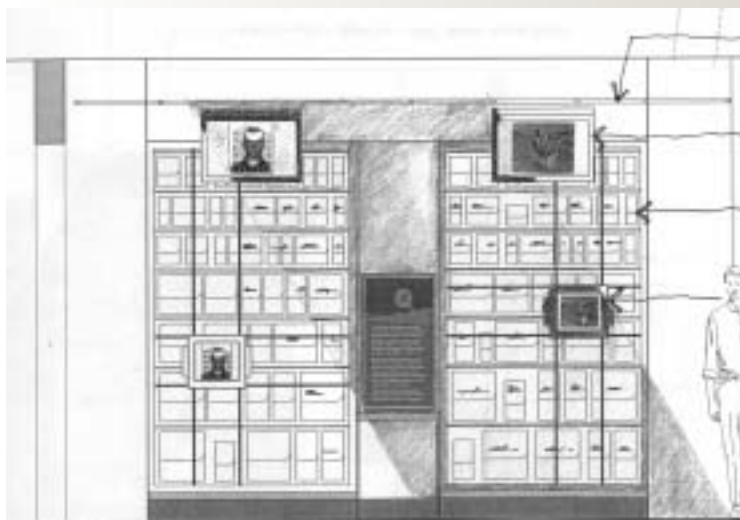
you can turn the panels to find out why NARA may have records of your family. In *To Form a More Perfect Union*, you can hear a congressional debate and cast your vote. In *Provide for the Common Defense*, you might use records to recreate a mini-documentary on D-day 1944.

And the Public Vaults are just the beginning.

The National Archives Experience will also have a new 275-seat theater. By day, it will continuously show a film on the relationship of records and democracy. By night, it will show documentary films—many from our vast film archives—and host debates on public policy. A Special Exhibition Gallery will feature document-based exhibits on timely topics or visiting exhibitions from Presidential libraries and other sources. A Learning Center will help students, as well as their parents and teachers, use our rich resources either through on-site workshops or distance learning.

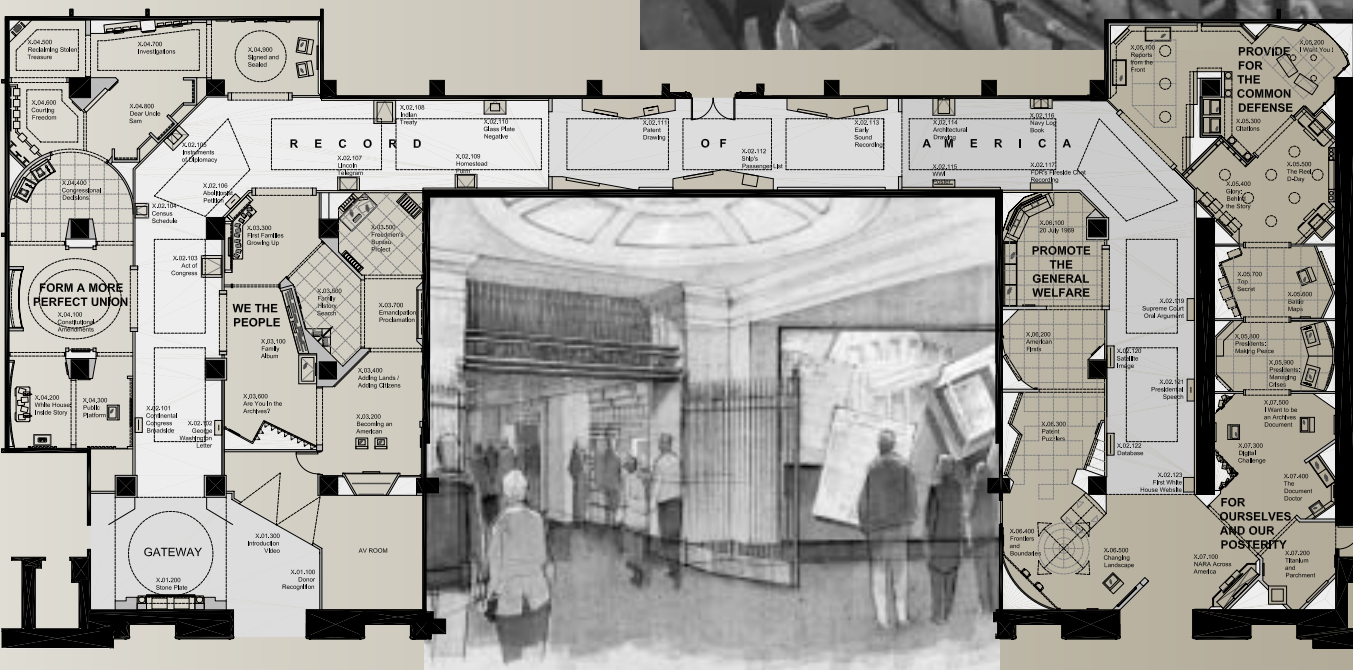
For visitors who cannot come to our building, the National Archives Experience will have a component on the Internet, which will recreate much of the excitement of visiting us in person as well as serve as a link to our important records, many of which can be viewed online.

Regardless of which part of the National Archives Experience makes the most lasting impression on visitors, they will take home a deeper understanding of the importance of records and the way that records of our government, starting with the Charters of Freedom, shape our future as well as our past.





In the redesigned Rotunda, all four pages of the Constitution will be displayed in the center, with the Declaration of Independence to the left and the Bill of Rights to the right. The height and angle of the new cases will make it easier for children and visitors in wheelchairs to view these landmark documents. (Visualization by Interface Multimedia)



In one of two dozen interactive exhibits, visitors use a mobile plasma screen to "open" archival boxes and get a close-up view of the contents of great historical investigations. (Gallagher and Associates)

With echoes of the classic entry to the Rotunda, visitors to the Public Vaults are drawn into an environment that immerses them in the stacks and vaults that lie behind the Charters of Freedom. (Gallagher and Associates)

Five Preamble-themed interactive exhibit sections are linked together by the Record of America in the new Public Vaults. (Gallagher and Associates)

Daytime visitors to the new theater will see a film on the relationship of records and democracy. At night, the theater will become the capital region's most important outlet for documentary film, as well as a forum for the great issues of American government. (Hartman-Cox Associates)

## To find out more...

- Learn more about the Charters of Freedom at [www.archives.gov/exhibit\\_hall/charters\\_of\\_freedom/charters\\_of\\_freedom.html](http://www.archives.gov/exhibit_hall/charters_of_freedom/charters_of_freedom.html).
- Read about the National Archives Experience at [www.archives.gov/national\\_archives\\_experience/index.html?page=the\\_experience](http://www.archives.gov/national_archives_experience/index.html?page=the_experience).
- You can help make the National Archives Experience a reality. Contact the Foundation for the National Archives at 202-208-0693 or go to [www.archives.gov/national\\_archives\\_experience/index.html?page=foundation](http://www.archives.gov/national_archives_experience/index.html?page=foundation).

# MEASURING SUCCESS • PERFORMANCE

*Everyone at the National Archives and Records Administration is dedicated to ensuring that we achieve our mission while providing the best possible service to our customers.*

*Our agency's guidepost, Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997–2007 (Revised 2000), describes broadly the goals and strategies we are pursuing to meet our mission. We expand on those goals and strategies in our annual performance plans, which detail performance objectives and expectations each year.*

*This is our fifth year of more rigorous performance measurement, and we have learned many lessons to help us improve the way we measure our performance. We understand that by measuring our performance regularly we can better predict our future performance, which allows us to use our resources where they will be most efficient and beneficial to you, our customer. The following are some of our 2002 performance highlights.*

## Using NARA's Archives and Records Centers

Fiscal Year 2002

| Location                                   | Researchers<br>Microfilm | Researchers<br>Other Records | Written<br>Requests | Public Program<br>Attendees |
|--------------------------------------------|--------------------------|------------------------------|---------------------|-----------------------------|
| <b>Washington, DC, Area</b>                | 43,493                   | 59,328                       | 40,441              | 2,134                       |
| <b>Federal Register</b>                    | —                        | —                            | 2,117               | 364                         |
| <b>Office of Regional Records Services</b> |                          |                              |                     |                             |
| Northeast Region (Boston)                  | 16,020                   | 1,730                        | 2,428               | 441                         |
| Northeast Region (New York)                | 9,823                    | 1,546                        | 7,421               | 415                         |
| Northeast Region (Pittsfield)              | 7,176                    | —                            | 1,275               | 303                         |
| Mid-Atlantic Region (Philadelphia)         | 11,933                   | 474                          | 3,399               | 928                         |
| Southeast Region (Atlanta)                 | 8,378                    | 591                          | 3,524               | 393                         |
| Great Lakes Region (Chicago)               | 8,858                    | 321                          | 5,230               | 122                         |
| Great Lakes Region (Dayton)                | —                        | —                            | —                   | 364                         |
| Central Plains Region (Kansas City)        | 5,751                    | 232                          | 3,075               | 186                         |
| Southwest Region (Fort Worth)              | 10,605                   | 477                          | 4,609               | 354                         |
| Rocky Mountain Region (Denver)             | 10,323                   | 767                          | 577                 | 494                         |
| Pacific Region (Laguna Niguel)             | 12,668                   | 435                          | 1,607               | 948                         |
| Pacific Region (San Bruno)                 | 10,928                   | 1,551                        | 1,850               | 599                         |
| Pacific Alaska Region (Anchorage)          | 3,435                    | 457                          | 460                 | 168                         |
| Pacific Alaska Region (Seattle)            | 14,392                   | 883                          | 1,900               | 1,872                       |
| National Personnel Records Center          | —                        | —                            | 939,318             | 116                         |
| <b>Regional Records Services Total</b>     | <b>130,290</b>           | <b>9,464</b>                 | <b>37,355</b>       | <b>7,703</b>                |
| <b>TOTALS</b>                              | <b>173,783</b>           | <b>67,707</b>                | <b>976,673</b>      | <b>10,007</b>               |



# NCE REPORTING AT NARA

## 1: *Essential Evidence*

The first goal in our plan is that essential evidence—documentation of the rights of American citizens, the actions of Federal officials, and the national experience—will be created, identified, and appropriately scheduled and managed for as long as needed. Our duty is to ensure that records are kept long enough to protect individual rights, assure Federal accountability, and document our history, and that we destroy records when they are no longer needed.

We have seen a dramatic change in the look of Federal records over the last several years: while our current processes were developed primarily for paper records, today's records are mostly created through electronic means and maintained in a variety of media. We have several projects under way to examine potential improvements in the way records—especially electronic records—are managed throughout their life and how long they should be kept.

The Electronic Records Management E-Government Initiative, for which NARA is the managing partner, is part of the Administration's management agenda aimed at making it simpler for citizens to receive high-quality service from the Federal Government, while reducing the cost of delivering those services. It is one of 24 initiatives under E-Government.

Records management is an important part of the infrastructure that will make E-Government work. This year we published a proposed rule in the *Federal Register* that addresses additional transfer methods. We also released the first of three new transfer requirements for e-record formats. These efforts will facilitate the transfer of electronic records to the National Archives for preservation and future use by government and citizens.

Since 1999, Targeted Assistance has put NARA in partnership with more than 75 Federal agencies on more than 300 projects to help them resolve records management issues before they become problems.

NARA records analysts work directly with Federal agency records officers and program managers to help guide agency recordkeeping practices throughout the life cycle of a record.

In addition to helping agencies now, we have proposed changes in the policies and processes related to the disposition of records through our Records Management Initiatives. NARA records system analyses and the *Report on Current Recordkeeping Practices within the Federal Government* laid the groundwork for us to review and revise the Government's policies for determining the disposition of records, processes that will best implement these policies, and the tools needed to support revised policies and processes. We developed a proposal for a dramatic redesign of Federal records management, which was reviewed by Federal agencies and other NARA stakeholders.

We are now testing prototype policies and processes to make the records scheduling process more effective and efficient, thereby significantly increasing the numbers and kinds of records that are appropriately scheduled and managed for as long as needed.



Kevin McLaughlin, HUD Project data transcriber, processes incoming HUD records at NARA's Pacific Region records center in Laguna Niguel, CA. (Photo by Jon Bearscove)

Conservator Richard Whittington repairs a torn document in the preservation laboratory in the National Archives at College Park. (Photo by Roscoe George)



## 2: Ready Access

Our second goal is to ensure that essential evidence will be easy to access regardless of where it is or where users are for as long as needed. More than ever, our customers expect to be able to access NARA records and services without having to visit a NARA facility. For that reason, we continue to set aggressive goals to make increasingly more of our services available to our customers over the Internet. About 25 percent of our services are now available online. One of those services is to give our customers the ability to find out about our holdings via the Internet.

People who want to do research in our collections can search more than 600,000 descriptions of our records through our Archival Research Catalog, which debuted to the public in September 2002. Customers visiting NARA facilities are now able to access the Internet for their research via newly installed personal computers.

We expanded our electronic services by redesigning our web site, making it easier to navigate and maintain. While the Rotunda and Exhibit Hall at the National Archives Building are closed to the public during renovations, our web site is providing an important informational function to the public and was visited nearly 20 million times this year.

After 4 years of preparation, the 1930 Federal census was opened to much press fanfare and made available to the public on microfilm at NARA research rooms around the country. We began a multi-



Archives technician Lisa Trampota and contractor Lisa Lewis work on the new computer system being implemented at the George Bush Library in College Station, TX. (Photo by Brian Blake)

year effort this year to microfilm the Records of the Bureau of Refugees, Freedmen, and Abandoned Lands (Freedmen's Bureau) from the Reconstruction era, which contain a great deal of information about the African American family experience. This year we met our target by microfilming the records of three states.

Several performance objectives under this goal focus on customer service and facilitating communication with our customers.

If you wrote to us with a request about our archival holdings, 93 percent of the time we responded to you within 10 working days.

If you made an appointment to look at records in one of our research rooms, 99.8 percent of the time your records were ready when you arrived.

And if you attended one of our education programs, workshops, or training courses, 96 percent of the time you rated these programs as "excellent" or "very good."

Each year, in these areas and others, we try to do better than we did the year before. We are committed to meeting or exceeding our customer service standards and making it as easy as possible for you to access the records and services you need and expect.

## Using the Presidential Libraries

Fiscal Year 2002

| Location     | Researchers  | Inquiries     | Research Daily Visits | Public Program Participants | Outreach Program Participants | Workshop/Seminar Participants | Museum Visitors  |
|--------------|--------------|---------------|-----------------------|-----------------------------|-------------------------------|-------------------------------|------------------|
| Hoover       | 189          | 2,486         | 513                   | 30,558                      | 5,224                         | 457                           | 65,546           |
| Roosevelt    | 662          | 6,589         | 1,428                 | 14,153                      | 2,101                         | 193                           | 103,649          |
| Truman       | 306          | 4,199         | 559                   | 9,444                       | 306                           | 513                           | 73,414           |
| Eisenhower   | 412          | 16,000        | 963                   | 9,980                       | 1,976                         | 191                           | 96,300           |
| Kennedy      | 538          | 1,288         | 1,531                 | 69,079                      | 5,720                         | 776                           | 249,988          |
| Johnson      | 358          | 1,779         | 1,921                 | 10,766                      | 888                           | 633                           | 185,877          |
| Nixon        | 734          | 1,158         | 4,194                 | 406                         | 35                            | 0                             | 0                |
| Ford         | 139          | 2,275         | 585                   | 17,518                      | 1,162                         | 186                           | 102,747          |
| Carter       | 150          | 15,552        | 1,501                 | 952                         | 395                           | 14                            | 82,978           |
| Reagan       | 283          | 10,512        | 671                   | 38,228                      | 0                             | 0                             | 205,661          |
| Bush         | 151          | 2,351         | 168                   | 9,477                       | 555                           | 225                           | 176,956          |
| Clinton      | 0            | 1,010         | 0                     | 0                           | 0                             | 0                             | 0                |
| <b>TOTAL</b> | <b>3,922</b> | <b>65,199</b> | <b>14,034</b>         | <b>210,561</b>              | <b>18,362</b>                 | <b>3,188</b>                  | <b>1,343,116</b> |

## Nontextual Archival Holdings by Record Type

Fiscal Year 2002

Total Holdings (number of items)

| Type                                             | Balance<br>9/30/2001 | Net<br>Change | Balance<br>9/30/2002 |
|--------------------------------------------------|----------------------|---------------|----------------------|
| Artifacts                                        | 1,668                | 0             | 1,668                |
| <b>Microforms</b>                                |                      |               |                      |
| 16mm microfilm                                   | 135,440              | 0             | 135,440              |
| 35mm microfilm                                   | 132,602              | 840           | 133,442              |
| Microfiche                                       | 91,498               |               | 91,498               |
| Other microforms                                 | 122,517              | 1,317,820     | 1,440,337            |
| <b>Cartographic and Architectural Records</b>    |                      |               |                      |
| Aerial Photos                                    | 15,942,543           | 2,094,900     | 18,037,443           |
| Maps and charts                                  | 2,597,070            | 33,327        | 2,630,397            |
| Architectural & engineering plans                | 2,992,520            | 73,350        | 3,065,870            |
| <b>Motion Pictures, Sound, and Video Records</b> |                      |               |                      |
| Motion pictures                                  | 92,425               | 390           | 92,815               |
| Sound recordings                                 | 141,424              | 41,667        | 183,091              |
| Video recordings                                 | 23,311               | 852           | 24,163               |
| <b>Still Picture and Graphic Records</b>         |                      |               |                      |
| Filmstrips                                       | 759                  | 0             | 759                  |
| Posters                                          | 4,669                | 194           | 5,863                |
| Still pictures                                   | 10,534,839           | 112,654       | 10,647,493           |
| <b>Electronic Records*</b>                       | 138,445              |               | 3,819,129,726        |
| <b>TOTAL NONTEXTUAL ITEMS</b>                    | <b>32,951,730</b>    |               | <b>3,854,349,884</b> |

\*Electronic records were counted in computer data sets through 2001. NARA has now switched to reporting logical data records. A logical data record is a set of data processed as a unit by a computer system or application independently of its physical environment. Examples of logical data records are a word processing document; a spreadsheet; an email message; each row in each table of a relational database or each row in an independent logical file database.

## Archival Holdings by Unit

Fiscal Year 2002

Total Holdings (cubic feet)

| Unit                                     | Balance<br>9/30/2001 | Net<br>Change | Balance<br>9/30/2002 |
|------------------------------------------|----------------------|---------------|----------------------|
| <b>Washington, DC, Area</b>              |                      |               |                      |
| Textual Records (except Legislative)     | 1,792,040            | 65,869        | 1,857,909            |
| Legislative Records                      | 108,814              | 2,639         | 111,453              |
| Cartographic and Architectural Records   | 63,718               | 5,097         | 68,815               |
| Motion Picture, Sound, and Video Records | 31,303               | 3,188         | 34,491               |
| Still Picture and Graphic Records        | 17,567               | 186           | 17,753               |
| Electronic Records*                      |                      |               |                      |
| <b>DC Area Totals</b>                    | <b>2,013,442</b>     | <b>76,979</b> | <b>2,090,421</b>     |
| <b>Affiliated Archives**</b>             | <b>2,239</b>         | <b>0</b>      | <b>2,239</b>         |
| <b>Regional Archives</b>                 |                      |               |                      |
| Northeast Region (Boston)                | 26,869               | 241           | 27,110               |
| Northeast Region (New York City)         | 67,508               | 1,364         | 68,872               |
| Mid Atlantic Region (Philadelphia)       | 56,713               | 680           | 57,393               |
| Southeast Region (Atlanta)               | 79,443               | 4,044         | 83,487               |
| Great Lakes Region (Chicago)             | 68,607               | 1,980         | 70,587               |
| Central Plains Region (Kansas City)      | 42,106               | 106           | 42,212               |
| Southwest Region (Fort Worth)            | 86,136               | 3,267         | 89,403               |
| Rocky Mountain Region (Denver)           | 41,121               | 280           | 41,401               |
| Pacific Region (Laguna Niguel)           | 32,188               | 1,360         | 33,548               |
| Pacific Region (San Francisco)           | 50,848               | 679           | 51,527               |
| Pacific Alaska Region (Seattle)          | 31,164               | 654           | 31,818               |
| Pacific Alaska Region (Anchorage)        | 6,027                | 28            | 6,055                |
| <b>Regional Archives Totals</b>          | <b>588,730</b>       | <b>14,683</b> | <b>603,413</b>       |
| <b>TOTALS</b>                            | <b>2,604,411</b>     | <b>91,662</b> | <b>2,696,073</b>     |

\*The Center for Electronic Records measures its holdings in logical data records rather than cubic feet. See Nontextual Archival Holdings.

\*\*Holdings reported here are those of the National Archives Affiliated Archives at the U.S. Military Academy and the U.S. Naval Academy.

## 3: Space and Preservation

Our third goal is that all records will be preserved in appropriate space for use as long as needed. The records of our nation have been entrusted to our care, and the work we do now will ensure the documentation of our past will be preserved and protected for our grandchildren and their grandchildren in the future.

We undertook extensive renovations of the National Archives Building and the re-encasement of America's Charters of Freedom—the Declaration of Independence, the Constitution of the United States, and the Bill of Rights. When renovations in the Rotunda are complete in 2003, all visitors will be able to view the Charters with ease and without assistance.

Some of the Presidential libraries completed face-lifts this year. We finished renovations at the Truman

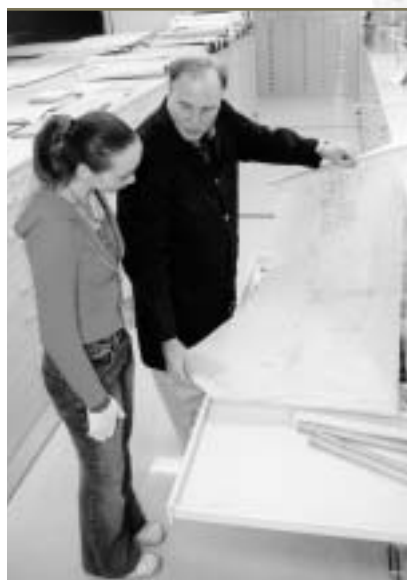
Library and completed work to renovate the Presidential gallery at the Eisenhower Library, while work at the Roosevelt, Reagan, Ford, and Kennedy libraries continued.

We established a preservation program for veterans' records housed in St. Louis, where we have added staff for the program. We completed a preservation project to duplicate 14,500 reels of microfilm containing Air Force flight records. We also have completed a preservation project to inventory, evaluate the condition of, and re-house 11,397 microfilm reels of Army and Air Force unit organizational records from 1912 to 1964. Around the country, since 1999, we have preserved more than 74,000 cubic feet of at-risk textual and nontextual records located in NARA facilities.



*Cartographic archives specialist Keith Kerr explains the world of ship engineering drawings to student worker Lindsey Greene at the National Archives at College Park. (Photo by Carrie Goeringer)*

Also, we took important steps toward building and acquiring an Electronic Records Archives, where the records of digital government will be managed, preserved, and made available to anyone, anywhere, anytime. We established a program office for the ERA and used an Integrated Product and Process Development model for developing the initial ERA requirements, a concept of operations, an analysis of our alternatives, and an ERA Capital Asset Plan business case.



*Archives technician Eric Talley (right) searches for Securities and Exchange Commission records at the Washington National Records Center in Suitland, MD. (Photo by Richard Schneider)*

## Holdings of Presidential Libraries

Fiscal Year 2002

|              | Papers<br>(pages)  | Microforms<br>(rolls/cards) | Still Pictures<br>(items) | Film<br>(feet)    | Videotape<br>(hours) | Audiotape<br>(hours) | Audiodiscs<br>(hours) | Museum<br>Objects |
|--------------|--------------------|-----------------------------|---------------------------|-------------------|----------------------|----------------------|-----------------------|-------------------|
| Hoover       | 8,606,546          | 1,380                       | 43,403                    | 155,591           | 143                  | 521                  | 78                    | 5,481             |
| Roosevelt    | 16,803,765         | 687                         | 137,337                   | 308,676           | 28                   | 1,024                | 1,108                 | 24,746            |
| Truman       | 15,481,236         | 5,835                       | 108,214                   | 335,955           | 267                  | 463                  | 464                   | 27,169            |
| Eisenhower   | 23,505,691         | 976                         | 323,451                   | 760,236           | 556                  | 1,119                | 278                   | 37,256            |
| Kennedy      | 34,736,392         | 22,670                      | 146,542                   | 7,271,933         | 1,324                | 7,400                | 728                   | 16,980            |
| Johnson      | 36,907,431         | 3,469                       | 620,107                   | 824,877           | 8,258                | 13,587               | 0                     | 37,105            |
| Nixon        | 46,110,000         | 5,312                       | 435,000                   | 2,200,000         | 3,900                | 1,490                | 0                     | 30,000            |
| Ford         | 21,401,597         | 4,333                       | 330,872                   | 786,907           | 1,762                | 3,414                | 563                   | 8,184             |
| Carter       | 33,727,230         | 0                           | 525,620                   | 1,120,080         | 1,686                | 2,000                | 0                     | 40,053            |
| Reagan       | 53,879,750         | 7,000                       | 1,629,382                 | 774,000           | 19,651               | 13,728               | 866                   | 100,855           |
| Bush         | 43,052,772         | 0                           | 1,506,096                 | 273               | 2,413                | 672                  | 28                    | 103,181           |
| Clinton      | 76,800,000         | 0                           | 18,500,000                | 0                 | 12,000               | 5,000                | 0                     | 75,000            |
| <b>TOTAL</b> | <b>411,012,410</b> | <b>51,662</b>               | <b>24,306,024</b>         | <b>14,538,528</b> | <b>51,988</b>        | <b>50,418</b>        | <b>4,113</b>          | <b>506,010</b>    |

*At NARA's Pacific Alaska Region in Seattle, WA, volunteer Helen Wick assists two researchers. (Photo by Jeff Benson)*



## 4: Infrastructure

Our fourth goal is that NARA's capabilities for making the changes necessary to realize our vision will continuously expand. We continue to focus on our technical capabilities, such as improving the reliability and security of our computer network infrastructure and improving our telephone system.

Likewise, we have worked to improve employees' personal effectiveness and to ensure that each employee has the skill sets necessary to competently perform his or her work. We reached 86 percent of our target to have the performance goals of each employee tied directly to



*Amy Bunk, an attorney-adviser in the Office of the Federal Register, Washington, DC, reviews material submitted by an agency for approval. (Photo by Amy Young)*

NARA's strategic goals. By doing this, each employee can see exactly where he or she fits in the organization and how their work directly contributes to our goals.

We also began an effort this year to create individual development plans for all staff that tie directly to our strategic goals. We believe employees perform more effectively when they understand how their work contributes to the success of our Strategic Plan and when their plans for personal development target specific NARA strategic goals.

These are just some of the many efforts we are making in fulfilling our mission, achieving our goals, and meeting your needs. Other examples of progress can be seen throughout this annual report as well as in our complete Annual Performance Report. We welcome your comments on our performance plans and reports at [vision@nara.gov](mailto:vision@nara.gov).

## Records Center and Records Management Activities

Fiscal Year 2002

|                                            | Federal Agency Reference Requests | Federal Agency Requests for Appointments to Review Records | Records Management Training |
|--------------------------------------------|-----------------------------------|------------------------------------------------------------|-----------------------------|
| <b>Washington National Records Center</b>  | <b>810,158</b>                    | <b>2,677</b>                                               | <b>230</b>                  |
| <b>Office of Regional Records Services</b> |                                   |                                                            |                             |
| Northeast Region (Boston)                  | 421,968                           | 1,269                                                      | 121                         |
| Northeast Region (Pittsfield)              | 24,980                            | 0                                                          | 152                         |
| Northeast Region (New York)                | 0                                 | 1,074                                                      | 70                          |
| Mid Atlantic Region (Philadelphia)         | 2,108,732                         | 2,014                                                      | 0                           |
| Southeast Region (Atlanta)                 | 899,061                           | 5,758                                                      | 242                         |
| Great Lakes Region (Chicago)               | 88,534                            | 5,584                                                      | 122                         |
| Great Lakes Region (Dayton)                | 2,144,096                         | 609                                                        | 242                         |
| Central Plains Region (Kansas City)        | 728,549                           | 683                                                        | 114                         |
| Central Plains Region (Lee's Summit)       | 379,253                           | 809                                                        | 0                           |
| Southwest Region (Fort Worth)              | 572,372                           | 3,408                                                      | 36                          |
| Rocky Mountain (Denver)                    | 794,856                           | 1,513                                                      | 203                         |
| Pacific Region (Laguna Niguel)             | 912,750                           | 7,528                                                      | 484                         |
| Pacific Region (San Bruno)                 | 1,193,376                         | 2,368                                                      | 171                         |
| Pacific Alaska Region (Seattle)            | 207,246                           | 5,009                                                      | 241                         |
| Pacific Alaska Region (Anchorage)          | 0                                 | 0                                                          | 0                           |
| National Personnel Records Center          | 844,963                           | 103                                                        | 116                         |
| <b>Regional Records Services Total</b>     | <b>11,320,736</b>                 | <b>37,729</b>                                              | <b>2,314</b>                |
| <b>TOTAL</b>                               | <b>12,130,894</b>                 | <b>40,406</b>                                              | <b>2,544</b>                |



*Archivist Steve Plotkin oversees the reference room of the John F. Kennedy Library in Boston, MA. (Photo by James B. Hill)*

### *To find out more. . .*

- *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997–2007 (Revised 2000)* can be found on our web site at [www.archives.gov/about\\_us/strategic\\_planning\\_and\\_reporting/2000\\_strategic\\_plan.html](http://www.archives.gov/about_us/strategic_planning_and_reporting/2000_strategic_plan.html).
- The Archivist's 2002 State of the Archives speech is available at [www.archives.gov/about\\_us/archivists\\_speeches/speech\\_12-3-02.html](http://www.archives.gov/about_us/archivists_speeches/speech_12-3-02.html). Links to other important NARA statements are available at [www.archives.gov/welcome/index.html](http://www.archives.gov/welcome/index.html).
- Read our performance plans and reports at [www.archives.gov/about\\_us/strategic\\_planning\\_and\\_reporting/annual\\_performance\\_reports.html](http://www.archives.gov/about_us/strategic_planning_and_reporting/annual_performance_reports.html). And send us your comments at [vision@nara.gov](mailto:vision@nara.gov).

# FINANCIAL OPERATIONS

Gross funding available to the National Archives and Records Administration (NARA) in FY 2002 by appropriation under Public Law 107-67 for direct operating expenses was \$244,247,000. Of this amount, \$179,000 was rescinded. Public Law 107-38 authorized an additional \$1,600,000 for one-time emergency response funding. A net of \$245,668,000 was available in FY 2002. This amount includes \$28,971,000 for the year's payments of principal and interest on the Archives II facility located in College Park, MD.

Also available was \$7,446,000 for grants by the National Historical Publications and Records Commission (which includes \$6,436,000 from FY 2002 appropriations, \$1,010,000 from carryover funds and prior year recoveries), and \$84,429,000 for the repairs and restoration of Archives facilities and Presidential libraries (\$39,143,000 from FY 2002 appropriations, \$1,000,000 from supplemental funding, \$6,380,000 from the National Park Service for the Roosevelt Library, \$37,906,000 from carryover funds and prior year recoveries). Other funding available was \$44,000 to expand public electronic access to agency records and historical documents; \$102,000 from other budget authority earned through recycling; and \$274,000 for alterations at the Kennedy Library. The combined funding totaled \$337,963,000.

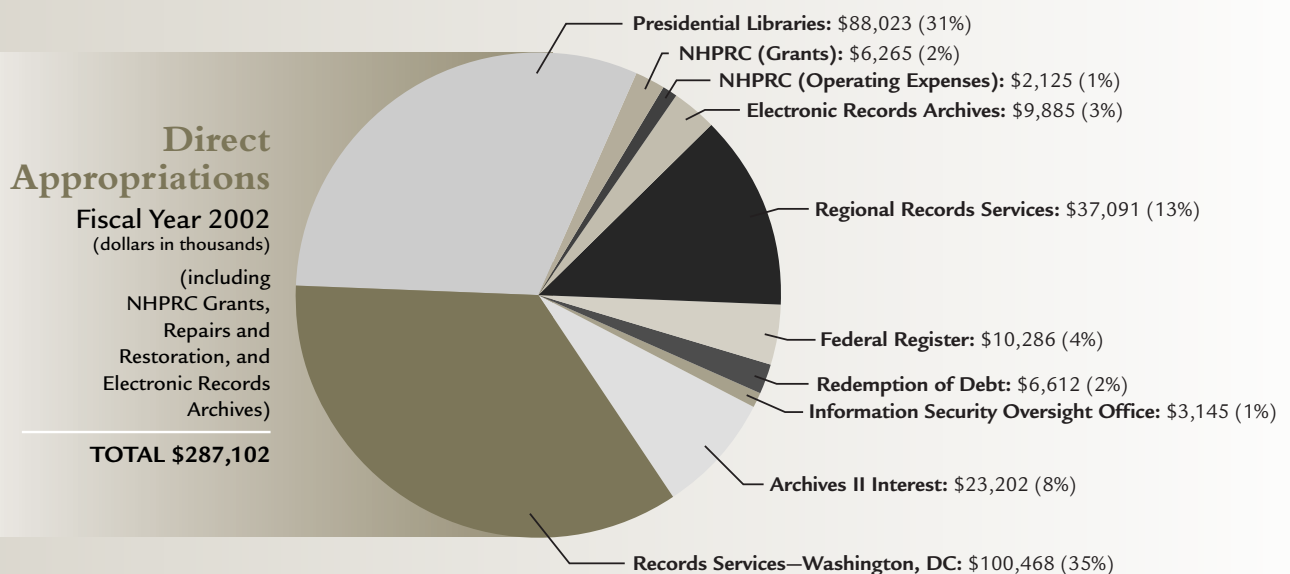
Of the funds available, \$37,091,000 was obligated by the Office of Regional Records Services for records management and archival activities, such as accessioning, preserving, describing, and making available to the general public, scholars, and Federal agencies permanently valuable historical records of the Federal Government.

The Office of Records Services—Washington, DC, provided similar, yet centralized services on permanent records with funding requirements totaling \$100,468,000. Included in this total were costs associated with establishing standards on the creation and maintenance of adequate and proper documentation of Government activities, and appraisal of records to identify those that warrant continued preservation. Also, funding provided for publication, exhibition, audiovisual, and public outreach activities.

The Information Security Oversight Office obligated \$3,145,000 for oversight of the information security program established by Executive Order 12958 and the policy oversight for the National Industrial Security Program established under Executive Order 12829.

The Office of Presidential Libraries obligated \$88,023,000 to operate the 10 existing Presidential libraries and to retain and process the Nixon and Clinton Presidential materials.

The Office of the Federal Register obligated \$10,286,000 to edit, compile, and publish, among





others, the *Federal Register*, *Code of Federal Regulations*, *U.S. Statutes at Large*, and weekly and annual compilations of Presidential documents.

Also, the National Historical Publications and Records Commission obligated \$6,265,000 in grants and \$2,125,000 to administer the grants program.

Beginning in 1994, NARA sought appropriations for the annual payments to be made under the terms of the Certificates of Participation. In accordance with OMB's guidance, the total payment must be separated into a principal and interest component. The portion that represents principal is to be treated as an appropriation for the redemption of debt. The portion that represents interest will be reported as obligations. As such, \$22,359,000 was obligated for interest payments on the Archives II facility, and \$6,612,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually obligated in FY 2002:

| Fund                       | Availability  | Obligated                  |
|----------------------------|---------------|----------------------------|
| Operating Expenses, Direct | \$246,088,000 | \$239,500,000 <sup>1</sup> |
| Grants                     | 7,446,000     | 6,265,000 <sup>2</sup>     |
| Repairs and Restoration    | 84,429,000    | 41,337,000 <sup>2</sup>    |
| Total                      | \$337,963,000 | \$287,102,000              |

1 Includes \$6,612,000 that is considered redemption of debt on the principal for the Archives II facility. Also includes \$1,508,000 in obligations for emergency expenses related to Year 2002 issues.

2 Funds appropriated for grants and repairs and restoration are "no-year" funds. Some congressional appropriations have the proviso that they remain available until obligated. Thus, the balance at the end of the fiscal year is carried over and is available for obligation in succeeding fiscal years.

During FY 2002, the National Archives and Records Administration received \$3,144,000 in reimbursable income for services provided to other Federal agencies and the National Archives Trust Fund. The most significant reimbursable activity, in terms of payment received, includes photocopy services on the agency's permanently archived records for the National

## Personnel on Board

All Funds as of September 30, 2002

| PROGRAMS                                                | Washington, DC, Area |       |       | Field Locations |       |       | Nationwide Total |       |       |
|---------------------------------------------------------|----------------------|-------|-------|-----------------|-------|-------|------------------|-------|-------|
|                                                         | Full-Time Perm.      | Other | Total | Full-Time Perm. | Other | Total | Full-Time Perm.  | Other | Total |
| Records Services—Washington, DC                         | 823                  | 153   | 976   | 0               | 0     | 0     | 823              | 153   | 976   |
| Regional Records Services                               | 76                   | 5     | 81    | 1,104           | 266   | 1,370 | 1,180            | 271   | 1,451 |
| Presidential Libraries                                  | 155                  | 5     | 160   | 256             | 64    | 320   | 411              | 69    | 480   |
| Information Security Oversight Office                   | 22                   | 1     | 23    | 0               | 0     | 0     | 22               | 1     | 23    |
| Federal Register                                        | 69                   | 2     | 71    | 0               | 0     | 0     | 69               | 2     | 71    |
| National Historical Publications and Records Commission | 14                   | 0     | 14    | 0               | 0     | 0     | 14               | 0     | 14    |
| TOTAL                                                   | 1,158                | 166   | 1,324 | 1,360           | 330   | 1,690 | 2,518            | 496   | 3,014 |

## Direct Appropriations

(Including Grants and Repairs and Restoration)

Obligations by Object Classification and Redemption of Debt

| (dollars in thousands)                                 | 2002             |
|--------------------------------------------------------|------------------|
| Full-time permanent employment compensation            | \$72,457         |
| Other than full-time permanent employment compensation | 2,225            |
| Other personnel compensation                           | 2,096            |
| Reemployed annuitants                                  | 74               |
| <b>Total personnel compensation</b>                    | <b>76,852</b>    |
| Personnel benefits                                     | 17,589           |
| Benefits for former personnel                          | 50               |
| Travel and transportation of persons                   | 1,290            |
| Motor pool travel                                      | 106              |
| Transportation of things                               | 113              |
| Rental payments to GSA                                 | 5,498            |
| Utilities                                              | 6,715            |
| Communications and miscellaneous charges               | 2,219            |
| Printing and reproduction                              | 1,990            |
| Advisory and assistance services                       | 6,574            |
| Other services                                         | 70,904           |
| Purchases from Government accounts                     | 6,551            |
| Operation and maintenance of facilities                | 27,301           |
| Operation and maintenance of equipment                 | 7,786            |
| Supplies and materials                                 | 4,168            |
| Equipment                                              | 15,229           |
| Land and structures                                    | 32               |
| Grants, subsidies, and contributions                   | 6,265            |
| Insurance claims and indemnities                       | 56               |
| Interest and dividends                                 | 23,202           |
| Redemption of debt                                     | 6,612            |
| <b>TOTAL</b>                                           | <b>\$287,102</b> |

Archives Trust Fund Board, specialized training and workshops on archiving potentially permanent Federal records, and providing reimbursable services to agencies for special projects. Also, declassification services are offered, providing records review prior to their accessioning into NARA.



*Diane Thomas, office automation clerk at the Dwight D. Eisenhower Library in Abilene, KS, answers a telephone call.*

## Financial Subsystems

The Budget Preparation and the Appropriated Funds Financial Review, Analysis and Reporting financial subsystems were evaluated as required by the Office of Management and Budget (OMB) Circular A-127 Revised. The subsystems were in conformance with the overall objectives detailed in the circular. NARA's financial organization also provided information for inclusion in the annual Federal Managers Financial Integrity Act Report to the President and Congress showing that the subsystems are in compliance with the objectives detailed in the guidelines.

## Actual Obligations: Presidential Libraries

*(dollars in thousands)*

|                                                                                                                   | Program Costs<br>(includes<br>personnel) | Buildings<br>Operations &<br>Maintenance<br>Costs | Major<br>Repair &<br>Restoration<br>Costs | Minor*<br>Repair &<br>Restoration<br>Costs | Total<br>Costs  |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------|-------------------------------------------|--------------------------------------------|-----------------|
| Hoover                                                                                                            | \$975                                    | \$768                                             | \$63                                      | \$0                                        | \$1,806         |
| Roosevelt                                                                                                         | 1,081                                    | 1,281                                             | 89                                        | 44                                         | 2,495           |
| Truman                                                                                                            | 1,425                                    | 1,600                                             | 185                                       | 19                                         | 3,229           |
| Eisenhower                                                                                                        | 1,675                                    | 1,269                                             | 899                                       | 49                                         | 3,892           |
| Kennedy                                                                                                           | 1,786                                    | 1,932                                             | 741                                       | 42                                         | 4,501           |
| Johnson                                                                                                           | 2,034                                    | 1,520                                             | 929                                       | 31                                         | 4,514           |
| Nixon Presidential Materials Staff                                                                                | 1,914                                    | 0                                                 | 0                                         | 0                                          | 1,914           |
| Ford                                                                                                              | 1,411                                    | 1,458                                             | 115                                       | 46                                         | 3,030           |
| Carter                                                                                                            | 1,758                                    | 1,027                                             | 131                                       | 27                                         | 2,943           |
| Reagan                                                                                                            | 1,826                                    | 1,903                                             | 15                                        | 52                                         | 3,796           |
| Bush                                                                                                              | 1,461                                    | 1,378                                             | 35                                        | 0                                          | 2,874           |
| Central Office: Planning & Direction, Presidential Materials<br>Staff, and Clinton Presidential Materials Project | 5,018                                    | 0                                                 | 0                                         | 0                                          | 5,018           |
| <b>TOTAL</b>                                                                                                      | <b>\$22,364</b>                          | <b>\$14,136</b>                                   | <b>\$3,202</b>                            | <b>\$310</b>                               | <b>\$40,012</b> |

*\* Minor Repair and Restoration obligations include \$10K for Kennedy Library from the operating expenses account.*

## Financial and Electronic Commerce Programs

### Credit Card Usage by NARA Employees

The usage of the VISA purchase card for small purchases by NARA employees increased in FY 2002 over the FY 2001 levels. The dollar amount spent using the purchase card increased by 13 percent, and the number of purchases made using the VISA card increased by 6 percent.

### Electronic Funds Transfer (EFT) and Direct Deposit

NARA is 99.9 percent on direct deposit. As of September 30, 2002, there were five NARA employees not using EFT for salary and award payments.

### Prompt Payments

NARA's interest penalty item count decreased significantly in FY 2002, as compared with FY 2001 results. However, penalty dollars paid in FY 2002 increased slightly as compared to FY 2001 totals. This increase was attributable to one late vendor payment made in August 2002. The decrease in penalty items paid can be attributed to familiarity with the new Pegasys Financial Management System and the continued cooperation and hard work of NARA administrative officers and financial employees at NARA and GSA, Kansas City.

# RECORDS CENTER REVOLVING FUND

Fiscal year 2002 was another outstanding year for the Records Center Program (RCP). The year's profit amounted to \$435,872, the third consecutive profitable year. Revenue continued to increase in 2002 and reached \$111.4 million, a 4.5-percent increase over 2001 and 17.0 percent over 2000. In the past 2 years, revenue has increased by more than \$16.2 million. Both major revenue sources, storage and services, also grew during this period.

During FY 2002 the RCP received nearly 2 million cubic feet of Federal records for safeguarding. RCP also provided 14 million responses to requested records and provided high levels of disposition, refiles, interfiles, and photocopy services. In addition, RCP also completed a large consolidation project for the Bureau of Indian Affairs and commenced a project involving open Official Personnel Folders for the Internal Revenue Service.

At the National Personnel Records Center (NPRC), we neared the end of a 3-year re-engineering project at our military records center with the limited deployment of a new Case Management and Reporting System (CMRS). The system includes customized web interfaces for private and Government users, paperless moving of requests through the center and automated assignment of requests to technicians. CMRS also will provide NPRC the capacity to service the Department of Defense's electronic Official Military Personnel Files. NPRC accelerated responses to veterans' requests, reducing its backlog by 60,000 requests and, by the fourth quarter, responding to 30 percent of requests in 10 days or less. The civilian records center achieved an average of 8.1 days per correspondence case response.

As the RCP's business has expanded, the program has also made significant investments in shelving purchases, building improvements and expansion, and financial systems during the past year. For FY 2002, these investment costs exceeded \$4 million and will continue in FY 2003. Most notably, a transactional-based billing system that will provide our customers with more accurate billing data and our management with better financial information will be utilized. The RCP also expects to take delivery of new records center facilities in Dayton, OH, and Lenexa, KS, in FY 2003.

## Revolving Fund

### Statement of Operations

For the fiscal years ending September 30

|                                          | FY 2002              | FY 2001              |
|------------------------------------------|----------------------|----------------------|
| <b>Revenues:</b>                         |                      |                      |
| National                                 |                      |                      |
| Services                                 | \$62,871,053         | \$61,488,671         |
| Storage                                  | 46,312,435           | 43,865,826           |
| Local services & other                   | 2,197,049            | 1,264,398            |
| <b>Total revenues</b>                    | <b>\$111,380,537</b> | <b>\$106,618,895</b> |
| <b>Operating Expenses:</b>               |                      |                      |
| Personnel and benefits                   | \$54,788,528         | \$50,789,190         |
| Travel & transportation                  | 851,425              | 892,869              |
| Rent, communications, and utilities      | 41,712,386           | 40,129,212           |
| Consulting and other services            | 10,325,104           | 9,911,597            |
| Supplies and materials                   | 1,110,301            | 910,615              |
| Equipment and structures                 | 1,986,094            | 1,693,298            |
| Printing and reproduction                | 58,867               | 184,633              |
| Interest                                 | 234,360              | 261,710              |
| Miscellaneous                            | 40,217               | 42,284               |
| <b>Total operating expenses</b>          | <b>\$111,107,282</b> | <b>\$104,815,407</b> |
| <b>Net Income (Loss) from operations</b> | <b>\$273,255</b>     | <b>\$1,803,488</b>   |
| <b>Other Income:</b>                     |                      |                      |
| Imputed finances—expenses                |                      |                      |
| paid by other agencies                   | \$3,789,141          | \$3,110,354          |
| Prior year income                        | (28,726)             | 58,713               |
| <b>Total other income</b>                | <b>\$3,760,415</b>   | <b>\$3,169,067</b>   |
| <b>Other expenses:</b>                   |                      |                      |
| Employer's pension expense               | 1,090,936            | 845,571              |
| Employer's health insurance expense      | 2,691,379            | 2,259,257            |
| Employer's life insurance expense        | 6,825                | 5,526                |
| Prior year expenses                      | (191,342)            | 0                    |
| <b>Total other expenses</b>              | <b>\$3,597,798</b>   | <b>\$3,110,354</b>   |
| <b>Excess of revenues over expenses</b>  | <b>\$435,872</b>     | <b>\$1,862,201</b>   |



The new Dayton center under construction. (Photo by David Cornelisse)



## RECORDS CENTER REVOLVING FUND



The first room of the new records center on Kingsridge Drive in Dayton, OH, is scheduled to be full of records by June 2003.  
(Photo by David Cornelisse)

### Revolving Fund

#### Balance Sheet as of September 30

|                                                         | FY 2002             | FY 2001             |
|---------------------------------------------------------|---------------------|---------------------|
| <b>ENTITY ASSETS:</b>                                   |                     |                     |
| <b>Current assets</b>                                   |                     |                     |
| Funds with U.S. Treasury                                | 11,585,579          | 15,868,916          |
| Accounts receivable                                     | 17,508,484          | 15,708,974          |
| Advances                                                | 0                   | 26,423              |
| <b>Total current assets</b>                             | <b>29,094,063</b>   | <b>31,604,313</b>   |
| <b>Noncurrent and other assets:</b>                     |                     |                     |
| Property and equipment, net of accumulated depreciation | 19,105,997          | 15,619,971          |
| Deferred charges                                        | 949,885             | 1,424,827           |
| Other assets                                            | 435,446             | 795,410             |
| <b>Total noncurrent and other assets</b>                | <b>20,491,328</b>   | <b>17,840,208</b>   |
| <b>TOTAL ENTITY ASSETS</b>                              | <b>\$49,585,391</b> | <b>\$49,444,521</b> |
| <b>LIABILITIES AND NET POSITION</b>                     |                     |                     |
| <b>Liabilities</b>                                      |                     |                     |
| <b>Current liabilities:</b>                             |                     |                     |
| Accounts payable-Federal                                | 3,262,256           | 3,441,042           |
| Accounts payable-non-Federal                            | 726,086             | 635,946             |
| Accrued payroll                                         | 1,256,563           | 1,345,904           |
| Capital lease                                           | 460,420             | 430,348             |
| Advances from customers                                 | 105,000             | 0                   |
| <b>Total current liabilities</b>                        | <b>5,810,325</b>    | <b>5,853,240</b>    |
| <b>Long-term liabilities:</b>                           |                     |                     |
| Annual leave liability                                  | 2,938,345           | 2,740,669           |
| Capital lease                                           | 2,633,452           | 3,093,871           |
| <b>Total long-term liabilities</b>                      | <b>5,571,797</b>    | <b>5,834,540</b>    |
| <b>Total liabilities</b>                                | <b>11,382,122</b>   | <b>11,687,780</b>   |
| <b>NET POSITION</b>                                     |                     |                     |
| Cumulative results of operations                        | 435,872             | 1,862,201           |
| Donated capital                                         | 15,767,398          | 13,894,540          |
| Initial fund capitalization                             | 22,000,000          | 22,000,000          |
| <b>Total net position</b>                               | <b>38,203,270</b>   | <b>37,756,741</b>   |
| <b>TOTAL LIABILITIES AND NET POSITION</b>               | <b>\$49,585,392</b> | <b>\$49,444,521</b> |

### Notes to Financial Statements and Explanations of Significant Accounting Policies

**Public Law 106-58:** In 1999, the Records Center Revolving Fund was established in accordance with Public Law 106-58. It converted NARA's records center program from an appropriated to a fee-for-service program.

**Revenue:** Revenue is derived from fees charged to Federal agencies for records storage and related services for all temporary and pre-archival records. Revenues are recorded on an accrual basis.

**Fund Balance with Treasury:** This total represents all unexpended balances for the Revolving Fund with the U.S. Treasury. Amounts in the Fund are based on the balances recorded in the National Electronic Accounting and Reporting (NEAR) system. It includes the initial capitalization of \$22,000,000 authorized by Public Law 106-58.

**Accounts Receivable:** Accounts receivable represent amounts due to the revolving fund for goods and services provided to other Federal entities. An allowance for receivables deemed uncollectable was not established because monies due from other Federal entities are considered fully collectible.

**Prepaid Expenses:** Prepaid expenses represent advance payments made by the Revolving Fund for goods and services that will be provided by other Government agencies within a year.

### Revolving Fund Statement of Changes in Financial Condition Fiscal Year 2002

#### Sources of working capital:

|                                                         |                  |
|---------------------------------------------------------|------------------|
| From operations:                                        |                  |
| Net income (loss)                                       | \$273,255        |
| Items not affecting working capital:                    |                  |
| Depreciation                                            | 1,384,688        |
| Amortization of unfunded leave expense                  | 474,942          |
| <b>Working capital inflow (outflow) from operations</b> | <b>2,132,885</b> |

#### From other sources:

|                                                          |                  |
|----------------------------------------------------------|------------------|
| Increase (decrease) in annual leave liability            | 197,676          |
| Prior year income (loss)                                 | 162,617          |
| <b>Working capital inflow (outflow) from all sources</b> | <b>2,493,178</b> |

#### Uses of working capital:

|                                                    |                  |
|----------------------------------------------------|------------------|
| Purchases of shelving                              | 1,735,282        |
| Buildings                                          | 808,045          |
| Systems                                            | 1,113,665        |
| Systems development                                | 228,402          |
| Long-term capital lease                            | 460,419          |
| Advance payments                                   | 405,538          |
| Other                                              | 209,163          |
| <b>Total working capital used for all purposes</b> | <b>4,960,514</b> |

**INCREASE (DECREASE) IN WORKING CAPITAL** **\$(2,467,336)**



Lead archives technician Ronald Gibson sorts military personnel records that have just been pulled off the shelves. Other staff in the National Personnel Records Center in St. Louis will use these records to respond to researcher requests. (Photo by Army M.Sgt. Brian Kappmeyer)



At the Washington National Records Center in Suitland, MD, Archives aid Jeffrey Weiss pulls passport application requests for the Passport Division of the Department of State. (Photo by Richard Schneider)

Shelving purchased and installed during FY 2002 was recorded at cost and depreciated on the same basis as the shelving and catwalks transferred into the fund. The depreciation expense recorded on shelving and catwalks during the fiscal year ending September 30, 2002, was \$1,218,010.

Other property and equipment is capitalized at cost if the initial acquisition cost is \$25,000 or more and depreciated on a straight-line basis between 5 and 7 years useful life. Depreciation expense recorded on this property during the fiscal year ending September 30, 2002, was \$166,651.

**Deferred Charges:** Deferred charges represent annual leave costs earned by Revolving Fund employees and transferred to the Fund at start-up. The cost of \$2,374,711 was capitalized and is being amortized over 5 years.

**Other Assets:** Other assets include employee advances, claims against employees, and work in process for systems development and shelving.

**Accounts Payable:** As of September 30, payables consisted of the following:

|                          | FY 2002     |
|--------------------------|-------------|
| General                  | \$3,981,466 |
| Disbursements in Transit | 6,876       |
| Totals                   | \$3,988,342 |

**Annual Leave Liability:** Annual leave liability represents the cumulative amount payable to Revolving Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

**Capital Lease:** Capital leases represent the liability for shelving leased through GSA at the Dayton and Philadelphia records centers. The monthly payments are included in the rental payments to GSA. The current liability for capital leases represents the principal payments payable within a year. The long-term portion represents the principal payments payable over a period of more than 12 months.

## Property and Equipment Valuation and Depreciation:

Property and equipment transferred to the Revolving Fund at start-up from other appropriations consisted of records center shelving and catwalks. The historical cost was estimated based on actual cost of shelving and catwalks at Lee's Summit records center. This cost was extrapolated using a 3-percent deflation factor to all records centers. The catwalks and shelving are being depreciated on a straight-line basis over a 20-year useful life.

## Revolving Fund

### Sources of Revenue

For the fiscal years ending September 30

|                                 | FY 2002              | FY 2001              |
|---------------------------------|----------------------|----------------------|
| Department of Defense           | \$34,312,712         | \$33,804,727         |
| Internal Revenue Service        | 26,238,292           | 27,854,204           |
| Department of Veterans Affairs  | 8,644,781            | 7,767,768            |
| U.S. Courts                     | 6,046,484            | 5,553,741            |
| Office of Personnel Management  | 3,280,333            | 2,712,061            |
| Other                           | 32,857,798           | 28,926,394           |
| <b>Total Sources of Revenue</b> | <b>\$111,380,400</b> | <b>\$106,618,895</b> |

# THE NATIONAL ARCHIVES TRUST FUND AND GIFT FUND

**C**ongress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications approved by the Board and in the interest of the National Archives and Records Administration and the individual Presidential libraries. The members of the Board are the Archivist of the United States, who serves as Chairman; the Secretary of the Treasury; and the Chairman of the National Endowment for the Humanities.

The Gift Fund is administered by the National Archives Trust Fund Board and accepts, receives, holds, and administers, in accordance with the terms of the donor, gifts or bequests of money, securities, or other personal property for the benefit of NARA activities.

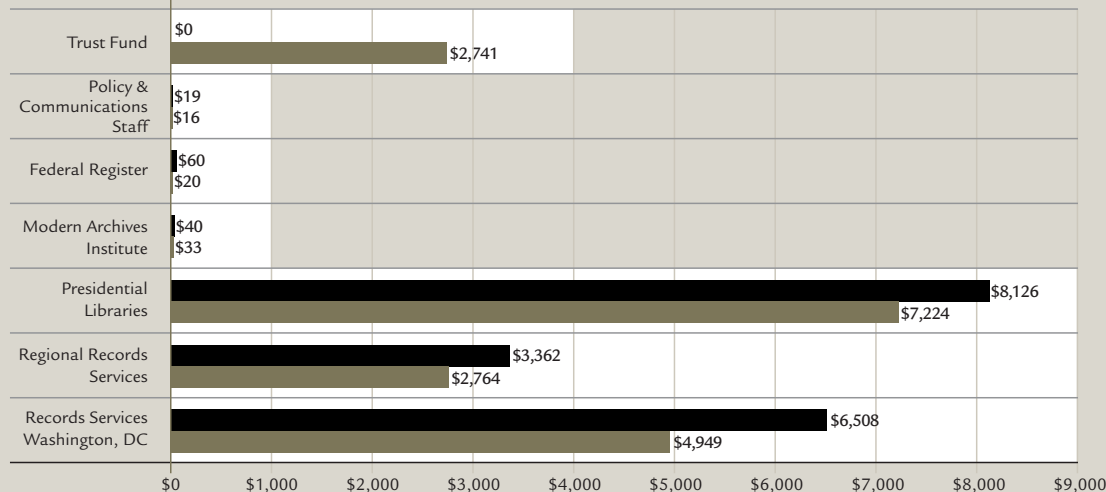
*A staff member returns a cartload of records to the stacks at the National Archives at College Park.  
(Photo by Kenneth Hawkins)*

## Trust Fund Operating Income and Expense by Organization

Fiscal Year 2002

(dollars in thousands)

■ Income ■ Expense





Census researchers at the Central Plains Region in Kansas City, MO, search through the newly opened microfilm rolls of the 1930 census.  
(Photo by Sean Murphy)



## Trust Fund

### Statements of Operations

For the fiscal years ending September 30

|                                                      | 2002                      |                     |                     | 2001                      |                     |                     |
|------------------------------------------------------|---------------------------|---------------------|---------------------|---------------------------|---------------------|---------------------|
|                                                      | Presidential<br>Libraries | Other<br>Trust Fund | Total               | Presidential<br>Libraries | Other<br>Trust Fund | Total               |
| <b>Revenues:</b>                                     |                           |                     |                     |                           |                     |                     |
| Reproduction service                                 |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | \$417,912                 | \$6,404,299         | \$6,822,211         | \$442,672                 | \$6,325,518         | \$6,768,190         |
| Federal                                              | -                         | -                   | -                   | 272                       | -                   | 272                 |
| Microform publications                               |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | -                         | 2,896,591           | 2,896,591           | -                         | 1,699,188           | 1,699,188           |
| Federal                                              | -                         | -                   | -                   | -                         | -                   | -                   |
| Over-the-counter sales                               |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | 2,556,057                 | 138,985             | 2,695,042           | 1,995,374                 | 696,722             | 2,692,096           |
| Federal                                              | -                         | -                   | -                   | -                         | 8,459               | 8,459               |
| Publications                                         |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | -                         | 31,512              | 31,512              | -                         | 47,798              | 47,798              |
| Federal                                              | -                         | -                   | -                   | -                         | -                   | -                   |
| Admissions                                           |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | 4,627,134                 | -                   | 4,627,134           | 3,072,600                 | -                   | 3,072,600           |
| Federal                                              | -                         | -                   | -                   | -                         | -                   | -                   |
| Other income                                         |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | 524,799                   | 517,779             | 1,042,578           | 672,742                   | 70,391              | 743,133             |
| Federal                                              | -                         | -                   | -                   | -                         | 31,888              | 31,888              |
| <b>Total revenues</b>                                | <b>8,125,902</b>          | <b>9,989,166</b>    | <b>18,115,068</b>   | <b>6,183,660</b>          | <b>8,879,964</b>    | <b>15,063,624</b>   |
| <b>Expenses:</b>                                     |                           |                     |                     |                           |                     |                     |
| Operating expenses                                   |                           |                     |                     |                           |                     |                     |
| Non-Federal                                          | 7,143,915                 | 6,482,004           | 13,625,919          | 6,295,953                 | 6,225,891           | 12,521,844          |
| Federal                                              | 79,755                    | 4,041,370           | 4,121,125           | 74,509                    | 4,213,954           | 4,288,463           |
| Total operating expenses                             | 7,223,670                 | 10,523,374          | 17,747,044          | 6,370,462                 | 10,439,845          | 16,810,307          |
| <b>Income (Loss) from operations</b>                 | <b>902,232</b>            | <b>(534,208)</b>    | <b>368,024</b>      | <b>(186,802)</b>          | <b>(1,559,881)</b>  | <b>(1,746,683)</b>  |
| <b>Other income:</b>                                 |                           |                     |                     |                           |                     |                     |
| Imputed financing—expenses<br>paid by other agencies | 218,543                   | 97,106              | 315,649             | 186,939                   | 117,912             | 304,851             |
| Investment income—Federal                            | 148,713                   | 115,722             | 264,435             | 317,359                   | 302,382             | 619,741             |
| Other—Non-Federal                                    | 182,129                   | 10,328              | 192,457             | 66,892                    | 22,884              | 89,776              |
| <b>Total other income</b>                            | <b>549,385</b>            | <b>223,156</b>      | <b>772,541</b>      | <b>571,190</b>            | <b>443,178</b>      | <b>1,014,368</b>    |
| <b>Other expenses:</b>                               |                           |                     |                     |                           |                     |                     |
| Employer's pension expense                           | 25,401                    | 51,114              | 76,515              | 23,195                    | 59,598              | 82,793              |
| Employer's ORB expense                               | 193,142                   | 45,992              | 239,134             | 163,744                   | 58,314              | 222,058             |
| Prior year expense                                   | -                         | 74,325              | 74,325              | (943)                     | 3,360               | 2,417               |
| <b>Total other expenses</b>                          | <b>218,543</b>            | <b>171,431</b>      | <b>389,974</b>      | <b>185,996</b>            | <b>121,272</b>      | <b>307,268</b>      |
| Excess (Shortage) of revenues over expenses          | 1,233,074                 | (482,483)           | 750,591             | 198,392                   | (1,237,975)         | (1,039,583)         |
| Net position, beginning of year                      | 7,649,539                 | 7,728,554           | 15,378,093          | 7,451,147                 | 8,966,529           | 16,417,676          |
| <b>NET POSITION, END OF YEAR</b>                     | <b>\$8,882,613</b>        | <b>\$7,246,071</b>  | <b>\$16,128,684</b> | <b>\$7,649,539</b>        | <b>\$7,728,554</b>  | <b>\$15,378,093</b> |

The accompanying notes are an integral part of this statement.

## TRUST FUND

Archives technician Jay Bellamy retrieves a cart for a researcher in the records holding area behind the main research room at the National Archives at College Park. (Photo by Roscoe George)



## Trust Fund

### Balance Sheets

As of September 30

|                                                                                                                                                                                                      | 2002                      |                     |                     | 2001                      |                     |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------|---------------------|---------------------------|---------------------|---------------------|
|                                                                                                                                                                                                      | Presidential<br>Libraries | Other<br>Trust Fund | Total               | Presidential<br>Libraries | Other<br>Trust Fund | Total               |
| <b>Entity Assets</b>                                                                                                                                                                                 |                           |                     |                     |                           |                     |                     |
| Current assets:                                                                                                                                                                                      |                           |                     |                     |                           |                     |                     |
| Cash in U.S. Treasury                                                                                                                                                                                | \$267,217                 | \$372,872           | \$640,089           | \$196,237                 | \$173,772           | \$370,009           |
| Cash in transit                                                                                                                                                                                      | 343,526                   | 29,124              | 372,650             | 36,287                    | 13,922              | 50,209              |
| Imprest funds                                                                                                                                                                                        | 26,870                    | 6,595               | 33,465              | 30,870                    | 6,545               | 37,415              |
| Interest receivable—non-Federal                                                                                                                                                                      | -                         | 9,864               | 9,864               | 191                       | 58,699              | 58,890              |
| Investments—Federal                                                                                                                                                                                  | 7,375,638                 | 4,854,740           | 12,230,378          | 6,923,043                 | 5,588,305           | 12,511,348          |
| Accounts receivable, net of allowance for uncollectible accounts of \$0 and \$54,138, respectively for fiscal year 2002 and \$0 and \$55,369, respectively for fiscal year 2001                      |                           |                     |                     |                           |                     |                     |
| Non-Federal                                                                                                                                                                                          | 6,905                     | 787,175             | 794,080             | 2,026                     | 281,362             | 283,388             |
| Federal                                                                                                                                                                                              | 375,000                   | -                   | 375,000             | -                         | 10,840              | 10,840              |
| Inventories, net of reserve for obsolescence of \$209,557 and \$295,124, respectively, for fiscal year 2002 and \$209,557 and \$480,674, respectively, for fiscal year 2001                          | 785,565                   | 128,976             | 914,541             | 776,375                   | 203,726             | 980,101             |
| Prepaid expenses—Federal                                                                                                                                                                             | -                         | 51,757              | 51,757              | -                         | 39,757              | 39,757              |
| Total current assets                                                                                                                                                                                 | 9,180,721                 | 6,241,103           | 15,421,824          | 7,965,029                 | 6,376,928           | 14,341,957          |
| Non-current assets:                                                                                                                                                                                  |                           |                     |                     |                           |                     |                     |
| Property and equipment, at cost less accumulated depreciation of \$1,092,701 and \$2,797,548, respectively, for fiscal year 2002 and \$1,052,774 and \$2,372,251, respectively, for fiscal year 2001 | 47,707                    | 2,477,021           | 2,524,728           | 87,633                    | 3,012,963           | 3,100,596           |
| <b>Total entity assets</b>                                                                                                                                                                           | <b>\$9,228,428</b>        | <b>\$8,718,124</b>  | <b>\$17,946,552</b> | <b>\$8,052,662</b>        | <b>\$9,389,891</b>  | <b>\$17,442,553</b> |
| <b>Liabilities</b>                                                                                                                                                                                   |                           |                     |                     |                           |                     |                     |
| Current liabilities:                                                                                                                                                                                 |                           |                     |                     |                           |                     |                     |
| Accounts payable                                                                                                                                                                                     |                           |                     |                     |                           |                     |                     |
| Non-Federal                                                                                                                                                                                          | \$83,819                  | \$684,317           | \$768,136           | \$193,078                 | \$719,721           | \$912,799           |
| Federal                                                                                                                                                                                              | 4,967                     | -                   | 4,967               | 217                       | 5,459               | 5,676               |
| Accrued payroll—non-Federal                                                                                                                                                                          | 90,347                    | 28,535              | 118,882             | 65,345                    | 22,909              | 88,254              |
| Sales tax payable—non-Federal                                                                                                                                                                        | 2,292                     | -                   | 2,292               | 4,928                     | -                   | 4,928               |
| Deferred revenue                                                                                                                                                                                     |                           |                     |                     |                           |                     |                     |
| Non-Federal                                                                                                                                                                                          | -                         | 570,461             | 570,461             | 4,511                     | 698,718             | 703,229             |
| Federal                                                                                                                                                                                              | -                         | 76,488              | 76,488              | -                         | 76,588              | 76,588              |
| Total current liabilities                                                                                                                                                                            | 181,425                   | 1,359,801           | 1,541,226           | 268,079                   | 1,523,395           | 1,791,474           |
| Long-term liabilities:                                                                                                                                                                               |                           |                     |                     |                           |                     |                     |
| Annual leave liability—Non-Federal                                                                                                                                                                   | 164,390                   | 112,252             | 276,642             | 135,044                   | 137,942             | 272,986             |
| Total long-term liabilities                                                                                                                                                                          | 164,390                   | 112,252             | 276,642             | 135,044                   | 137,942             | 272,986             |
| Total liabilities                                                                                                                                                                                    | 345,815                   | 1,472,053           | 1,817,868           | 403,123                   | 1,661,337           | 2,064,460           |
| <b>Net Position</b>                                                                                                                                                                                  |                           |                     |                     |                           |                     |                     |
| Cumulative results of operations                                                                                                                                                                     | 8,882,613                 | 7,246,071           | 16,128,684          | 7,649,539                 | 7,728,554           | 15,378,093          |
| <b>TOTAL LIABILITIES AND NET POSITION</b>                                                                                                                                                            | <b>\$9,228,428</b>        | <b>\$8,718,124</b>  | <b>\$17,946,552</b> | <b>\$8,052,662</b>        | <b>\$9,389,891</b>  | <b>\$17,442,553</b> |

The accompanying notes are an integral part of this statement.

## Trust Fund

### Schedules of Changes in Working Capital Effect on Working Capital

|                                               | 2002               | 2001               |
|-----------------------------------------------|--------------------|--------------------|
| <b>Current assets:</b>                        |                    |                    |
| Cash in U.S. Treasury                         | \$270,080          | \$(127,108)        |
| Cash in transit                               | 322,441            | 212,414            |
| Imprest funds                                 | (3,950)            | 5,525              |
| Interest receivable                           | (49,026)           | -                  |
| Investments                                   | (280,970)          | (234,049)          |
| Accounts receivable                           | 874,852            | (142,240)          |
| Inventories                                   | (65,560)           | (128,108)          |
| Prepaid expenses                              | 12,000             | (12,366)           |
| <b>Current liabilities:</b>                   |                    |                    |
| Accounts payable                              | 145,372            | (282,231)          |
| Accrued payroll                               | (30,628)           | 173,822            |
| Sales tax payable                             | 2,636              | (3,591)            |
| Deferred revenue                              | 132,868            | (172,665)          |
| <b>Increase (Decrease) in working capital</b> | <b>\$1,330,115</b> | <b>\$(710,597)</b> |

The accompanying notes are an integral part of this statement.

## Trust Fund

### Statements of Changes in Financial Condition as of September 30

|                                                     | 2002               | 2001               |
|-----------------------------------------------------|--------------------|--------------------|
| <b>Sources of working capital:</b>                  |                    |                    |
| From operations:                                    |                    |                    |
| Net income (loss)                                   | \$750,591          | \$(1,039,583)      |
| Items not affecting working capital:                |                    |                    |
| Depreciation                                        | 900,503            | 868,146            |
| Working capital (outflow) inflow from operations    | 1,651,094          | (171,437)          |
| From other sources:                                 |                    |                    |
| Increase (decrease) in annual leave liability       | 3,656              | (8,293)            |
| Working capital inflow (outflow) from other sources | 3,656              | (8,293)            |
| Working capital inflow from all sources             | 1,654,750          | (179,730)          |
| <b>Uses of working capital:</b>                     |                    |                    |
| Purchase of operational assets                      | 324,635            | 530,867            |
| Total working capital used for all purposes         | 324,635            | 530,867            |
| <b>Increase/(Decrease) in working capital</b>       | <b>\$1,330,115</b> | <b>\$(710,597)</b> |

The accompanying notes are an integral part of this statement.



## Notes to Financial Statements and Explanations of Significant Accounting Policies

**Revenue:** Revenue is derived from the sale of publications, reproductions of records, self-service electrostatic copies, museum shop items, Presidential library museum admissions, and investment income. Revenues are recorded on an accrual basis.

**Investment Valuation:** U.S. Government securities held by the Trust Fund are stated at cost adjusted for accretion of discount.

**Inventory Valuation:** Inventories that consist of merchandise held for sale are valued at cost, determined using an average cost method. Physical inventory counts, taken at all locations, are performed at the end of each fiscal year, and appropriate adjustments are made. Inventories of supplies are expensed at the time of receipt.

**Property and Equipment Valuation and Depreciation:** Fixed assets are shown at original acquisition cost less accumulated depreciation. The capitalized cost of these assets is allocated over the estimated useful life by the straight-line method. Currently, all administrative and operating equipment is estimated to have a useful life of 5 years.

**Annual Leave Liability:** Annual leave liability represents the cumulative amount payable to Trust Fund employees as annual leave at year end. Unfunded leave expense for the year is treated as an operating expense in the computation of net income or loss for the period. This treatment does not apply to sick or other leave, which is expensed as it is used.

**Deferred Revenue:** The current liability for deferred revenue represents advance payments for products and services that are to be furnished within a year. The long-term liability for deferred revenue represents collections for services to be provided over a period of more than 12 months.

**Accounts Payable:** As of September 30, payables consisted of the following:

|                             | 2002             | 2001             |
|-----------------------------|------------------|------------------|
| General                     | \$749,915        | \$554,595        |
| Estimated Year-End Accruals | 23,188           | 311,065          |
| Disbursements in Transit    | —                | 52,815           |
| <b>Totals</b>               | <b>\$773,103</b> | <b>\$918,475</b> |

Archivist Barbara Burger looks over Army lithographs in the Still Pictures holdings in the National Archives at College Park. (Photo by Roscoe George)



## GIFT FUND



Preservation photographer Jerry Thompson measures a map in preparation for photographing it in the lab at the National Archives at College Park.  
(Photo by Roscoe George)

Staff at the National Archives at College Park transport records between the research rooms and stacks.  
(Photo by Kenneth Hawkins)

## Gift Fund Balance Sheets As of September 30

|                                           | 2002                | 2001               |
|-------------------------------------------|---------------------|--------------------|
| <b>Entity Assets</b>                      |                     |                    |
| <b>Current assets:</b>                    |                     |                    |
| Cash in U.S. Treasury                     | \$83,437            | \$86,630           |
| Cash in transit                           | 1,623               | (5,943)            |
| Accounts receivable—Federal               | 4,967               | -                  |
| Interest receivable—non-Federal           | 21,346              | 21,346             |
| Investments                               |                     |                    |
| Non-Federal                               | 4,718,419           | 4,710,368          |
| Federal                                   | 7,908,935           | 3,611,860          |
| <b>Total entity assets</b>                | <b>\$12,738,727</b> | <b>\$8,424,261</b> |
| <b>Liabilities</b>                        |                     |                    |
| <b>Current liabilities:</b>               |                     |                    |
| Accounts payable—non-Federal              |                     |                    |
| Non-Federal                               | 73,505              | 258,450            |
| Federal                                   | 375,000             | -                  |
| <b>Total liabilities</b>                  | <b>448,505</b>      | <b>258,450</b>     |
| <b>Net Position</b>                       |                     |                    |
| Cumulative results of operations          | 12,290,222          | 8,165,811          |
| <b>TOTAL LIABILITIES AND NET POSITION</b> | <b>\$12,738,727</b> | <b>\$8,424,261</b> |

The accompanying notes are an integral part of this statement.

## Gift Fund

### Statements of Changes in Financial Condition For the fiscal years ending September 30

|                                             | 2002          | 2001          |
|---------------------------------------------|---------------|---------------|
| <b>Sources of funds:</b>                    |               |               |
| Excess/(shortage) of revenue over expenses: |               |               |
| Funds provided by operations                | \$(1,309,884) | \$(3,941,398) |
| Grants and donations                        | 5,434,295     | 2,248,322     |
| Excess/(shortage) of revenue over expenses  | 4,124,411     | (1,693,076)   |
| <b>Application of funds:</b>                |               |               |
| Working capital                             | \$4,124,411   | \$(1,693,076) |

## Gift Fund

### Schedules of Changes in Working Capital Effect on Working Capital

|                                               | 2002               | 2001                 |
|-----------------------------------------------|--------------------|----------------------|
| <b>Current assets:</b>                        |                    |                      |
| Cash in U.S. Treasury                         | \$(3,193)          | \$(45,876)           |
| Cash in transit                               | 7,566              | (84,124)             |
| Accounts receivable                           | 4,967              | -                    |
| Interest receivable                           | -                  | (6,274)              |
| Investments                                   | 4,305,126          | (1,342,891)          |
| <b>Current liabilities:</b>                   |                    |                      |
| Accounts payable                              | (190,055)          | (213,911)            |
| <b>INCREASE/(DECREASE) IN WORKING CAPITAL</b> | <b>\$4,124,411</b> | <b>\$(1,693,076)</b> |



At the National Archives at College Park, microfilm equipment technician Joy Campbell prepares material for filming a National Archives microfilm publication. (Photo by Roscoe George)



NPRC data transcriber Jamie Forest checks the quality of the image of the new request that she has just scanned into the NRC Case Management and Reporting System (CMRS). (Photo by Norman Eisenberg)



Mark Beveridge, museum registrar, catalogs a large collection of World War II posters donated to the Harry S. Truman Library in Independence, MO. (Photo by Ed Autry)

## Gift Fund

### Statements of Operations

For the fiscal years ending September 30

|                                                | 2002                      |                       |                     |                     | 2001               |
|------------------------------------------------|---------------------------|-----------------------|---------------------|---------------------|--------------------|
|                                                | Presidential<br>Libraries | Other<br>Unrestricted | Other<br>Restricted | Total               | Total              |
| <b>Revenues:</b>                               |                           |                       |                     |                     |                    |
| Grants and donations—non-Federal               | \$4,253,138               | \$35,097              | \$1,146,060         | \$5,434,295         | \$2,248,322        |
| Investment income                              |                           |                       |                     |                     |                    |
| Non-Federal                                    | 206,466                   | 790                   | 509                 | 207,765             | 315,484            |
| Federal                                        | 57,234                    | 7,387                 | 26,775              | 91,396              | 269,587            |
| <b>Total revenues</b>                          | <b>4,516,838</b>          | <b>43,274</b>         | <b>1,173,344</b>    | <b>5,733,456</b>    | <b>2,833,393</b>   |
| <b>Expenses:</b>                               |                           |                       |                     |                     |                    |
| Travel and transportation—non-Federal          | 85,618                    | 53                    | 30,707              | 116,378             | 55,003             |
| Supplies and materials                         |                           |                       |                     |                     |                    |
| Non-Federal                                    | 87,477                    | 21,810                | 6,492               | 115,779             | 362,755            |
| Federal                                        | -                         | -                     | -                   | -                   | -                  |
| Printing and reproduction                      |                           |                       |                     |                     |                    |
| Non-Federal                                    | 31,877                    | 11,878                | 19,419              | 63,174              | 22,176             |
| Federal                                        | -                         | -                     | -                   | -                   | -                  |
| Payments to commercial contractors—non-Federal | 118,627                   | 46,221                | 881,882             | 1,046,730           | 808,964            |
| Payments to other agencies or funds            |                           |                       |                     |                     |                    |
| Non-Federal                                    | 35,375                    | -                     | 32,232              | 67,607              | 2,768,110          |
| Federal                                        | 186,850                   | -                     | -                   | 186,850             | 497,491            |
| ASB Capital Management fee—non-Federal         | 12,707                    | 95                    | 61                  | 12,863              | 11,970             |
| <b>Total expenses</b>                          | <b>558,531</b>            | <b>80,057</b>         | <b>970,793</b>      | <b>1,609,381</b>    | <b>4,526,469</b>   |
| Adjustments to prior year operations           | -                         | -                     | (336)               | (336)               | -                  |
| Excess/(Shortage) of revenues over expenses    | 3,958,307                 | (36,783)              | 202,887             | 4,124,411           | (1,693,076)        |
| <b>NET POSITION, BEGINNING OF YEAR</b>         | <b>6,290,701</b>          | <b>416,930</b>        | <b>1,458,180</b>    | <b>8,165,811</b>    | <b>9,858,887</b>   |
| <b>NET POSITION, END OF YEAR</b>               | <b>\$10,249,008</b>       | <b>\$380,147</b>      | <b>\$1,661,067</b>  | <b>\$12,290,222</b> | <b>\$8,165,811</b> |



*Carmel Wilkes, archives technician, delivers records to the Central Research Room in the National Archives Building in Washington, DC.  
(Photo by Earl McDonald)*

## Gift Fund Donations

Fiscal Year 2002

| Office                              | Donor                                                | Amount    | Total              |
|-------------------------------------|------------------------------------------------------|-----------|--------------------|
| <b>PRESIDENTIAL LIBRARIES:</b>      |                                                      |           |                    |
| Hoover Library                      | Paul V. Farver Estate                                | \$5,000   |                    |
|                                     | Miscellaneous                                        | 1,423     | \$6,423            |
| Roosevelt Library                   | Franklin and Eleanor Roosevelt Institute*            | 3,053,228 |                    |
|                                     | Franklin and Eleanor Roosevelt Institute (non-cash)* | 7,124     | 3,060,352          |
| Truman Library                      | Harry S. Truman Institute*                           | 18,370    |                    |
|                                     | Miscellaneous                                        | 5,023     |                    |
|                                     | Center for Jewish History                            | 1,055     |                    |
|                                     | White House Historical Society                       | 2,500     | 26,948             |
| Eisenhower Library                  | Miscellaneous                                        | 5,456     |                    |
|                                     | Miscellaneous (non cash)                             | 75        | 5,531              |
| Kennedy Library                     | Ucross Foundation Clearmont                          | 500       |                    |
|                                     | New York Times                                       | 2,000     |                    |
|                                     | Boston Globe                                         | 2,000     |                    |
|                                     | John F. Kennedy Foundation*                          | 687,492   |                    |
|                                     | Miscellaneous                                        | 10        | 692,002            |
| Johnson Library                     | LBJ Foundation*                                      | 135,353   |                    |
|                                     | Miscellaneous                                        | 5,008     | 140,361            |
| Ford Library                        | Gerald R. Ford Foundation*                           |           | 252,797            |
| Carter Library                      | Miscellaneous                                        |           | 13,648             |
| Bush Library                        | Bush Foundation*                                     | 44,824    |                    |
|                                     | Miscellaneous                                        | 125       | 44,949             |
| Reagan Library                      | Reagan Presidential Foundation*                      | 6,248     |                    |
|                                     | Miscellaneous                                        | 3,879     | 10,127             |
| <b>Total Presidential Libraries</b> |                                                      |           | <b>\$4,253,138</b> |

*Ground was broken on May 17, 2002, for an addition to the Gerald R. Ford Museum in Grand Rapids, MI.*

*\*Amount shown represents multiple gifts from this donor. Miscellaneous gifts include donations of less than \$1,000.*







Octavio Lopez-Meza,  
optical instrument repairer,  
works on a silver recovery  
system in the photographic  
laboratory at the National  
Archives at College Park.  
(Photo by Roscoe George)

## Gift Fund Donations, continued

Fiscal Year 2002

| Office                                           | Donor                                                                             | Amount     | Total               |
|--------------------------------------------------|-----------------------------------------------------------------------------------|------------|---------------------|
| <b>GENERAL, CULTURAL &amp; ARCHIVAL:</b>         |                                                                                   |            |                     |
|                                                  | AT&T, through the Foundation for the National Archives                            | \$ 125,000 |                     |
|                                                  | Jeanette Rudy, through the Foundation for the National Archives                   | 100,249    |                     |
|                                                  | National Endowment for the Arts, through the Foundation for the National Archives | 435,000    |                     |
|                                                  | Proctor and Gamble, through the Foundation for the National Archives              | 20,000     |                     |
|                                                  | William and Buffy Cafritz, through the Foundation for the National Archives       | 10,000     |                     |
|                                                  | New York Public Library, through the Foundation for the National Archives         | 50,000     |                     |
|                                                  | Los Angeles Public Library, through the Foundation for the National Archives      | 50,000     |                     |
|                                                  | United Technologies, through the Foundation for the National Archives             | 50,000     |                     |
|                                                  | Ohio Historical Society, through the Foundation for the National Archives         | 100,000    |                     |
|                                                  | Carter Center, Inc., through the Foundation for the National Archives             | 50,000     |                     |
|                                                  | Chicago Academy of Sciences, through the Foundation for the National Archives     | 150,000    |                     |
|                                                  | Miscellaneous                                                                     | 6,551      |                     |
| <b>TOTAL GENERAL, CULTURAL &amp; ARCHIVAL</b>    |                                                                                   |            | <b>\$ 1,146,800</b> |
| <b>OFFICE OF REGIONAL RECORDS SERVICES:</b>      |                                                                                   |            |                     |
| Northeast - Boston                               | Miscellaneous                                                                     |            | 2,362               |
| Northeast - Pittsfield                           | Miscellaneous                                                                     |            | 418                 |
| Northeast - New York                             | Paul Tyron                                                                        | 1,000      |                     |
|                                                  | Caroline Ruda                                                                     | 1,000      |                     |
|                                                  | Miscellaneous                                                                     | 888        | 2,888               |
| Mid Atlantic - Philadelphia                      | Miscellaneous                                                                     |            | 4,148               |
| Southeast - Atlanta                              | Miscellaneous                                                                     | 2,236      |                     |
|                                                  | Friends of the National Archives (non-cash)                                       | 2,676      | 4,912               |
|                                                  | Miscellaneous                                                                     |            | 1,108               |
| Great Lakes - Chicago                            | Miscellaneous                                                                     |            | 939                 |
| Central Plains - Kansas                          | Miscellaneous                                                                     |            |                     |
| NPRC-Military                                    | Miscellaneous                                                                     | 15         |                     |
|                                                  | Miscellaneous (non-cash)                                                          | 846        | 861                 |
| Southwest - Fort Worth                           | Miscellaneous                                                                     |            | 238                 |
| Rocky Mountain - Denver                          | Miscellaneous                                                                     |            | 4,218               |
| Pacific - San Bruno                              | Miscellaneous                                                                     |            | 2,150               |
| Pacific - Laguna Niguel                          | Miscellaneous                                                                     |            | 5,151               |
| Pacific Alaska - Seattle                         | Miscellaneous                                                                     |            | 4,717               |
| Pacific Alaska - Anchorage                       | Miscellaneous                                                                     |            | 247                 |
| <b>TOTAL OFFICE OF REGIONAL RECORDS SERVICES</b> |                                                                                   |            | <b>\$ 34,357</b>    |
| <b>TOTAL DONATIONS</b>                           |                                                                                   |            | <b>\$5,434,295</b>  |

Miscellaneous gifts include donations of less than \$1,000.

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

## FACILITIES

**National Archives Building**  
700 Pennsylvania Avenue, NW  
Washington, DC 20408-0001  
202-501-5400

**National Archives  
at College Park**  
8601 Adelphi Road  
College Park, MD 20740-6001  
301-837-2000

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*At the Lyndon Baines Johnson Library in  
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recordings made by President Johnson in the  
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The Foundation for the National Archives thanks the many people nationwide who are expressing their patriotism and their belief in American democracy and ideals. Your support through membership in the Foundation comes at a critical time in our nation's history and a momentous time for the National Archives. Next September the Charters of Freedom—our country's Declaration of Independence, all four pages of the Constitution, and the Bill of Rights—will be reinstalled in the Rotunda of the historic National Archives Building. With your support, the opening on September 17, 2003, will mark the beginning of a new National Archives Experience—an opportunity to share the message that the Archives is the keeper and protector of the foundations of our nation's democracy.



...making a difference

## The National Archives Experience

*Our continuing thanks to members whose generosity during the renovation made the restoration of the historic Faulkner murals and the re-encasement of the Charters of Freedom in the Rotunda possible. We also want to acknowledge our appreciation to members who made pledges to the educational programs and the capital campaign for the National Archives Experience.*

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*Marvin Pinkert (far left), NARA's Director of Museum Programs, and Michael Keller (far right) discuss the Lee Resolution for independence. The Lee Resolution and other documents were on display at the Newberry Library in Chicago during a reception on September 30, 2002, supported by the Foundation for the National Archives. (Photo by Igor Litvak)*



*On July 4, Archivist John Carlin talks with Patrice Lyons and Robert E. Kahn at a reception sponsored by the Foundation for the National Archives at Union Station in Washington, DC. (Photo by Earl McDonald)*

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We gratefully acknowledge the generosity of those nationwide who made annual gifts before December 1, 2002.\* These gifts will be used for many important projects ranging from building the membership program to supporting the educational outreach and programmatic goals of the National Archives Experience.



*Historian David McCullough and Archivist John Carlin chat before a dinner at the Newberry Library in Chicago, arranged with the assistance of the Foundation for the National Archives. (Photo by Igor Litvak)*

*\*Gifts received after December 1, 2002, will be recognized in the 2003 Annual Report.*



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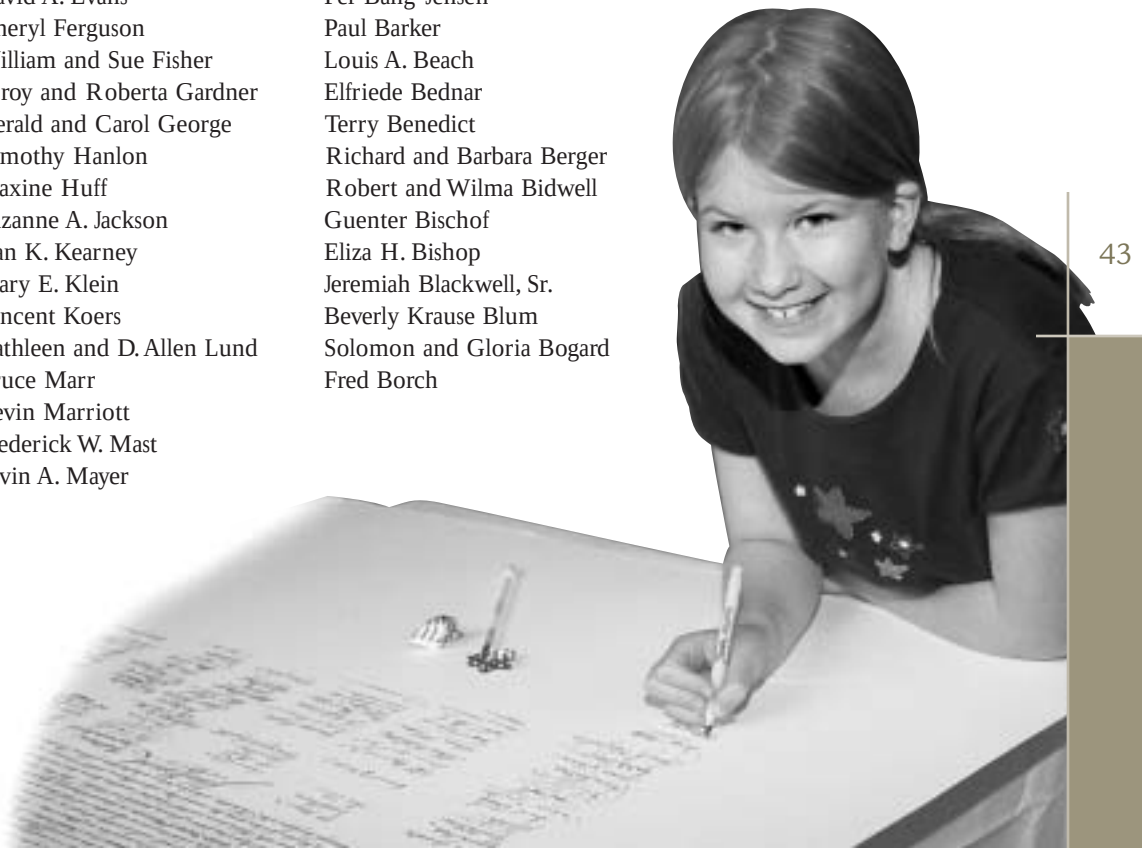
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*A young visitor "joins the signers" by adding her name to a facsimile Declaration of Independence at the National Archives' July 4 celebration at Union Station, Washington, DC. (Photo by Earl McDonald)*



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