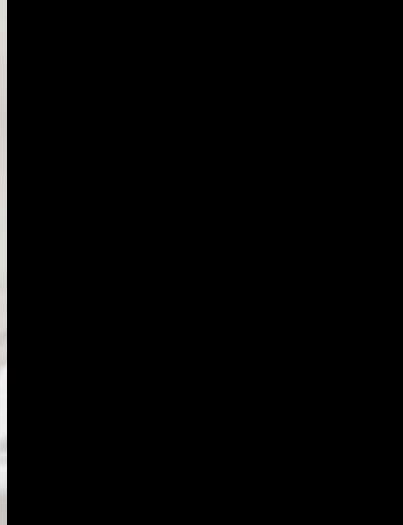


National Archives and Records Administration

Annual Report 1999



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What Is the National Archives and Records Administration?

The 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 to the West Coast, including 10 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.

How Important Is Our Work?

The more I learn about record keeping, the more strongly I feel not only that it buttresses our culture and our peoples' rights and identities, but that democracy itself needs it.

Open government, accountable to the people, requires open records, accessible to the people, now, and in the years to come. Under authoritarian regimes, government records do not support rights, identities, entitlements, public insight, and historical understanding. Instead, government files support surveillance, suspicion, political suppression, and persecution. Perhaps most important, records in a democracy are indispensable for justice. The government and the public both need records to defend themselves in courts that do not deny access to evidence, but allow people to present evidence so that justice can prevail.

We are different because our government and our way of life are not based on the divine right of kings, the hereditary privileges of elites, or the enforcement of deference to dictators. They are based on pieces of paper, the Charters of Freedom—the Declaration that asserted our independence, the Constitution that created our government, and the Bill of Rights that established our liberties.

And I remember something that Senator Trent Lott observed about them. Abroad, we tend to go see a nation's crown jewels as an expression of its glory. Here, our national crown jewels are these pieces of paper enshrined and displayed to visitors in the National Archives.

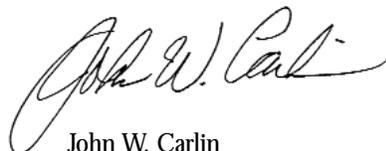
Our democracy depends on the Charters and on millions of other records in the care of government archives at all levels. For in this country records define all of our governments, document all of our identities, establish all of our entitlements, and enable us to hold accountable those to whom we entrust office at the Federal, state, and local level.

Every time NARA provides ready access to records that are useful and beneficial to people, and every time we come up with records that help people document their identities and verify their entitlements to rights and benefits as citizens, I feel we are contributing to the health of our democracy. Every time our records enable people to analyze the actions of our Government and hold our officials responsible, every time we help people figure out what really happened in our history and assess the meaning of it, we are contributing to the health of our democracy.

Whether you visit the Charters of Freedom on the Constitution Avenue side of the National Archives Building or do research into your family history on the Pennsylvania Avenue side of the building, you, too, are contributing to the health of our democracy.

Each document, whether celebrated or not—the thousands of pension files, passenger lists, census records, and other materials that shed light on the lives of the humble as well as the renowned, the immigrant as well as the early settler, and those who came in bondage as well as those who sought a freer, better life—is a treasure in its own right and makes up the essential evidence that we preserve. And by using these records in Washington, in our regional archives, in our Presidential libraries, or on our web site, you become living proof that we are a government of, by, and for the people.

Collectively, we have an awesome responsibility. And we face more challenges than ever to meet it. Every day thousands of new records are being created in a variety of forms and formats. Just as early in the 20th century we faced the challenge of how to organize more than 100 years of Government records into a National Archives, as we enter the 21st century, we must meet the challenge of preserving and providing access to electronic records. As you will see throughout this annual report, I believe we are making progress. And I know, for the sake of our democratic society, that we must.



John W. Carlin
Archivist of the United States



The Charters of Freedom Project Kicks Off

In 1999, a dramatic event occurred that should warm the hearts of all of us who care about our country. It took place in the magnificent Rotunda of the National Archives Building in Washington. More than a hundred prominent citizens assembled — Government officials, officers of corporations, heads of foundations, and representatives of the Congress. Music played; in came a uniformed color guard from the armed services to herald the entrance of the President of the United States and the First Lady.

We all were there to celebrate America's priceless Charters of Freedom — the Declaration of Independence, the U.S. Constitution, and the Bill of Rights. We gathered to hear President Clinton announce that AT&T Corporation had made a \$1 million contribution to the "Charters of Freedom Project" that will present our country's founding documents to the American people in a thoroughly modernized and intensely meaningful setting. Already, the Congress and the Administration are supporting the effort with funds to renovate the National Archives Building that has been the Charters' home for nearly 50 years. The Pew Charitable Trusts have made a grant of \$800,000 to help finance the prototype encasement for the Charters so that we can continue to display them safely and effectively for future generations. If our Foundation can raise the necessary private funds, visitors in the 21st century will not only see these documents, they will also understand from exhibits, theater programs, and educational and research opportunities what the Charters mean in American life.

Since the President and First Lady visited the Archives, the John S. and James L. Knight Foundation has responded with a \$250,000 gift. The Knight Foundation gift will help conserve the magnificent Charter murals that hang in the Rotunda above the founding documents. And one of our National Archives Foundation Board members, Jeanette Cantrell Rudy, has linked her name and heart to the project with a \$250,000 gift. The Charters of Freedom Project is a paramount priority for the Foundation for the National Archives.

This initiative will place the founding documents in an educational setting, including exhibits of unique National Archives holdings and interactive displays. This will enable all visitors, in person and online, to understand the significance of the Charters, their history, and their current meaning.

Individual citizens are participating in this national priority by joining the Foundation for the National Archives. We invite all who value their democratic heritage to become active advocates of our great Charters of Freedom through membership in the Foundation and participate with the current members who are dedicating their gifts to this goal.

Our Foundation memberships are helping assure that when the reencased Charters are displayed in their new cases in the renovated Rotunda, NARA will have the resources to showcase its collections around the Charters and take these exhibits across the country to your communities. Foundation members are helping to create the new Genealogy and Community History Research Center with its reference library to assist you wherever you live. And today's Foundation Membership support will enable NARA better to serve teachers and engage students through original documents, lectures, tours, and online activities in the new Learning Center.

The Foundation for the National Archives encourages you to make your personal connection with America's history and link your name at the National Archives with the Founding Fathers who signed our Charters of Freedom. Please call Naomi Revzin, Director of Development at the National Archives and Records Administration, at 301-713-6146 or 1-888-809-3126 for more information and to learn how you can make your personal commitment.



A handwritten signature in black ink that reads "Lawrence F. O'Brien".

Lawrence F. O'Brien III
President
Foundation for the National Archives

The Archives

Time was, you had to go to downtown Washington, DC, to see the historic documents, records, and artifacts the National Archives and Records Administration preserves and guards for future generations. Now, our holdings come to you on your computer via the Internet—at *www.nara.gov*.



Mary Frances Greene, a teacher at the Marie Murphy School in Wilmette, IL, and a member of The Constitution Community, observes her students visiting the Digital Classroom. (Courtesy, Mary Frances Greene)

In 1999 our online presence grew significantly, with more offerings available for schoolchildren seeking to learn more of their nation's history, for researchers and historians who are writing it, and for ordinary citizens forever fascinated by it.

Schoolchildren and their teachers can tap into NARA through The Digital Classroom. In 1999 the Classroom published "Bright Ideas from the National Archives," which described nearly 100 collections of records chosen especially for the National History Day theme of "Science, Technology, and Invention in History." The Classroom also offered 35 new Constitution-related lesson plans developed by The Constitution Community, a partnership between classroom teachers and NARA education specialists.

Researchers, historians, journalists, and other professionals will benefit from progress we made in our multiyear Electronic Access Project. Central to that effort is an online tool called NAIL—for NARA Archival Information

Locator. NAIL is the working prototype for a much more complete system, the Archival Research Catalog, which will eventually describe holdings in all our units. In 1999 we selected an outside vendor to develop it, and it is to be put into operation by 2001.

Significant progress in the Electronic Access Project was made in 1999.

We completed a multiyear project of putting online 124,000 images of high-interest photographs, maps, and textual documents. The collection includes popular items, such as the 1863 Emancipation Proclamation, and representative items from our holdings, such as the records of the Joint Chiefs of Staff on Cuba from 1961 to 1964. It also includes samples of census records and pension files. The images are linked to records descriptions and are available through NAIL. For persons needing records on microfilm,

Comes to You



we completed an online database that describes and locates within NARA nationwide more than 3,100 microfilm publications.

There were other major additions to our online offerings in 1999. The Office of the Federal Register, which already puts the daily *Federal Register* and the *Code of Federal Regulations* online, added the listing of Presidential Executive orders and their codification. The new Holocaust-Era Assets site provides sources on the history of assets stolen from Jews and other dispossessed peoples in World War II. Another new site has the interim report of the interagency working group on Nazi war crimes.

We also continued to expand our online Exhibit Hall in 1999. Copies of documents that established the North Atlantic Treaty Organization were added to commemorate NATO's 50th anniversary. The *Apollo 11* flight plan was offered in observance of the 30th anniversary of man's first steps on the Moon. And the communication between then-astronaut John Glenn and Mission Control during his historic flight in 1962 was added as Glenn made his second trip into space in late 1998 on the space shuttle *Discovery*.

Our home page itself was made more user friendly. Among its notable features are direct links to the Presidential libraries, the Federal Register, and the Research Room, the main entry point for researchers to locate and access most information. A new search engine was installed in 1999 to make it easier for users to find what they needed among our online offerings.

These improvements to NARA's online site, as well as those to come, will continue to enhance our efforts not only to open Federal records to the public but to make them easily and quickly accessible.

Available online in 1999:

1. A map of the Civil War battlegrounds of Pocotaligo and Coosawhatchie in South Carolina, 1862. (NWDNC-77-CWMMF-140)
2. Mrs. L. O. King, Washington's traffic policewoman, ca. 1918. (NWDNS-165-VWW-595D(19))
3. Ernest Hemingway in Cuba in 1946. (NLK-EHEMC-CUBAYEARS-8J)
4. The names of American soldiers killed in the Vietnam War, inscribed on the Vietnam Memorial on the Mall, are now available online. (207-MPF-216-2)



Finding Who

Your average researchers at the National Archives and Records Administration aren't working on doctoral theses or lengthy books. Instead, they're trying to find out where they came from in hopes of passing their findings on to their children and future generations.

Genealogy's popularity soared after the publication and TV adaptation of Alex Haley's *Roots* in the mid-1970s. Now, it's a popular topic, hobby, and even obsession for many Americans, the vast majority of whom can trace their roots to faraway places in Europe, Asia, Africa, or Latin America.

Not surprisingly, genealogy research is a major activity at the National Archives and Records Administration. The Federal records we hold — including census records, passenger lists, and military pension files — are critical, core resources for both amateur and professional genealogists.

Because these records get so much use, many have been copied onto microfilm. Until recently, information about microfilm copies, located in our research rooms around the country, has often been inaccurate and not easily accessible to either the public or even to our own staff. In the past year, however, we have created a database — available through the Internet — that contains brief descriptions and locations for the approximately 3,100 numbered microfilm publications we have. And we added 32 new publications in 1999.

Genealogists also can use the Internet to call up more than 400,000 descriptions of records in our custody. These are available from the NARA Archival Information Locator (NAIL), which is the prototype for an online catalog of all our holdings nationwide. The Internet address is <http://www.nara.gov/nara/nail/nailgen.html>.

In the past year, the genealogy section of the NARA web site (www.nara.gov/genealogy) was expanded to include information about the 1930 census and selected "Genealogy Notes" articles from *Prologue*, NARA's quarterly magazine. The site also has links to records of interest to genealogical researchers such as the Compiled Military Service Records for the 1,235 "Rough Riders" of the Spanish-American War and

1. Immigrants take their first steps on American soil at Ellis Island, NY, ca. 1900. (90-G-22D-42)

2. This 1899 land allotment application for Jackson Barnett of the Creek Nation is noteworthy because oil was later discovered on his land, making him worth \$1 million by the end of World War I. (NRFF-75-53A-23923)

3. At NARA facilities around the country, such as this one in San Bruno, CA, individuals search records for information about their families. (Photo by Sharon Roadway)

4. One method of African American genealogical research is the use of records of the Freedman's Savings and Trust. Ann Blue opened an account in 1873. (Records of the Office of the Comptroller of the Currency)

Out You Are

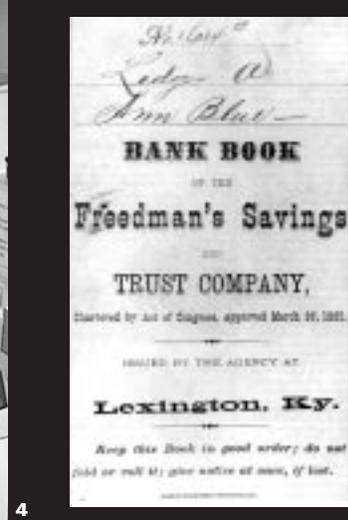
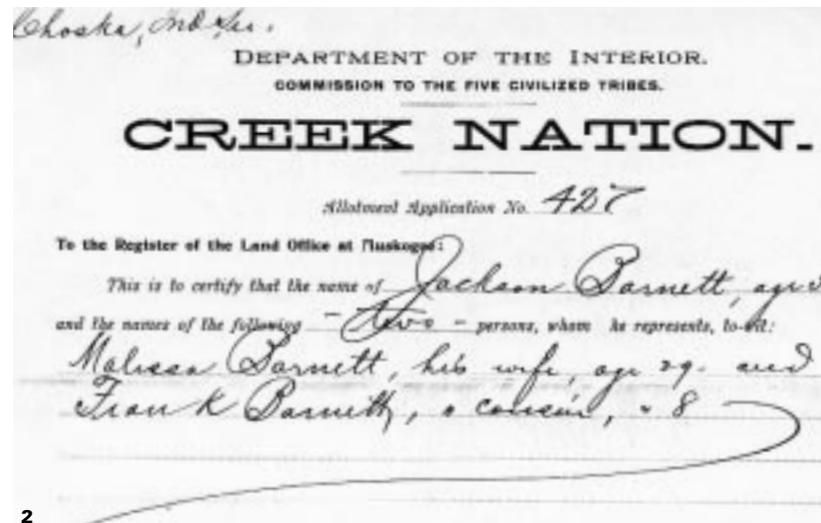
the Wallace Roll of Cherokee Freedmen in Indian Territory, 1890. Also put online were the entire lists of soldiers, sailors, and airmen killed in the wars in Korea and Vietnam; they can be viewed by state and hometown of record.

For many people, searching these records may be time-consuming but not impossible. Our facilities in various locations have records of immigrants from China and other Asian countries, the waves of immigrants from Europe, and many Native American tribes. And we are preparing to publish on microfilm the listing of persons crossing the U.S.-Mexican border.

But some Americans don't have a name with which to begin their research. African American researchers have always had a particularly hard time because years of slavery obscured the record. Before emancipation, documents, such as bills of sale for slaves, recorded only the first names of the slaves, and slave documents often fail to include birth and death dates. Even after the abolition of slavery, birth certificates, death certificates, and other records were rare or nonexistent, as they are for most Americans until the 20th century.

We have begun to work to help alleviate this problem. In 1999 alone, we made available the Compiled Military Service Records of Volunteer Union Soldiers Who Served with the United States Colored Troops, 2nd-7th U.S. Colored Infantry, as well as the Miscellaneous Service Cards records from the Civil War era.

Researching the past is challenging. And genealogical research remains a sometimes confusing process of sifting through data of varying accuracy. But the average NARA researchers are looking for more detail about their ancestry. For them, genealogical research can be a uniquely rewarding and satisfying endeavor. NARA can be, and wants to be, part of that endeavor.



New Life for the Charters of Freedom

Preserving the nation's "Charters of Freedom" — the Declaration of Independence, the Constitution, and the Bill of Rights — is perhaps the most sacred and well-known role of the National Archives and Records Administration.

In 1999 we took major steps in our decades-old stewardship to ensure that these documents, already more than 200 years old, are properly preserved for the new millennium. We began the multiyear process of removing the documents from their 1952 encasements, performing conservation treatment on them, and re-enclosing them in new state-of-the-art encasements.

These documents, which will be taken off public display in mid-2001, will be returned to a remodeled and refurbished Rotunda at the National Archives Building in Washington in 2003 in a new and modern display that will include all four pages of the Constitution.

The re-encasement and renovation projects will be accomplished through a public-private partnership. Congress is providing funds to re-encase the

Charter documents and make changes to the Rotunda and National Archives Building.

Other funding — to provide conservation treatment for the murals and enhance the education programs involving the Charters — will come from private sources. The \$20 million Charters of Freedom private partnership campaign was launched on July 1, 1999, by President and Mrs. Clinton at a ceremony at the National Archives Building.

The original encasements were state-of-the-art for 1952, when the documents were placed in their current locations. But several years ago, NARA preservation experts noticed

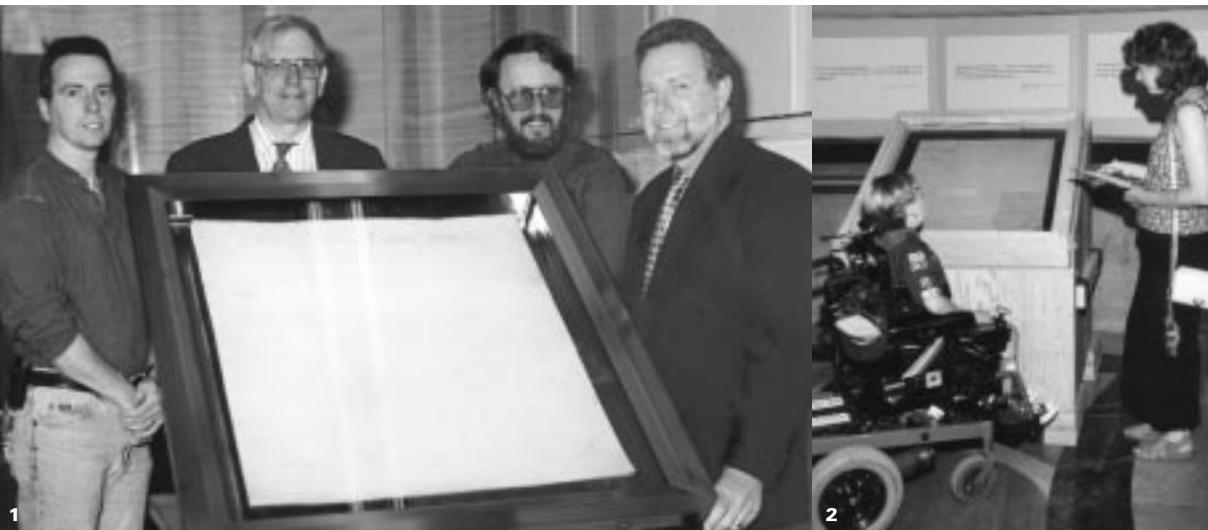


The Constitution's Letter of Transmittal (below) was opened and examined by preservation experts at NARA. (Photo by Earl McDonald)



signs of glass deterioration on the inner surfaces of the encasements. Although there was no visible evidence of damage to the documents, there was concern that prolonged contact between the parchment and the glass could be damaging to the Charters.

Science has advanced a great deal since 1952, and the new encasements will take full advantage of new technology to preserve the Charters.



1. Officials of NARA and the National Institute of Standards and Technology display the manufacturing model of the new encasements, which was made at NIST. *(NIST photo)*

2. Cub Scout William Stocker views a mock-up of a proposed new encasement while his mother, Pat Stocker, records his comments. *(Photo by Earl McDonald)*

3. President and Mrs. Clinton and some younger friends view the Charters of Freedom during their visit to the National Archives July 1, 1999. *(White House Photo)*



The prototype for the new encasement was unveiled March 17, 1999, at a ceremony at the National Archives Building. It was manufactured by the National Institute of Standards and Technology (formerly the National Bureau of Standards, which built the 1952 encasements), with assistance from NARA.

The new encasements will be made of titanium and aluminum with nonreflecting tempered glass. They can be opened and resealed, if necessary, to allow examination of the documents. The documents will never touch the glass and will instead lie on special paper handmade from pure cellulose with no chemical bleaching or additives. And the encasement will be filled not with helium, but with argon, which is less likely to leak.

The current Charter encasements are not easily viewed by persons with disabilities, but that will change when the new encasements are installed. In 1999, tests using wooden mockups of display cases were conducted with persons of varying heights and with adults and children in

wheelchairs. The aim was to determine the optimum level at which the encasements should rest and the angle at which they should be placed.

Late in 1999, the encased letter of transmittal for the Constitution, which was not on display in the Rotunda, was opened. Conservation and preservation experts found it to be in good condition. As other pages are removed from their current encasements, they will receive conservation treatment as needed before being placed in their new encasements.

When the Charters are re-encased and returned to the Rotunda, all four pages of the Constitution will join the Bill of Rights and the Declaration of Independence on permanent display for the first time. And all Americans and our guests from around the world will have a better view of the living, breathing, vital documents that guide our vibrant democracy.

Records Without

Dwindling quickly are the days when Federal agencies just put all their letters, memos, historic documents, and lengthy reports in boxes and



shipped them to the National Archives and Records Administration for description and preservation.

Now — in the era of “save as” and “email” and “dot-com” — the overall load is becoming physically lighter because more records are electronic. Although heavy boxes full of paper will still come, an increasing percentage of the records will exist only electronically.

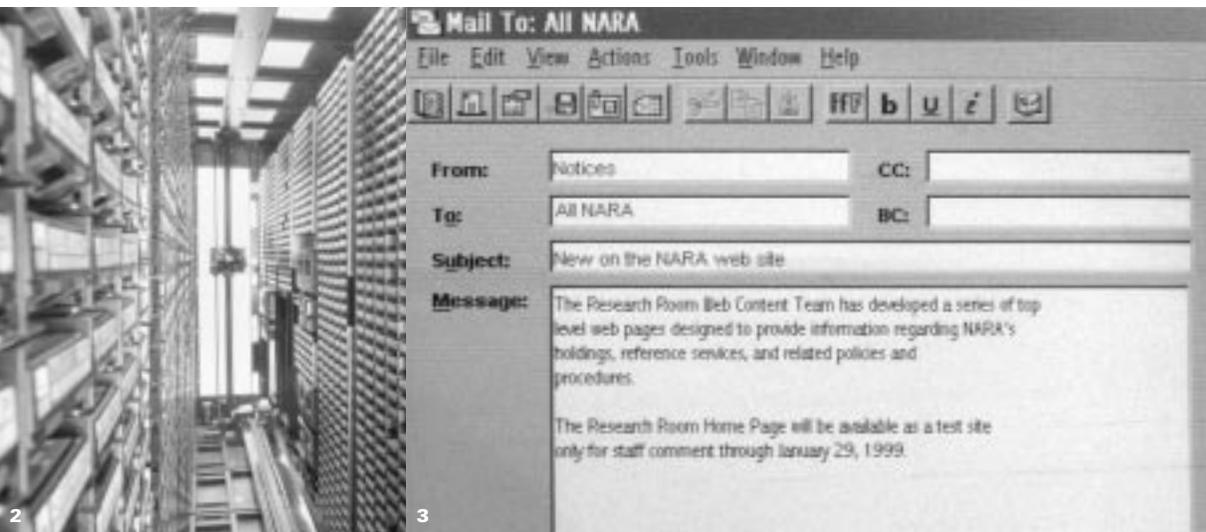
Email is an example. Person-to-person transactions that once were handled face-to-face or with a single telephone call now can take five or six email messages, each one a new item to be dealt with by record keepers and archivists as they assemble the record of history.

This presents a major two-fold challenge for NARA, the repository of the nation's Federal records. The short-term challenge is how to take into its system in an orderly way a skyrocketing amount of new records, then describe and preserve them. The long-term challenge is how to preserve them in such a way that they can be accessible in future years, when the technology used to create the records no longer exists.

To meet these challenges, we at NARA are taking part in major research, conducted for us and other Federal agencies at the National Partnership for Advanced Computational Infrastructure, spearheaded by the Supercomputer Center at the University of California at San Diego. In 1999 that research began to pay off.

There, researchers were able to devise methods to preserve 1 million email messages in 1 day. The challenge of preserving the high volume of electronic records that Federal agencies are creating, such as email

Paper



1. Records come to NARA in many different forms other than paper. (Photo by Roscoe George)

2. A robotic arm, at the end of the row, retrieves storage tapes within the world's largest installation of the High-Performance Storage System at the San Diego Supercomputer Center. (Courtesy, SDSC)

3. Email messages will vastly increase the volume of records coming to NARA for description and preservation. (Photo by Jerry Thompson)

systems, is unprecedented. Although we have preserved electronic files from Federal agencies over the past several decades, we will in the coming decade need new capabilities to preserve not only many more electronic records, but a greater variety, created with new kinds of software applications.

Our first major test will come when the Clinton administration's email, estimated as high as 40 million messages, is transferred to us. That's in addition to all the regular kinds of Presidential documents, many more of which are now electronic rather than paper.

Meanwhile, the San Diego Supercomputer Center also has been able to conceive a way to free the electronic information from its hardware and software programs. That way, the information can be stored in such a manner that the best technology of the future can be used to access the records of the past.

We also are reaching out to our client agencies in the Federal Government to help them manage and preserve electronic records. We launched an interagency task force to identify the best practices now available and are sharing the results on our web site, www.nara.gov/records/fasttrak/fihome.html.

We also are making progress in other areas of managing, storing, and accessing electronic records. Experts are exploring ways to offer researchers online access and search capabilities to some of our accessioned electronic records; researchers currently don't have direct access to individual records within an electronic file. Another NARA project is aimed at enhancing our ability to electronically verify records received for storage from other Federal agencies. And our experts are developing ways to more quickly make "preservation copies" of electronic records.

So as technology produces new and faster ways to create records electronically, we at NARA are working to keep pace with the new technology and anticipate the great leaps forward that will almost surely come in the new century.

History on Display

“You’ve no idea the experience I’m getting...now I have attained my one ambition, to be a Battery commander. If I can only make good at it, I can hold my head up anyway the rest of my days,” the young artillery captain wrote to his sweetheart from the battlefields of France in 1918. “By the time you read this letter, you won’t have a thing to worry about but how quickly I’ll be home to march down the aisle with you.”

The young officer was Harry S. Truman, and Bess Wallace was his sweetheart. The words are from one of many letters he wrote her over nearly 50 years — part of one of our most popular and important exhibits during 1999: “Dear Bess: Love Letters from the President,” at the Truman Presidential Library. Permanent and special exhibits at NARA facilities drew 2.3 million visitors in 1999 and praise from the media, scholars, and visitors themselves.

Visitors to the Rotunda of the National Archives Building in Washington who came to see our most famous holdings — the Declaration of Independence, the Constitution, and the Bill of Rights — also saw a receipt for the Louisiana Purchase, Alexander Graham Bell’s patent on the telephone, and a letter from Elvis Presley to President Richard Nixon that resulted in an impromptu Oval Office meeting between the two. All of these and more were part of “American Originals, Part IV,” a changing exhibit that each year offers different pieces of the documentary treasure the National Archives holds.

One of the most well-received NARA exhibits in Washington was “Picturing the Century: One Hundred Years of Photography from the National Archives.” It features not only photographs of Presidents, wars, and international diplomacy but also images of poverty, breathtaking scenic views, and snapshots of ordinary Americans.



Capt. Harry S. Truman (above), in France in World War I, writes a letter to his sweetheart, Bess Wallace (right), shown in a photograph Truman carried with him in the war. (Truman Library)



In the Presidential libraries, one of the most ambitious and popular exhibits was “The American Century” at the Ford Museum. Visitors experienced the epic events, unforgettable personalities, and amazing accomplishments of the 20th century. Among the 500 items displayed were Charles Lindbergh’s New York-to-Paris flight suit, Franklin D. Roosevelt’s wheelchair, a piece of the Berlin Wall, and Louis Armstrong’s trumpet.

1. This picture is one of two extant photos of FDR in a wheelchair. The Ford Museum exhibited FDR’s wheelchair in “The American Century.” (*Roosevelt Library*)



By contrast, a comparatively small exhibit at the Eisenhower library, on the 40th anniversary of the Barbie Doll, featured 513 dolls and brought visitors and collectors to Kansas from all over the country. Norman Rockwell’s paintings of Presidents increased attendance at the Reagan Library. An exhibit on “a partnership” between Franklin and Eleanor Roosevelt opened at the Roosevelt Library. The Bush Library hosted a replica of the Vietnam Veterans Memorial in Washington. The Carter Library depicted Camp David, “historic grounds for peace.”

2. Forty years of the Barbie Doll showed the changing tastes of Americans in the last half of the 20th century. (*Eisenhower Library*)



3. “Picturing the Century” showed William C. Hopson of the U.S. Mail Service attired in winter flying clothing. (*NARA 28-MS-6E-1*)

4. “American Originals” displayed Annie Oakley’s letter to President William McKinley offering to raise a company of “lady sharpshooters” for the war with Spain. (*Records of the Adjutant General’s Office, 1780’s–1917*)

Regional records services facilities also hosted exhibits. The Central Plains Region recreated a Korean War bunker with a soldier in full battle dress for the 50th anniversary of that conflict. And the Mid Atlantic Region offered an exhibit depicting the Philadelphia Navy Yard from 1801 until its closing in 1996.

The Truman Library was also the setting for a major historic event on March 19. Secretary of State Madeleine Albright hosted top officials of the Czech Republic,

Hungary, and Poland for a ceremony marking their entry into the North Atlantic Treaty Organization, which was begun 50 years earlier during the Truman administration.

But it was the exhibits that best engaged the public. They provided—in an entertaining yet educational way—a glimpse of our nation’s roots, our most recent Presidents, and the symbols and artifacts of the many chapters of our American experience.



An Ending to a

Nearly 1.2 million African Americans served in World War II, yet for the tens of millions of moviegoers watching the epic D-day battle in *Saving Private Ryan*, not a single African American soldier is presented. But black soldiers fought at Normandy. Black artillery units provided fire support and air defense from Normandy beaches to the heart of Germany. Black soldiers earned many individual awards for valor and several unit commendations, including a distinguished unit citation.

And in the last 2 months of the war, black volunteer infantry replacements, who had been serving in combat support roles, joined and fought alongside white infantry and armored units, although usually in separate all-black platoons.

This is the story of 2,600 of these men.

It is a story that could not have been told without some extraordinary help from the National Archives and Records Administration. We provided documentation of these soldiers' participation that brought long-delayed official recognition of their service.

The story begins in the grim European winter of 1944–45. In early December, shortages of infantry rifle replacements increased sharply, and the only untapped sources of readily available manpower were African American service units then in Europe.

Lt. Gen. John C. H. Lee, deputy to Gen. Dwight D. Eisenhower, the Supreme Allied Commander, suggested using the African American servicemen as volunteer infantry replacements. Lee wanted to call for





volunteers from the black troops, but Eisenhower, aware that the issue of racial integration in combat was still sensitive inside and outside the military, insisted Lee call for volunteers of *both* races.

In late December, the call went out. Since white units had already sent soldiers, the response came from black units, the ones Lee wanted in the first place. Within 2 months, almost 5,000 African American soldiers had signed up. Senior commanders feared that taking that many soldiers from their support duties might be disruptive, so the number accepted was capped at 2,600.

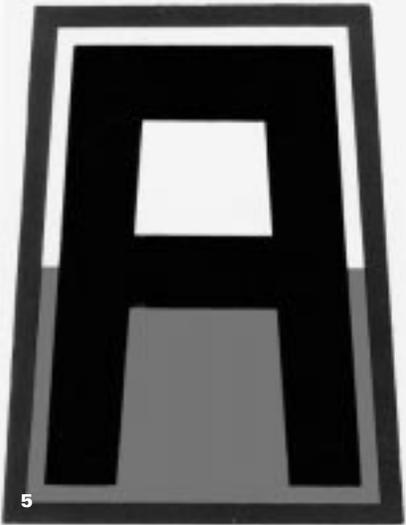
Early in January, the African American volunteers, who agreed to accept a reduction in grade so they would not outrank white infantrymen, underwent standard infantry conversion training. They were then organized into 53 platoons, each under a white platoon leader and sergeant, and dispatched to the field in either 1st Army or 7th Army.

There, they fought as the war in Europe moved toward victory.

Of the men who survived, however, not one received official recognition for his combat service. With our help, that was corrected. Records were found for 763 of the 2,600 men, and 46 Bronze Stars were awarded, most posthumously. In addition, these 763 soldiers were reinstated to the same rank they had held before transferring to the infantry.

The stories of these men came to light as a result of a request from the Association of 2221 Negro Volunteers of World War II to the Army Board for Correction of Military Records, which then turned to NARA for help. In 1999, Deputy Assistant Secretary of Defense Karl Schneider presented certificates of appreciation from the Board to NARA staffers Richard Boylan and Carolyn Powell for their help in finding the records. Their work was the latest in efforts by NARA over the years to help bring about long-overdue recognition to veterans.

After World War II, most books and movies reinforced the popular notion that only white GIs demonstrated courage and made sacrifices worthy of official praise and gratitude. It is only a half-century after President Harry S. Truman outlawed segregation in the armed forces that many black veterans have gained recognition. We are proud that NARA, in some small measure, has helped to heighten awareness of and correct this oversight.



1. Lt. Gen. George S. Patton, Third Army commander, pins a Silver Star on Pvt. Ernest A. Jenkins of the 176th Quartermaster Corps in 1944 for heroism in capturing Chateaudun, France. (NWDNS-208-FS-3489-2)

2. Soldiers of the 92nd Division pursue retreating Germans through the Po Valley. (NWDNS-208-AA-49E-1-13)

3. Cpl. Carlton Chapman was a machine-gunner in an M-4 tank, which was attached to a motor transport unit near Nancy, France, in November 1944. (NWDNS-111-SC-196106-S)

4. Members of an African American mortar company of the 92nd Division attack German fortifications in Italy. (NWDNS-208-AA-47U-6)

5. 1st Army patch

6. 7th Army patch

Measuring **U**p: Performance

Are we fulfilling our mission of providing ready access to essential evidence? Are we achieving what we set out to do in our Strategic Plan? Are we meeting your needs? These are the questions we must answer each year in our Annual Performance Report.

Based on our Strategic Plan, *Ready Access to Essential Evidence: The Strategic Plan of the National Archives and Records Administration, 1997–2007*, we developed our first Annual Performance Plan for fiscal year 1999. The Annual Performance Plan is organized around our 4 strategic goals and 20 long-range performance targets and contains 39 performance objectives against which we must measure our progress in reaching our goals. By March 31 of each year we must report to the President, the Congress, and the public on our results in our Annual Performance Report. The complete report is available at <http://www.nara.gov/vision/1999apr.html>. Following are a few highlights of our progress.



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, appropriately scheduled, and managed for as long as needed. We must ensure that records are kept long enough to protect individual rights, assure Federal accountability, and document our common history and that we destroy records when they are no longer needed.

Our Strategic Plan recognized that the current process we use to determine how long records must be kept — what we call the scheduling process — is flawed and in need of a major overhaul. Our current process was developed primarily for paper records. In reality, today most records are created electronically and may be maintained in a variety of media. Federal agencies need to know how to manage the disposition of all documentation they create, regardless of media, in light of current recordkeeping practices.

Reporting at NARA

Therefore, as outlined in our performance plan, in 1999 we began a scheduling reinvention project to define what should be the Federal Government's policies on determining the disposition of Federal records, the processes that will best implement those policies, and the tools that are needed to support the revised poli-

cies and processes. As a result of this project, we will be able to make the process to determine how long records must be kept more effective and efficient, thereby significantly increasing the numbers and kinds of records that are appropriately scheduled and managed for as long as needed.

READY ACCESS

Our second goal is that essential evidence will be easy to access regardless of where it is or where users are for as long as needed. Several performance objectives under this goal focus on customer service and facilitating communica-

tion with our customers. We have made it much easier for people, especially for anyone who is not close to one of our facilities, to electronically request and access our information and services. In 1999, for example, we responded to more than 95,000 email requests for our information and services. And users of *Federal Register* publications downloaded pages from our web site more than 137 million times.

If you wrote to us with a request about our archival holdings, 88.6 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, 99.69 percent of the time your records were ready when you arrived. And if you attended one of our education programs, workshops, or training courses, 89.53 percent of the time you rated these programs as "excellent" or "very good." Each year, in these areas and others, 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.

1. At the Dayton Records Center, Kathy Wells pulls documents from U.S. Army files. (Photo by Galen Wilson)

2. Toya Johnson checks a research card in the Textual Reference Room at NARA in College Park. (Photo by Roscoe George)



SPACE AND PRESERVATION

Our third goal is that all records will be preserved in appropriate space for use as long as needed. In 1999 we developed facility standards for the storage of Federal records in records centers. Since the regulations were last updated in 1982, there have been a number of advances in sprinkler systems and other



1. Archivist Richard Boylan helps Army Col. Wayne Johnston review military records. (Photo by Roscoe George)
2. Josh Tenenbaum of the Reagan Library duplicates tapes to fulfill a reference request. (Photo by Steve Branch)
3. Louis Smith reviews requested documents before taking them to a researcher at NARA in College Park. (Photo by Roscoe George)

standards that may significantly improve the environment and general safeguards for Federal records. Because Federal records document individual rights, agency policies and actions, obligations of the Government, and our national experience, it is critical that we protect these records by having a minimum level of fire safety, security, and structural integrity for any facility storing Federal records. During the next year we plan to develop standards for the storage of Federal records in archival facilities as the next step in ensuring that all records are preserved in appropriate space.

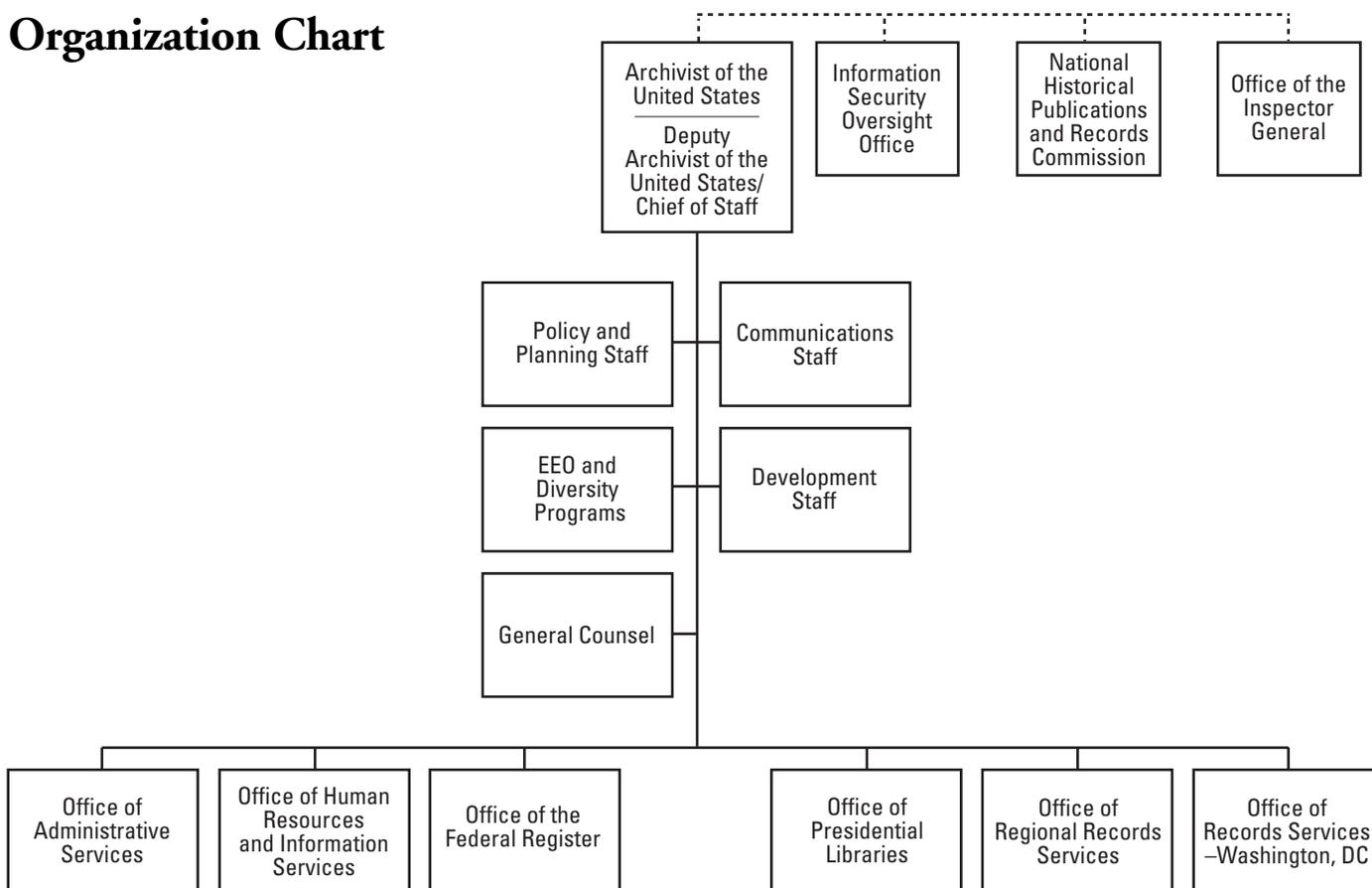
INFRASTRUCTURE

Our fourth goal is that NARA's capabilities for making the changes necessary to realize our vision will continuously expand. Here we focus on our technical capabilities, such as improving the effectiveness of our computer network infrastructure, as well as our personal capabilities. In the latter area in 1999 we developed, tested, and refined a pilot curriculum of courses for our staff. The first set of courses was aimed at helping supervisors and managers to be better leaders of people and better directors of programs. The second set of courses focused on universal competencies, such as customer service and oral and written communications skills, in which all staff should be proficient. The last set then focused on job-specific competencies linked to the accomplishment of our strategic goals. By undertaking this intensive staff development, we will be better able to meet the challenges of our Strategic Plan.

This is just a short list of some of the real progress we are making in fulfilling our mission, achieving our goals, and meeting your needs. Other examples of our 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@arch2.nara.gov.

Statistical and Financial Reports

Organization Chart



Holdings of Presidential Libraries, Fiscal Year 1999

	Papers (pages)	Microforms (rolls/cards)	Still Pictures (items)	Film (feet)	Videotape (hours)	Audiotape (hours)*	Audiocdiscs (hours)**	Museum Objects
Hoover	8,557,636	1,380	44,397	155,591	141	532	78	5,479
Roosevelt	16,719,292	762	134,335	308,676	28	1,024	1,108	24,599
Truman	15,211,518	5,835	106,563	335,955	211	362	462	26,279
Eisenhower	22,709,065	965	317,419	760,236	327	1,118	278	36,565
Kennedy	31,791,312	22,670	146,539	7,271,933	1,324	7,356	728	16,997
Johnson	35,863,022	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	21,750
Ford	21,181,044	4,333	326,150	786,607	1,541	1,602	112	8,184
Carter	27,854,830	0	524,420	1,120,080	1,434	2,000	0	40,053
Reagan	49,734,750	7,000	1,626,428	773,250	19,533	13,391	866	100,855
Bush	41,814,600	0	1,502,093	203	1,807	542	19	67,493
TOTAL	317,547,069	51,726	5,783,451	14,537,408	38,504	43,004	3,651	385,359

*Eisenhower count includes 137 disc belts, not hours **Eisenhower count includes 113 discs, not hours

Archival Holdings by Unit, Fiscal Year 1999

Total Holdings (cubic feet)

Negative numbers are enclosed in parentheses.

Unit	Balance 9/30/1998	Net Change	Balance 9/30/1999
Washington, DC, Area			
Textual Records (except Legislative)	1,343,380	39,782	1,383,162
Legislative Records	101,672	4,447	106,119
Cartographic and Architectural Records	57,600	177	57,777
Motion Picture, Sound, and Video Records	38,937	35	38,972
Still Picture and Graphic Records	20,372	35	20,407
Electronic Records*			
DC Area Totals	1,561,961	44,476	1,606,437
Affiliated Archives**	955	0	955
Regional Archives			
Northeast Region (Boston)	23,867	1,542	25,409
Northeast Region (New York City)	60,111	4,533	64,644
Mid Atlantic Region (Philadelphia)	50,014	1,295	51,309
Southeast Region (Atlanta)	74,566	3,425	77,991
Great Lakes Region (Chicago)	64,492	522	65,014
Central Plains Region (Kansas City)	39,693	479	40,172
Southwest Region (Fort Worth)	66,802	712	67,514
Rocky Mountain Region (Denver)	33,845	(3)	33,842
Pacific Region (Laguna Niguel)	29,649	781	30,430
Pacific Region (San Bruno)	36,060	0	36,060
Pacific Alaska Region (Seattle)	26,726	852	27,578
Pacific Alaska Region (Anchorage)	5,561	3	5,564
Regional Archives Totals	511,386	14,141	525,527
NATIONWIDE TOTALS	2,074,302	58,617	2,132,919

*The Center for Electronic Records measures its holdings in terms of data sets rather than cubic feet. See *Nontextual Archival Holdings by Record Type*.

** Holdings reported here are those of the National Archives Affiliated Archives at West Point and the Naval Academy.

Nontextual Archival Holdings by Record Type, Fiscal Year 1999

Total Holdings (number of items)

Type	Balance 9/30/1998	Net change	Balance 9/30/1999
Artifacts	1,803	0	1,803
Microforms			
16mm microfilm	143,539	65	143,604
35mm microfilm	132,473	64	132,537
Microfiche	46,134	11,500	57,634
Other microforms	66,540	60,000	126,540
Cartographic and Architectural Records			
Aerial photographs	15,987,150	3,807	15,990,957
Maps and charts	2,622,643	10,615	2,633,258
Architectural & engineering plans	2,846,200	19,822	2,866,022
Motion Pictures, Sound, and Video Records			
Motion pictures	125,773	330	126,103
Sound recordings	181,855	190	182,045
Video recordings	34,527	26	34,553
Still Picture and Graphic Records			
Filmstrips	660	4	664
Posters	3,938	10	3,948
Still pictures	10,083,014	93,454	10,176,468
Electronic Records			
Computer data sets	11,940	5,911	17,851
TOTAL NONTEXTUAL ITEMS	32,288,189	205,798	32,493,987

Using the National Archives, Fiscal Year 1999

Location	Researchers Microfilm	Researchers Non-Microfilm	Oral Inquiries	Written Inquiries	Public Prog./ Outreach Participants	Museum Visitors
Washington, DC, Area	57,205	53,096	191,096	289,433	57,555	944,921
Office Of Regional Records Services						
Northeast Region (Boston)	15,941	2,232	7,201	4,023	3,922	n/a
Northeast Region (Pittsfield)	7,965	0	1,908	462	2,073	n/a
Northeast Region (New York)	12,334	1,927	38,003	8,177	1,418	n/a
Mid Atlantic Region (Philadelphia)	13,863	451	12,311	3,906	1,781	n/a
Southeast Region (Atlanta)	10,039	661	7,114	7,215	1,175	n/a
Great Lakes Region (Chicago)	10,467	452	21,214	4,970	20,329	n/a
Central Plains Region (Kansas City)	7,011	486	4,618	2,655	5,833	n/a
Southwest Region (Fort Worth)	11,719	372	6,062	4,617	668	n/a
Rocky Mountain Region (Denver)	10,939	604	4,798	804	1,415	n/a
Pacific Region (San Bruno)	13,224	1,371	12,939	1,964	11,013	n/a
Pacific Region (Laguna Niguel)	16,741	645	7,475	1,186	1,623	n/a
Pacific Alaska Region (Seattle)	18,375	676	6,066	1,202	1,908	n/a
Pacific Alaska Region (Anchorage)	4,648	296	2,572	404	1,836	n/a
Regional Archives Totals	153,266	10,173	132,281	41,585	54,994	n/a
NATIONWIDE TOTALS	210,471	63,269	323,377	331,018	112,549	944,921

Using the Presidential Libraries, Fiscal Year 1999

Location	Researchers	Research Inquiries	Research Daily Visits	Public Program Participants	Outreach Program Participants	Workshop/ Seminar Participants	Museum Visitors
Hoover	164	2,678	528	23,026	2,737	163	68,116
Roosevelt	688	744	1,457	8,671	0	0	110,167
Truman	533	12,635	1,321	12,678	1,045	1,524	108,041
Eisenhower	435	7,262	1,336	7,059	3,914	5	89,751
Kennedy	583	1,397	1,810	60,352	1,307	930	166,460
Johnson	435	2,203	1,623	10,849	123	0	236,610
Nixon	588	3,287	3,882	15	44	0	0
Ford	139	3,999	343	11,079	23,134	95	117,515
Carter	188	10,068	492	1,812	2,298	86	85,592
Reagan	223	7,204	541	30,516	418	0	189,050
Bush	759	719	495	22,844	2,100	48	164,844
TOTAL	4,735	52,196	13,828	188,901	37,120	2,851	1,336,146

Records Centers and Records Management Activities, Fiscal Year 1999

	Reference	Research Room Appointments	Outreach Attendees
Washington National Records Center	563,871	2,342	151
Office of Regional Records Services			
Northeast Region (Boston)	316,101	1,312	258
Northeast Region (Pittsfield)	100,065	0	87
Northeast Region (New York)	0	0	241
Mid Atlantic Region (Philadelphia)	1,717,214	2,026	0
Southeast Region (Atlanta)	585,962	4,737	88
Great Lakes Region (Chicago)	317,893	3,185	429
Great Lakes Region (Dayton)	2,076,949	385	117
Central Plains Region (Kansas City)	1,043,132	666	0
Central Plains Region (Lee's Summit)	480,252	550	0
Southwest Region (Ft. Worth)	786,341	3,240	463
Rocky Mountain Region (Denver)	828,870	2,572	540
Pacific Region (Laguna Niguel)	460,231	5,887	142
Pacific Region (San Bruno)	845,167	2,940	187
Pacific Alaska Region (Seattle)	285,026	2,298	214
Pacific Alaska Region (Anchorage)	0	0	0
National Personnel Records Center (St. Louis)	2,039,445	161	39
Regional Records Services Total	11,882,648	29,959	2,805
TOTAL	12,446,519	32,301	2,956

Financial Operations

Gross funding available to the National Archives and Records Administration (NARA) in FY 1999 by appropriation under Public Law 105-277 for direct operating expenses was \$224,181,000. 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; \$7,861,000 that was deferred until September 30, 1999; and \$433,000 that was rescinded under Public Law 106-51. NARA was also appropriated \$6,662,000 under Public Law 105-277 for emergency expenses related to Year 2000 conversion of information technology systems.

Also available was \$10,280,000 for grants by the National Historical Publications and Records Commission (\$10,000,000 from FY 1999 appropriations and \$280,000 from carryover funds and prior year recoveries) and \$29,498,000 for the repairs and restoration of Archives facilities and Presidential Libraries (\$11,325,000 from FY 1999 appropriations and \$18,173,000 from carryover funds and prior year recoveries). Other funding available was \$149,000 to expand public electronic access to agency records and historical documents; \$133,000 from other budget authority earned through recycling; \$337,000 from unobligated balances to begin to develop functional requirements for information technology systems and to continue a pilot test of improvements at the National Personnel Records Center in St. Louis, MO; and \$41,000 for alterations at the Kennedy Library. The combined funding totaled \$271,281,000.

Of the funds available, \$69,639,000 was obligated by the Office of Regional Records Services to store records and to cover costs related to the accessioning, referencing, refiling, and disposal of records, along with all other activities performed in servicing those records. Also included in these obligated funds were the regional services provided for 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 provided similar, yet centralized services on permanent records with funding requirements totaling \$89,995,000. 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 \$1,785,000 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 \$38,690,000 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 \$7,944,000 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 \$6,107,000 in grants and \$1,882,000 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 principal and interest components. 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, \$23,820,000 was obligated for interest payments on the Archives II facility, and \$5,151,000 was treated as redemption of debt for principal.

The following table summarizes funds available and actually obligated in FY 1999:

Fund	Availability	Obligated
Operating Expenses, Direct	\$231,503,000	\$229,852,000 ¹
Grants	10,280,000	6,203,000 ²
Repairs and Restoration	29,498,000	8,958,000 ²
TOTAL	\$271,281,000	\$245,013,000

¹Includes \$5,151,000 that is considered redemption of debt on the principal for the Archives II facility. Also includes \$6,100,000 in obligations for emergency expenses related to Year 2000 issues.

²Funds 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 1999, the National Archives and Records Administration received \$33,548,000 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, was providing storage and reference service activity on the records of other agencies that are stored in Federal records centers. During FY 1999, \$29,719,000 was received for these services. The Offices of Records Services and Presidential Libraries provided \$3,373,000 in income; this income included funds received for records management training. An additional \$456,000 was recognized as income by providing administrative support to a variety of reimbursable projects.

FINANCIAL SUBSYSTEMS

NARA's financial subsystems were evaluated as required by the Office of Management and Budget (OMB) Circular A-127 Revised. All 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 Report to the President and Congress showing that the subsystems are in compliance with the objectives detailed in the guidelines.

FINANCIAL AND ELECTRONIC COMMERCE PROGRAMS

Credit Card Usage by the Public and NARA Employees

Credit card sales for the Trust Fund Branch, regional records services, Presidential libraries, and museum stores continue to increase. Income from credit cards increased in FY 1999 by 13.0 percent, and the number of sales increased by 9.7 percent.

The usage of the VISA (I.M.P.A.C.) purchase card for small purchases by NARA employees also increased in FY 1999. The dollar amount spent using the purchase card increased by 47.7 percent, and the number of purchases made using the VISA card increased by 20.1 percent.

Electronic Funds Transfer (EFT) and Direct Deposit

In FY 1999 NARA met and exceeded the Financial Management Service's EFT conversion goal of 69 percent with an overall EFT percentage rate of 94.7 percent. NARA has performed extremely well in

converting salary and miscellaneous (travel and grant) payments from Treasury check to EFT. NARA's EFT percentage rate for salary payments was 99.8 percent, and we reached 94.7 percent in miscellaneous payments. The challenge has been to convert vendor payments. NARA's EFT percentage rate for vendor payments in FY 1999 was 73.2 percent, just a little over FMS's goal. The Financial Management Service's EFT conversion goal for FY 2000 is 75 percent. We must work a little harder on vendor payments in FY 2000 to meet FMS's conversion goal; however, we are confident that we will reach and exceed that goal also.

Prompt Payments

NARA continues to maintain a low volume of interest penalty payments to vendors. The dramatic improvement in NARA's financial processes can be attributed to continued and increased financial education of the agency's organizations; an increased awareness by agency employees as to the importance of electronic commerce and other National Performance Review, Congressional, Treasury, and OMB initiatives; improved and increased usage of VISA purchase cards; the declining use of costly certified invoices; and the evolving and increased financial oversight by NARA's financial employees and administrative officers across the country.

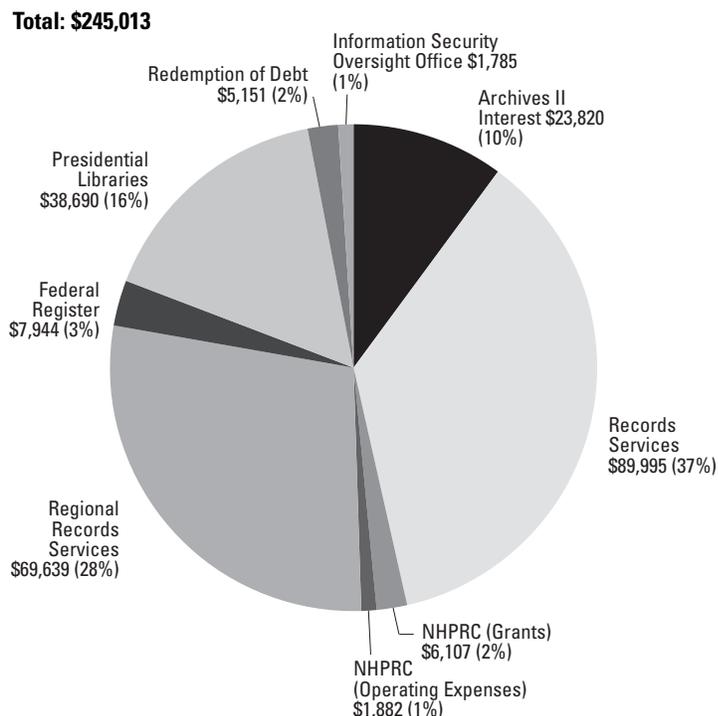
Direct Appropriations

*(Including NHPRC Grants and Repairs and Restoration)
Obligations by Object Classification and Redemption of Debt
(dollars in thousands)*

	1999
Full-time permanent employment compensation	\$75,122
Other than full-time permanent employment compensation	2,780
Other personnel compensation	1,323
Total personnel compensation	79,225
Personnel benefits	17,440
Benefits for former personnel	263
Travel and transportation of persons	971
Motor pool travel	124
Transportation of things	266
Rental payments to GSA	29,604
Communications, utilities and miscellaneous charges	9,381
Printing and reproduction	2,641
Advisory and assistance services	1,603
Other services	43,204
Operation and maintenance of facilities	6,959
Operation and maintenance of equipment	2,843
Supplies and materials	3,185
Equipment	9,832
Land and structures	1,897
Grants, subsidies and contributions	6,203
Insurance claims and indemnities	401
Interest and dividends	23,820
Redemption of debt	5,151
TOTAL	\$245,013

Direct Appropriations Fiscal Year 1999

*(Including NHPRC Grants and Repairs and Restoration)
Includes obligations from funds available from prior years
(dollars in thousands)*



Actual Obligations: Presidential Libraries

(dollars in thousands)

	Program Costs (includes personnel)	Buildings Operations & Maintenance Costs	Major Repair & Restoration Costs	Minor Repair & Restoration Costs*	Common Distributable**	Total Costs***
Hoover	\$947	\$534	\$160	\$12	\$0	\$1,653
Roosevelt	613	877	1,270	15	0	2,775
Truman	1,023	1,062	1,325	8	0	3,418
Eisenhower	1,343	1,189	262	26	0	2,820
Kennedy	1,369	2,036	172	32	0	3,609
Johnson	1,505	1,485	143	5	0	3,138
Nixon Presidential Materials Staff	1,389	0	0	0	0	1,389
Ford	1,170	1,297	380	46	0	2,893
Carter	1,386	1,010	118	40	0	2,554
Reagan	1,359	1,477	31	44	0	2,911
Bush	1,217	1,408	0	6	0	2,631
Central Office: Planning & Direction of White House Liaison; and Clinton Presidential Study	1,616	769	13	0	592	2,990
TOTAL	\$14,937	\$13,144	\$3,874	\$234	\$592	\$32,781

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

** Proportional share of Central Office support services.

*** Does not include \$5,908K share of allocated administrative costs.

Personnel on Board

All Funds as of September 30, 1999

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	757	115	872	0	0	0	757	115	872
Regional Records Services	100	3	103	922	246	1,168	1,022	249	1,271
Presidential Libraries	87	3	90	243	55	298	330	58	388
Information Security Oversight Office	14	0	14	0	0	0	14	0	14
Federal Register	70	1	71	0	0	0	70	1	71
National Historical Publications and Records Commission	13	0	13	0	0	0	13	0	13
TOTAL	1,041	122	1,163	1,165	301	1,466	2,206	423	2,629

The National Archives Trust Fund and Gift Fund

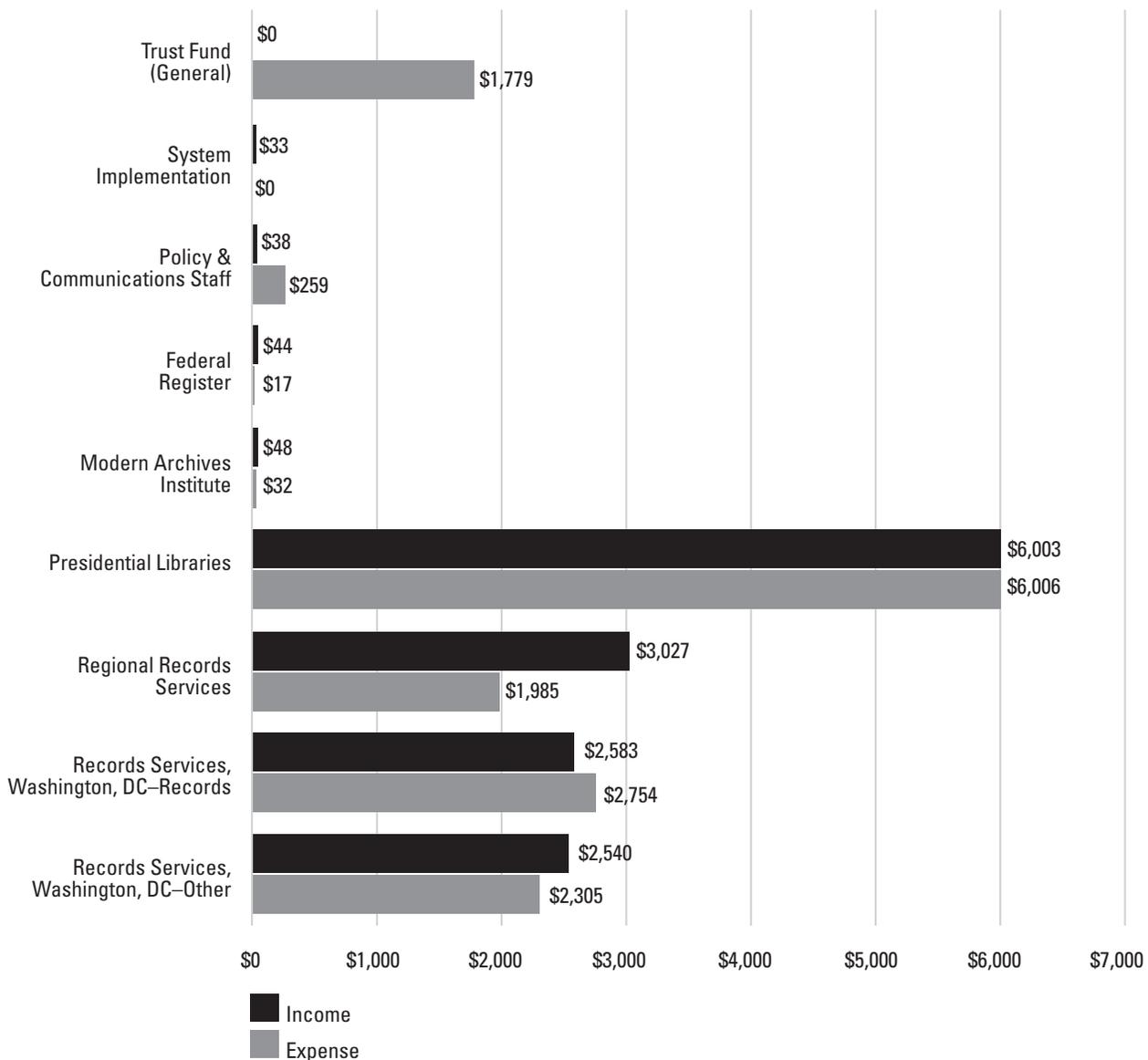
Congress established the National Archives Trust Fund Board to receive and administer gifts and bequests of money and other personal property and to receive monies from the sale of reproductions of historic documents and publications approved by the Board and in the interest of the National Archives 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.

Operating Income and Expenses by Organization Fiscal Year 1999

(dollars in thousands)



Trust Fund — Statements of Operations

For the Fiscal Year Ended September 30

	1999			1998		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
Revenues:						
Reproduction service						
Non-Federal	\$385,963	\$5,456,013	\$5,841,976	\$345,678	\$5,179,331	\$5,525,009
Federal	1,655	154,856	156,511	296	99,164	99,460
Microform publications						
Non-Federal	0	1,275,293	1,275,293	0	1,050,440	1,050,440
Federal	0	38,871	38,871	0	32,485	32,485
Over-the-counter sales						
Non-Federal	1,919,769	1,033,335	2,953,104	1,846,610	1,001,485	2,848,095
Federal	91	6,943	7,034	1,127	4,353	5,480
Publications						
Non-Federal	0	194,841	194,841	0	198,148	198,148
Federal	0	8,029	8,029	0	5,186	5,186
Admissions						
Non-Federal	2,855,905	0	2,855,905	2,809,335	0	2,809,335
Federal	4,326	0	4,326	93,439	0	93,439
Other income						
Non-Federal	835,275	105,993	941,268	576,637	62,965	639,602
Federal	0	1,423	1,423	0	3,795	3,795
Total revenues	6,002,984	8,275,597	14,278,581	5,673,122	7,637,352	13,310,474
Expenses:						
Operating expenses						
Non-Federal	5,889,689	5,130,114	11,019,803	5,067,558	5,502,185	10,569,743
Federal	116,227	3,742,534	3,858,761	55,951	3,964,347	4,020,298
Total operating expenses	6,005,916	8,872,648	14,878,564	5,123,509	9,466,532	14,590,041
Income/(Loss) from operations	(2,932)	(597,051)	(599,983)	549,613	(1,829,180)	(1,279,567)
Other income:						
Imputed financing—expenses paid by other agencies	165,957	123,395	289,352	144,670	109,674	254,344
Prior year income—Non-Federal			0	28	0	28
Investment income—Federal	278,681	425,370	704,051	298,963	552,726	851,689
Other—Non-Federal	59,419	100,305	159,724	42,951	(3,474)	39,477
Total other income	504,057	649,070	1,153,127	486,612	658,926	1,145,538
Other expenses:						
Employer's pension expense	23,116	56,277	79,393	16,285	48,863	65,148
Employer's ORB expense	142,841	67,118	209,959	128,385	60,811	189,196
Prior year expense—Federal	0	0	0	97	54,794	54,891
Total other expenses	165,957	123,395	289,352	144,767	164,468	309,235
Excess (Shortage) of revenues over expenses	335,168	(71,376)	263,792	891,458	(1,334,722)	(443,264)
NET POSITION, BEGINNING OF YEAR	6,833,569	9,443,469	16,277,038	5,942,111	10,778,191	16,720,302
NET POSITION, END OF YEAR	\$7,168,737	\$9,372,093	\$16,540,830	\$6,833,569	\$9,443,469	\$16,277,038

The accompanying notes are an integral part of this statement.

Trust Fund Balance Sheets

As of September 30

	1999			1998		
	Presidential Libraries	Other Trust Fund	Total	Presidential Libraries	Other Trust Fund	Total
ENTITY ASSETS						
Current assets:						
Cash in U.S. Treasury	\$234,591	\$327,422	\$562,013	\$462,170	\$827,629	\$1,289,799
Cash in transit	34,718	4,683	39,401	106,610	45,769	152,379
Imprest funds	22,170	8,860	31,030	20,450	7,540	27,990
Interest receivable—Federal	19,809	28,361	48,170	95,098	183,845	278,943
Investments—Federal	6,334,275	7,811,190	14,145,465	5,489,390	8,429,259	13,918,649
Accounts receivable, net of allowance for uncollectible accounts of \$40,117 for fiscal year 1999 and \$62,393 for fiscal year 1998						
Non-Federal	2,861	488,161	491,022	42,785	305,580	348,365
Federal	0	6,063	6,063	0	207,943	207,943
Inventories, net of reserve for obsolescence of \$209,557 and \$480,674, respectively, for fiscal years 1999 and 1998	730,810	619,380	1,350,190	837,231	550,938	1,388,169
Prepaid expenses—Federal	0	43,888	43,888	0	42,607	42,607
Total current assets	7,379,234	9,338,008	16,717,242	7,053,734	10,601,110	17,654,844
Non-current assets:						
Property and equipment, at cost less accumulated depreciation of \$907,621 and \$1,184,639, respectively, for fiscal year 1999 and \$863,026 and \$1,343,866, respectively, for fiscal year 1998	199,685	1,643,643	1,843,328	279,423	303,415	582,838
Total entity assets	7,578,919	10,981,651	18,560,570	7,333,157	10,904,525	18,237,682
LIABILITIES						
Current liabilities:						
Accounts payable						
Non-Federal	137,621	845,758	983,379	231,414	795,748	1,027,162
Federal	1,112	12,203	13,315	0	51,492	51,492
Accrued payroll—Non-Federal	154,101	80,568	234,669	132,022	77,565	209,587
Sales tax payable—Non-Federal	0	0	0	8,738	0	8,738
Deferred revenue						
Non-Federal	4,725	532,753	537,478	4,845	269,147	273,992
Federal	0	6,063	6,063	0	135,251	135,251
Total current liabilities	297,559	1,477,345	1,774,904	377,019	1,329,203	1,706,222
Long-term liabilities:						
Annual leave liability—Non-Federal	112,623	132,213	244,836	122,569	131,853	254,422
Total long-term liabilities	112,623	132,213	244,836	122,569	131,853	254,422
Total liabilities	410,182	1,609,558	2,019,740	499,588	1,461,056	1,960,644
NET POSITION						
Cumulative results of operations	7,168,737	9,372,093	16,540,830	6,833,569	9,443,469	16,277,038
TOTAL LIABILITIES AND NET POSITION	\$7,578,919	\$10,981,651	\$18,560,570	\$7,333,157	\$10,904,525	\$18,237,682

The accompanying notes are an integral part of this statement.

Statement of Changes in Financial Condition

For the Fiscal Year Ended September 30

	1999	1998
Sources of working capital:		
From operations:		
Net income (loss)	\$263,792	\$(443,264)
Items not affecting working capital:		
Depreciation	284,472	303,195
Adjustments to property and equipment	0	0
Working capital inflow from operations	548,264	(140,069)
From other sources:		
(Decrease) Increase in annual leave liability	(9,586)	30,406
Working capital inflow (outflow) from other sources	(9,586)	30,406
Working capital inflow (outflow) from all sources	538,678	(109,663)
Uses of working capital:		
Purchase of operational assets	1,544,962	106,822
Total working capital used for all purposes	1,544,962	106,822
(DECREASE)/INCREASE IN WORKING CAPITAL	\$(1,006,284)	\$(216,485)

The accompanying notes are an integral part of this statement.

Schedules of Changes in Working Capital

Effect on Working Capital

	1999	1998
Current assets:		
Cash in U.S. Treasury	\$727,786	\$759,020
Cash in transit	(112,978)	97,813
Imprest funds	3,040	3,680
Interest receivable	(230,773)	69,077
Investments	226,816	(1,181,198)
Accounts receivable	(59,223)	213,225
Travel advances	0	0
Inventories	(37,979)	115,332
Prepaid expenses	1,281	(4,740)
Current liabilities:		
Accounts payable	81,960	(278,021)
Accrued payroll	(25,082)	(34,957)
Sales tax payable	8,738	5,877
Deferred revenue	(134,298)	18,407
(DECREASE) INCREASE IN WORKING CAPITAL	\$(1,006,284)	\$(216,485)

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:

	1999	1998
General	\$931,907	\$924,645
Estimated Year-End Accruals	48,997	140,784
Disbursements in Transit	15,790	13,225
TOTALS	\$996,694	\$1,078,654

Gift Fund — Statements of Operations

For the Fiscal Year Ended September 30

	1999			1998	
	Presidential Libraries	Other Unrestricted	Other Restricted	Total	Total
Revenues:					
Grants and donations—Non-Federal	\$332,421	\$127,492	\$426,347	\$886,260	\$5,342,668
Investment income					
Non-Federal	264,066	615	382	265,063	241,531
Federal	89,508	8,251	16,156	113,915	160,201
Total revenues	685,995	136,358	442,885	1,265,238	5,744,400
Expenses:					
Travel and transportation—Non-Federal	52,538	10,699	6,090	69,327	61,614
Supplies and materials					
Non-Federal	44,979	34,529	13,287	92,795	94,342
Federal	2,319	13,026	0	15,345	2,961
Equipment rental—Non-Federal	0	0	0	0	390
Printing and reproduction					
Non-Federal	(338)	752	0	414	4,293
Federal	0	32,825	30,448	63,273	27,891
Payments to commercial contractors—Non-Federal	65,534	9,736	257,047	332,317	266,221
Payments to other agencies or funds					
Non-Federal	71,066	0	10,798	81,864	24,915
Federal	246,549	0	442,020	688,569	360,796
ASB Capital Management fee—Non-Federal	12,132	53	34	12,219	9,481
Total expenses	494,779	101,620	759,724	1,356,123	852,904
Adjustments to prior years operations	(719)	9,000	39	8,320	(4,088)
Excess (Shortage) of revenues over expenses	191,935	25,738	(316,878)	(99,205)	4,895,584
NET POSITION, BEGINNING OF YEAR	6,386,750	190,810	652,030	7,229,590	2,334,006
NET POSITION, END OF YEAR	\$6,578,685	\$216,548	\$335,152	\$7,130,385	\$7,229,590

Gift Fund Balance Sheets

As of September 30

	1999	1998
ENTITY ASSETS		
Current assets:		
Cash in U.S. Treasury	\$106,694	\$61,856
Cash in Transit	31,733	3,377
Interest receivable—Federal	450	41,502
Investments		
Non-Federal	4,706,110	4,929,547
Federal	2,338,898	2,631,608
Travel advances	0	200
Total entity assets	\$7,183,885	\$7,668,090
LIABILITIES		
Current liabilities:		
Accounts payable—Non-Federal	\$53,500	\$438,500
Total liabilities	53,500	438,500
NET POSITION		
Cumulative results of operations	7,130,385	7,229,590
TOTAL LIABILITIES AND NET POSITION	\$7,183,885	\$7,668,090

Statements of Changes in Financial Condition

For the Fiscal Year Ended September 30

	1999	1998
Sources of funds:		
(Shortage) Excess of revenues over expenses:		
Funds provided by operations	\$(985,465)	\$(447,084)
Grants and donations	886,260	5,342,668
(Shortage) Excess of revenues over expenses:	(99,205)	4,895,584
Application of funds:		
Working capital	\$(99,205)	\$4,895,584

Schedules of Changes in Working Capital

Effect on Working Capital

	1999	1998
Current assets:		
Cash in U.S. Treasury	\$44,838	\$10,937
Cash in Transit	28,356	3,011
Accounts receivable	0	(14,607)
Interest receivable	(41,052)	14,634
Investments	(516,147)	5,300,619
Travel advances	(200)	(40)
Current liabilities:		
Accounts payable	385,000	(418,970)
(DECREASE) INCREASE IN WORKING CAPITAL	\$(99,205)	\$4,895,584

Fiscal Year 1999 Gifts Received

Office	Donor	Amount	Total
General, Cultural, & Archival:			
	AT&T The Northern Trust Company*	\$ 6,433	
	Broadfoot Publishing Company*	23,431	
	Foundation for the National Archives*	15,735	
	The Pew Charitable Trusts, through the Foundation for the National Archives	250,000	
	Kodak, through the Foundation for the National Archives	100,000	
	JC Penney Direct Marketing Services, through the Foundation for the National Archives*	50,400	
	Blum Kovler Foundation, through the Foundation for the National Archives*	2,000	
	World Jewish Congress, through the Foundation for the National Archives	5,000	
	The Chase Bank, through the Foundation for the National Archives	5,000	
	Herschel Blumberg, through the Foundation for the National Archives	1,000	
	National School Board Association	1,500	
	State of Delaware	7,019	
	National Film Preservation Foundation	11,623	
	National Food Processor Association	1,500	
	Yoshiko S. Dart	1,000	
	KMA Communications LTD	1,500	
	Heery International	1,500	
	State of New Mexico	2,966	
	State of New Mexico (non-cash)	411	
	Society of American Archivists (non-cash)	1,390	
	Washington State Historical Society (non-cash)	1,633	
	Israeli Government (non-cash)	1,500	
	Solutia Inc (non-cash)	8,000	
	Titanium Industries Inc (non-cash)	12,500	
	Pilkington Libbey-Owens-Ford (non-cash)	2,000	
	SpaceSaver (non-cash)	10,000	
	Miscellaneous (cash)	15,794	
	Miscellaneous (non-cash)	2,437	
Total General, Cultural & Archival			\$543,272

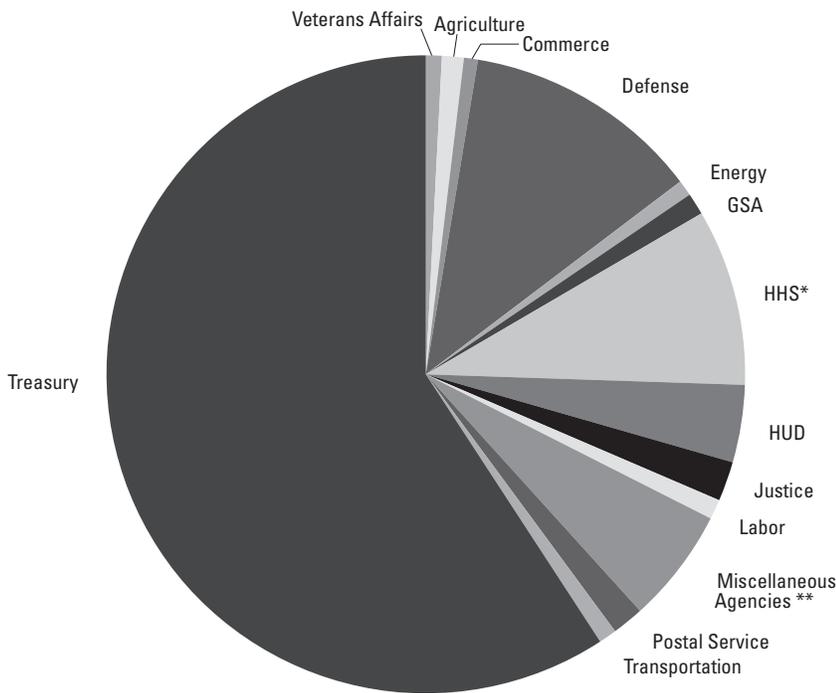
Fiscal Year 1999 Gifts Received Continued

Office	Donor	Amount	Total
Presidential Libraries:			
Bush Library	George Bush Presidential Library Foundation*	\$ 118,818	
	Miscellaneous	206	119,024
Carter Library	Miscellaneous	4,862	4,862
Eisenhower Library	Eisenhower Foundation	2,500	
	Miscellaneous (non-cash)	656	
	Miscellaneous	1,540	4,696
Ford Library	Gerald R. Ford Foundation	7,500	
	Miscellaneous	480	7,980
Hoover Library	Grant Wood Area Education Agency	1,400	
	Miscellaneous	3,368	4,768
Johnson Library	LBJ Foundation	102,249	
	Miscellaneous	50	102,299
Kennedy Library	UAW-GM Center for Human Resources	3,000	
	Miscellaneous	831	3,831
Reagan Library	Ronald Reagan Presidential Foundation	6,006	
	Ruth R. Porter	1,000	
	Mary Ann Bullard	1,000	
	Miscellaneous	1,737	9,743
Roosevelt Library	Franklin and Eleanor Roosevelt Institute	1,167	
	Edelman Foundation	5,000	
	Franklin and Eleanor Roosevelt Institute (non-cash)	4,686	
	Miscellaneous	335	11,188
Truman Library	Foundation For The National Archives	1,797	
	Harry S. Truman Institute	23,155	
	Miscellaneous	8,375	33,327
Total Presidential Libraries			301,719
Office of Regional Records Services:			
Northeast - Boston	Miscellaneous	369	
Northeast - Pittsfield	Miscellaneous	910	
Northeast - New York	Miscellaneous	1,896	
Mid-Atlantic - Philadelphia	Miscellaneous	2,065	
Southeast - Atlanta	Friends of the National Archives*	15,428	
	Miscellaneous	810	
	Miscellaneous (non-cash)	90	
Great Lakes - Chicago	Miscellaneous	1,798	
Central Plains - Kansas	Miscellaneous	807	
Southwest - Ft. Worth	Miscellaneous	329	
Rocky Mountain - Denver	Miscellaneous	2,550	
Pacific - San Bruno	David Dreyer	1,654	
	Miscellaneous	3,027	
Pacific - Laguna	Miscellaneous	4,313	
Pacific Alaska - Seattle	Miscellaneous	6,901	
Pacific Alaska - Anchorage	Miscellaneous	122	
Total Office of Regional Records Services			43,069
TOTAL DONATIONS			\$888,059

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

Disposal of Federal Records

Records Disposals for 1999 Federal Records Centers



Agency	Holdings (cubic feet)	Percentage
Agriculture	13,721	1.1%
Commerce	9,348	0.7%
Defense	148,650	12.0%
Energy	9,917	0.8%
GSA	13,158	1.1%
HHS*	110,232	8.9%
HUD	48,038	3.9%
Justice	24,726	2.0%
Labor	12,115	1.0%
Misc. Agencies**	72,003	5.8%
Postal Service	19,599	1.6%
Transportation	11,823	0.9%
Treasury	739,038	59.4%
Veterans Affairs	9,950	0.8%
Total Cubic Feet of Disposals	1,242,318	100.0%

*Includes Social Security Administration.

**Includes other agency disposal less than 8,000 c.f.

Note: Source of data is the NARS 5 report, which is subject to indefinite end of year adjustments. Totals may not cross-reference to published performance indicators because those numbers are taken directly from the Federal Records Centers' CARS report, which has an absolute cut-off date 2 weeks following the end of the fiscal year.

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