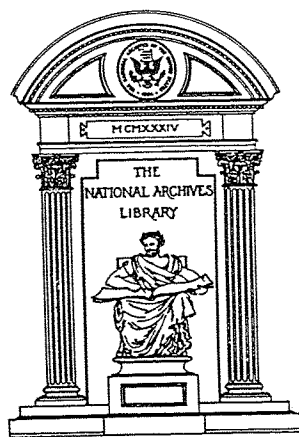


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The
National
Archives
and Records Administration

Annual Report for the Year Ended September 30, 1987



Cover: A baseline measurement of the first page of the Constitution was taken by the Charters Monitoring System (CMS) electronic camera in May of 1987. The space-age camera records minute details of ink and parchment condition. Periodic measurements will be compared with this baseline image to determine if changes or deterioration invisible to the human eye have taken place. Baseline images were also taken of the second and third pages of the Constitution and the Bill of Rights this year. For a further explanation of the CMS, see chapter 10. (Photograph by Sam Abel, courtesy of the National Geographic Society.)

Edited by Jill Brett and Shelby Bale

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The National Archives

and Records Administration

Annual Report for the Year Ended September 30, 1987

Washington, DC

1987 Annual Report of the National Archives

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Archivist's Overview



Previous page: House Speaker James Wright (D-TX) confers with Acting Archivist Frank G. Burke at the naturalization ceremony sponsored by the National Archives—Ft. Worth Branch on April 24, 1987. This was one of 11 naturalization ceremonies sponsored by the field branches to commemorate the 200th anniversary of the signing of the Constitution. (Photograph courtesy of the Ft. Worth Branch.)

The National Archives has just completed a magnificent year devoted to the study and understanding of the U.S. Constitution, which celebrated its 200th birthday.

Throughout the bicentennial year, Americans and foreign visitors came to the National Archives, home of the original, engrossed copy of the Constitution. Artists, media figures, scholars, politicians, bureaucrats, military personnel, cab drivers, families, joggers, and other citizens took part in the celebration. For 87 hours prior to the actual anniversary date of the Constitution on September 17, the document was on continuous display. In that short time, more than 25,000 people viewed the document, or approximately five people per minute, day and night. Coretta Scott King, Associate Justices Harry A. Blackmun and Lewis F. Powell, Jr., U.S. Senator John C. Stennis (D-MS), Ted Koppel, Peter Jennings, David Brinkley, Dan Rather, Gregory Peck, Larry King, Sugar Ray Leonard, Barbara Jordan, former Chief Justice Warren Burger, Secretary of the Army John Marsh, and many other notable figures took the opportunity of the celebration to appear in person and view the Great Charter. The military services, local police jurisdictions, and the Boy and Girl Scouts contributed honor guards and crowd controllers. Apple Computer, Inc., Scholastic Software, and Hewlett-Packard contributed computer-directed constitutional quizzes to challenge visitors in the Exhibition Hall. Local theatrical groups presented plays in the Archives Theater and on the Constitution Avenue lawn.

In keeping with the national nature of the National Archives and its 30 facilities in 14 States, bicentennial activities were also conducted around the country. Naturalization ceremonies were sponsored by the field branches, beginning in Fort Worth, TX. This naturalization ceremony was attended by many dignitaries, including House Speaker James Wright (D-TX). During the year, 11 branches and the National Archives in Washington sponsored or participated in similar naturalization ceremonies. More than 1,200 petitioners became new citizens at these ceremonies. Through the efforts of the Kansas City Branch, American Telephone & Telegraph provided a free telephone call, anywhere in the world, to new citizens after each ceremony.

Notable participants in the various field branch ceremonies were Governor Mike Hayden of Kansas, Governor Roy Romer and former Governor Richard Lamm of Colorado, Illinois Secretary of State Jim Edgar, Washington Secretary of State Ralph Munro, U.S. Representative Tom Lantos (D-CA), former U.S. Senators Gary Hart and Tom Eagleton, more than 20 U.S. district and appeals court judges, and former Archivist of the United States James B. Rhoads.

Across the country, on September 17, field branch activities were accompanied by bell ringing, Air Force and National Guard flyovers, ceremonial signings of the Constitution, cuttings of Constitution birthday cakes, releasing of doves and balloons, skywriting, special bicentennial stamp cancellations, distribution of copies of the Constitution, and

demonstrations of colonial crafts. These festivities attracted an estimated 36,000 people.

Bicentennial activities also included the display, during Constitution Week, of a computerized poll and quiz about the Constitution, written and programmed by the staff; film festivals, held at various times during the year, of feature films and documentaries about constitutional issues; exhibits of facsimiles of significant historical documents that preceded the Constitution; and a display of banners proclaiming "National Archives Celebrates the Constitution." During the year, several field branches sponsored ethnic genealogy workshops and teachers workshops focusing on constitutional issues.

In other cities with National Archives facilities there were readings of parts of the Constitution or performances by local theatrical troupes of themes relating to the Constitution. A series of "Constitutional Minutes," consisting of day-by-day happenings at the 1787 convention, were broadcast over hundreds of radio stations from Washington, DC, to California. A ceremony involving the Acting Archivist of the United States, the Director of the National Park Service, and a U.S. Senator from Missouri, as well as local participants, took place in the Old Courthouse Building in the shadow of the Arch in St. Louis. The Bicentennial Portfolio, which follows, is a pictorial summary of these events.

All of these activities involved the staffs of the Federal records centers and the National Archives field branches. But they also involved many staff members behind the scenes who are not chronicled in the following pages. For every exhibition item there had to be someone to identify and locate the appropriate letter, report, or other document. For every exhibition, there had to be a plan and a design. Curators worked with archivists, editors, and designers who worked with the field branches to pay proper tribute to the bicentennial birthday of this unique document.

The Office of the Federal Register, a part of the National Archives since its beginning in 1934, chose a bicentennial theme for the cover of the 1987 *The United States Government Manual* (still known to many of us by its old name of *Government Organization Manual*). Some of the photographs of the Exhibition Hall, where the Constitution is on permanent display, appeared in *Time*, *Life*, *The National Geographic*, and other national magazines.

Our technical staff on the Archival Research and Evaluation Staff also participated by introducing to the archival community a new electronic imaging camera as part of our Charters Monitoring System, a system to improve the long-range preservation of the Declaration of Independence, the Constitution, and the Bill of Rights. The system can also be applied to the preservation of other documents in the National Archives.

The National Historical Publications and Records Commission (NHPRC), whose annual report is incorporated in this report, has been funding publication projects for the

constitutional period since long before the beginning of this celebration. The NHPRC continues to support, through modest grants, the documentary editions relating to the ratification of the Constitution, the first Federal elections, the first Federal Congress, and the Papers of James Madison, George Washington, Alexander Hamilton, and many of the other Founding Fathers.

The rest of this report details the many activities of the National Archives in all its areas of concern. While the institution is capable of rising to the requirements of a

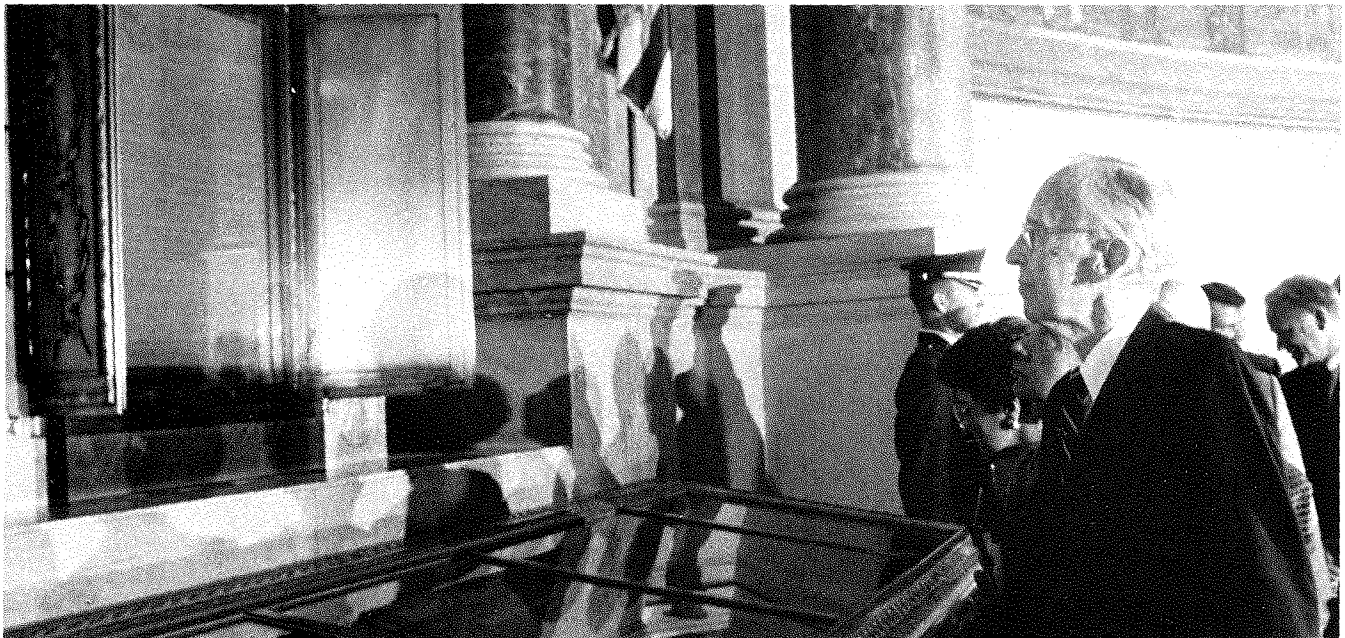
national celebration, it also carries on its everyday work to forward the progress of Government records preservation and use. We believe that the reader will find that considerable progress toward our program goals was achieved during this fiscal year, ending on September 30, 1987.

FRANK G. BURKE
Acting Archivist
of the United States

Bicentennial Portfolio Celebrations in Washington, DC



The Third U.S. Infantry (the Old Guard) Fife and Drum Corps was part of the festivities opening "The 87-Hour Vigil" on September 13, 1987. (Photograph by Cynthia Johnson.)



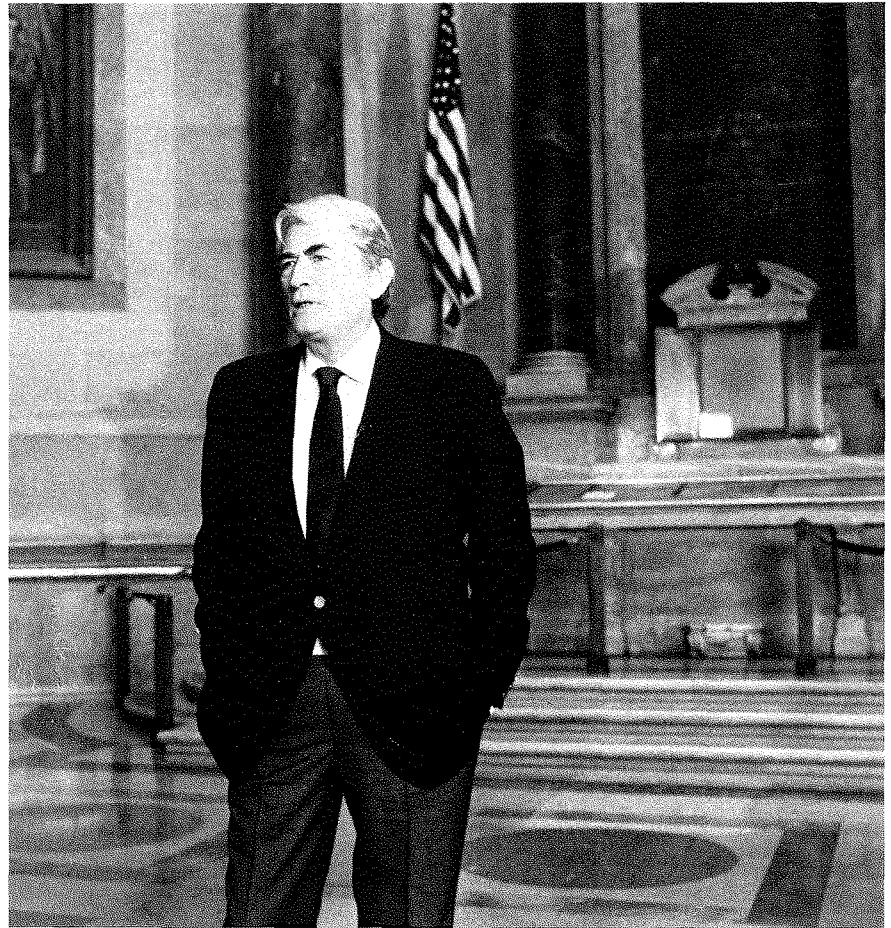
Associate Justice Lewis F. Powell, Jr., views the Constitution on September 13, 1987. (Photograph by Cynthia Johnson.)



Acting Archivist Frank G. Burke and former U.S. Representative Barbara Jordan confer at the September 17, 1987, naturalization ceremony held in the National Archives Rotunda, where she was the main speaker. (Photograph by Cynthia Johnson.)



Journalist Bill Moyers and U.S. Senator Alan Cranston (D-CA) chat at the May 13, 1987, reception before the premiere of "Report from Philadelphia." These 3-minute daily reports on the progress of the 1787 Constitutional Convention were aired on public television. Following the screening, Bill Moyers filmed a segment of "In Search of the Constitution" in the National Archives Rotunda. This 11-part series featured interviews with jurists and citizens about constitutional issues. (Photograph courtesy of WETA.)



CBS-TV filmed a segment of its bicentennial special, "We the People 200," in the National Archives Rotunda. The show, which aired on September 17, 1987, featured Gregory Peck discussing the significance of the Constitution in front of the Great Charters. PBS, CBS, and ABC used the Rotunda as the setting for parts of their bicentennial specials. (Photograph by Nancy Olds.)



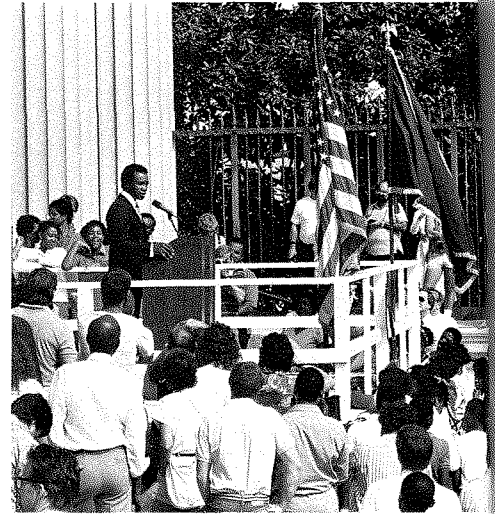
More than 25,000 people from all 50 States, Puerto Rico, and 61 countries lined up on the Portico to view the Constitution during the Vigil. (Photograph by Cynthia Johnson.)



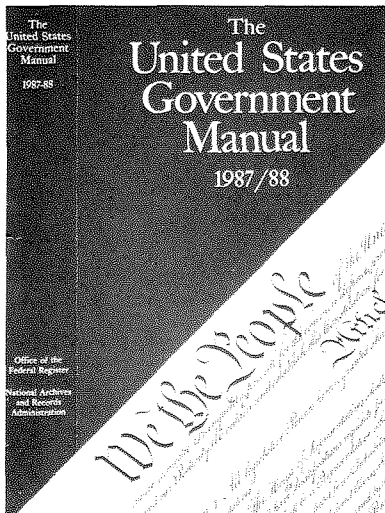
National Historical Publications and Records Commission staff and the editorial staff of the James Madison Papers held a book presentation ceremony honoring the publication of volume 1 of the Secretary of State Series of the Madison Papers, supported in part by NHPRC. Pictured here are members of the NHPRC and Madison editorial staffs with Acting Archivist and Commission Chairman Frank G. Burke in front of the Madison statue at the Library of Congress. (Photograph courtesy of the Library of Congress.)



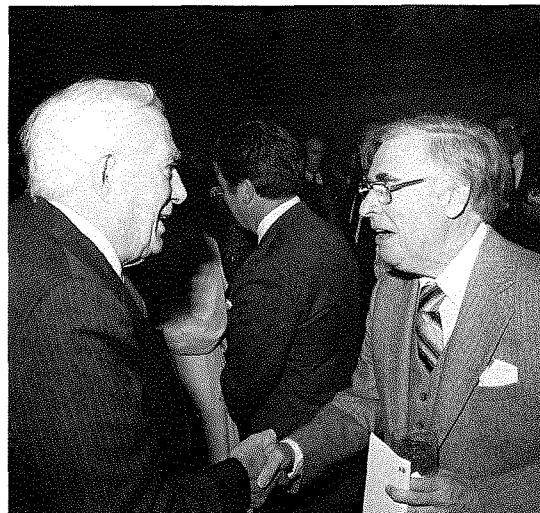
U.S. Senator John C. Stennis (D-MS) presenting brief remarks during the ceremony marking the beginning of the Vigil. (Photograph by Cynthia Johnson.)



World Boxing Champion Sugar Ray Leonard visited the National Archives during the Vigil. (Photograph by Nancy Olds.)



The Office of the Federal Register publishes The United States Government Manual annually. As the official handbook of the Federal Government, the Manual provides comprehensive information on the agencies of the legislative, judicial, and executive branches.

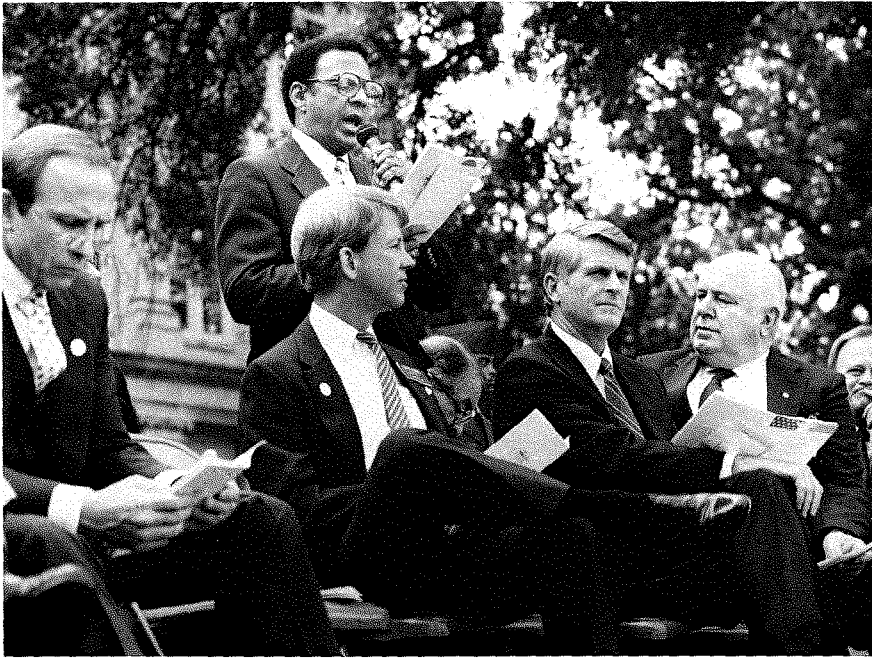


Former Chief Justice Warren Burger greets National Archives volunteer Ralph Pollock at the opening of "The American Experiment: Creating the Constitution," October 22. Mr. Pollock is chairman of the National Archives Volunteer Constitution Study Group, which sponsors free monthly lectures on constitutional issues by eminent legal scholars, journalists, historians, and politicians. By the end of the year, the study group had sponsored more than 50 lectures and symposia since 1982. (Photograph by Nancy Olds.)

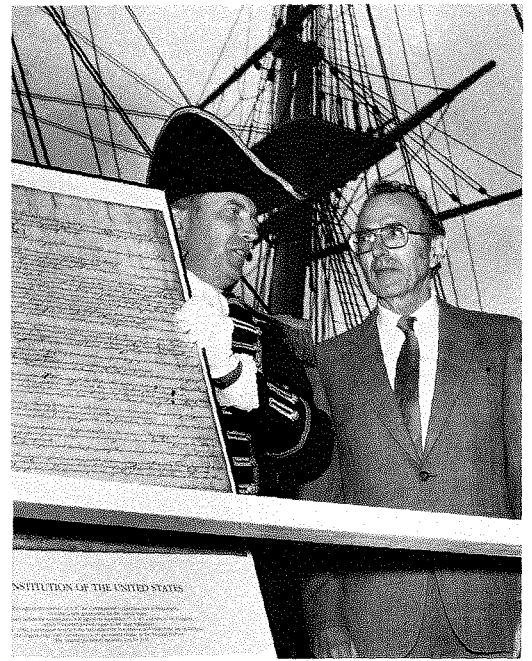


Washington-area Girl Scouts handed out free copies of the Constitution and monitored the guest registers during the Vigil. (Photograph by Nancy Olds.)

And Across the Nation



Atlanta Mayor Andrew Young (standing) reads from the Constitution at the Bicentennial Day ceremonies cosponsored by the National Archives-Atlanta Branch and the Georgia Commission on the Bicentennial of the U.S. Constitution on the grounds of the State Capitol in Atlanta. In foreground, left to right, are: State Senator Bud Sturnbaugh, State Senator Pierre Howard, Lieutenant Governor Zell Miller, former Governor James MacKay, and Georgia Secretary of State Max Cleland. (Photograph by J. J. Allan.)



Capt. David M. Cashman holds a framed facsimile of the U.S. Constitution presented by James K. Owens (right), Director of the National Archives-Boston Branch, at the Constitution Day ceremony on board the U.S.S. Constitution in Boston. (Photograph by Vincent Petipos.)



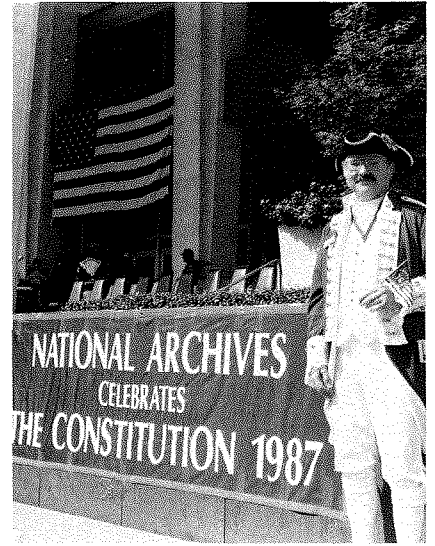
Visitors to the Eisenhower Library view the special bicentennial exhibition "Presidential Inability: Constitutional Crisis or National Tragedy," which focused on Presidential succession in times of crisis and on the passage of the 25th Amendment. (Photograph courtesy of the Eisenhower Library.)



Sharon Roadway, Director, and Velevia Chance, Assistant Director, of the Los Angeles Federal Records Center, and Diane Nixon, Director of the National Archives—Los Angeles Branch, participate in the tree-planting ceremony held outside the Holfield Federal Building in Laguna Niguel in honor of the Constitution's 200th anniversary. (Photograph by Genny Edge.)



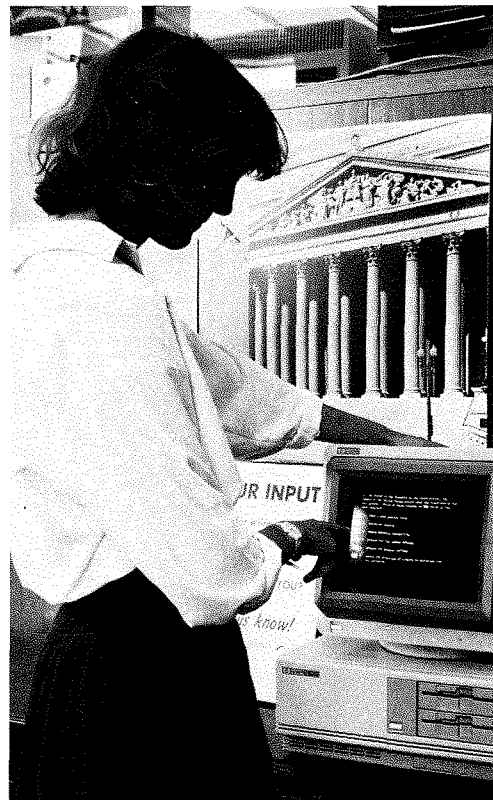
Former U.S. Archivist James B. Rhoads was interviewed by KMPS—AM radio at the National Archives—Seattle Branch Constitution Day celebration. (Photograph by Philip Lothyan.)



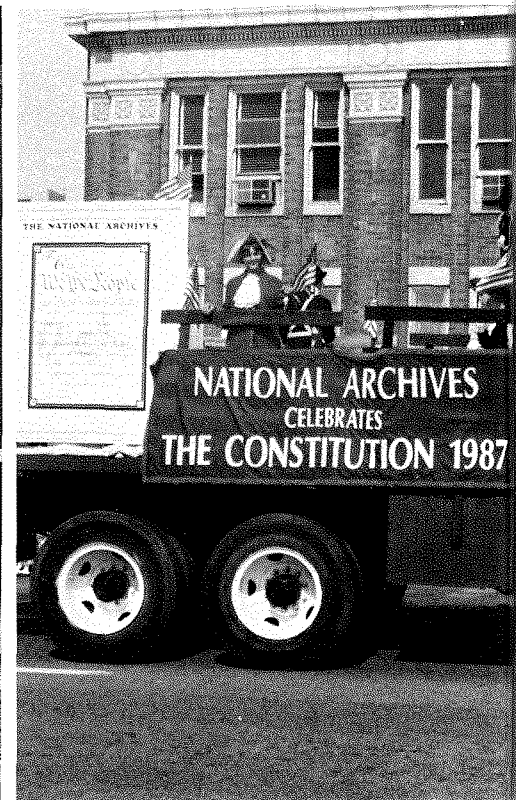
Jim Herman, National Archives—Ft. Worth Branch volunteer, participates in the bicentennial celebration sponsored by the Branch on the steps of the Ft. Worth Federal Building on September 17, 1987. (Photograph by Kent Carter.)



Peter Bunce, Director of the National Archives—Chicago Branch, at the Branch's public reading of the Constitution on September 17, 1987, at the State of Illinois Center in Chicago. (Photograph by Thomas Johnston.)



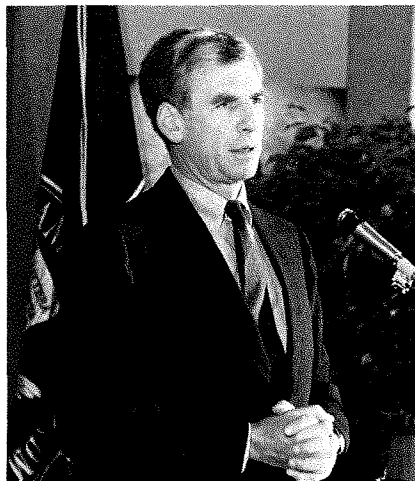
National Archives—San Francisco Branch staff member Shelly Farr takes the Hewlett Packard Constitution computerized poll at the Branch. (Photograph by Waverly Lowell.)



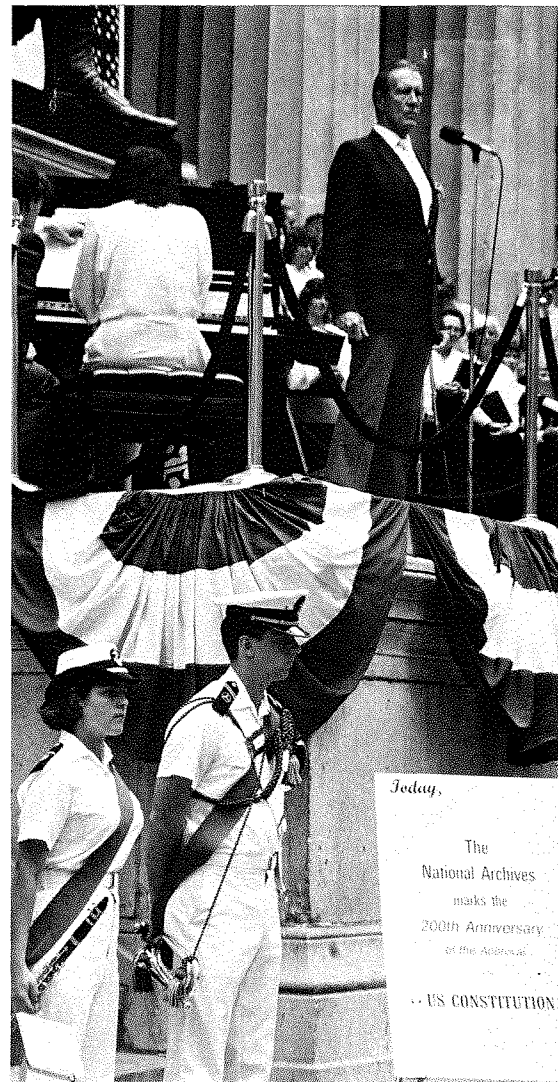
The National Archives—Denver Branch's entry in the Denver Labor Day Parade on September 7, 1987. (Photograph by Pat Barker.)



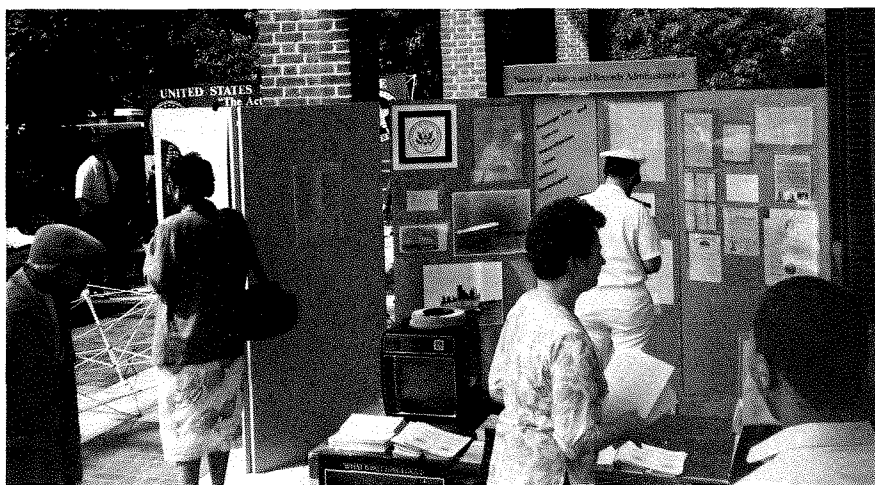
Newly naturalized U.S. citizens phone home after the September 17, 1987, naturalization ceremony in Topeka, KS. (Photograph courtesy of the Kansas Historical Society.)



U.S. Senator John C. Danforth (R-MO) giving the keynote address at the May 22, 1987, bicentennial ceremony sponsored by the St. Louis Records Center. (Photograph by Larry Kuban.)



The Constitution Day ceremony cosponsored by the National Archives—New York Branch and the National Park Service was held on the steps of Federal Hall on Wall Street. Noted opera singer Jerome Hines, the Regimental Band of the U.S. Merchant Marine Academy, and the Long Island Choral Society were featured. (Photograph by John Celardo.)



Visitors view the National Archives—Philadelphia Branch exhibit "Federal Employees Salute Constitution Day" at Independence Mall on September 10, 1987. (Photograph by Robert Plowman.)



Producer Fred Friendly (holding a copy of the Constitution) warms up the morning panel before the opening session of "The Presidency and the Constitution," a television production taped at the Gerald R. Ford Library, February 5, 1987. Pictured, left to right: U.S. Attorney General Edwin Meese, CBS News correspondent Dan Rather, former National Security Council staff member Gary Sick, former CIA Director Stansfield Turner, and U.S. Representative Richard Cheney (R-WY). (Photograph courtesy of the Ford Library.)

Office of the Archivist

The 1934 law establishing the National Archives mandates that the organization “be administered under the supervision and direction of the Archivist.” This definition provides ample authority for the Archivist, but its very broadness disguises much of the work done by the Archivist and his staff in order to run the agency.

Much of the day-to-day activity would, of course, be recognizable to any executive officer of a \$100-million-a-year corporation with 3,000 employees in more than 30 locations from coast to coast. Thus, while the skillful deployment of resources is central to almost everything that is done, there are a number of other activities that are both important and illustrative of the work of the agency.

Perhaps the most visible of these is the Archivist’s role of representing the U.S. Government and the archival profession in the international arena. During the year this responsibility included the ceremonial greeting of a group of provincial governors of Morocco, the meeting with some Members of Parliament of the Federal Republic of Germany who were concerned about enacting a new organic archives law for their country, two visits from archivists and records administrators from the People’s Republic of China, and acting as host for a week-long seminar on preservation policy planning for archivists from Latin America and the Caribbean. Perhaps the most significant international activity for the Acting Archivist this year was serving as chairman of the commission established by the American Council of Learned Societies to arrange a program of archival exchanges with the State Archives Bureau of the Union of Soviet Socialist Republics.

In December of 1986 a five-member group traveled to Moscow to begin negotiations. The group, which named itself the Commission on Soviet-American Archival Cooperation (COSAAC), discussed its concerns with

Soviet archivists and agreed to a second meeting in Washington in late February of 1987. At the conclusion of this meeting, a formal agreement was signed that provides for exchanges of archival staff, plans, and publications. The text of this historic agreement was published in the quarterly journal of the Society of American Archivists.

The second meeting with the archivists of the 50 States was held in July. This day-long session has proved to be a very successful forum for the discussion of archival and management issues and may become an annual event. The meeting is a demonstration of the need for Federal and State cooperation in solving archival problems.

Related professional activities that required much of the time and attention of the Acting Archivist kept him in touch with other cultural institutions. Among the nonarchival meetings regularly attended were those of the Woodrow Wilson Center, the Pennsylvania Avenue Development Corporation, the National Building Museum, and the Christopher Columbus Quincentenary Jubilee

Commission. The archival and scholarly meetings frequently attended by the Acting Archivist included those of the Mid-Atlantic Regional Archives, the American Historical Association, the Society of American Archivists, the National Association of Government Archives and Records Administrators, the Manuscript Society, and the Society for History in the Federal Government. Naturally, the Acting Archivist remained very active with the National Historical Publications and Records Commission, of which he is Chairman.

Two major program initiatives dominated much of the year for the Acting Archivist. These were the continuation of the process of automating the agency and its holdings and the developing of plans for the new archives building. Both of these topics are extensively covered in other parts of this report, but both are of such long-term importance they deserve to be mentioned here as well. The efforts toward automation show up in areas such as the establishment of the new Life Cycle Tracking Staff office for the Archivist, which is described below. The great amount of progress



Acting Archivist Frank G. Burke accepts the deed to the Carter Library from former President Jimmy Carter, officially turning the library over to the National Archives on October 1, 1986. (Photograph courtesy of Emory University.)



Acting Archivist of the United States Frank G. Burke and General Director of the Main Archival Administration of the U.S.S.R. Council of Ministers Fyodor Mikhailovich Vaganov sign an agreement on February 19, 1987, establishing the Commission on Archival Cooperation. (Photograph by Nancy Olds.)

made toward the design of an additional building for the Archives, which is described in chapter 2, is largely the result of the Acting Archivist's work with all the many interests involved, including U.S. Representative Steny H. Hoyer (D-MD), who has supported the project enthusiastically.

Late in the summer, when the President announced his intention to nominate Dr. Don W. Wilson as the seventh Archivist of the United States, Acting Archivist Frank G. Burke was able to look back at his tenure in office as a period of personal satisfaction as well as of great achievement for the agency.

Archival Research and Evaluation Staff

The Archival Research and Evaluation Staff, directed by William Holmes, carries out a three-fold mission to study and monitor technological evolution and innovations, assist other

offices in the application of technology to their programs and operations, and provide technical consultation services within the National Archives. The staff conducts, or undertakes by contract, a program of applied technical research projects. The Archival Research and Evaluation Staff also includes Preservation Officer Alan Calmes, who, in addition to advising the Archivist on preservation matters and coordinating the overall preservation program, oversees research contracts in preservation-related areas.

For the activities of this staff, see chapters 9 and 10.

Audits and Compliance Staff

The staff audits programs to determine whether resources are safeguarded; funds are expended in a manner consistent with related laws, regulations, and policies; and the programs achieve desired results and function efficiently. Headed by George

Henderson, the staff of four auditors perform both program and financial audits.

At the request of the Acting Archivist, the staff completed the following projects:

- Review of the National Archives internal control program;
- Review of the National Archives financial management systems;
- Survey of the purchase of computer equipment;
- Survey of inspections of records centers;
- Audit of the acquisition and utilization of the electrostatic copying equipment;
- Audit of the operations of the Diplomatic Branch;
- Audit of the Washington National Records Center occupant emergency operating plan;
- Audit of the National Archives—Ft. Worth Branch.

Congressional Relations Staff

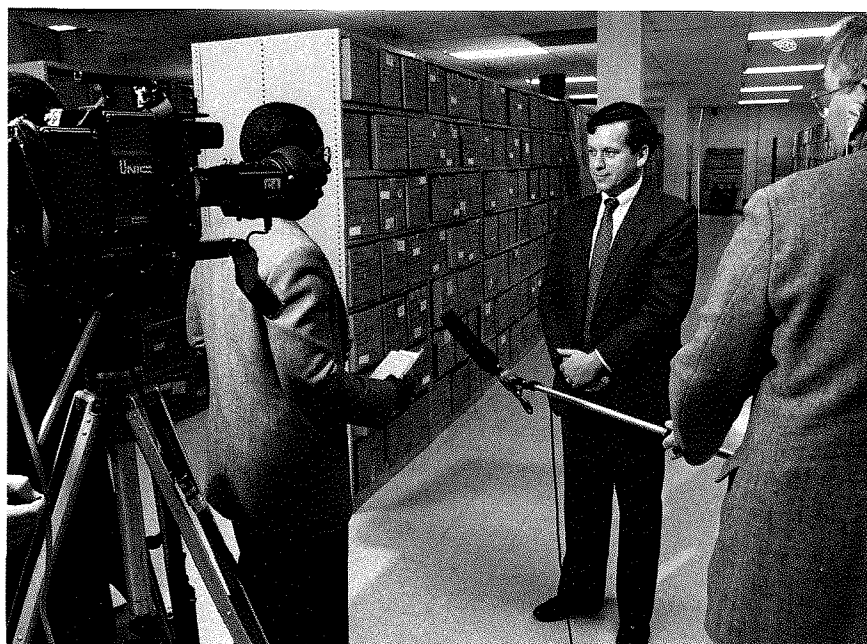
Interest in the National Archives, generated by the celebration of the 200th anniversary of the Constitution, created a heavy demand from congressional offices for a variety of services from this staff, which is directed by Susan Chase. Special tour requests increased, and those who toured the National Archives included U.S. Senator John C. Stennis (D-MS), U.S. Representative Glenn English (D-OK), U.S. Representative Alfred A. McCandless (R-CA), Lieutenant Governor of Colorado Mike Callahan, and numerous key committee and personal staff people. Requests and inquiries numbered more than 2,500 for the year.

The staff visited each of the 535 congressional offices. Each office received a packet of publications and materials to help assist it in answering constituent inquiries and in becoming familiar with the variety of services the National Archives makes available to Members of Congress.

Legal Services Staff

The Legal Services Staff, under the direction of its Acting Director Gary Brooks, advises the Archives staff on matters involving the interpretation of law and regulation, represents the agency before the Equal Employment Opportunity Commission, and serves as the liaison between the National Archives and the Department of Justice in judicial proceedings involving the agency. The Acting Director serves as the Designated Agency Ethics Official (DAEO), coordinating the ethics program.

While the National Archives was a party to several lawsuits during the past fiscal year, perhaps the most visible one involved the Public Citizens Litigation Group (PCLG). In this case, PCLG challenged the legality of an opinion issued by the Department of Justice Office of Legal Counsel (OLC), which concluded that the Archivist and the incumbent President should honor any claims of executive privilege raised by former President Richard Nixon. The U.S. District Court for the District of Columbia found that the OLC's opinion conflicted with the requirements of the statute governing the Nixon Presidential



James J. Hastings, head of the Nixon Presidential Materials Project staff, was interviewed by numerous journalists concerning the opening of the Nixon Presidential videotapes and papers. (Photograph by Anita Happoldt.)

historical materials and ordered the National Archives to disregard the OLC's opinion. The Government has appealed this decision.

The district court's opinion had added significance because, starting on December 1, 1986, the National Archives began making Nixon Presidential historical materials available to the public. The staff's role in this series of events has been to advise the Archivist and the Office of Presidential Libraries on various questions relating to the release of the materials.

Another statute governing Presidential historical materials, the Presidential Records Act, also figured prominently in activities this past year. In conjunction with the Office of Presidential Libraries, the staff drafted regulations implementing this act that will govern Presidential historical materials beginning with those of President Reagan.

In his role as the DAEO, the Acting Director oversaw the drafting of new agencywide standards of conduct. The draft standards were sent to the Deputy Archivist for review. The staff conducted several ethics training sessions for employees during the past fiscal year. The staff of five includes three attorneys, a legal staff assistant, and a law clerk.

Life Cycle Coordination Staff

The Life Cycle Coordination Staff was established by the Acting Archivist this year to begin developing an integrated automated system for the National Archives. The principal purpose of the life cycle automated system is to control information about the status and content of Federal records from the time they are scheduled for disposition through their permanent preservation in the National Archives. Access to the holdings of the Presidential libraries is also a major objective of the system. The staff identified and defined the data elements essential to this system and began developing requirements for a subject thesaurus and other controlled vocabularies that will be used to describe these records and to retrieve the descriptions.

The staff also directed work by American Management Systems, Inc., which will lead to the development of an agencywide architectural design for automated systems. The design will encompass the life cycle functions now being automated by the Office of the National Archives, Office of Presidential Libraries, Office of Federal Records Centers, and Office of Records Administration. Thomas F. Soapes is the director of the staff.

Public Affairs Staff

The staff produces the four periodicals, listed here, about the programs and holdings of the National Archives and coordinates the nationwide public information program. The Public Affairs Officer is Jill Brett.

During the year, the staff received 1,523 inquiries from the media about the National Archives. Press releases and public service announcements about activities at the National Archives totaled 172. More than 877 news and magazine articles featured the National Archives prominently.

The following publications were issued during this fiscal year:

<i>Publication</i>	<i>Circulation Per Issue</i>
Monthly Calendar of Events (published by the National Archives Trust Fund Board)	20,000
Quarterly News From the Archives	510
Weekly Staff Bulletin	3,800
Annual Report	3,000

Office of Management and Administration

The Office of Management and Administration provides nationwide administrative services to the agency. This includes planning and administering the financial, facilities management, personnel, procurement, and information management programs. In addition, the Office acts as liaison with the Office of Management and Budget and with congressional appropriation committees, and oversees the day-to-day operations of the National Archives Trust Fund Board staff. The Office also evaluates the effectiveness of program management and administrative procedures throughout the agency. James Megronigle is the acting head of the Office.

to the general public, scholars, and Federal agencies the permanently valuable historical records of the Federal Government. The Office of Records Administration obligated \$2,461,000 to establish standards on the creation and maintenance of adequate and proper documentation of Government activities and to appraise records in order to identify those that warrant continued preservation. The Office of Presidential Libraries obligated \$16,986,000 to operate the eight existing Presidential libraries, to retain and process the Nixon Presidential materials, and to acquire and process Reagan Presidential materials. The Office of Public Programs obligated

\$2,996,000 for publications, exhibits, and public outreach activities. The Office of the Federal Register obligated \$4,256,000 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. The records declassification program obligated \$1,347,000 to review Federal records for possible declassification. Also, \$4,697,000* was obligated by the National Historical Publications and Records Commission in grants and to administer grants.

The following table summarizes funds available and actually obligated in FY 1987:

Financial Operations

Funding available to the National Archives in FY 1987 by continuing resolution for direct operating expenses was \$96,321,000. Supplemental funding of \$1,338,000 was provided to implement the new Federal Employees' Retirement System (\$863,000) and to defray the costs associated with accessioning and providing reference service on U.S. Army records of the Vietnam war (\$475,000). This provided a total of \$97,659,000 in available funds. In addition, \$4,154,000 was available for grants by the National Historical Publications and Records Commission, \$136,000 for the preservation of House and Senate records, \$5,067,000 for the design of improved access and additional archival storage at the Kennedy Library, and \$2 million remaining in supplemental funds carried forward from previous years. This provided a total of \$109,016,000.

Of the funds available, \$36,984,000 was obligated by the Office of Federal Records Centers to accession, store, provide reference service, and dispose of records of the Federal Government. The Office of the National Archives obligated \$31,475,000 to accession, preserve, describe, and make available

Fund	Availability	Obligated
Operating Expenses, Direct	\$97,659,000	¹ \$96,710,000
Grants	4,154,000	* ² 3,871,000
Preservation, House and Senate Records	136,000	² 136,000
Kennedy Library	5,067,000	² ³ 485,000
Supplemental	2,000,000	² 0
TOTAL	\$109,016,000	* \$101,202,000

*Numbers may not agree with the FY 1989 President's budget because interest (\$67,000) earned on grant funds was inadvertently reported as reimbursable income to the National Archives.

¹ The difference between available funds and obligated funds is unexpended funds. Funds appropriated by Congress for use during the fiscal year remain available only for adjustments to obligations made during the year.

² Funds appropriated for grants 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.

³ In FY 1985, \$5,200,000 of "no-year funds" was appropriated for improvements to the Kennedy Library. Four million dollars of the total was planned for improved archival storage and educational space, and the balance of \$1,200,000 was to improve access to the library. Of the total, \$618,000 has been spent, with \$485,000 obligated this fiscal year for an architectural and engineering services contract for the building extension.

During FY 1987, the National Archives received \$18,691,000* for reimbursable services provided to other Federal agencies. The most significant reimbursable activity, in terms of payment received, is providing reference services on the records of other agencies that are stored in Federal records centers. During FY 1987, \$16,227,000 was received for these services. The Offices of the National Archives and of Presidential

Libraries, and declassification activities, provided the balance of \$2,464,000.*

*Numbers may not agree with the FY 1989 President's budget because interest (\$67,000) earned on grant funds was inadvertently reported as reimbursable income to the National Archives.

Financial Subsystems

As required by OMB Circular A-127, all financial subsystems were evaluated, no major deficiencies were found, and a report was sent to the President indicating they were in compliance with Office of Management and Budget and General Accounting Office standards.

Other Financial Programs

As the result of a well-conducted cash flow review and successful implementation of a number of cash management initiatives, the National Archives was provided authority by the Department of the Treasury to conduct future cash flow reviews on its own and to self-certify the reviews.

The Archives established seven additional Treasury General Accounts (TGAs) for more timely and secure deposit of funds to Archives' accounts.

The Archives used the Government's debt collection contract and, through the efforts of the contractor, collected \$19,737 of old debts that we had been previously unable to collect.

The Archives showed dramatic improvement in its performance under the Prompt Payment Act. Through high-level management attention, the number of interest penalty payments was reduced by 39 percent.

The Archives implemented an automated billing system to collect reimbursable income from other Federal agencies. Through the Combined Billing Generator (CBG), we are now able to bill agencies and receive funding immediately. As a result, our accounts receivable have been reduced by 95 percent.

Building Plans

Throughout the year, the Office of Management and Administration continued to address two pressing space problems confronting the National Archives: insufficient space for storage of archival records and an outdated building in need of major renovations. The age and size of the National Archives Building is the crux of the problem. The building was completed in 1934 and reached its records storage capacity of more than 800,000 cubic feet in the late 1960s. Since that time, more than 500,000 cubic feet of archival records have been diverted to federally owned space,

primarily the Washington National Records Center in Suitland, MD, and leased buildings in the Washington suburbs. None of these temporary facilities meets current National Bureau of Standards criteria for storage of archival records. Unless a new archival facility is constructed, the National Archives will be forced to store more records in archivally substandard space.

The National Archives has sought a new archival facility since 1970. The National Archives joined the Pennsylvania Avenue Development Corporation in the early 1970s in an attempt to secure a building site across Pennsylvania Avenue from the National Archives Building. The effort ended in 1979 when the proposal failed to receive the support of the Administrator of General Services. In 1983 the National Archives again tried to locate an appropriate downtown site; however, tracts of sufficient size were no longer available. Consequently, suitable suburban sites were sought.

During 1987 the National Archives took the first steps toward construction of an archival facility in suburban Washington. In July of 1987, Summer Consultants, Inc., began a predesign study to identify program and functional requirements and recommend the type and configuration of a building that would meet the special needs of the National Archives. The planners will also prepare construction cost estimates and evaluate sites at Suitland, MD, and on the University of Maryland campus at College Park. After completion of this planning study in January of 1988, the National Archives will secure the services of an architectural firm to design the new building.

The new facility will contain approximately 1.7 million square feet, including space for records processing and storage, research, preservation, administration, and mechanical support and other nonprogram space. There will be sufficient space to accommodate immediate storage needs, to provide storage for records from the downtown building during its renovation, and still accommodate new accessions of records through 2005. The agency's mission of preserving the records of the Government dictates periodic additions of new storage space. With this in mind, the building will be designed for easy expansion.

The new building is expected to house 750 employees and to receive 50,000 researchers annually. National Bureau of Standards guidelines for archival storage will serve as the basis for records storage and environmental controls. The best of national and international guidance on reference services, building access, and security systems will be incorporated into the building design. Compact shelving will be installed to obtain maximum use of space.

The primary tenant of the new facility will be the Office of National Archives, which oversees the permanently valuable records in the National Archives. In addition to textual records, all special records (photographs, audiovisual records, architectural and cartographic records, and machine-readable records) will be processed, stored, and available for research in the new facility. Paper preservation and special media preservation will be carried out in laboratories with the most advanced equipment.

Long-range space plans call for renovation of the existing National Archives Building following construction of the new facility. While both buildings will serve as research centers, the renovated National Archives Building will be the center for expanded public programs since its downtown location makes it more accessible to those visiting other cultural institutions and museums. The renovation will be guided by the plan drawn up by the architectural firm Shepley, Bullfinch, Richardson, and Abbott, Inc.

Some improvements to the National Archives Building could not wait for a future building renovation. The walls of the moat that lead to the parking area under the Constitution Avenue steps were refurbished this year and a new sidewalk was laid along Constitution Avenue. Next year the building's landscaping will be revamped.

Other less visible but important interior improvements have been completed recently, or are currently under way. Several components of the building's air conditioning system have been replaced or upgraded. The improvements will maintain our ability to control ambient conditions in records storage areas pending the complete renovation of the building.

Improvements to the fire detection



On October 10, 1986, an assailant damaged the top layer of glass on the marble and bronze exhibition structure displaying the Constitution and the Bill of Rights. Neither the protective layers surrounding the documents nor the documents themselves were harmed. Temporary glass was installed in the exhibition cases, and the Rotunda was open to the public the following morning. (Photograph by Hugh Talman.)

and suppression systems have been extensive. The systems are being extended to office space on the west and north sides of the building, and some parts of the existing system are being upgraded. Dampers that automatically close in the case of fire have been installed in ductwork and other natural routes through which fire could spread.

The two-phased task of designing and constructing a new building and of modernizing the National Archives Building will remain the highest priority program of the agency for many years to come.

Consolidation of Personnel Services

Until April, agency personnel services were provided by offices in Washington, DC, and in St. Louis. The Employment Policy Branch, located in Washington, DC, developed personnel policy for the agency. The Washington Operations Branch provided personnel services, including classification, staffing, and training, to the Metropolitan Washington area and to all Presidential libraries. The St. Louis Operations Branch provided these same services to

the Federal records centers and field branches.

To streamline operations and eliminate duplication, the Personnel Services Division was reorganized. The two operations branches were merged into the Personnel Operations Branch, located in St. Louis. Because the St. Louis office was already providing services to nearly two-thirds of the agency's personnel, it was decided to consolidate operations in that location. The new branch performs all operating functions for all components of the National Archives. The newly created Employee and Labor Relations Branch and the Employment Policy Branch, which provide agencywide policy development and interpretation, remain in Washington, DC.

Significant Regulations

The Office prepares or coordinates all agency regulations that affect Federal agencies and the public. During the year, the National Archives issued several such regulations. The regulation on audiovisual records management, published January 9, 1987, provides more detailed guidance to Federal agencies on the creation, maintenance, use, and disposition of audiovisual records. This rule is intended to correct problems found during records management surveys and during the accessioning of audiovisual records into the National Archives.

Because of major changes in technology since the National Archives last issued regulations on electronic records management, the agency initiated a revision to these regulations concerning Federal agencies' electronic records. The past regulations were originally developed when electronic records were created and maintained only on large centralized computer systems. The new regulation recognizes that electronic records management has been significantly affected by the development of new storage devices, the growth in personal computers, and the spread of office automation technologies, such as word processing and data base management systems.

Another rule issued this year pertained to the use of privately owned or leased microfilm equipment to copy records in the National Archives and in the Presidential libraries. The regulation, which grew out of a concern for the protection and

preservation of NARA holdings, applies to individuals and organizations that wish to microfilm archival records and donated historical materials. The regulation provides specific criteria for approving requests to use microfilm equipment and establishes procedures for microfilming the records. (See chapter 6.)

Program Evaluation

Productivity improvement studies of program and administrative activities, an ongoing program initiated by the National Archives 2 years ago, were continued during FY 1987. As in past years, a contractor was employed to conduct the management and productivity studies. Agency units that work closely with the public were studied. A major aspect of four of the studies was the development of scientifically engineered work measurement standards. Use of the standards benefits the agency by improving operational efficiency and effectiveness and provides a basis for cash incentive awards to employees when performance consistently exceeds the standards.

The FY 1987 studies included a review of the Cashier's Office, where workflow and procedures were sufficiently improved to warrant a 40-percent staff reduction. A study of the reference section of the Still Picture Branch led to an average productivity increase of 30 percent. A study of the Correspondence Support Staff of the Office of the National Archives resulted in sizeable productivity increases and a staff reduction from 9 to 5 employees. It is anticipated that productivity will increase by 20 percent as a result of establishing work standards in the two microfilming operations that were studied. The contractor also conducted a management review of the Special Media Preservation Branch, a

procedures study of the slip law function of the Office of the Federal Register, and an analysis of the administrative support staffing needs of the Office of the National Archives. The productivity study of the holdings maintenance program of the Office of the National Archives was substantially completed during the year.

The program will be continued over the next several years and will include all significant activities and functions. The productivity standards will be used for budgetary and planning purposes as well as for evaluating personnel performance.

Office of Management and Administration Staff

Assistant Archivist (Acting) _____	James Megronigle	523-3170
Deputy Assistant Archivist _____	James Megronigle	523-3076
Director, Program Policy and Evaluation Division _____	Adrienne Thomas	523-3214
Director, Budget and Finance Division _____	Patricia Dews	724-2730
Director, Personnel Services Division _____	Wilma Kriviski	724-1525
Director, Administrative Services Division _____	Lawrence Oberg	523-3225
Secretary, National Archives Trust Fund Board _____	Richard Brozen	523-3047



Contractors install a permanent laminated glazing in the bronze exhibition case above the Constitution and Bill of Rights. The ballistics-tested material provides added security for the Charters of Freedom and allows distortion-free viewing of the documents while filtering out potentially damaging ultraviolet radiation. (Photograph by Nancy Olds.)

The Federal Government and the National Archives



Previous page: John Faibisy, an archivist with the Office of Records Administration, presents the National Archives records management poster commemorating the 200th anniversary of the Constitution to President Reagan during a ceremony at the White House. (Photograph by Pete Souza, courtesy of the White House.)

Office of Federal Records Centers

The Office of Federal Records Centers provides economical storage of and reference service on active and semiactive Federal records in 14 records centers throughout the country. In the past 15 years, the holdings have increased from 9.4 million cubic feet to 15.1 million cubic feet, which is indicative of the confidence Federal agencies have in the records centers' ability to provide economical storage. Although most Federal agencies receive services from the centers, the major users of these services are the Department of Treasury, primarily the Internal Revenue Service (IRS), and the Department of Defense. Most of the stored records are referred to infrequently by agencies, but the records must be maintained for specific periods to comply with legal, fiscal, or other administrative requirements. However, some records are requested more frequently, such as IRS tax returns and Social Security claim folders.

Services to Federal Agencies

In this fiscal year, the records centers received 1.5 million cubic feet of records from Federal agencies. By storing these records in centers rather than in offices, Federal agencies realized a cost savings of \$13.49 for each cubic foot. Therefore, the savings that resulted from transferring records to the records centers this year was in excess of \$20 million. Records centers also destroy records no longer needed by the agencies and transfer permanently valuable records to the National Archives in accordance with approved records disposition schedules. This year, the centers destroyed more than 1 million cubic feet of records and transferred over 25,000 cubic feet to the National Archives for permanent retention. The centers responded to 24.6 million reference requests from agencies, of which 20.7 million pertained to IRS tax returns.

The records centers offer additional services, including a reimbursable micrographic program to agencies. Some 13.6 million images were filmed by the records centers in fiscal year 1987. The centers offer files improvement and records disposition workshops to agencies. These workshops are designed to assist professional and clerical staffs in proper files maintenance and disposition. This year, more than 4,000 Federal employees attended these workshops, twice the number participating in 1986.

The National Personnel Records Center, housed in two separate locations in St. Louis, MO, stores the personnel records of former members of the U.S. Armed Forces and former Federal civilian employees. The military records amount to more than 1.7 million cubic feet of veterans personnel, medical, and related files. The personnel and pay records of former civilian employees total more than 550,000 cubic feet. The Center answers nearly two million requests

each year for information from former civil servants and members of the military services and their families; these inquiries often relate to claims for benefits.

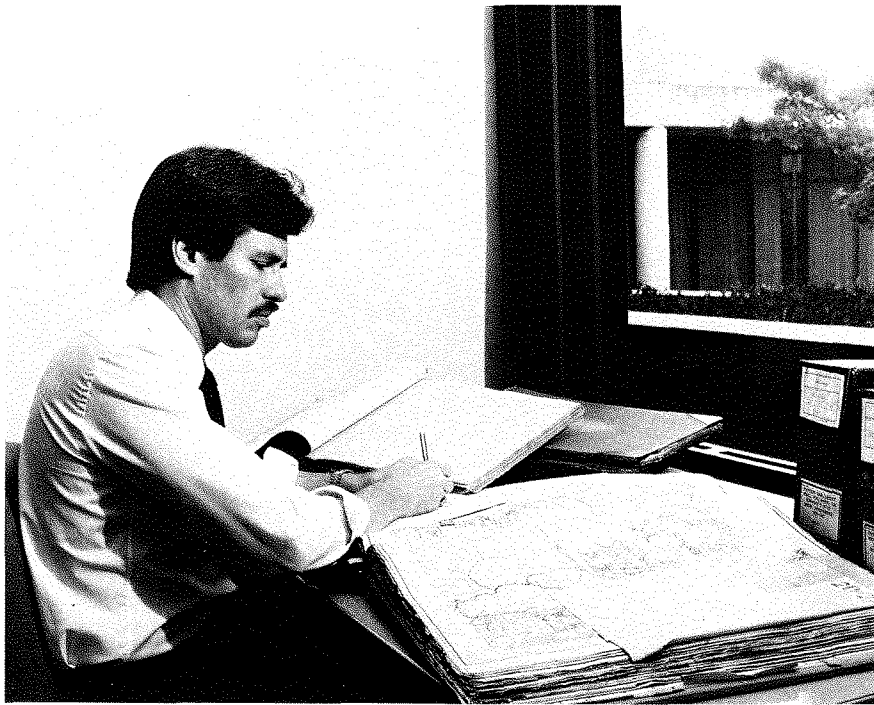
Records Center Productivity

Records centers save money for the Government through low-cost, efficient storage of records and high-speed, efficient handling and servicing of the records while in center custody. More than 90 percent of the centers' resources are devoted to the receipt, shelving, referencing, removal, and disposition of the records.

In this fiscal year, there was a marked increase in these services over those of the previous fiscal year. In the largest workload category, Internal Revenue Service reference services, productivity increased from 101,000 reference services per staff year in FY 1986 to more than 110,000 per staff year in FY 1987, an increase of almost



David Petree, Director of the National Personnel Records Center, St. Louis, MO, shows civilian personnel records to visiting Chinese archivists. (Photograph by Larry Kuban.)



Gary Cramer, Assistant Director of the San Bruno Federal Records Center, appraises a series of Forest Service records. (Photograph by David Drake.)

9 percent. The centers accessioned, or accepted, records at the rate of 33,800 cubic feet per staff year in FY 1987—an increase of 27 percent over the average of 26,650 cubic feet per staff year in FY 1986. Similarly, the National Personnel Records Center in St. Louis, MO, achieved a substantial increase in its unique function of personnel reference service. Last fiscal year, personnel reference productivity measured 5,200 per staff year for civilian personnel records and 5,000 per staff year for military records. At the close of this fiscal year, productivity had increased more than 10 percent—to 6,000 references per staff year for civilian personnel records and more than 6,300 references per staff year for military personnel records.

Increases of almost 7 percent were achieved for both the disposal of records and for reference activity related to records other than those of the IRS or military and civilian personnel. Disposal productivity increased from 28,100 cubic feet per staff year in FY 1986 to more than 30,000 cubic feet per staff year for FY 1987. Productivity in the general reference category increased from 25,900 references per staff year in FY 1986 to 27,700 references per staff year in FY 1987.

These productivity increases resulted in a net savings of more than \$1.2 million dollars in personnel costs. Much of the savings can be attributed to continuing management attention to work methods and procedures, a new awards system that rewards employees 25 percent of savings through increased productivity, and increased use of automation to reduce administrative overhead.

Reimbursable Agreements

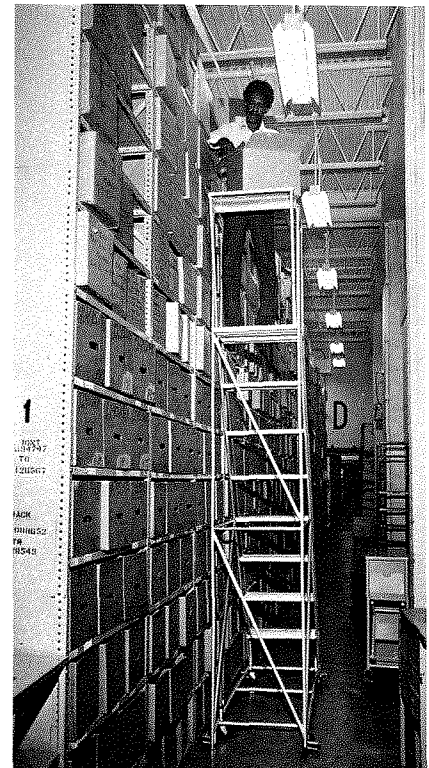
Reimbursable agreements have been negotiated with several Federal agencies to provide additional services on a nationwide scale. These agreements provide that agencies will pay the National Archives the costs of storing and servicing their current, active files. Agreements are now in effect between the National Archives and the Internal Revenue Service, the Social Security Administration, the Veterans Administration (VA), and the Department of Justice. In addition, several agencies have negotiated reimbursable agreements with a single records center.

The IRS agreement accelerates the transfer of tax returns to the records centers. In many of the records centers, tax returns are received only 6 weeks

after being filed by the taxpayer. IRS reimburses the National Archives for all related storage and reference costs. Without this agreement, IRS would require extensive additional storage capacity and staffing at each of its service centers.

The Social Security Administration (SSA) agreement also lowers storage and servicing costs for SSA service centers. Files normally would be transferred to a records center when all claim activity had ceased; however, since the activity at the SSA service centers has expanded beyond the capacity of their facilities, large blocks of active claim folders have been transferred to six records centers. This fiscal year, SSA began the transfer of an additional 75,000 cubic feet of active records to the Kansas City Records Center. In exchange, SSA reimburses the National Archives for all storage and document interfile costs at the records centers.

Similarly, the records centers assist the VA in mortality studies of Vietnam veterans and the National Research Council (NRC) in various projects



George Miller, an archives technician in the Civilian Reference Branch, searches General Accounting Office records at the National Personnel Records Center, St. Louis, MO. (Photograph by Larry Kuban.)

relating to mortality studies. Both of these reimbursable agreements require photocopies of death certificates from selected VA claim folders stored in the records centers.

Additional reimbursable functions are performed at specific centers. The Washington National Records Center, for example, receives reimbursement for substantial reference service on passport records from the Department of State and for processing the records of the Government of the District of Columbia. The National Personnel Records Center services the records of the U.S. Postal Service on a reimbursable basis. The center in Dayton, OH, is reimbursed for reference on the Army Reserve and National Guard payroll records, and the center in Denver, CO, for the joint uniform military pay records of the Air Force.

Courtesy Storage of Papers of Members of Congress

The Federal records centers provide courtesy storage for inactive papers of Members of Congress. The centers offer secure, economical storage of Members' personal papers during their terms of office. The centers also provide prompt retrieval of these papers on request. Since these papers are personal property, they are removed from the centers when a Member leaves office. However, centers' staff are available to advise on the process of transferring these papers to permanent repositories.

Cost Study of the Federal Records Centers Continues

The Office of Management and Budget has established a Governmentwide policy that requires Federal agencies to obtain goods and services from the private sector when it is economical to do so (OMB Circular A-76). Under this directive, the National Archives is required to review certain internal functions in order to determine if they can be provided by the private sector at lower cost. Among these functions are the records storage and servicing activities of the Federal records centers.

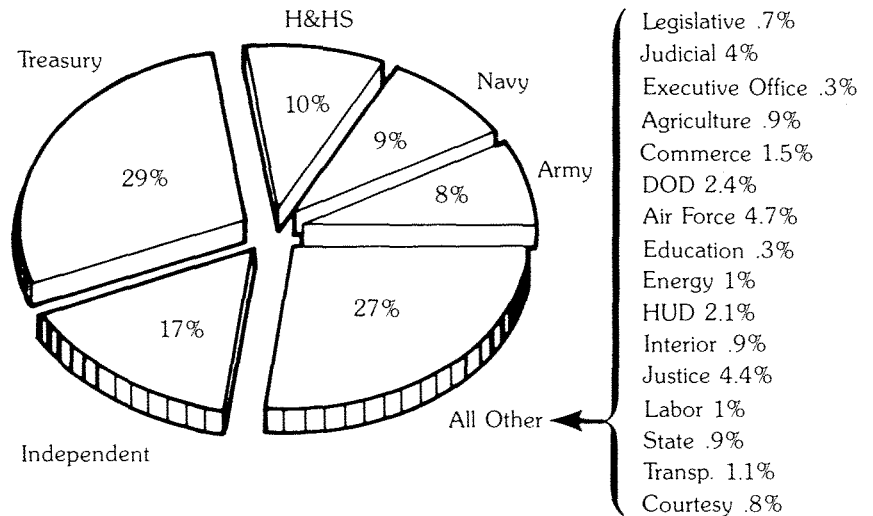
To assist in this management study, the National Archives contracted with

the accounting firm of Price Waterhouse. As part of the contract, the firm will develop the Performance Work Statement (the statement of work against which private sector companies will prepare bids) and compute the agency's costs to provide these servicing activities. Price Waterhouse completed the management study in fiscal year 1986 and found that "records centers possess many qualities

which could be favorably compared to their private sector counterparts." The study concluded that their recommendations for improvement were merely "fine tuning of an already efficient and effective organization."

The next phase is completion of the Performance Work Statement and the Quality Assurance Surveillance Plan. Drafts of these documents are in the final review stages.

Federal Records Centers Holdings by Agency



Office of Federal Records Centers Staff

Assistant Archivist	David F. Peterson	653-8450
Deputy Assistant Archivist	Raymond A. Mosley	653-8377
Director, Field Operations Division	Gregory A. Pomicter	653-8388
Director, Policy and Systems Division	Lawrence J. Hines	653-8376
Director, Data Systems Records Center	Joseph Griffin	314-263-7150
Director, National Personnel Records Center	David Petree	314-263-7201
Director, Washington National Records Center	Ferris Stovel	763-7000

Federal Records Centers Directors and Locations

Boston, MA	Director, Clifford G. Amsler	617-647-8745
New York, NY	Director, O. R. Whitelock	201-823-7161
Philadelphia, PA	Director, Charles T. Brogan	215-951-5588
Atlanta, GA	Director, Thomas G. Hudson	404-763-7438
Chicago, IL	Director, Robert L. Hutchinson	312-353-0164
Dayton, OH	Director, Denis P. Paskauskas	513-225-2878
Kansas City, MO	Director, Patrick J. Borders	816-926-7271
Fort Worth, TX	Director, James W. Mouat	817-334-5515
Denver, CO	Director, Robert Svenningsen	303-236-0804
San Francisco, CA	Director, David C. Drake	415-876-9003
Los Angeles, CA	Director, Sharon L. Roadway	714-643-4420
Seattle, WA	Director, Steven M. Edwards	206-526-6501

Office of the Federal Register

This Office publishes the official text of laws, administrative regulations, and Presidential documents. In addition to the daily *Federal Register*, the Office publishes the *Code of Federal Regulations* (CFR), *The United States Government Manual*, the *Weekly Compilation of Presidential Documents*, the *Public Papers of the Presidents*, and the *Codification of Presidential Proclamations and Executive Orders*. The Office is also responsible for publication of slip laws, the *United States Statutes at Large*, and the *Privacy Act Compilation*.

The Office assumes the responsibility of the Archivist for ensuring the accuracy of the official count of electoral college votes for President and Vice President and receives ratification documents from the States on constitutional amendments. The Office serves both the Federal Government and the public.

Services to the Federal Government

For the Government, it is the central publication point for laws, Presidential documents, proposed and final regulations, and official notices. All three branches of the Government receive their publications through an "official use" distribution system. Each Member of Congress, for example, receives 5 copies of the daily issue of the *Federal Register* and 12 copies of *The United States Government Manual*. Copies of the *Weekly Compilation of Presidential Documents* and the *Public Papers of the Presidents* are available to Members of Congress upon request. Congressional committees can obtain the CFR books that they need.

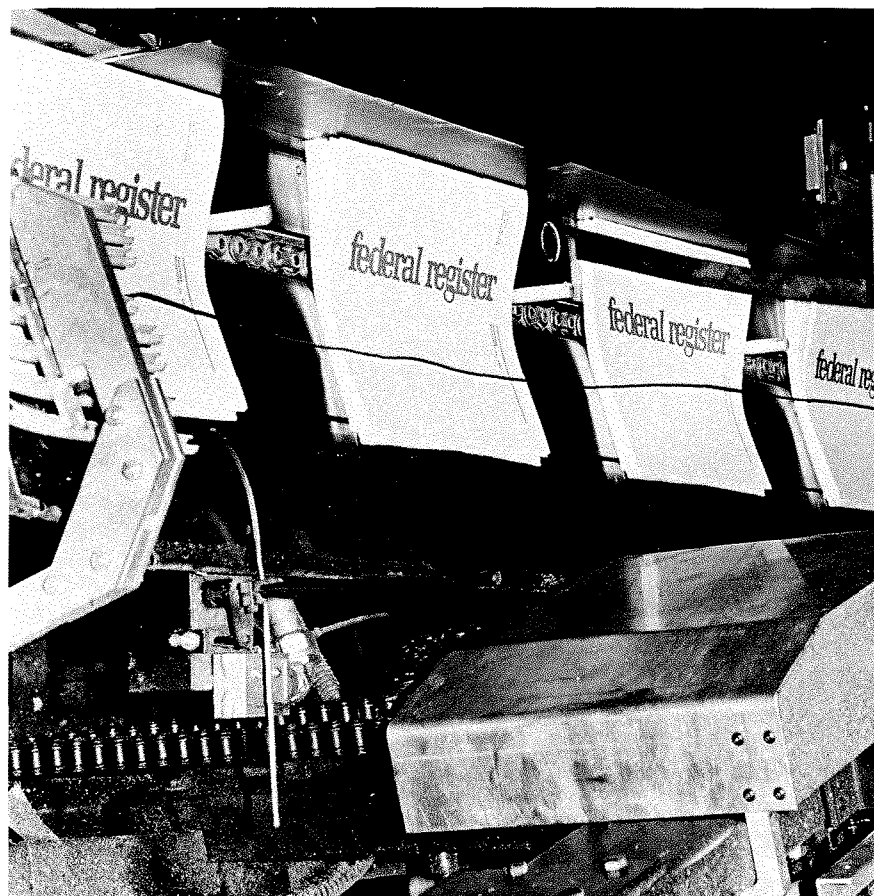
The Office of the Federal Register also assists other Federal agencies in a variety of ways. During FY 1987, it conducted workshops in drafting documents for publication in the Federal Register system for agencies needing specialized training; trained

Federal Register Liaison Officers on publication requirements and procedures; provided technical assistance to agencies on complex regulatory documents; and worked with the Office of Management and Budget (OMB) and other agencies on devising the most efficient and economical method of publishing common documents. In addition, the Office conducted regulatory writing seminars as part of the Office of Personnel Management's Government Affairs Institute series for Federal employees.

Because of its responsibilities for Presidential documents, the Office was able to assist OMB in the preparation

of Executive Order 12608, which corrected outdated agency references and obsolete legal citations in numerous Executive orders.

On the basis of its update of the Government's organizational structure for *The United States Government Manual*, the Office of the Federal Register prepared an annual report for the Senate Committee on Governmental Affairs entitled "Agencies and Functions Established, Continued, Abolished, Transferred, or Changed in Name by Legislative or Executive Action During Calendar Year 1986," which formed the basis of a committee print.



Five nights a week, 31,000 copies of the Federal Register are printed at the Government Printing Office for distribution the following day to Federal agencies, the Congress, the courts, depository libraries, and 20,000 subscribers. (Photograph courtesy of the Government Printing Office.)

Services to the Public

At the end of fiscal year 1987, the daily *Federal Register* totaled 49,071 pages of regulations, proposed regulations, Presidential directives, and official notices. Five nights a week, 31,000 copies of the *Federal Register* were printed for distribution the following day to Federal agencies, the Congress, the courts, depository libraries, and 20,000 subscribers.

The CFR, which is updated by the daily *Federal Register*, stood at 102,229 pages in 168 books. The CFR is a main reference source for the legal profession, Government contractors, trade associations, and consumer organizations. Its importance is reflected in the annual sale of almost a million copies.

Because the regulatory information published through the Federal Register system affects so many areas of American life, public workshops are held to help users maximize use of the publications and their finding aids. This year, the Office held 19 public workshops. Nine of the sessions were conducted in cities in Federal regions: Pittsburgh, New York, Portland, Los Angeles, San Diego, Atlanta, Houston, Chicago, and Boston. Five regular and three special workshops were held in Washington, DC, and two special sessions were conducted at the University of New Mexico and the University of Tennessee at Knoxville. This year the workshops were attended by more than 1,100 participants,

including many librarians who help others use the Federal Register system.

Fifty-three issues of the *Weekly Compilation of Presidential Documents* were published. The Office published the first volume of the 1984 *Public Papers of the Presidents*, and work on the second volume for 1984 was completed.

Also published were 3,107 pages of slip laws, the largest amount ever, as well as the 1984 volumes of the *United States Statutes at Large*. Preparation of the 2-volume 1985 *Statutes* was completed. The 1987/88 edition of *The United States Government Manual* was also published.

Work was completed on the first three volumes of the 1986 *Privacy Act Compilation*, with publication expected by the end of the first quarter of FY 1988. The *Compilation* contains descriptions of systems of records maintained on individuals by Federal agencies, and its publication by the Office is required by law.

The popular digest to recordkeeping needs of the public, *Guide to Record Retention Requirements in the CFR*, was updated in FY 1987 by a supplement published in the *Federal Register* in February. The publication of a supplement rather than an entire revision represented substantial savings in printing costs. The supplement, used with the 1986 *Guide*, advises the public of which records must be kept, who must keep them, and how long they must be kept.

Office of the Federal Register Staff

Director _____	John E. Byrne	523-5240
Deputy Director _____	Martha L. Girard	523-5240
Director, Executive Agencies Division _____	Richard Claypoole	523-5240
Director, Presidential Documents and Legislative Division _____	Robert E. Lewis	523-5240

Office of Records Administration

Federal agencies collect, create, and use vast amounts of information every day. One role of the National Archives is to ensure that agency records adequately document the Government's activities, policies, and organization; the Office of Records Administration is the National Archives' primary agent for helping agencies accomplish this. The Office has two divisions: Records Appraisal and Disposition and Agency Services.

Appraisal and Disposition Activities

The Office of Records Administration is responsible for determining the appropriate disposition of *all* Federal records, including microforms, maps, charts, drawings, photographs, motion pictures, sound recordings, and electronic and paper records. The appraisal process involves reviewing the retention periods proposed by the

agencies for each type or series of record, deciding which records may be destroyed after the retention periods have expired, advising agencies on the use of Federal records centers, and determining which records should be transferred to the National Archives.

By developing and implementing records disposition schedules, Federal agencies are able to control their records more effectively. Only those records needed for current business are



In a ceremony on April 27, 1987, Secretary of the Army John Marsh (right) and Acting Archivist Frank G. Burke sign documents transferring custody of the Department of Army's Southeast Asia records to the National Archives. These records, which document the role of the U.S. Army in Vietnam, include approximately 30,000 cubic feet of materials created between 1954 and 1975. The Office of Records Administration is appraising this unscheduled record series. A proposed schedule calls for the records to be opened to researchers between April of 1988 and April of 1992. (Photograph by Nancy Olds.)

maintained in office space, while others that may be needed occasionally, or that must be kept for a period of time for other reasons, may be retired to a storage facility, generally a Federal records center. The schedules identify the final disposition of the records, which, for most records, is destruction after their usefulness to the creating agency has ceased. Disposition schedules also identify records of continuing value to be preserved in the National Archives because they document the organization, policies, and activities of the Federal Government or because they contain information of high research value. Determining which records warrant preservation in the National Archives is one of the most important archival functions.

During FY 1987, archivists in this Office completed appraisal of more than 7,500 separate records series. Some of the more important appraisal and disposition activities conducted during the year are discussed in the sections that follow.

Justice Department Litigation Case Files

The long-term project to appraise and schedule the 135,000 cubic feet of Justice Department litigation case files drew to a close during 1987. The project involved examination and analysis of a sample of records in each of 200 classifications used by the Department for control and retrieval purposes. After the appraisal recommendations are finished, a records schedule will be provided to the Justice Department.

Navy Department Records

National Archives appraisal archivists are working closely with the Navy Department on a long-term project to appraise all Navy records and update its 13-chapter records disposition manual. The manual will include instructions for managing major electronic records systems. This year, the chapters relating to military and civilian personnel were nearly completed. The military personnel chapter covers subjects such as recruiting, training and education, military discipline, personnel accounting, and the programs of the U.S. Naval Academy and the Naval

War College. The approval of these two chapters will bring to seven the number of updated chapters of the manual.

FBI Records

A National Archives appraisal team carried out the first 5-year update of the FBI's comprehensive records disposition schedule, which was completed in late 1981. The team developed disposition schedules for FBI file classifications previously designated "Disposition Not Authorized" and for the 40 new file classifications created after 1981. The team also verified the adequacy of the disposition instructions in the schedule and found no need for changes. In carrying out their review, team members examined approximately 1,500 case files, including files sent to FBI headquarters from the New York, Chicago, Miami, Los Angeles, Dallas, Atlanta, and Washington Field Offices.

State Department Lot Files

State Department Lot Files are collections of records maintained separately from the Department's central file. These records are of high research value because they often contain unique documents that pertain to important issues and events and/or prominent Department officials. During this fiscal year, archivists appraised about 1,000 cubic feet of Lot Files—most for permanent retention. Among those to be transferred to the National Archives are records relating to the 1958 Lebanon crisis; policy records of the Passport Division, 1909-46; records relating to a special group established by President Kennedy to develop policies to combat Communist insurgencies; records of the interagency Vietnam Working Group, which coordinated U.S. Vietnam policy during the 1950s and 1960s; and World War II-era records relating to U.S. participation in U.N. relief efforts and to efforts to apprehend and punish German and Japanese war criminals.

Office of Alien Property

The National Archives completed negotiations with the Department of Justice over the disposition of 13,270 cubic feet of Office of Alien Property (OAP) records stored at the

Washington National Records Center. The records relate to OAP activities arising from World War II, including the control or vesting of foreign-owned property in the United States. Among the 1,800 cubic feet of records designated for permanent retention are case files relating to the production of films, including the Nazi propaganda classic *Triumph of the Will*.

Records Relating to the U.S.S. Monitor

The National Archives appraised National Oceanic and Atmospheric Administration (NOAA) records in Columbia, SC, relating to the wreck of the U.S.S. *Monitor*. The *Monitor*, which against the Confederate ship *Virginia* engaged in the first battle between ironclad ships, foundered in 1862 and remained lost on the ocean floor until 1973. NOAA designated the wreck site as the first National Marine Sanctuary in 1975 and continues to administer the area and control underwater access to the ship. Since 1975, a number of expeditions to the area under NOAA supervision have carried out scientific investigations, recovered artifacts, and further documented the history of this unique naval vessel. Among the records appraised as permanent were correspondence relating to the site, studies of artifacts, and underwater slides, motion pictures, and videotape of the ship.

Panama Canal Commission

The Panama Canal Commission will go out of business on December 31, 1999, when operation of the Canal is assumed by the Government of Panama. The Commission has requested assistance in its effort to ensure the preservation of records documenting its unique activities. An appraisal archivist worked with the agency on the revision of its comprehensive records disposition schedule. Of particular concern are valuable engineering drawings, audiovisual records, electronic records, and older textual records.

Smokey Bear Records from the Forest Service

The Forest Service transferred original printed posters and related

textual records from the Smokey Bear program to the National Archives. These records, dating from the early 1940s to the early 1980s, document the development of the Smokey Bear symbol and fire prevention program.

Bureau of Labor Statistics

Since 1985, the Bureau of Labor Statistics has submitted six schedules totaling more than 1,700 items. Agreements reached during negotiations over these schedules have set standards for the appraisal of electronic records and the transfer of permanent records that should speed the review of the remaining schedules. During this year the National Archives approved three of the schedules containing more than 900 items. Three more schedules containing nearly 850 items are under review.

Temporary Commissions

The National Archives provides records management assistance to temporary commissions established by Congress, the President, and Cabinet members. Upon termination of these commissions, records appraisal archivists are involved in the disposition of the records. This year, records of the following temporary commissions were appraised for transfer to the National Archives:

- The Cabinet Committee on Education, established by President Nixon in 1970 to help school districts comply with Federal court desegregation orders;
- The White House Conference on Small Business;
- President's Task Force on Victims of Crime;
- National Commission on Agricultural Trade and Export Policy, which studied the condition of American agriculture and the decline of agricultural exports;
- President's Committee on Equal Employment Opportunity, 1961-65, which reviewed Federal employment practices and developed antidiscrimination regulations applicable to the executive branch and contractors;
- President Reagan's Task Force on Private Sector Initiatives.

Information Programs

The Office of Records Administration continues to develop and expand information resources for agency records managers to assist them in their records management programs. These resources also help increase the awareness of all Federal employees of their responsibility to create and care for records.

Publications

A variety of publications are now available that cover a broad range of information management concerns. This year, the Office published *Your Records and the National Archives and Records Administration*, which explains the difference between storing records in a Federal records center and in the National Archives. A series of instructional guides was initiated that will explain briefly the management and disposition of various special types of records to the officials who create and use them. Currently in preparation are guides on records of temporary advisory committees, electronic records, audiovisual records, and cartographic records.

The Records Administration Information Center

The Records Administration Information Center was established in January of 1986. The Center continues to collect materials on the management of recorded information and to disseminate information from the materials to Government employees and others with records management responsibilities and concerns.

Newsletter

Records managers in Federal agencies are eager to share information with the National Archives and with each other about records management programs throughout the Federal Government. This year the National Archives initiated the newsletter called *Recordfacts Update*. The newsletter will be issued three times a year and will include reports about the National Archives and about significant activities in other Federal agencies, a suggestion column, a calendar of events, and feature articles.



From left to right are James W. Moore, Assistant Archivist for Records Administration; Lawrence Cohan, Director of the GSA Office of Innovative Office Systems; Acting Archivist Frank G. Burke; and Francis A. McDonough, GSA Deputy Commissioner for Federal Information Resources Management. They participated in a symposium for Federal records managers on April 29, 1987. (Photograph by Nancy Olds.)

Records Management Survey

A survey was conducted of the scope and status of records management throughout the Federal Government. The survey's findings underscored the need for the National Archives to assist agencies in managing electronic and other records and in educating Federal employees at all levels concerning their records responsibilities. In addition, the survey provides basic information about agencies' records management programs that will make future evaluations more effective; it also furnishes a basis for outlining a model records and information management program.

Special Studies

Detailed studies of issues affecting the records management community can help both the National Archives and Federal agencies assess their programs and clarify their goals. This year an indepth study of records administration authorities in the Federal Government was prepared. The study reviews the history of and analyzes the information management responsibilities of the National Archives, the General Services Administration, and the Office of Management and Budget. It makes several recommendations for asserting the National Archives' leadership role in records administration, especially as a part of information resources management. It also stresses the importance of the National Archives' active participation in current records management.

Training

The program to educate Federal employees about records and information management includes formal training courses, symposiums, and briefings for records and information management professionals. These educational activities are designed to appeal to many different, specific audiences.

Training Courses and Symposiums

The National Archives offers two workshops, "Files Improvement" and "Records Disposition," to acquaint agency personnel with policies, principles, and procedures for

establishing and maintaining effective records maintenance and disposition programs. The workshops were presented four times this year.

Occasional symposiums are presented on selected records and information management issues. These are directed at a broad audience of information managers throughout the Government. This year's symposium brought together representatives of the Office of Management and Budget, the General Services Administration, and the National Archives to discuss the future of records management and the role that Federal records managers play in ensuring the preservation of Federal records.

Other Training Services

This year the National Archives compiled the third annual directory of records administration training programs in the Washington area and provided consulting services to several agencies in planning their own classes. In addition, briefings were developed to address special issues or special needs of a particular agency, such as "Avoiding Federal Amnesia: The Role of Electronic Records," presented to agencies on request, and a specialized briefing on the National Archives presented to officials from the Food and Drug Administration.

Agency Guidance and Assistance

Under 44 USC 2906, the National Archives is charged with evaluating the records management programs of Federal agencies and developing and issuing appropriate regulations. When agencies need more specialized guidance, staff members provide technical assistance on a case-by-case basis.

Regulations and Guidelines on Records Administration

The National Archives issues regulations and advisory information and provides informal guidance to assist agencies with their records management programs. Regulations relating to adequate and proper documentation, files maintenance, records disposition, micrographics, electronic records, and vital records are

published in 36 CFR 1220-1239 (subchapter B). This year, guidance was prepared on contractor records, transfer to Federal records centers of small volumes of permanent records, new procedures for offering records to the National Archives, audiovisual records management, and electronic recordkeeping.

The National Archives can better serve Federal agencies and ensure optimal care for records if it rigorously reviews its own policies and procedures. Several studies have been undertaken on subjects such as working papers, handling special records in Federal records centers, and National Archives responsibilities for Federal records and related documentation. In addition, a cooperative program has been initiated with the National Archives of Canada to exchange visits, observe operations, and discuss issues of mutual concern.

Evaluations

The National Archives conducts evaluations of records management in individual Federal agencies under the authority of 44 USC 2904. These evaluations review records schedule coverage and application, adequate and proper documentation, files maintenance, and vital records. The subject agency must respond with a plan for implementing recommended improvements.

This year the Defense Logistics Agency (DLA) was evaluated. The study team found that while DLA's program has a solid foundation, improvements were needed in such areas as staffing, training, coordination between records management and ADP staffs, inspection of field operations, and regular transfer of records to the National Archives.

Technical Assistance

An important element of the National Archives records administration program is cooperation with agencies in specific information management projects. Such projects may be undertaken in response to an agency's request or may be initiated by the National Archives.

During this year some of the special projects completed included working with the Occupational Safety and Health Review Commission to improve

its records program and with the Environmental Protection Agency to develop a training program for records liaison officers and an executive briefing for top managers.

Archival Records Not in National Archives Custody

Another important oversight responsibility is monitoring the status of records of archival value that are still in agency custody. For a variety of reasons, agencies sometimes retain records long after they could have been transferred to the National Archives. One element of the records administration program is identifying such records and the reasons why they have been kept, monitoring conditions under which they are maintained, and

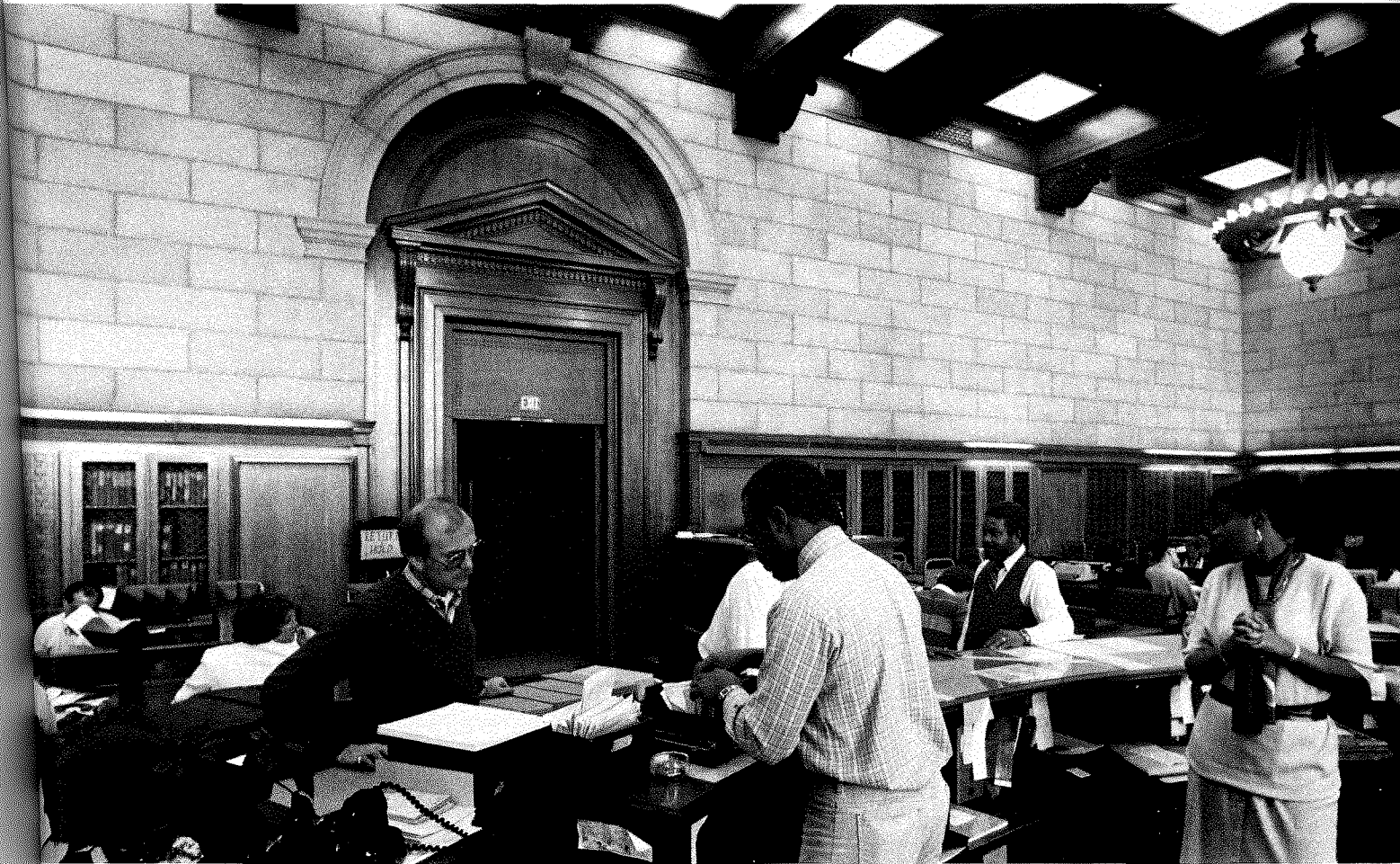
encouraging timely transfer when possible. This year an evaluation was conducted of the Bureau of Land Management's (BLM) maintenance and disposition of permanently valuable records. The report on the study will include a list of record series proposed for immediate transfer to the Archives, a list of series to be monitored by the National Archives until BLM is ready to transfer them, and other program recommendations.

This year, a report was prepared on the status of dispersed Federal archival records. It discusses the importance of the National Archives' role as a centralized repository; identifies some of the reasons that agencies retain archival records; reviews some pressing issues, such as that of electronic records; and provides 22 specific recommendations for action by the National Archives.

Office of Records Administration Staff

Assistant Archivist_____	James Moore	724-1453
Deputy Assistant Archivist_____	Frank Evans	724-1453
Director, Agency Services Division_____	Mary Ann Wallace	724-1453
Director, Records Appraisal and Disposition Division_____	Kenneth Rossman	724-1457

The Public and the National Archives



Previous page: Archives technicians Vanessa Gantt-Baker and Rutherford I. Taylor help locate records for researchers in the Central Research Room. More than 23,500 researchers used this room during fiscal year 1987. (Photograph by Nancy Olds.)

Office of the National Archives

The Office of the National Archives is responsible for accessioning (accepting custody of), preserving, describing, and making available for use by the public and Federal agencies those records of the U.S. Government that have been determined to have sufficient historical or other value to warrant their continued preservation. This material is known as the National Archives of the United States. Authority for the exercise of these functions stems from chapters 21, 31, and 33 of Title 44 of the *United States Code*.

Accessioning

The holdings of the National Archives continued to grow during this fiscal year. The staff accessioned about 70,000 cubic feet of additional material into the National Archives. The permanent records documenting Federal activities now consist of approximately 1.55 million cubic feet, including:

- 3.2 billion textual (paper) documents
- 118,000 reels of motion picture film
- 160,000 sound recordings
- 5.2 million still pictures
- 1.6 million maps and charts
- 9.7 million aerial photographs
- 1,400 reels of magnetic computer tape

Reference

Staff members of the Office of the National Archives provide reference service on records by:

- responding to requests for information from or about records;
- making original records available to researchers in research rooms;
- providing researchers with copies of records for a fee;
- preparing microform publications of heavily used series of records that researchers may purchase from the National Archives or use

in National Archives research rooms.

During this fiscal year the staff responded to 643,164 oral and written requests for information about the holdings. The responses consisted of 397,892 oral replies, 213,283 form responses, and 31,989 individually written letters.

The Office of the National Archives had 206,645 visits to the research rooms this year: 108,617 in the Washington, DC, area and 98,028 in the 11 field branches.

To promote greater research access, the National Archives completed 40 microfilm publications. These consisted of 2,279 rolls of microfilm. The records filmed cover a wide range of Federal activities, from diplomatic records relating to the internal affairs of a variety of countries during the 1930s and the subject files of the Warren Commission, which investigated the assassination of President Kennedy, to records of the district courts of North Carolina dating back to the 18th century.

While the National Archives will not



Don Richter, supervisory audiovisual archivist, inspects motion picture film at the Pickett Street facility. The stack areas house original and preservation copies of more than 110,000 unique reels of motion picture film, 13,000 unique reels of videotape, and 159,000 unique reels of audiotape. (Photograph by Adam Auel.)

begin to open Vietnam records to the public for general research until April of 1988, reference service on Vietnam records has been heavy since they were transferred to the Office in April of 1987. The newly created Vietnam section has responded to approximately 170 letters, provided reproductions, and handled a steady stream of researchers in the research room. Researchers vary considerably by interest and vocation: they include veterans requiring documentation for claims based on post-traumatic stress disorder or exposure to hazardous chemicals, for other medical disabilities, or for decorations they believe they received or should have received; official researchers from the U.S. Army Center of Military History, various intelligence agencies, and Joint Chiefs of Staff; lawyers and their representatives requiring documentation for clients claiming veterans benefits; and veterans or their families seeking records about their particular units.



The Still Picture Branch has custody of more than five million photographs, original artworks, and posters. The stack areas are designed to accommodate negatives, oversized map cases, photograph albums, and large acid-free storage boxes as well as standard archival boxes. (Photograph by Bill Heynen.)

The greatest increase in reference activity concerns World War II and the War Relocation Authority, which had responsibility for relocating Japanese-Americans from the west coast to internment camps. In 1983, the report of the Commission on the Wartime Relocation of Civilians During World War II prompted thousands of requests from Americans of Japanese ancestry for verification of their detention in WRA camps. The passage by the House of Representatives in September of the "Civil Liberties Act of 1987," which provides in part for financial restitution to those detained, prompted another surge in reference requests—up from about 25 per week to about 300-400 per week.

Continuing a program launched last year, the Office of the National Archives established performance standards for reference services relating to still pictures. This program began with a contractor surveying reference activity to "determine a fair day's work for the average worker." From this base, the Office established a performance standard for each type of request. This standard determined the number of requests that an archives technician should be able to process in one workday. Each employee's performance is rated on both quality (number of major errors) and quantity (number of minutes required to process a series of requests). An employee who exceeds the standards a high percentage of the time could receive a cash award of up to \$300 each quarter. This system enabled the reference staff to eliminate a backlog of pending reference requests and to reduce its staff. Because of the success of performance standards, the Office of the National Archives is planning to expand their use in coming years.

Regulations on Microfilming

On May 29 of this year, the National Archives put into effect new regulations designed to ensure the protection and preservation of archival records by controlling the use of privately owned or leased microfilm equipment in National Archives facilities.

The regulations require that privately produced microfilm meet archival standards and that the National Archives must approve of the type of camera equipment, film stock, and

lights that may be used to film archival records. All film must be processed to meet previously published archival standards, and private publishers must submit sample rolls for testing. The regulations also require that all individuals serving as document handlers be trained by the Preservation Policy and Services Division in the Office of National Archives.

Each request to film archival records is evaluated on the basis of reference need for a microfilm copy of the records and physical condition of the material. Proposals to film records with high reference value are given priority over requests, which may be technically adequate, to film records with low reference use. Physical condition of the records is the deciding factor in evaluating a proposal. Requests to film oversized records, bound volumes, and other formats requiring special equipment may be denied if filming represents a potential threat to the records. Requests may also be denied on the basis of the age of the records. Only trained, professionally supervised staff of the National Archives will duplicate aged and fragile records.

If a request is approved, a formal agreement between the publisher and the National Archives is signed that guarantees the National Archives will receive an archival-quality negative copy of all privately produced microfilm. This negative will be used to provide a positive reference copy of the records, which researchers will use in place of the textual records.

In order to ensure the continued availability of privately produced microfilm copies, the National Archives will begin to sell copies of the microfilm 7 years after the publication is released. The National Archives does not wish to compete with private micropublishers or diminish profits by selling the microfilm for reduced prices. This 7-year delay gives the micropublisher control of sales during the marketable life of a publication.

During FY 1987, the Office of the National Archives received and evaluated five proposals to microfilm archival records. Only one request was denied.

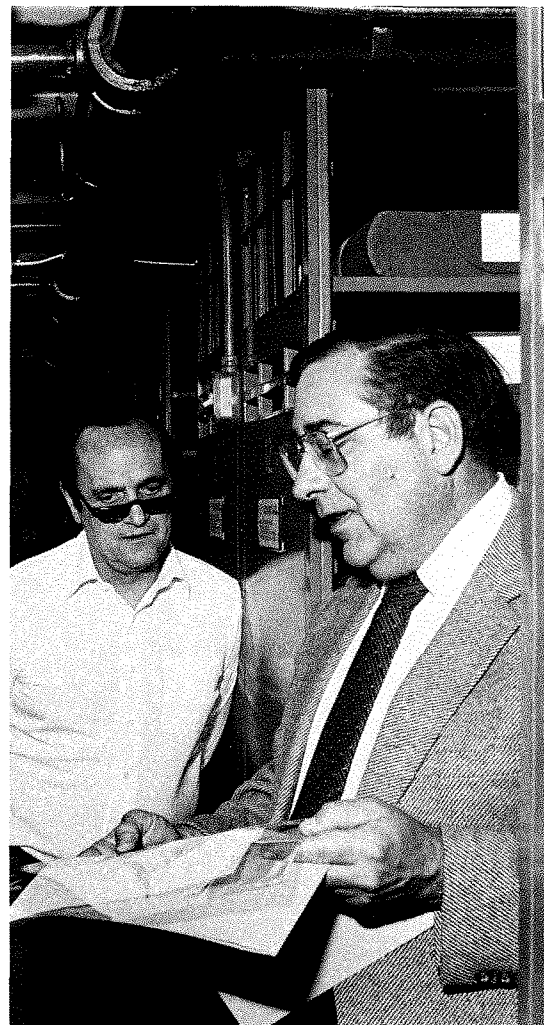
Legislative Archives Division

The Legislative Archives Division of the National Archives completed its

second full year during FY 1987. The Division responded to a significantly increased number of reference inquiries and continued an outreach program to publicize information about the records of Congress at the National Archives.

Reference

During FY 1987, the Division's Reference Branch received 603 letters and orders for reproductions of original records and replied to 3,060 oral requests for information about records of the U.S. Senate and House of Representatives. A total of 5,246 items



Dr. Milton O. Gustafson, Chief of the Diplomatic Branch, shows a document to actor Bob Newhart. Newhart toured the special vault that houses U.S. public laws, Indian and international treaties, and the Papers of the Continental Congress. The vault is equipped with a Halon fire protection system, backup sprinkler system, and separate climate controls. (Photograph by Nancy Olds.)

(boxes, bound volumes, and folders) were furnished to researchers in the National Archives Building or loaned to congressional committees for use in current business. In addition, nearly 30,000 copies (most of which were electrostatic copies) of original congressional materials were provided at cost. In response to research requests for access to more recent Senate records, the Branch screened 354,951 pages of documents. A total of 6,467 hours of staff time was spent in fulfilling these reference activities.

The Division serves as the institutional memory of the Congress and is active in lending records back to committees to support their current administrative needs. The two House committees that borrowed the greatest number of archival materials were the Committee on the District of Columbia and the Committee on Interior and Insular Affairs. The Permanent Subcommittee on Investigations of the Senate's Governmental Affairs Committee was by far the greatest user

of its historical records, followed by the Senate Committee on the Judiciary.

The Division responded to many staff inquiries about the history of Congress and helped the Senate Curator's Office in its preparation of an exhibition, scheduled for the spring of 1989, that will celebrate 200 years of Senate history. The Division provided copies of early 19th-century records of the Committee on Buildings and Public Grounds to the Senate Committee on Environment and Public Works for its work on the history of its predecessor committees.

Outreach

Director R. Michael McReynolds and the two branch chiefs continue to make known the Division's programs before interested user groups and on Capitol Hill. During this year one of the branch chiefs, David R. Kepley, published an article in *Prologue* on the history of the records of Congress. The article was distributed to many Capitol Hill offices.

In conjunction with the Director of the Congressional Relations Staff, the Legislative Archives Division staff participated in numerous meetings with Senate and House staff members on the disposition of the videotapes of the floor proceedings of both Houses. Neither House has passed a resolution on the matter, but it is hoped that during the next fiscal year Congress will take action.

The director and branch chiefs had numerous meetings with congressional staff, as well as with Members of Congress, in which the activities of the Division were discussed. On October 20 and 24, the Congressional Relations Staff and the Division conducted seminars for House and Senate committee clerks and staff directors. In March of 1987, the Clerk of the House, the Honorable Donald K. Anderson, and his staff toured the National Archives. Division staff visited House committee staff to inquire if the committees still held historic documents. In the case of the House Committee on Ways and Means, a meeting resulted in the transfer of a large quantity of minute books, covering the period from 1889 to 1980, to the National Archives. Finally, the Division took U.S. Representative Alfred A. McCandless (R-CA) and U.S. Senator John C. Stennis (D-MS) on a tour of the National Archives; both men were shown interesting documents from their States.

Records Declassification

The Office of the National Archives performs two kinds of declassification activities:

Systematic Review

Pursuant to Executive Order 12356, the staff reviews security classified records and donated historical materials in the custody of the National Archives and Presidential libraries using guidelines prepared by Federal agencies having jurisdiction over the information. These guidelines provide the National Archives with the authority to review systematically and to declassify most records more than 30 years old. Many records date from the mid-1950s and require page-by-page review. Documents containing information that remains sensitive are withdrawn and are not available to researchers until



The Microfilm Research Room has open stack areas to allow researchers to pull their own rolls of film. The more than 900,000 rolls of film available for research encompass census records, 1790-1910, and passenger lists, 1820-1954. Approximately 58,863 researchers used this research room during FY 1987. (Photograph by Nancy Olds.)



Page Miller, Executive Director of the National Coordinating Committee for the Promotion of History; Edwin Thompson, Director of the National Archives Records Declassification Division; Daun van Ee, Executive Editor of the Papers of Dwight D. Eisenhower, The Johns Hopkins University; and Martin Sherwin of Tufts University discuss declassification priorities in the National Archives on April 10, 1987. (Photograph by Nancy Olds.)

they are reviewed again and ultimately declassified. Declassified documents and parts of documents declassified by agency direction are placed in files as soon as possible following that determination.

Researcher Initiated Review

When researchers are confronted with notices of withdrawal of security classified information, they may formally request a declassification review. These requests are submitted under the provisions of the Freedom of Information Act or under the mandatory review provisions of Executive Order 12356. The National Archives refers the security classified documents to the responsible agency. The agencies then review the documents for possible release in whole or in part.

Researchers also may request an informal review of records not previously reviewed for declassification. If the records are more than 30 years old, the agency declassification review guidelines are applied and many of the classified records are promptly released.

	<i>Classified Pages Reviewed</i>	<i>Pages Withdrawn</i>	<i>Pages Declassified</i>
Systematic	6,993,394	255,316	6,738,078
FOIA Review	72,746	10,081	62,665
EO 12356 Review	11,811	4,877	6,934
Totals*	7,077,951	270,274	6,747,677

*These figures include declassification review performed by the Office of Presidential Libraries and the Office of the National Archives.

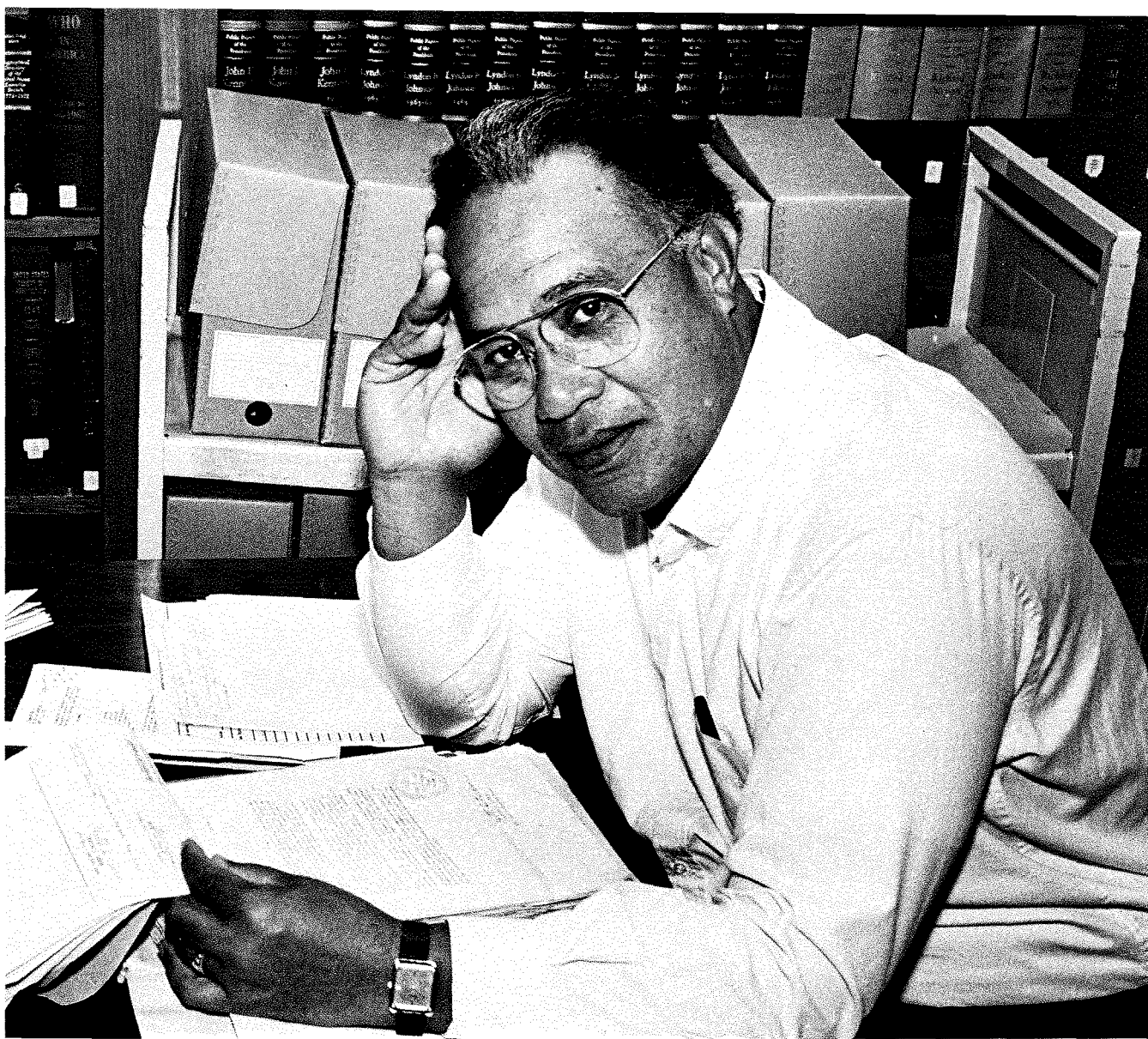
The large volume of declassification this year is primarily the result of three major efforts:

(1) More than three million pages of the 1942-55 records of U.S. Army Commands and almost 560,000 pages of the records of the U.S. Coast Guard and the Navy's Bureau of Aeronautics result from declassification in bulk with about 3 staff years of work (1 staff year is the equivalent of 2,080 hours).

(2) Almost one million pages of the Office of Strategic Services (OSS) "Operational Archives" were reviewed during the year. The OSS was the U.S. intelligence agency during World War

II. Reviewers from the Central Intelligence Agency (CIA), the successor to the OSS, have spent a great deal of time over the past decade reviewing these records and have identified documents requiring review for other agencies' sensitivities. Thus the review by the National Archives required only about 3 staff years.

(3) Almost 2.7 million pages were reviewed in the course of examining pre-1959 records from the Department of State and pre-1954 records from predecessors to the Agency for International Development. These agencies funded more than half of the staff employed in these projects.



Fofo I. F. Sunia, Delegate to the U.S. House of Representatives from American Samoa, researches the records of American Samoa at the National Archives—San Francisco Branch. He was among 98,028 researchers at the 11 field branches this year. (Photograph by Ann Dowie, courtesy of the San Francisco Examiner.)

National Archives Field Branches

The Office of the National Archives operates 11 field branches in Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, and Seattle. Each of the branches provides a full range of archival activities and programs to the public. These repositories accession, from Federal offices across the country, records that relate to the local and regional history of a particular area, such as the Tennessee Valley Authority or the Government of American Samoa. They include records of U.S. district courts and courts of appeals and

of U.S. attorneys and marshals.

During this fiscal year, the field branches accessioned more than 19,289 cubic feet of these locally significant records. This brings the total holdings of the field branches to 363,808 cubic feet.

To make the holdings of the National Archives as accessible as possible, the branches have reference copies of National Archives microfilm publications that are most in demand. These publications include all Federal population census schedules, 1790-1910; selected military service and pension records; selected passenger arrival lists; records relating to the adoption of the Constitution and the initial establishment of the Federal

Government; and records relating to exploration and development of the Western States. Currently, each branch has about 49,000 rolls of microfilm. Because of these locally and nationally significant records and microfilm copies, the field branches attract a large number of researchers, nearly 100,000 in FY 1987.

During this fiscal year, the National Archives undertook a variety of activities to improve the quality of space that some field branches occupy. Renovation work in the Boston and Seattle Branches resulted in improved research facilities and the creation of offices for the Branch directors. Planning for renovations of office and research space in the Kansas City

Branch was completed during the year; work is expected to begin in January 1988. Construction of office space for the Director of the San Francisco Branch will begin in FY 1988.

Significant progress was made on relocating the New York Branch from its inaccessible location at the Military Ocean Terminal, Bayonne, NJ, to a site in Manhattan or Jersey City. The New York City Office of Business Development and the New Jersey Office of Economic Development assisted the staff in identifying suitable sites near both public transportation and a university or other cultural institution.

The field branches have developed a number of public outreach activities. This year, the branches conducted 111 genealogical workshops for 2,583 people. They also conducted 18 workshops for 1,027 teachers to explain how materials from the National Archives can be used in curriculum development. In addition, the staff delivered 136 speeches to colleges, genealogical groups, schools, and professional associations, reaching a total of 6,096 people; sponsored 138 tours and open houses of their repositories for 2,669 people; and provided technical assistance 127 times to Federal, State, and local agencies and to private organizations. During the year, the field branches displayed exhibitions at 28 locations, including the branch repositories and other governmental, educational, or cultural institutions. Across the Nation, an estimated 66,000 people saw these exhibitions.

The Field Archives Division created a 20-minute slide/tape presentation about the branches and their holdings called "The National Archives Field Branches: A National Resource in a Local Setting." Copies of the presentation were shown to researchers, at workshops, at open houses and tours, to Federal agencies, and to a variety of other audiences.

During 1987, the primary public outreach activity of the field branches was celebrating the 200th anniversary of the U.S. Constitution. To commemorate the 200th anniversary, each branch scheduled a public reading of the Constitution for September 17 and, on that day or sometime during the year, sponsored a naturalization ceremony.

Field Branch

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Director: Joel Buckwald
National Archives—New York Branch
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201-823-7252

Director: Robert J. Plowman
National Archives—Philadelphia Branch
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215-597-3000

Director: Gayle P. Peters
National Archives—Atlanta Branch
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404-763-7477

Director: Peter W. Bunce
National Archives—Chicago Branch
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Chicago, IL 60629
312-581-7816

Director: R. Reed Whitaker
National Archives—Kansas City Branch
2312 East Bannister Road
Kansas City, MO 64131
816-926-6272

Director: Kent C. Carter
National Archives—Fort Worth Branch
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P.O. Box 6216 (mailing address)
Fort Worth, TX 76115
817-334-5525

Director: Joel Barker
National Archives—Denver Branch
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Director: Waverly B. Lowell
National Archives—San Francisco Branch
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415-876-9009

Director: Diane S. Nixon
National Archives—Los Angeles Branch
24000 Avila Road (building address)
P.O. Box 6719 (mailing address)
Laguna Niguel, CA 92677-6719
714-643-4242

States Served

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

New Jersey, New York, Puerto Rico, and the Virgin Islands

Delaware, Pennsylvania, Maryland, Virginia, and West Virginia

Alabama, Georgia, Florida, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

Iowa, Kansas, Missouri, and Nebraska

Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming

Arizona, the southern California counties of Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura; and Clark County, Nevada

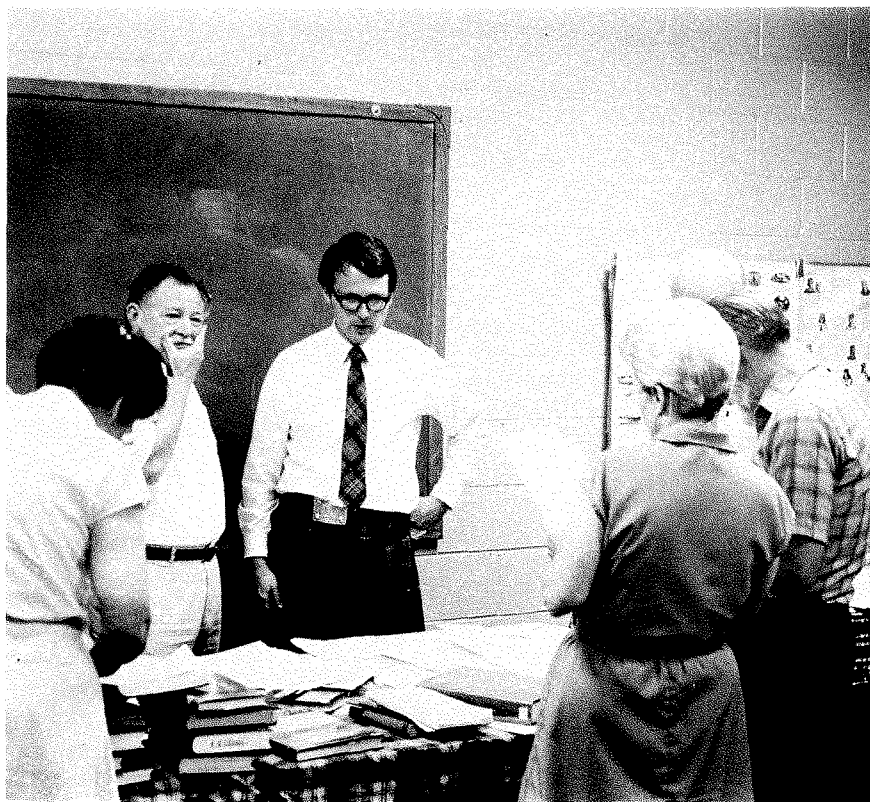
California, except southern California, Hawaii, Nevada, except Clark County, and the Pacific Ocean area

Director: Phillip E. Lothyan
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One hundred and eleven genealogy workshops, attended by 2,583 participants, were held nationwide at the 11 field branches during FY 1987. Robert Richmond, Assistant Executive Director of the Kansas State Historical Society, and Lance Reppert, a member of the St. Andrew's Society, conducted a Scottish genealogy workshop at the National Archives—Kansas City Branch in July. The Branch sponsored 20 ethnic genealogy workshops this year. (Photograph by Dennis McCoy.)

Office of Presidential Libraries

Opening of Carter Library and Papers

On October 1, 1986, the Carter Presidential Library in Atlanta, GA, was formally opened by former President and Mrs. Carter in the presence of President and Mrs. Reagan and a crowd of 5,000 well-wishers. Built with funds raised by the Carter Presidential Center, Inc., the library is part of a complex that houses the former President's office, the Carter Center of Emory University, and charitable foundations associated with President and Mrs. Carter. The museum part of the library opened to the general public after the formal opening.

On January 27, 1987, President Carter cut the ceremonial ribbon to open the library's archival research room. More than six million pages of Carter Presidential material became available for research on the following day, including the White House name and subject files; significant parts of the files of the Domestic Policy Staff, the

Office of Administration, the Press Office, and the Communications Office; and correspondence between President Carter and high White House officials. The materials cover virtually every subject dealt with by the White House during the Carter administration, including nuclear disarmament and human rights.

At a ceremony held in Atlanta's City Hall in June of 1987, Mayor Andrew Young presented the Carter Presidential Center with a citation from the city's Urban Design Committee for an outstanding contribution to the architectural and landscaping beauty of Atlanta.

Opening of Nixon Papers for Research

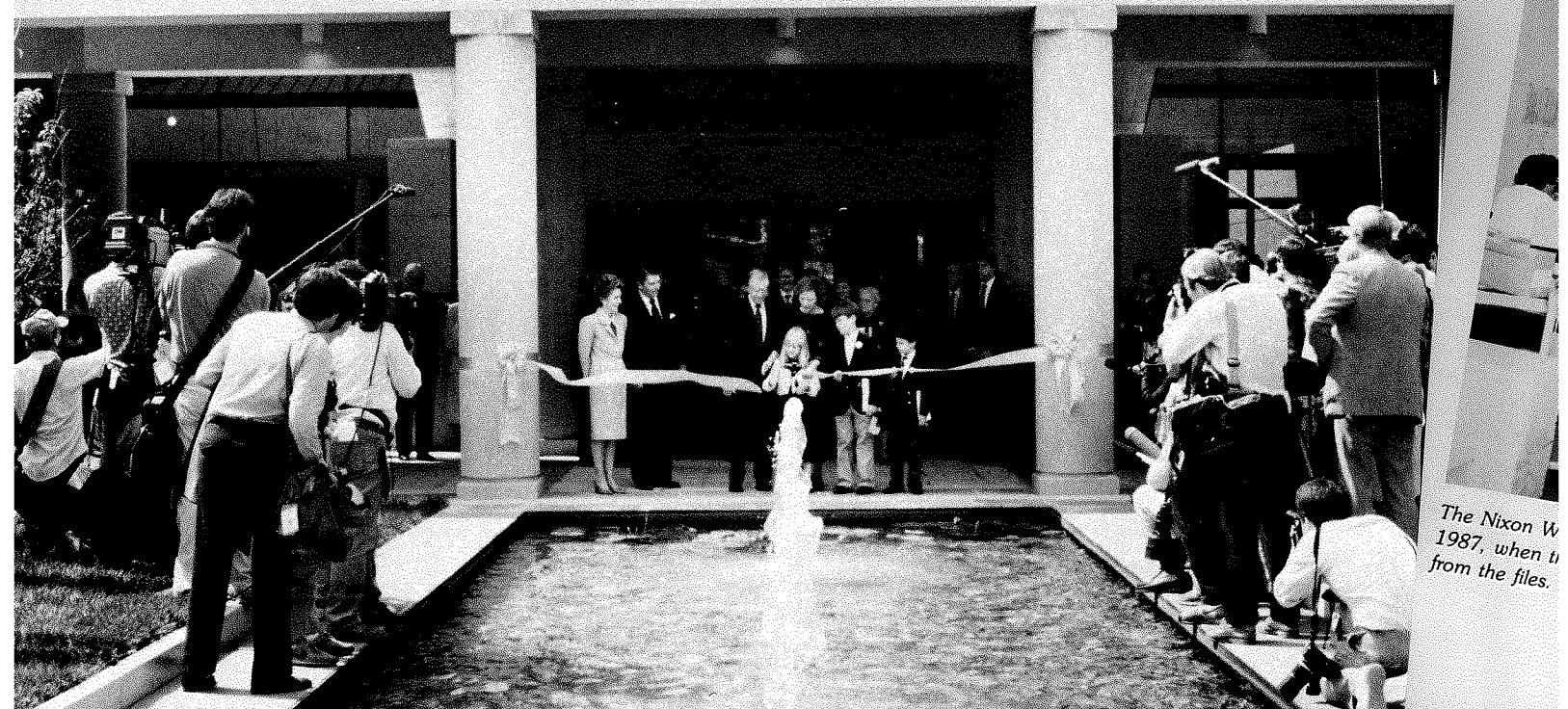
In its first full year of operation since regulations governing public access to the Nixon Presidential materials went into effect, the Nixon Presidential Materials Project opened three million pages of material for research. Selected

segments of the White House central files, totaling 1.5 million pages, were made available on December 1, 1986. The files, containing White House correspondence with Government officials and members of the public, policy papers, and routine administrative documents, reflect the activities of the President and his staff on a wide range of domestic policy issues.

The Nixon Project opened 85 percent of the special files, totaling 1.5 million pages, on May 4 and 28 and July 17, 1987. The special files were compiled by a unit of the Nixon White House charged with providing special security for materials considered sensitive by the White House. The materials contain documents created or seen by President Nixon, selected subject files taken from the White House confidential files, and staff member and office files. The files of former Nixon aides John Dean, John Ehrlichman, H. R. Haldeman, Harry Dent, Patrick Buchanan, Alexander

President and Mrs. Reagan and former President and Mrs. Carter participate in the ribbon-cutting ceremony that officially opened the Carter Presidential Library in Atlanta, GA, on October 1, 1986. (Photograph by Terry Arthur, the White House.)

CARTER PRESIDENTIAL CENTER



The Nixon White House files, 1987, when they were made available to the public.

Haig, and Charles Colson were among those made available for research. Five percent of the special files were withdrawn because they contained national security or privacy information or because they were restricted by Federal statute; 10 percent of the special files were withdrawn at the request of President Nixon and are awaiting further review.

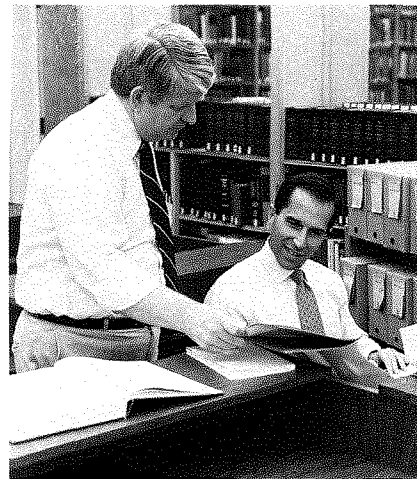
During the year, 314 researchers visited the Nixon Project offices to work in the White House central files and the special files.

Reagan Materials

The Office of Presidential Libraries has provided storage space and custodial care in the National Archives Building for parts of the Reagan administration's White House central files that are no longer in daily use. In addition, the Office of Presidential Libraries has received, packed, and stored the many gifts given to President and Mrs. Reagan by American citizens and foreign heads of state. The Reagan manuscript material in storage at the National Archives was 13 million pages at the end of FY 1987. There are also 22,017 Reagan Presidential gifts stored in the National Archives Building.

Accessions

The Presidential libraries conduct an active solicitation program to acquire additional materials related to their holdings. Noteworthy among this year's accessions was a 100-foot addition to the papers of former Secretary of the Treasury Henry Morgenthau, Jr., that are housed in the Roosevelt Library. The materials contain handwritten notes exchanged between Secretary Morgenthau and President Roosevelt as well as more than 300 letters from Mrs. Roosevelt to Mrs. Morgenthau. The Truman Library accessioned the papers of Francis O. Wilcox, detailing his activities as a member of the U.S. delegation to the 1945 United Nations Conference and to the 1951 Japanese Peace Conference. Columbia University Professor Raymond J. Saulnier, who served as Chairman of the Council of Economic Advisers during the Eisenhower administration, donated his papers to the Eisenhower Library. Additional materials of U.S. Senator Edward M. Kennedy (D-MA) and novelist Ernest Hemingway were accessioned by the Kennedy Library. The Johnson Library acquired documents relating to slain civil rights worker Viola Liuzzo, and the Hoover



Marc A. Weiss, a professor at the University of Illinois, is assisted by Hoover Library archivist Dale Mayer. Professor Weiss was one of 3,420 researchers who visited Presidential library research facilities this year. (Hoover Library Association photograph.)

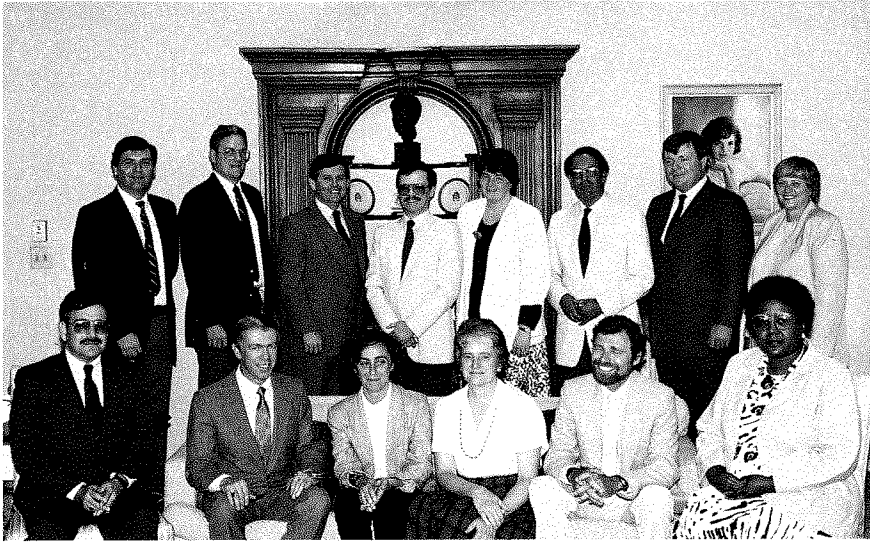
Library obtained the correspondence and scrapbooks of journalist and women's activist Harriet Connor Brown. The Ford Library accessioned the transcripts of interviews of 21 individuals associated with the Ford administration, conducted in 1985 by a library researcher. This year's accessions brought the Presidential libraries' total holdings to 207,241,163 pages of manuscript material; 3,425,251 photographs; 13,351,964 feet of motion picture film; and 43,929 hours of audio and video recordings.

Openings

Among the materials newly opened for research this year was a segment of the Kennedy administration's White House social files at the Kennedy Library. The Johnson Library opened the Robert Komer-William Leonhart files, documenting the activities of a White House office established in 1966 to coordinate nonmilitary programs in Vietnam, such as pacification, land reform, economic stabilization, port congestion, and corruption. Also made available at the Johnson Library were the papers of former Secretary of Health, Education, and Welfare Wilbur Cohen. The papers of artist Greta Kempton, who painted the official White House portrait of President Truman, were opened for research at the Truman Library. The Ford Library opened the 1969-70 portion of the



The Nixon White House special files were released in three segments this year. On May 4, 1987, when the first segment was opened to the public, 50 researchers examined documents from the files. (Photograph by Anita Happoldt.)



Winners of the 1987 Kennedy Library prizes and grants for teachers are pictured here. The Kennedy Library Foundation awarded seven prizes to individuals and teams of elementary and secondary school teachers for outstanding teaching in American political history. The Foundation also awarded five grants to support curriculum development of American political history. (Photograph by Allan Goodrich.)

Arthur Burns papers, documenting domestic issues during the first year of the Nixon administration, when Burns was serving as counselor to the President.

Pearson papers and memorabilia, augmented by drawings and photographs from Mrs. Pearson's collection and the collections of other institutions. The exhibition was seen by

225,378 visitors during its 6-month run at the Johnson Library. A new exhibition on the New Deal, 1933-41, marked the opening of the renovated north bay of the Roosevelt Library's museum. An exhibition at the Truman Library commemorated the 40th anniversary of the Marshall Plan with documents, photographs, and a videotaped presentation. The show was opened by U.S. Representative Ike Skelton (D-MO), who presented the library with a copy of a resolution that he had sponsored commemorating the Truman Doctrine. "The Claws of the Dragon," at the Hoover Library, recalled the Hoover family's years in China during the early part of this century.

Several Presidential libraries mounted exhibitions in observation of the bicentenary of the Constitution. An exhibition at the Ford Library, dealing with the freedom to travel, featured the passports of famous Americans, such as John F. Kennedy and Ernest Hemingway, borrowed from the Kennedy Library. The Ford Museum displayed an original broadside dealing with the Northwest Ordinance, which was adopted 2 months before the

Grants and Awards

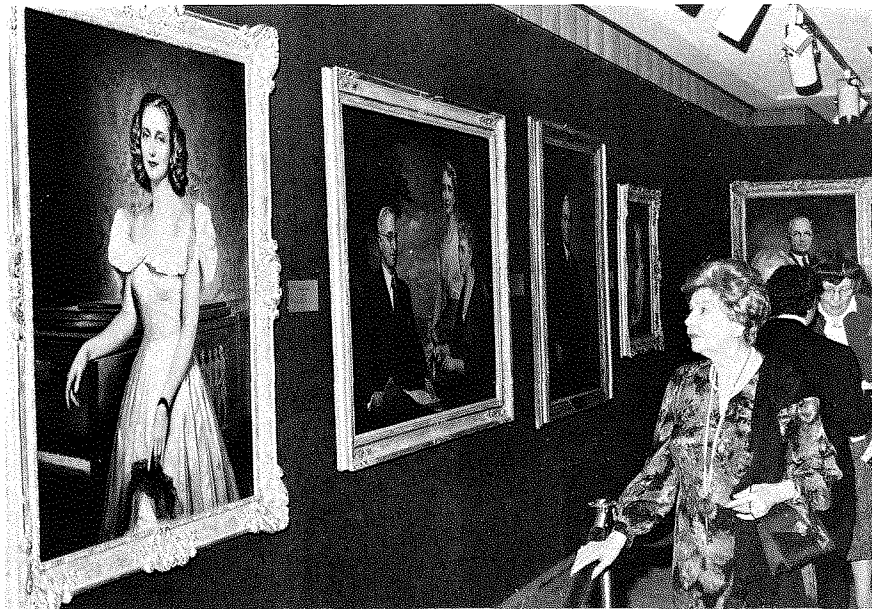
For the encouragement of research in Presidential libraries' holdings, the libraries are indebted to the private organizations that support their programs. This year, these organizations disbursed a total of \$221,880 in research grants to scholars and graduate students. Among the recipients of prizes were seven Massachusetts teachers, recognized by the Kennedy Library Foundation for their outstanding teaching about the Constitution and constitutional issues.

Programs for the General Public

The Presidential libraries displayed some of the 199,554 three-dimensional objects among their holdings in exhibitions on the lives and times of the Presidents and significant events in the Nation's history. This year, 1,472,150 visitors came to the libraries' museums to see a wide range of exhibitions, including one at the Johnson Library on columnist Drew Pearson. The items on display were drawn from the library's own extensive holdings of



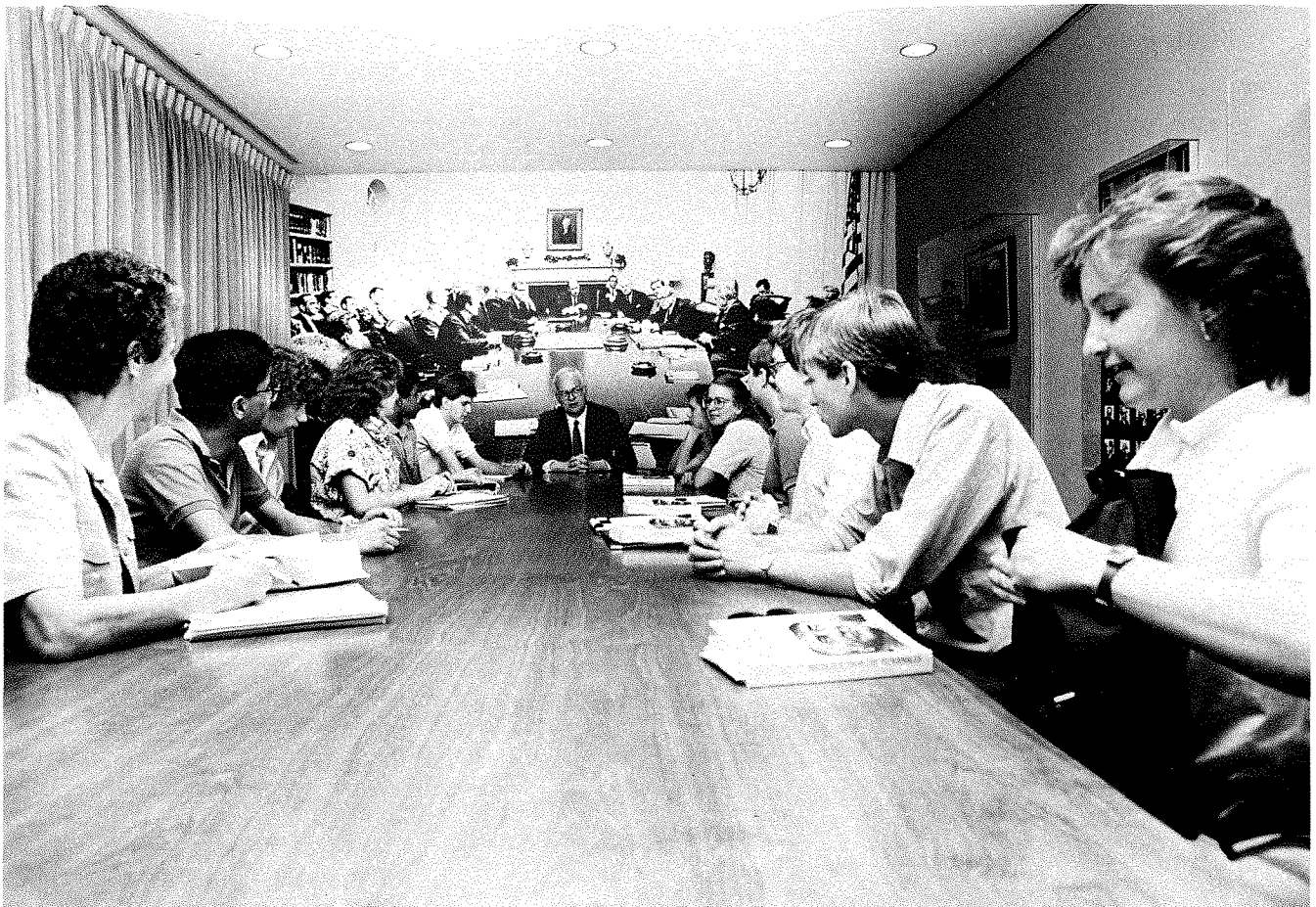
Mrs. Mario Cuomo, First Lady of New York (center), is escorted on a tour of the Eleanor Roosevelt exhibition by supervisory archivist Frances Seeber (left) and philanthropist Mrs. Sheldon Landau on October 24, 1986. She came to the Roosevelt Library to do research for the restoration of the Governor's Mansion. (Photograph courtesy of State of New York, Office of Special Projects and Protocol.)



Portraitist Greta Kempton views her paintings of the Truman family at the opening of an exhibition of her paintings at the Truman Library, on April 10, 1987. (Photograph by Neil M. Johnson.)

Constitution and which contained many of the provisions later incorporated into the Bill of Rights. An exhibition at the Eisenhower Library treated, in documents and photographs, the issue of Presidential disability or death and the passage of the 25th Amendment to provide for an orderly succession to the Presidency. A letter written by George Washington shortly before he took the oath of office was loaned by the Massachusetts Historical Society to the Johnson Library for its bicentennial exhibition.

Other public programs at the libraries—including conferences, lectures, films, commemorative events, and seminars—attracted 60,855 persons this year. The wide range of major conferences held at the libraries included the fifth annual public policy conference, held at the Carter Library and cosponsored by the Office of Presidential Libraries and the Domestic Policy Association. Before an audience

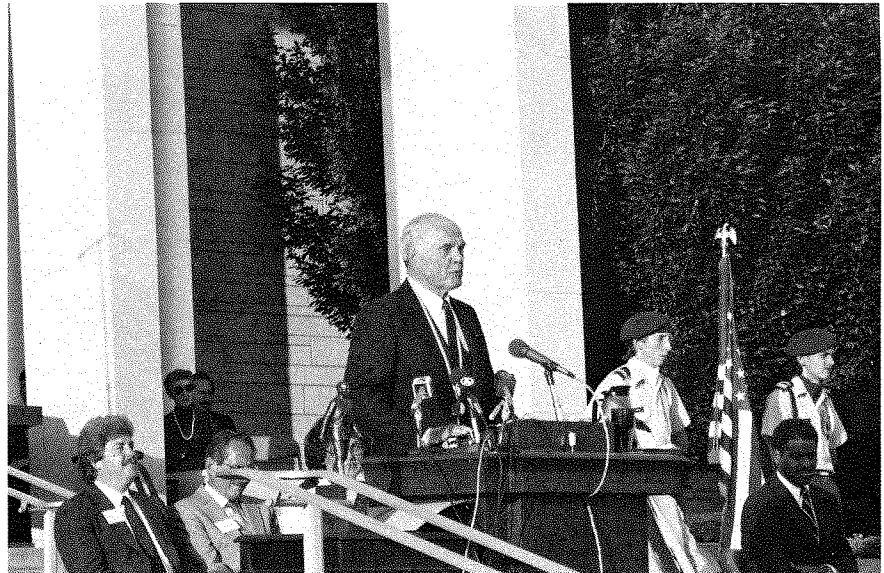


University of Texas history professor Lewis Gould used the Henry H. Fowler Cabinet Room in the Johnson Library to conduct a graduate seminar on the Presidency of Lyndon Johnson, April 15, 1987. The eight libraries encourage the use of their facilities by local colleges and universities to help students discover primary sources available for research. (Photograph by Frank Wolfe.)

of 300, 20 representatives of citizen forums from around the country discussed crime, immigration, and the farm economy with Government officials and public affairs analysts. In observance of the 25th anniversary of the first Commission on the Status of Women, the Kennedy Library held a conference on women and political power that featured as speakers feminist activist Betty Friedan, former U.S. Representative Bella Abzug, and Massachusetts Lieutenant Governor Evelyn Murphy.

Conferences in observance of the bicentenary were held at the Ford, Johnson, and Eisenhower Libraries. At the Ford Library, Columbia University Seminars on Media and Society televised an 8-hour session of "The Presidency and the Constitution" under the direction of television executive Fred Friendly. President Ford joined 29 other distinguished citizens for discussions on proposed changes in the Constitution that would affect the powers of the President. Among the participants were U.S. Attorney General Edwin Meese; U.S. Senators Alan Cranston (D-CA), Orrin G. Hatch (R-UT), Nancy Landon Kassebaum (R-KS), and Warren B. Rudman (R-NH); U.S. Representative Charles B. Rangel (D-NY); and former U.S. Representative James Jones. Along with two sessions that had been taped earlier at the Carter Center in Atlanta, the sessions taped at the Ford Library were shown on the Public Broadcasting System in May of 1987.

A symposium entitled "The Constitution: Retrospect and Prospect" took place at the Johnson Library under the sponsorship of the library, the University of Texas, and the LBJ School of Public Affairs. Featured as the keynote speaker was Assistant U.S. Attorney General William Bradford Reynolds. The Eisenhower Library sponsored a conference on constitutional issues during the Eisenhower Presidency. Keynote speaker at the conference was Herbert Brownell, U.S. Attorney General during the Eisenhower administration and a vice chairman of the Commission on the Bicentennial of the U.S. Constitution, who discussed with a panel of scholars constitutional issues, such as the Little Rock, AR, school desegregation issue; the McCarthy hearings; and the Bricker Amendment



U.S. Senator John H. Glenn, Jr. (D-OH), making his acceptance speech on the steps of the Truman Library after receiving the Harry S Truman Public Service Award on May 8, 1987. (Photograph by Neil M. Johnson.)

to limit the President's treaty-making powers.

Lectures and films offered at the libraries included a lecture series at the Kennedy Library on contemporary issues, such as sectarian conflict in Northern Ireland, South Africa, and Lebanon. The Great Decisions lecture series at the Ford Museum featured sessions on foreign investments in the United States, developments in Afghanistan and Pakistan, and revolution in Iran, Nicaragua, and the Philippines. The Johnson Library's popular An Evening With . . . lecture series featured appearances by former U.S. Senator Barry Goldwater, U.S. Senator Joseph R. Biden, Jr. (D-DE), U.S. Representative Patricia Schroeder (D-CO), and former First Lady Betty Ford. The Ford Museum's annual film series, *And Justice For All*, highlighted films on the American judicial system. The Truman Library's annual film series, on the 1930s, featured documentaries and newsreels of the rise of European fascism, the Roosevelt years in the United States, and events leading to World War II.

Several commemorative gatherings took place at the libraries on the anniversaries of important events in the lives of the Presidents. Truman Week, observed each May at the Truman Library in honor of the President's birthday on May 8, featured a recital by pianist-comedian Victor Borge and the

presentation of the Harry S Truman Public Service Award by the City of Independence to U.S. Senator John H. Glenn, Jr. (D-OH). At the 1987 Hoover birthday commemoration, *Time* magazine columnist Hugh Sidey was the main speaker at the banquet in honor of President Hoover, while the principal speaker at graveside ceremonies on August 10 was former Iowa Governor Norman Erbe. The Eisenhower Library held a combined celebration, on May 2 and 3, of the 100th anniversary of the Eisenhower family home and the 25th anniversary of the library. Acting Archivist Frank G. Burke welcomed those present for the program in honor of the home, among them some 20 members of the Eisenhower family. The annual "Celebration on the Grand Community Enrichment Days" in Grand Rapids, MI, attracted 4,619 visitors to the Ford Museum on a single day.

The libraries worked closely with nearby colleges and secondary schools to develop curriculum topics based on the libraries' holdings and to encourage students to use the source materials. For example, summer institutes for teachers of history and social studies were held at the Truman and Kennedy Libraries. On May 2, 1987, 88 high school students from throughout Missouri participated in a Constitution Olympics at the Truman Library. Sponsored by the Missouri State



Ford Library and Museum Director and U.S. Archivist nominee Don W. Wilson presents Julie Mortensen with a plaque. She was the museum's one-millionth visitor. Visitors to the Ford Museum increased by 5 percent and school tours were up by 23 percent this year compared with fiscal year 1986. Wilson said he wants "the museum to serve as a community resource as well as a tourist attraction." (Photograph by Richard L. Holzhausen.)

In Memoriam

Dr. James E. O'Neill, Assistant Archivist for Presidential Libraries, died of a heart attack on March 6, 1987, at the age of 58. He had directed the Presidential libraries system since 1980. During Dr. O'Neill's tenure as Assistant Archivist, two new libraries—the Ford and the Carter—were added to the Presidential libraries system. He believed strongly that Presidential materials should be made available for research as quickly as privacy and national security considerations would allow. Under his leadership, many of the Ford and Carter Presidential materials were opened for research within a few months after those libraries were established. The first openings of the Nixon Presidential materials also occurred while he was Assistant Archivist. Dr. O'Neill served the National Archives in other capacities. He was Deputy Archivist of the United States from 1972 to 1980, he directed the massive appraisal of FBI records in 1981, and he served as Director of the Franklin D. Roosevelt Library from 1969 to 1971. He was the recipient of Commendable Service Awards and of the Meritorious Service Award of the General Services Administration.

chapters of the Daughters of the American Revolution and supported by grants from the Harry S Truman Institute and the Missouri Committee for the Humanities, the Olympics consisted of a written test covering the Constitution and its amendments, with a \$1,000 prize awarded to the winner.

An important part of the libraries' public programs is the tour program. Tours are especially designed for classes of elementary school children, senior citizen groups, and convention groups. At several of the libraries, the tours are conducted by volunteers from the community who have an interest in American history and who enjoy making library holdings meaningful to visitors. Guided tours of the Johnson Library's museum were given this year by 81 volunteers. High school students enrolled in the Kennedy Library Corps gave tours each Wednesday afternoon to nursing home residents who were brought to the library.

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Director, Franklin D. Roosevelt Library	William R. Emerson	914-229-8114
Director, Harry S Truman Library	Benedict K. Zobrist	816-833-1400
Director, Dwight D. Eisenhower Library	John E. Wickman	913-263-4751
Director, John F. Kennedy Library (Acting)	John F. Stewart	617-929-4500
Director, Lyndon B. Johnson Library	Harry J. Middleton	512-482-5137
Director, Gerald R. Ford Library and Museum	Don W. Wilson	616-456-2675
Director, Jimmy Carter Library	Donald B. Schewe	404-331-3942

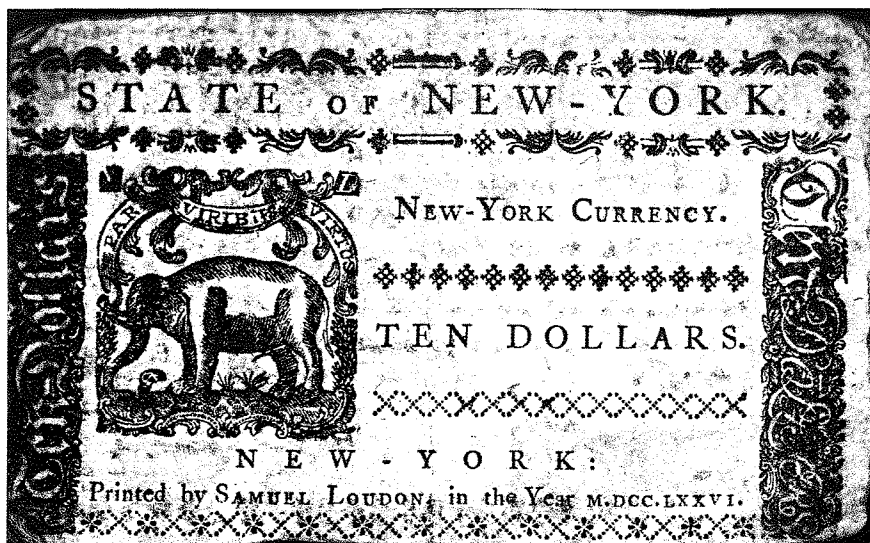
Office of Public Programs

For the Office of Public Programs, 1987 was the culmination of many years of planning for the commemoration of the 200th anniversary of the signing of the U.S. Constitution. As the Nation's attention focused on this celebration, public awareness of the National Archives as the home of the Constitution increased significantly. Through volunteer tours and outreach activities, exhibitions, educational workshops and materials, lectures and dramatic performances, publications, and special events, this Office emphasized the National Archives' role in preserving, celebrating, and studying the Constitution. More than 1,130,100 visitors came to the National Archives' Exhibition Hall during this bicentennial year. The National Archives Trust Fund Board is the funding source for some of these programs (see chapter 12).

Exhibitions

Every year is cause for celebrating the Constitution at the National Archives, where the Constitution is on permanent display every day except Christmas. This year, however, was special as the Nation celebrated the 200th anniversary of the Constitution and the National Archives opened several exhibitions to mark this anniversary.

The bicentennial celebration began with the opening of "The American Experiment: Creating the Constitution" in October of 1986. On display in the Rotunda, the 26-case exhibition flanks the permanent display of the Charters of Freedom. "Creating the Constitution" centers on the formation of the Constitution and shows many important 18th-century documents from the National Archives. These original documents highlight the young country in which the Constitution was conceived, created, and ratified. Among the documents on display are: the Articles of Confederation; a 1783



A 10-dollar note issued by the State of New York, 1776-79. This currency is included in "The American Experiment: Creating the Constitution," one of two major bicentennial exhibitions at the National Archives.



"We, the Japanese People: A Documentary View of U.S. Influences on Japan's Constitution" opened on November 3, 1986, the 40th anniversary of the promulgation of Japan's post-World War II constitution, at the Suitland Records Center. Three staff members of the National Diet Library of Japan, working at the Center on a project to microfilm the Supreme Command for the Allied Powers (SCAP) records, view the exhibition. (Photograph by Nancy Olds.)

map delineating the boundaries of the United States as agreed to in the Treaty of Paris; a 1783 antislavery petition to Congress from the Quakers; the 1787 Virginia Plan proposing the three branches of government; and the voting record of the 1787 Constitutional Convention reflecting the painstaking deliberations of the delegates in writing the Constitution. In addition to these documents, "Creating the Constitution" includes letters and other materials, created by private citizens, that offer a unique view of life in the 18th century. The exhibition will remain on display until the spring of 1989.

In the Circular Gallery surrounding the Rotunda, the second part of the National Archives' bicentennial exhibition opened in April of 1987. "The American Experiment: Living With the Constitution" focuses on the ways in which the Constitution has been challenged and interpreted over the past 200 years. Three constitutional issues, of concern to all Americans, are highlighted: Who has the right to vote? What are the powers of the Commander in Chief? and What are the roles of the State and Federal Governments in school desegregation? "Living With the Constitution" includes 247 original documents, photographs, drawings, three-dimensional items, and three audiovisual stations that trace the development of these issues. Among the milestone documents featured in the exhibition are the joint resolution of Congress that proposed the 14th Amendment; the engrossed copy of the 15th Amendment; the 1965 Voting Rights Act; the War Powers Act of 1973; and documents and evidence from milestone Supreme Court civil rights cases, such as *Ex parte Milligan*, *Plessy v. Ferguson*, and *Brown v. the Board of Education of Topeka, KS*. Lesser known items of interest, demonstrating the influence of the Constitution on the lives of Americans, also are included. The final section of the exhibition offers a sampling from the more than 5,000 amendments to the Constitution that have been proposed but never ratified, reflecting the concerns of American citizens over the last 200 years. "Living With the Constitution" will remain on display through the fall of 1988.

To meet the needs of museums, historical societies, libraries, schools,

and other civic groups during the bicentennial period, the Office of Public Programs developed a set of 20 posters entitled " 'Tis Done! We Have Become a Nation," which contains facsimiles of documents with captions ready for installation. " 'Tis Done!" tells the story of the conception, creation, and implementation of the Constitution through some of the most important 18th-century documents in the National Archives. It will remain available for a small fee indefinitely.

A fourth bicentennial exhibition went on display at the Washington National Records Center in Suitland, MD. Produced from the records of the General Headquarters, Supreme Commander for the Allied Powers (SCAP), "We the Japanese People" describes U.S. influences on the post-World War II Japanese constitution. The National Archives and the Japan-American Society cosponsored a display at the University of Maryland of facsimiles from this exhibition.

In July, in the East Lobby of the Exhibition Hall, an interactive computer display entitled "Would You Have Signed the Constitution?" was mounted. Developed and funded by Apple Computer, Inc., and Scholastic Software in cooperation with the Office of Public Programs staff, the display is designed for school children as well as adults. Using the computer, visitors can imagine themselves at the Constitutional Convention, confronting some of the same issues that the delegates to the Constitutional Convention faced 200 years ago. After responding to a series of questions and then comparing answers with the actual votes on the issues at the Convention, participants may decide if they would have signed the Constitution and, if in agreement, sign a replica of the preamble.

Smaller exhibits during the year included "Oscar Jordan: Photographer and Entrepreneur," featuring rare color photographs of Herbert Hoover, Franklin Roosevelt, and other prominent political personalities from the early 1930s; one for the 40th anniversary of the Marshall Plan; one highlighting the 1st Amendment for a lecture by Supreme Court Justice Harry A. Blackmun; and one on the Northwest Ordinance.

The exhibition program also reaches

the public beyond Washington through loans of original documents from the National Archives to cultural institutions across the country. Temporary loans for exhibition were made this year to a number of museums and archives, including the Smithsonian Institution, Library of Congress, Supreme Court, Independence Park National Historic Site, the new Louisiana State Archives, Minnesota Historical Society, and the Schomburg Center of the New York Public Library. Once again, the National Archives was the major lender for a National Building Museum exhibition of architectural drawings, this one at the IBM Gallery in New York.

Educational Programs

It was the year of the Constitution for the educational staff as well as the exhibits staff. The publication in late 1985 of its seventh secondary school supplemental teaching package, *The Constitution: Evolution of a Government*, engendered an increase in requests for workshops on teaching the Constitution. The annual summer workshop for secondary teachers, "Primarily Teaching," also focused on teaching the Constitution; participants rated it as "A must for the social studies teacher" and highly recommended the workshop "to anyone with an interest in research and/or the social studies." Fees from these projects were distributed to the National Archives Trust Fund.

The two-person secondary school education staff gave a total of 29 workshops, for more than 1,200 educators from Boston to Savannah and from New York to San Jose, designed to help teachers use documents to teach the Constitution. They served as consultants to hundreds of teachers, administrators, and museum professionals from 30 States on Constitution materials for classroom use and answered thousands of mail and telephone inquiries from educators preparing Constitution curriculums. They continued their consultative services to the editor of the nationally syndicated children's newspaper column "The Mini Page," which produced 21 issues on the Constitution and ran in more than 450 newspapers. Five feature articles, "Teaching with Documents," were prepared for *Social Education*, the journal of the National

Especially for young readers

The Mini Page

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By BETTY DEBNAM

Keeping the Constitution Safe

The Building



National Archives photos

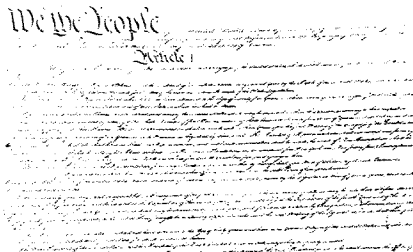
The original Constitution is kept in the National Archives in Washington, D.C. An archive is a place where records are stored. This building has 72 columns and the largest brass doors in the world.



This is the 19th in a monthly series about the Constitution.

From The Mini Page by Betty Debnam © 1987 Universal Press Syndicate

The Pages



The first page of the Constitution begins with the words "We the People." There are four pages. Pages 1 through 4 contain the preamble and text. The signatures are on page 4. There is also a fifth page. It is a resolution from the convention sending the Constitution to the Congress.

The Exhibit Hall



The Constitution is displayed in a big marble exhibit hall shaped like a half-circle. Marble steps lead up to the display case. A huge painting hangs on either side. Visitors are quiet when they enter the darkened hall. No flash photographs are allowed.

The Display Cases

Information about the Declaration and the Constitution

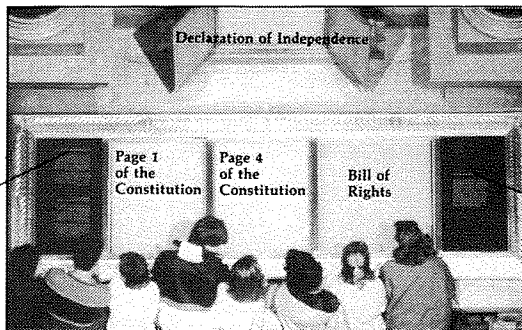


photo by Stephen Brown

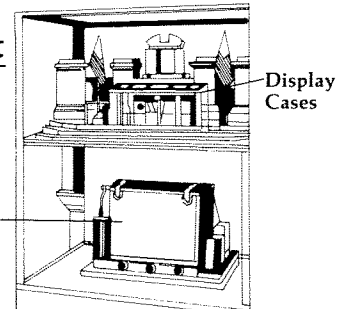
Information about the Bill of Rights

Two pages of the Constitution, 1 and 4, are usually displayed in cases alongside the Bill of Rights. The Declaration of Independence hangs above. The pages are of

parchment or animal skin. They are in separate airtight cases filled with helium gas. Special protective glass helps keep them from fading.

The Education Branch serves as consultant for "The Mini Page" constitutional series, syndicated by United Press International. The Branch also produces supplementary teaching packages, each one consisting of documents and a teacher's guide, and trains teachers to use primary source materials.

The Vault



Every night and in emergencies, the cases are lowered to a 55-ton concrete and steel vault 22 feet below the display. The mechanical jack that raises and lowers the cases is operated by electricity with back-up batteries.

Council for the Social Studies; each article focused on a document illustrating some aspect of the Constitution. At the annual Council for Advancement of Citizenship award meeting, officials of the National Institute for Citizenship Education in the Law, Americans United, and "The Mini Page" commended these education services from the National Archives. In the midst of this bicentennial activity, the eighth secondary school supplemental teaching package, *The Truman Years: 1945-1953*, was released.

Other education specialists worked on revising a plan for an adult education program, similar to the secondary school program, to provide teaching materials and professional development programs to community college, university, and continuing education instructors. The newsletter *UPDATE* keeps these instructors informed about the holdings of the National Archives and suggests strategies for using primary sources in the classroom. The adult education summer seminar "From the Record" attracted instructors of business administration, communications, history, and music.

Staff education specialists offered 41 other workshops, short courses, and panel presentations in 1987 that were intended to assist new researchers in the use of National Archives' resources. Among these were the 3-day "Introduction to Genealogy"; 32 3-hour genealogy workshops; and the 4-day "Going to the Source: An Introduction to Research in Archives." The National Archives also continued to cosponsor "The National Institute on Genealogical Research" for experienced genealogists. More than 1,100 individuals participated in these courses.

Two series within the arts and culture program—Archives Alive and Theater-from-the-Records—continued in 1987. The National Archives education staff jointly sponsored writing workshops with local playwright groups who used archival records to produce dramatic works. Three "works-in-progress" were presented in the spring and two based on constitutional issues were performed during the bicentennial activities in September. In addition, a National Archives-commissioned play, "Gallant and Lawless Act," based on the writing of the Constitution, was featured during the September bicentennial activities.

A series of lunchtime lectures and demonstrations, as another component of the arts and culture program, were offered. These events examined the role of writers, film producers, playwrights, collectors, and performers in preserving and using records that reflect American culture. Among them were a one-woman play on Amelia Earhart, a recreation of the news broadcasting of the bombing of Pearl Harbor, and a presentation of underground railroad songs.

These series were in addition to the regularly scheduled and very popular film program that shares with the public the motion picture holdings—the largest collection of nonfiction films in the United States. This year, two film series were developed to commemorate the Constitution's 200th birthday. The Constitution on Film series explored constitutional history and the role of the Constitution in shaping our system of laws. The Trial by Jury series presented eight Hollywood courtroom dramas that have played an important role in shaping popular perceptions of American jurisprudence. Other film

series during the year included Making Movies and Films of Persuasion, as well as a series commemorating the 70th anniversary of John F. Kennedy's birth.

The film program this year has been expanded to include screenings for school groups touring the building. Of the several screenings made available, the most popular is from World War II—ancient history to today's youngsters. They seem both delighted and amazed to experience a propaganda film by Frank Capra, a song by Betty Hutton, or a cartoon lampooning our enemies. The film documents from our collection bring history to life for these young people in a way that surpasses the printed word or even photographs.

Special Events

The 200th anniversary of the Constitution was the dominant theme for most of the special events taking place in the National Archives Building in 1987. During the year, a wide variety of cultural and educational institutions focused attention on the home of the Constitution by holding



Associate Justice Harry A. Blackmun of the Supreme Court spoke to an overflow crowd in the National Archives Theater on June 23, 1987. In his speech, Justice Blackmun discussed the 1st Amendment clause that proscribes the establishment of religion by Congress and mandates the free exercise of religion. (Photograph by Nancy Olds.)

previews, programs, and celebrations in the National Archives Theater, the Archivist's Reception Room, and the Rotunda. Among the events were meetings and a press conference sponsored by the Commission on the Bicentennial of the U.S. Constitution. Previews of Bill Moyers' "Report from Philadelphia"; the National Park Service's bicentennial play "Four Little Pages"; and WUSA's bicentennial special "Searching for Justice," hosted by Carl Rowan and featuring an interview with Justice Thurgood Marshall, were held at the National Archives. In addition, a reception cosponsored with the Manuscript Society honored Coretta Scott King and one cosponsored with the Smithsonian Institution welcomed participants and guests of the Smithsonian's Ninth International Symposium. The U.S. Postal Service unveiled its commemorative Constitution stamp in the Rotunda in August.

As a part of the National Archives bicentennial programs, Justice Harry A. Blackmun inaugurated the Bicentennial '87 lecture series, cosponsored by the Supreme Court Historical Society and the National Archives Volunteers Association Constitution Study Group. Justice Blackmun spoke on the 1st Amendment religion clause; his address was published in the fall 1987 issue of *Prologue: Journal of the National Archives*, which is published by the National Archives Trust Fund Board. Future lectures by members of the judiciary on other constitutional issues are planned for 1988.

A highlight of the public events was "The 87-Hour Vigil: National Tribute to the United States Constitution." Beginning at 6 p.m. on September 13 and ending at 9 a.m. on September 17, the Vigil encompassed 87 hours in which the *National Archives Building* remained open continuously and all four pages of the Constitution were on display for the only time during the year. The Vigil was opened by Acting Archivist Frank G. Burke; the Honorable John C. Stennis, President pro tempore of the U.S. Senate; and Justice Lewis Powell, Jr. (Retired), representing the Supreme Court. The opening ceremony also featured concerts by the U.S. Marine Band and the Old Guard Fife and Drum Corps as well as the Presentation of the Colors by the Continental Color Guard.

During the Vigil, the public could view all four pages of the Constitution, sign a register recording their participation, receive a free pocket-size Constitution with a special National Archives Vigil sticker, and take part in the numerous special events planned for the occasion. A Joint Service Military and Honor Guard, honor guards from various Washington-area security forces, and one group of Boy Scouts stood watch over the document around the clock. The Girl Scouts of the United States assisted visitors in signing the official register. As publicity about the Vigil grew during the week, so did the number of visitors and the length of the lines. By the time the doors closed on September 17, more than 25,000 visitors had viewed all four pages of the Constitution.

Other Vigil activities included a personal appearance by world boxing champion Sugar Ray Leonard, who spoke on the responsibilities of citizenship; the Army Constitutional Relay Run, which began from the front steps of the Archives; performances by several choruses; and period dances by a colonial cotillion dance group. Our constitutional film series drew good audiences, as did the staged readings of two plays about the Constitution. Also in the Rotunda during the Vigil was a Hewlett-Packard computerized poll on the Constitution, which tallied the views of visitors on the purposes of government. September 16, Citizenship Day, brought school groups from all over the east coast to the Rotunda and featured remote broadcasts from the National Archives during the ABC coverage of the day's events. That evening "The Larry King Show" broadcast live from the Rotunda and featured an interview with Dr. Frank Burke.

The Vigil ended on Constitution Day with the annual naturalization ceremony in the Rotunda. The Honorable Barbara Jordan, a professor at the Lyndon B. Johnson School of Public Affairs of the University of Texas at Austin, gave the keynote speech to the new citizens, their families, and invited guests.

Two receptions—one on September 13, cosponsored by the General Foods Corporation, and one on September 17, cosponsored by the Perkin-Elmer Company—added to the festivities.

Archival Training

The "Modern Archives Institute: Introduction to Modern Archives Administration" is a 2-week archival training course that offers an introduction to archival theory and practice for participants representing a variety of archival institutions outside the National Archives. It is sponsored by the National Archives Trust Fund Board. Held for the last 42 years, the course includes lectures, discussions, workshops, and visits to the Manuscript Division of the Library of Congress and various units of the National Archives. In FY 1987 the course was held twice in Washington for 72 representatives of public and private archives. For the first time, the course also was held outside Washington—in Kansas City, MO, where it was cosponsored by the National Archives and the University of Missouri-Kansas City and was attended by 37 participants from member institutions of the Western Council of State Libraries.

National Audiovisual Center

The National Audiovisual Center, located in Capitol Heights, MD, is the Federal Government's central distributor for all federally produced audiovisual programs. Operating as a self-supporting entity, the Center offers for sale or rental in videotape, film, slide/tape, and audiotape formats more than 7,900 titles on topics as diverse as public health, industrial safety, and foreign-language instruction. Proceeds are distributed to the National Archives Trust Fund.

The Center's collection now includes titles in the interactive video disk format, the latest development in educational technology. Government agencies at all levels, as well as the general public, have been informed about the Center's services and holdings through the distribution of more than 818,000 copies of brochures and catalogs in the last year.

Working with Federal Agencies

The National Audiovisual Center also provides Governmentwide assistance in the area of Federal audiovisual management policy. It publishes annually the report *Federal Audiovisual*



Participants in the "Modern Archives Institute" examine documents on January 29, 1987. The course is a 2-week introduction to archival theory and practice held semiannually at the National Archives. Seventy-two people participated in the training program this year. (Photograph by Yvonne Smith.)

Activity to provide information on purchases, production, and duplication to Congress, the Office of Management and Budget (OMB), executive agencies, and the private sector.

Publications

The Publications Division of the Office of Public Programs produces both printed and microfilm publications that educate and inform the many constituents of the National Archives about the Federal documentary heritage. In 1987 the Division produced a variety of books, guides, booklets, leaflets, facsimiles, and periodicals, which were published by the National Archives Trust Fund Board.

During the year, four major books appeared under the imprint of the National Archives Trust Fund Board—A

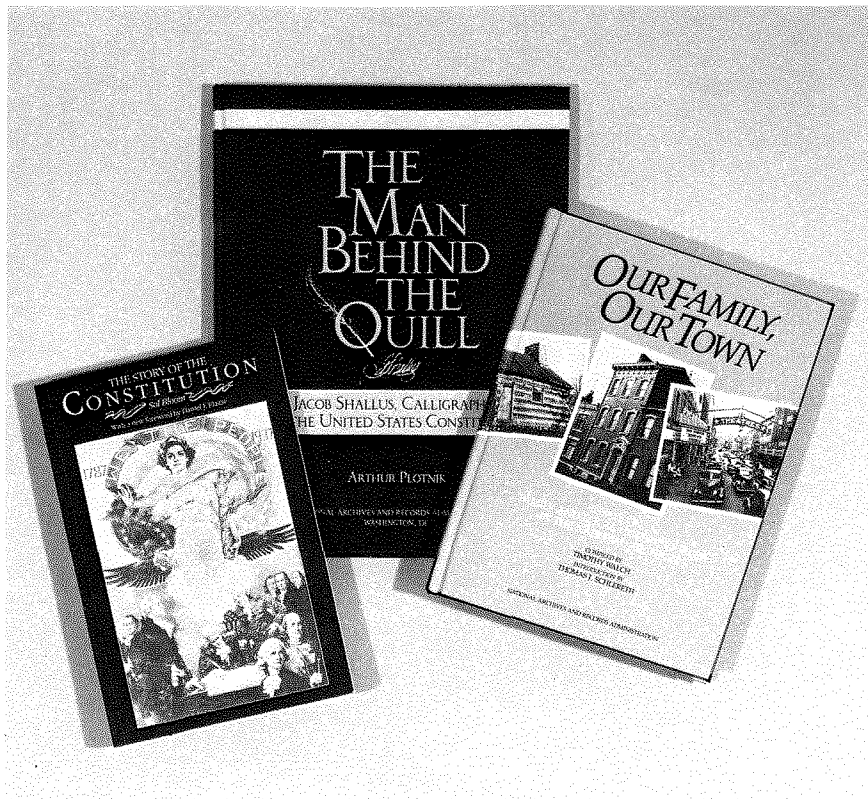
Guide to Civil War Maps in the National Archives; Soldiers and Civilians: The U.S. Army and the American People; Our Family, Our Town: Essays on Family and Local History Sources in the National Archives; and The Man Behind the Quill: Jacob Shallus, Calligrapher of the U.S. Constitution.

In addition, the Division produced three new titles in the popular series Milestone Documents in the National Archives; the series consists of brief pamphlets on individual documents. The titles published in 1987 were *Patent Drawings; Prohibition: The 18th Amendment, The Volstead Act, The 21st Amendment; and A More Perfect Union: The Creation of the U.S. Constitution.*

The Division also produced a variety of facsimiles of the Declaration of

Independence, the U.S. Constitution, the Bill of Rights, and other great documents of our Nation's past. Particularly popular was a facsimile poster exhibit entitled " 'Tis Done! We Have Become a Nation," which was produced jointly with the Exhibits and Educational Programs Division.

The National Archives continued to produce microfilm publications of historically important records to preserve them and make them available for research. In this fiscal year, the microfilm publications included: *Records of the Department of State Relating to Internal, Economic, Industrial, and Social Affairs of Brazil, 1950-1954; Correspondence and Record Cards of the Military Intelligence Division Relating to General, Political, Economic, and Military Conditions in Central America, 1918-1941; and*



Pictured here is a selection of recent books published by the National Archives. The Publications Division of the Office of Public Programs also produced a variety of microfilm publications and three new titles in the popular Milestone Documents series. (Photograph by Nancy Olds.)

Records of the Special Board of Inquiry, 1893-1909, from District No. 4 (Philadelphia) of the Immigration and Naturalization Service.

During 1987, *Prologue: Journal of the National Archives* included a variety of essays and features on the holdings and activities of the National Archives. Of particular note were the fall issue, which focused on "Documenting the Constitution" and included the first color photograph ever used on the cover, and the summer issue, which was devoted to "Modern First Ladies: Their Documentary Legacy." This latter issue, which included an exclusive interview with Lady Bird Johnson, was mentioned in *American Heritage* and *The Washington Post*.

Through its Marketing and Fulfillment Branch, the Publications Division informs the public about the availability of materials and distributes microfilm publications, books, posters and facsimiles, and museum shop items to a wide range of audiences. During 1987, several new catalogs and brochures were developed, with emphasis on recent publications,

posters and postcards, and materials relating to the 200th anniversary of the U.S. Constitution. National Archives publications were displayed at 15 scholarly, professional, and trade conferences across the country and reviewed by diverse periodicals, such as the *ALA Booklist*, *Library Journal*, *Social Education*, and *Der Archivar* (West Germany).

The Division sought to improve customer service to libraries, educational institutions, trade distributors, retailers, and individual researchers alike. In order to ensure as wide a distribution as possible, the National Archives signed an agreement with the Smithsonian Institution Press (SIP) for SIP to distribute selected titles to the book trade. The SIP spring catalog featured 17 titles. As a result of these efforts, sales volume increased substantially in every category during 1987.

Museum Shop

Through its museum shop program, the Publications Division produces and

distributes educational materials for the approximately one million annual visitors to the National Archives. The materials are funded by the National Archives Trust Fund Board.

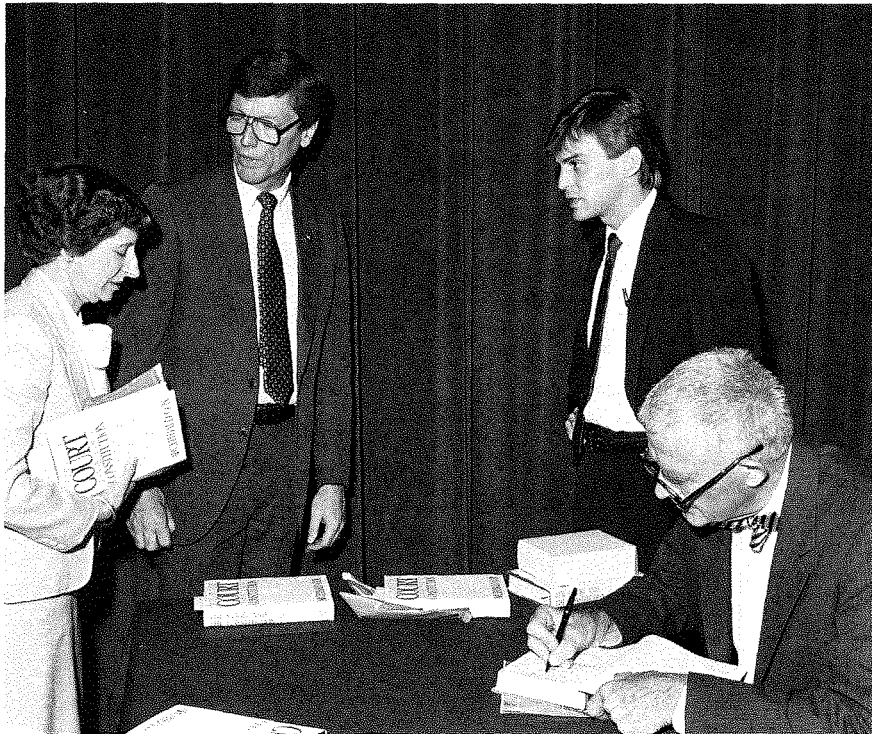
During 1987, the Museum Shop experienced impressive growth as sales increased 54 percent over 1986. Much of this growth was the result of the expansion of the variety of products available; more than 235 new books and products were introduced in the store during the year. The shop also benefited from the widespread interest in the bicentenary—77 of the new books and products were constitutional items. Of particular appeal were facsimile reproductions, calendars, musical cassettes, pocket-size Constitutions, and other gift memorabilia. "Celebrating the Constitution" will continue to be the theme of the Museum Shop in 1988, as the Nation looks forward to the coming bicentenaries of the first Presidency and the Bill of Rights.

The Museum Shop also inaugurated a lecture series to introduce authors who have used our holdings and resources as a part of their research. Featured on two occasions in 1987 were David Eisenhower, author of *Eisenhower at War*, and Archibald Cox, author of *The Court and the Constitution*, who discussed and signed copies of their books.

Volunteer Services

Volunteers within the Office of Public Programs extend the public service of the National Archives in Washington, DC, in many ways. They provide behind-the-scene tours, offer outreach programs for students and community groups, provide research assistance to custodial units, and assist genealogists and other researchers and the general public by staffing the fourth floor Genealogical Orientation Room and the Information Desk in the Exhibition Hall. A total of 163 volunteers contributed 25,843 hours to the National Archives during the year, a 12-percent increase over 1986.

More than 34,600 visitors, ranging from school children and families visiting the Nation's Capital to constituents referred by congressional offices, enjoyed these tours in 1987. Special visitors this year included attendees of the National Young Leaders Conference, sponsored by the



Former Special Watergate Prosecutor Archibald Cox signs copies of his recent book, *The Court and the Constitution*, after giving a lecture on September 18, 1987, on the influence of the Constitution on American society. Assistant Archivist for Public Programs Linda N. Brown, Publications Division Director Charles W. Bender, and an aide to Cox look on. (Photograph by Nancy Olds.)

Congressional Youth Leadership Council; Close-Up Foundation participants; winners of the bicentennial essay contest for elementary school students sponsored by the Department of Education; members of the Howard/Williamson family attending a family reunion; the Ambassador to the United Nations for Mongolia; the Minister of Justice from the U.S.S.R.; the head of the National Diet Library of Japan; and other foreign visitors from China, the U.S.S.R., Britain, and Australia.



The Volunteer Office gave a special tour of National Archives genealogical resources to 75 members of the Howard/Williamson family on August 1, 1987. Family members traveled to Washington from as far away as Alaska to participate in a family reunion. Archives volunteers in Washington provided 1,429 tours to visitors this year. (Photograph by Nancy Olds.)

Docents also presented 227 school outreach programs—ranging from “An Introduction to the National Archives” to workshops on the Constitution—to more than 9,600 students, and presented 14 special school assemblies on the creation of the Constitution to more than 4,160 students.

A special training class was held during the year to train 20 new volunteers as Information Desk Aides in the Exhibition Hall. Seven days a week, these volunteers are available to answer questions and distribute information about the National Archives and its programs.

In cooperation with the Office of the National Archives, volunteers with special genealogical experience staff the Genealogical Orientation Room. During this year, they assisted more than 12,400 visitors interested in pursuing genealogical research at the National Archives.

Volunteer staff aides helped archivists in projects as diverse as preparing

finding aids for OSS World War II operational records, cataloging the USIA collection of still pictures from 1948 to 1968, preparing indexes of U.S. marshals, and computerizing Army Signal Corps Korean war photographs as a finding aid for researchers.

Since 1982, the National Archives Volunteer Association Constitution Study Group, chaired by volunteer Ralph Pollock, has offered public lectures in celebration of the 200th anniversary of the Constitution. Speakers for the 12 programs in the series this year, made possible by a grant from the DC Community Humanities Council, have included Cleveland Mayor George Voinovich, journalist and author David Burnham, Appeals Court Judge Abner Mikva, and constitutional scholar Stanley Katz. The Constitution Study Group also served as cosponsor of the Ninth International Smithsonian Symposium, “Constitutional Roots, Rights, and Responsibilities.”

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Automation



Janita Hawkins, computer operator in the Data Systems Center, St. Louis, MO, processes military registry files. The Data Systems Center processes all ADP data for the Office of Federal Records Centers, which has more than 86 million files. The Data Systems Center operates 16 hours a day, 5 days a week. (Photograph by Larry Kuban.)

This report has so far been organized to represent the office structure of the National Archives and Records Administration. There are activities, however, that cross organizational lines. Such an activity is automation, which is described in this chapter.

Automation in the National Archives takes many forms. It provides administrative support through a network of more than 400 terminals that link offices so they can share word processing documents, budget and financial spreadsheets, electronic mail systems, address and telephone directories, and appointment calendars of key administrators.

Other computerized processes tell archives management about production efficiencies in the Federal records centers, help to locate veterans records in our mammoth facility in St. Louis, keep track of thousands of cans of motion picture film, and assist in

processing records that themselves are created by computer.

Systems now under development will permit researchers to query the archival automation system for information about the existence and location of Presidential papers, manuscript collections from individuals, and official Federal agency records that are available for research in any of the Archives' 20 research facilities from coast to coast. That automated system should be available for use within the next 5 years.

Details of these activities are presented on the following pages.

Office of Federal Records Centers

Since 1966, the Office of Federal Records Centers has implemented several automated data systems for better management of the records centers and their holdings. The automated inventory system, known as NARS-5, provides control of agency records by series and box number throughout the records centers. The system contains all the information needed by records center officials in accessioning and disposing of records received from Federal agencies and provides control of the 15 million cubic feet of records stored in the records centers. NARS-5 is constantly being improved and has proven to be an effective records management tool. For example, data is now being collected to show the medium of the records in the system (e.g., paper, microfilm, Automated Data Processing).

A second major system that uses existing NARS-5 data is the Space Information System (SIS). This system uses each center's numbering system and shelving configurations to indicate exact locations and amounts of space available within a records center. This information allows centers to determine long-range space availability and process incoming records more efficiently.

The National Personnel Records Center in St. Louis, MO, uses three registry systems to control the locations of military, civilian, and military X-ray records. These registry systems include more than 86 million files and are searched more than 25,000 times per day to respond to reference inquiries and to update the files.

The newest system developed for the records centers is the Employee Unit Accomplishment System, known as TASK. This system collects information on production and hours worked by employees at the centers. Reports are used to determine performance ratings, evaluate a center's effectiveness, and provide statistical reporting data.

In fiscal year 1986, a system to receive requests on magnetic tape from the VA began at the National Personnel Records Center. The VA, with more than 400,000 requests annually, is the largest user of military records. This new system has proved highly successful by eliminating the need to sort requests and, thus, shortening the response time.

The automation capability of the centers was increased substantially this fiscal year by the replacement of several major components. The Central Processing Unit (CPU), the operating system software, and the main printer were replaced and funding was authorized for new disk storage devices at the St. Louis, MO, Data Systems Center, which processes all ADP needs for the Office of Federal Records Centers. At the centers, additional terminals and personal computers were purchased to augment the existing system. This equipment is used extensively for data transmission, electronic mail, and spreadsheet analysis. Lastly, the communication capabilities between the Data Systems Center and the centers was improved with the installation of dedicated data transmission lines. These new items should serve the ADP needs of the Office for the next several years.

Office of the Federal Register

Computer systems at the Office were installed in 1976 and are owned and maintained by the Government Printing Office (GPO). These are text editing systems that enable editors to work at terminals and produce a typesetting data base on magnetic tape. The tapes are then processed by GPO to produce Federal Register system publications.

During FY 1987, additional equipment was purchased by GPO to create a network of existing text editing systems, personal computers, telecommunications hardware, and nonimpact printers. This equipment increased text processing capacity and provided capability for data exchange with GPO and publishing agencies.

The Office of the Federal Register was able to maintain a currently updated *Code of Federal Regulations* (CFR) data base, with editors adding *Federal Register* amendments to the CFR on a daily basis. With the currently updated CFR and this additional computer capacity, the *Federal Register* was able to expand its efforts to meet agency requests for up-to-date regulatory information on disk or tape. Extracts from the *Federal Register* and CFR data base are used on agency computer systems as an aid in drafting revised regulations and in providing information to the public.

During the past year, experiments continued in receiving machine-readable documents for *Federal Register* publication. The goal is to capture the keystrokes at the point of origin in the agencies. While these experiments have been limited, one pilot project, started in midyear, uses coded floppy disks from the Nuclear Regulatory Commission for publishing a large biweekly document. Editors in the Office also began using personal computers during the past year to process and prepare information for submission to GPO in machine-readable form. In addition, editors used new telecommunications and nonimpact printer equipment to experiment with GPO's dial-up composition program.

To coordinate the development and operation of the various aspects of its computerized publications program, the Office established in FY 1987 the Automated Services and Development Staff.

Office of Presidential Libraries

The Office of Presidential Libraries continued development of the PRESNET system. PRESNET is an automated data base that describes the holdings of Presidential libraries. The researcher will be able to search this data base for materials on subjects requested and to sort and print the information retrieved. Archivists at the Gerald R. Ford Library in Ann Arbor, MI, continued working with the operational prototype and recommending additional improvements.

The Office also began the development of a processing and reference system for audiovisual materials and a description and tracking system for museum objects. When completed, PRESNET will markedly improve ready access to information about library holdings, standardize descriptive practices throughout the system of Presidential libraries, improve productivity, and facilitate the sharing of information about library holdings.

PRESNET will be implemented as part of the agencywide automated information system. Design of this system began late in FY 1987. It will permit Presidential libraries to share their data with the Office of the National Archives. The libraries will also be able to receive data about Federal records. Presidential libraries, therefore, will be able to provide the public with information about all of the holdings of the National Archives regardless of their location.

Office of the National Archives

The Office of the National Archives uses automation extensively to manage its archival holdings. Several automated systems maintain descriptive and statistical information about the records in all its repositories nationwide. Other automated systems help the National Archives track security classified documents, report on records being transferred to the National Archives by Federal agencies, record the location of original microfilm maintained in a special offsite underground storage facility, maintain inventory control over motion picture film, index some key collections of records, and prepare and

publish inventories and guides that describe the archival records.

In addition to these centralized systems, staff members are applying computer technology to more of their individual work assignments. This is the result of increased acquisition of computer equipment and word processing and data base software throughout the Office of the National Archives. During the next fiscal year, staff members will have access to more than 150 terminals and personal computers to support individual tracking, reference, reporting, and descriptive work.

During the year, initial steps were taken to upgrade the basic data base system, known as NARS-A1, designed in the late 1970s to capture descriptions of archival holdings. The upgrading process, carried out through a contract with the Department of Justice's Information Systems Staff, will facilitate access to and updating of automated descriptive information. It is expected that this upgraded data base ultimately will be integrated into a comprehensive automated information system now under development in the Office of the National Archives.

Archival Research and Evaluation Staff

Optical Digital Image Storage System (ODISS) Project

This year marked the final year of preparation for the Optical Digital Image Storage System (ODISS) project. The purpose of the project is to evaluate the capability of an optical scanning and storage system to effect image enhancement of documents in poor condition; improve reference service to the public through use of automated search, retrieval, and replication techniques; and aid in the preservation of original documents by enabling their retirement from active usage to an environmentally stable storage area. The project will also evaluate which methods are best for achieving efficient workflow processes and conversion speed. The staff will collect statistics for a cost/benefit analysis of whether a full-scale system is justified.

The staff will use the system to capture approximately 1.25 million

images from the compiled military service records of the Confederate forces of Tennessee. Since this collection has already been microfilmed, comparisons will be made of images captured from original paper records and from microfilm copies. The images of these records, which are representative of the holdings of the National Archives both in size and physical condition, will be stored on optical disk, thus enabling rapid retrieval on high resolution video terminals and replication on paper using laser printers. A remote index terminal will be located at the Tennessee State Archives in Nashville.

The system, which has been fabricated over a 14-month period by System Development Corporation of Los Angeles, CA, is scheduled for delivery in FY 1988 and will be housed in a specially designed room.

Digital Image Applications Group (DIAG)

The National Archives continued to sponsor and host the Digital Image Applications Group (DIAG), an organization established in 1985 and composed of representatives of Federal, State, and local government agencies as well as members of the private sector engaged in the development, sales, and support of digital image systems. DIAG meetings are held bimonthly and serve as a forum for the

exchange of information between users and vendors of the technology. The meeting on January 22, 1987, continued in spite of a heavy snowstorm and the closing of Federal Government offices.

First Automation Conference

On December 10, 1986, the National Archives sponsored its first automation conference. The morning session, entitled "Developing In-House Systems: Issues and Perspectives," was chaired by staff member Charles M. Dollar and included presentations by William Yoder, American Management Systems; Thomas Soapes, Office of Presidential Libraries; and Lisa Weber, Society of American Archivists. The afternoon session, chaired by former Archivist of the United States Robert M. Warner, was entitled "Developing an Automation Research Agenda" and included presentations by Nancy Sahli, National Historical Publications and Records Commission; William Nolte, National Security Agency; Harold Naugler, National Archives of Canada; and William M. Holmes, Director of the Archival Research and Evaluation Staff. Between the two sessions, National Archives staff conducted demonstrations of various automation pilot projects, including the Optical Digital Image Storage System, the "expert systems" project, the PRESNET pilot, the Research Libraries Information Network (RLIN), and the Text Conversion Technologies project.



Bill Hooton from the Archival Research and Evaluation Staff gives a multimedia presentation and demonstration of digital imaging, editing, and storage of archival records at the Automation Conference on December 10, 1986. (Photograph by Nancy Olds.)

Text Conversion Technologies

The vast majority of archival finding aids and indexes to records exists on paper or microfilm. Neither of these media permits search by computer-based techniques, something that is highly desirable and is planned for archival support systems of the future. Investigations conducted in previous years revealed that a few companies had the capability to convert typed or printed materials in good condition into machine-readable data, but only one or two companies claimed to be able to convert handwritten documents or typed or printed materials in poor condition.

During this past year, the staff developed three separate requests for proposals for text conversion services: (1) conversion of typed, printed, and handwritten materials by manual key entry, (2) conversion of typed and printed materials by automated techniques, and (3) conversion of handwritten materials by automated techniques. Contractors will be required to provide various data regarding their conversion operations. The purpose behind the three-part project is to compare the accuracy, throughput (document processing speed), and relative costs and benefits of conversion of archival materials by manual and automated means. Contracts for these services are expected to be awarded early in fiscal year 1988.

Sanitized Document Image Reference System (SanDIRS)

The first phase of the Sanitized Document Image Reference System (SanDIRS) was concluded with the completion of a general functional requirements study for a system to support the records declassification program of the National Archives. Records are declassified through either systematic review or responses to Freedom of Information or mandatory review requests. One major problem that arises is the difficulty in processing requests for declassified material that coexists with classified material on the same roll of microfilm.

The SanDIRS study suggests using a digital image scanning system, similar to that used in ODISS, to capture

images of classified records from paper or microfilm. Then each image could be treated as a separate entity. Also, each image could be enhanced to improve its quality and altered to remove classified parts before dissemination.

Study of Access by Function

During the "expert systems" project conducted in fiscal year 1986, it was found that the system could provide effective access to records by subject, governmental function, or a process by which governmental function is performed. These access schemes are generally not possible for collections of records with conventional archival arrangements and related finding aids.

Early in fiscal year 1987, the staff began to study the issues involved in different access schemes. The study resulted in "A Prospectus for Access by Function and Process" and in the initial creation of a controlled functions vocabulary, both of which will be available in the future. During the course of the project, the staff worked closely with other National Archives employees and with representatives of other archival institutions working in the same area.

Office of Management and Administration

The Office of Management and Administration oversees the data processing/office automation programs within the National Archives. The agency operates one nationwide automated system and is currently in the initial phase of developing a second. The operational system, the NARA Office Automation Network, is primarily an administrative system, but it does support some program activities. The system under development will eventually incorporate all nationwide automation applications, including the present Office Automation Network, into one system.

The Office Automation Network's capabilities include word processing, electronic mail, electronic spreadsheets, data base management, data entry for the larger computer systems, and

networking of personal computers. During the year the system was expanded to include all reference service units at the National Personnel Records Center, in St. Louis, MO, and units in the Office of the National Archives. The system now includes more than 440 workstations and, in addition, can be accessed through 200 personal computers.

The initial systems design phase for a unified, nationwide system that will link all program offices and provide a single, shared reference data base is nearing completion. The new system, which will be phased in over the next 5 years, will support accessioning and scheduling of records for disposition; reference activities in the Offices of the National Archives, Presidential Libraries, and Federal Records Centers; and administrative activities.

Two local-service systems underwent major enhancements during the year. The Office of the National Archives operates a large-scale minicomputer system to support its reference functions. This system was significantly expanded during the year to support additional users. Expansions included tripling the processor memory to 12 Megabytes, adding an additional 800 Megabyte disk drive, and doubling to 128 the number of terminals (and personal computers) supported.

The Office of Federal Records Centers' data processing center in St. Louis supports reference activities in the National Personnel Records Center and in the Federal records centers across the country. The capabilities and reliability of the data center were significantly improved by the replacement of the obsolete central computer with an IBM 4381 processor, the replacement of 8 Gigabytes of older technology disk storage with 20 Gigabytes of current technology Direct Access Storage Devices, and the addition of a 60-page-per-minute laser printer.

Current operating systems were augmented by adding more personal computers to the agency inventory. These personal computers are used as self-sufficient minicomputers and as universal terminals capable of accessing the Office Automation Network, central computer systems, minicomputers, and public data bases.

Preservation

Preservation, like automation, is an activity that is not confined to one office. Preservation relates to many functions within the archival system. In a sense, the first decision to retain records permanently, made by the appraisal staff of the Office of Records Administration, is an obvious preservation measure. Moving records out of agency office space, where they might be inadvertently destroyed, and placing them in one of the Archives Federal records centers is another. Once the records are accessioned by the National Archives, their proper housing in fireproof facilities under close to ideal temperature and humidity conditions, and the care with which they are boxed, described, and served to researchers, contributes to their longevity.

Specific preservation activities—such as holdings maintenance, laboratory treatment, or producing copies to substitute for fragile originals in research rooms—in the National Archives and the eight Presidential libraries are aimed at ensuring long life for the documents in the Archives care.

The following section shows that some progress has been made in all of these areas and that work is going on to develop even more advanced methods to ensure that yesterday's and today's important documentation of our society will be available to tomorrow's researchers.

Office of Presidential Libraries

The Office of Presidential Libraries has just completed the 3d year of a systematic preservation program. Preservation activities during the 1987 fiscal year took approximately 8 percent of total staff time.

A detailed analysis of the major findings of the 1985 preservation survey of the libraries' paper holdings was completed this past year. The textual holdings of the eight libraries are similar in that the most significant parts

of their collections, both in terms of size and historical value, are the papers of the Presidents and their staffs and associates. The preservation needs of the libraries, however, vary according to the age of their holdings and the type of paper on which the documents are written or copied.

A number of significant facts were revealed by the survey. Nineteen percent of the libraries' holdings were found to be on newsprint or some other kind of ground wood-based paper, which is likely to deteriorate rapidly. Of the types of special paper surveyed, 13 percent was found to consist of carbons, electrostatic copies, and stencil-produced copies, such as hectograph and mimeograph copies, and 1 percent was found to consist of Thermofax and other thermally produced copies. All these types of copies tend to deteriorate rapidly.

Of the containers housing records at the libraries, approximately 6 percent was found to be overloaded, 16 percent in poor condition, and 60 percent in fair condition. The survey shows that only 6 percent of the documents sampled suffered from excessive handling or major damage. Approximately 6 percent of the holdings was found to be in excellent condition, 50 percent in good condition, 34 percent in fair condition, and 9 percent in poor condition. A plan to deal in stages with the preservation problems revealed by the survey is under way. Overall, the collections were found to be in fairly good condition, and the libraries should be able to deal with future problems as they emerge and are identified.

During the past year, preservation work was carried out on 2,119,643 sheets of paper. Much of this work consisted of transferring deteriorating quick copies to a more stable medium. The Truman Library completed the microfilming of the library's collection of miscellaneous White House scrapbooks. The Ford Library completed the

preservation photocopying of the President's handwriting file.

Museum conservation activities were also continued in the past year. More than 11,400 items from the libraries' collections of museum objects were given some kind of preservation treatment this year. The Intermuseum Laboratory in Oberlin, OH, completed treatment on a painting from the Hoover Library's collection of Food Administration oil paintings and on a collection of 50 political cartoons from the Eisenhower Library.

The Eisenhower Library also had two other conservation contracts completed this past year, one for a survey of paintings and one for work on textiles. The Roosevelt Library sent 10 works of art on paper to the Northeast Document Conservation Center for evaluation and brought in an objects conservator to examine three museum objects to be included in the new exhibitions to be installed. The Truman Library installed new bulk storage shelving for the museum collections, and conservation work was completed on the library's painting of Franklin D. Roosevelt by Henry Salem Hubbell. A painting survey was conducted at the Eisenhower Library by a Houston conservation firm, and the Johnson Library had a survey done on 30 paintings. In addition, Office of Presidential Libraries staff inspected and packed for long-term storage more than 2,000 foreign and domestic gifts from the Reagan White House.

Work continued on audiovisual preservation projects: 131,690 feet of motion picture film and 7,296 hours of audio and video recordings received some kind of preservation attention last year. In addition, 93,248 items of photographic material were treated. The Eisenhower Library concluded its contract with the commercial firm that supplied preservation negatives for the photographs in the Abbey Rowe photographs collection.

Office of the National Archives

Fiscal year 1987 was a milestone for the preservation program for the Office of the National Archives. During those 12 months, the Office accomplished more than it had ever achieved during any other comparable period, spending \$6.2 million on the preservation of records in all media. This represents 99.6 percent of the planned preservation expenditures for the year.

Holdings Maintenance

Holdings maintenance, a major element of the 20-year preservation plan of the National Archives, continued to serve as the focal point for preservation initiatives. Holdings maintenance actions, which are designed to improve the storage environment of archival records and retard or eliminate the need for conservation treatment, include placing records in acid-free folders and boxes, removing damaging fasteners, and enclosing fragile records in polyester sleeves. Over the past year, 81,000 cubic feet of records received holdings maintenance attention. Conservators provided formal training for staff carrying out this work, and the Research and Testing Laboratory of the Document Conservation Branch continued to monitor the quality of

boxes and folders to ensure that all storage materials coming into contact with archival records meet National Archives specifications. Under contract, productivity standards for holdings maintenance work have been developed; these standards will be implemented in the coming year.

Conservation Treatment

Preparations for the commemoration of the Constitution's 200th anniversary required the conservation of many documents this year. A wide variety of materials for the exhibition "The American Experiment: Living with the Constitution" received treatment, including an Andrew Jackson broadside of 1832, Samuel Jolly's patent drawing for a transparent ballot box, and a petition concerning black suffrage in the District of Columbia that required elaborate mounting to allow display of a 12-foot section of the lengthy document. A special project was initiated for this exhibition, using a tristimulus densitometer to monitor the stability of fugitive colored inks on display.

The Pennsylvania ratification copy of the Constitution was treated and specially mounted for a bicentennial exhibition at the Philadelphia Branch of the National Archives. The Pennsylvania ratification copy of the Bill of Rights and a manuscript copy of the

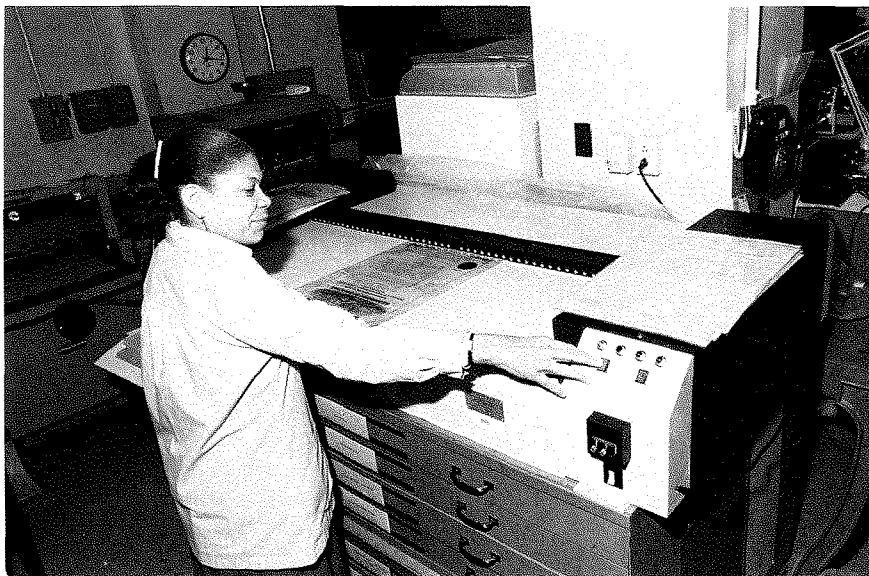
Virginia Plan were treated before being loaned to the State Museum of Pennsylvania. In addition, documents pertaining to the wartime internment of Americans of Japanese ancestry received conservation treatment for an exhibition on constitutional rights at the Smithsonian Museum of American History.

Other records receiving special conservation treatment included a document signed by George Washington authorizing the first surveying of the District of Columbia, a watercolor by Russell Porter of an Eskimo, a note by President Truman from the Harry S Truman Library on the six most important jobs of the President, and an 1808 manuscript boundary map of the Stickeen River in Alaska.

The Director of the Preservation Policy and Services Division, Kenneth E. Harris, represented the United States on the Committee on Conservation and Restoration of the International Council on Archives (ICA) at its annual meeting, which was held this year in Bratislava, Czechoslovakia. The Committee's work focuses on improving conservation practices and the exchange of information about archival preservation among member states. Agenda items at this year's meeting included a joint survey conducted by ICA and the International Federation of Library Associations (IFLA) on the condition of the holdings in libraries and archives around the world and a proposal by the ICA Executive Committee to create a new committee on archival buildings.

Protection of the Charters of Freedom

In preparation for the bicentennial celebration, the Document Conservation Lab staff supervised the design and installation of new protective glass panels in the display cases for the U.S. Constitution, the Declaration of Independence, and the Bill of Rights. The panels have a laminate structure that includes green filters to prevent ultraviolet and harmful light from reaching the documents and also ensures their physical protection. Samples of the glass were subjected to vigorous ballistics testing before the final installation. In addition, this year conservators have begun a careful examination of the Bill of Rights and



Joyce Terry, a document restorer in the document conservation lab, encapsulates documents by sealing them in an envelope of polyester film. This technique is used to protect records that are fragile or frequently handled, such as this ship registration. Thousands of documents were encapsulated this year. (Photograph by Nancy Olds.)

the Declaration of Independence with a binocular microscope and have prepared photomicrograph details of many areas of each parchment sheet.

Legislative Records Project

Under a special appropriation from Congress, a concentrated effort has been made in the past 4 fiscal years to conserve the records of the U.S. House of Representatives and Senate, with as many as five conservation staff members working on the project each year. Since the inception of this special preservation project in 1983, more than 150,000 documents have been treated. Conservation efforts have focused on legislative records of the mid-19th century and earlier.

Many documents of the early Congresses needed to be rehoused, or placed in a form of storage designed to maximize their useful life. For example, a large percentage of these records were originally stored in a trifolded or

rolled format; these bundles are carefully opened, flattened, and placed in acid-free folders before being returned to tray storage. During the rehousing, documents are examined and surveyed to identify additional legislative records needing future treatment by the conservation staff.

Many legislative records require only moderate treatment in the lab, primarily stabilization of the materials. Other documents, because of their high intrinsic value, exhibit potential, or reference use, receive more comprehensive treatment. Rolled petitions are good examples of documents that are frequently requested for reference purposes. Their tightly rolled configuration, however, prohibits their safe use. Therefore, an accordion (fanfolded) format was devised that provides access to information on both front and back of the petitions, allows the researcher to work with a large document in a relatively confined space, and reduces the amount of handling.

Research and Testing

The Research and Testing Laboratory continued to test archival storage supplies purchased for holdings maintenance and film and photographic storage and to devise tests for use in developing specifications for these materials. The goal is to ensure that all materials coming in contact with archival records, such as inks, papers, and boards, are stable and unharmed.

To determine the suitability of storage enclosures and inks for use with photographic records, the Photographic Activity Test (as described in ANSI 1.53-1986, "Processed Films, Plates, and Papers—Filing Enclosures and Containers for Storage") has been used. Enclosures tested in FY 1987 include samples of several manufacturers' paper stock; adhesive seams and inks used in file folders, negative jackets, and microfiche jackets; and samples of box and corrugated boards. The Photographic Activity Test was also used to test samples of inks



Blagoje Siljegovic, a conservator aide in the document conservation lab, tests the solubility of inks on an 1832 petition to the House of Representatives; the petition requests protection for the treaty rights of Cherokee Indians. Cleaning, repairing, and flattening a document of this size (128 feet) can take as long as 3 weeks. (Photograph by Nancy Olds.)

used in pens and with rubber stamps to mark storage enclosures.

Volatile substances found in paints are known to be damaging to archival records, and in particular to photographs. Therefore, in conjunction with an order for specially designed storage cabinets for glass plate negatives, the Research and Testing Laboratory designed two tests to determine whether the cabinet finish was well cured. One test determines—through gas chromatographic separation and mass spectrometric identification (GC/MS)—the percentage of volatiles remaining after paint is cured.

The second test examines the weight loss of paint as a function of temperature with a thermogravimetric analyzer (TGA). The TGA has also been used to predict the lifetime of plastics and to determine the percentage of carbon in film storage bags. In conjunction with the laboratory's interest in predicting lifetimes of storage enclosures, a number of new acid-free and low-lignin archives boxes have been set aside for future testing to determine how well these materials have aged.

The laboratory is engaged in a shrink-wrap study, in which it proposes to determine whether sealing and storing loose paper documents and bound volumes in plastic is damaging over time. A type of paper has been located that possesses the desired physical properties, and the aging and testing of these sheets are well under way. This will be followed by the aging of shrink-wrapped stacks of these sheets before proceeding to age sheets and book covers that are enclosed in the shrink-package film.

The range of treatments completed over the duration of the project is as varied as the documents created by Congress. Interesting records treated in the past 4 years include two Lincoln documents. The first is a petition requesting a postal road signed by residents of the counties between New Salem and Beardstown, IL, which contains one of the earliest known signatures of Abraham Lincoln. The second is a petition to Congress signed by Mary Todd Lincoln requesting a pension to "live in a style becoming of a widow of a chief magistrate." This petition, which had been exhibited in the past and had been previously laminated; it was delaminated, treated, and encapsulated.

Other records treated during the project include a Robert Mills architectural rendering with a watercolor wash, various printed and hand-drawn maps, parchment documents with Presidential signatures, and bound volumes. Many of the early Senate journals received extensive water and mold damage before coming to the National Archives, which necessitated complete paper treatment and rebinding. Five Senate journals have been fully rebound in specially ordered Irish linen, and others have been conserved and refurbished in their original bindings. Special housing has been devised for unusually shaped documents and for those requiring extra support, such as documents with pendant seals.

Training and Outreach

Over the past year, the conservation lab has been involved in a variety of teaching activities. Conservators have lectured on preservation topics for numerous training courses for the staff and have continued to develop and teach special courses to support preservation projects. For example, training sessions on holdings maintenance were offered to provide guidance on basic preservation procedures relating to rehousing archival records and covered topics such as safe enclosures, removal of damaging fasteners, and appropriate marking devices for folders and boxes. Special courses also were developed to train private microcamera operators who will be filming records in the custody of the National Archives. Regulations governing the filming of records by private firms were covered, and representatives from companies were taught safe ways to handle records and procedures for dealing with fragile or damaged items as well as those exhibiting historical features such as wafers, wax seals, or ribbon lacings. In conjunction with the courses developed for private microcamera operators, conservators provided training to both monitors who will be overseeing the filming and custodial archivists who will be responding to requests to film the records, to ensure that all staff members have a common understanding of the governing rules and regulations.

During the first week of June, the conservation staff taught an international preservation seminar directed toward midlevel archivists responsible for preservation programs within their institutions. There were 10 participants in the seminar from Caribbean and Central and South American countries. Topics addressed during the week-long course included housing of archival records, environmental controls, reformatting and conservation treatment options, and care of special media, such as photographs, oversized records, and bound volumes. The seminar included a variety of lectures, laboratory tours, and demonstrations and concluded with presentations by the participants of preservation programs within their institutions.

Special Media Preservation

A major concern of the National Archives has been the long-term preservation of Government-produced posters and broadsides. A comprehensive survey of the posters and a plan of action to ensure their preservation were completed in FY 1987; implementation will begin in FY 1988. The posters will be housed in archival-quality polyester sleeves and folders and stored in map cases designed for the safe storage of oversized records. Researchers will be able to use color slide reproductions of the posters rather than having to handle the awkward and fragile original records.

Approximately 125,000 individual photographic records received holdings maintenance treatment this past year. Treatment included the rejacketing of original negatives, placing original and vintage photographic prints in polyester sleeves, refolding prints, and placing original prints and negatives in acid-free and low-lignin archival storage containers.

The photography laboratories made more than 26,000 preservation copies of original prints and negatives. More than 61,000 photographic images were reproduced on 35mm microfilm so that researchers who use the photo collections can quickly scan microfilm copies of negatives rather than handle original negatives.

Preservation of motion picture film, sound recordings, and still photography



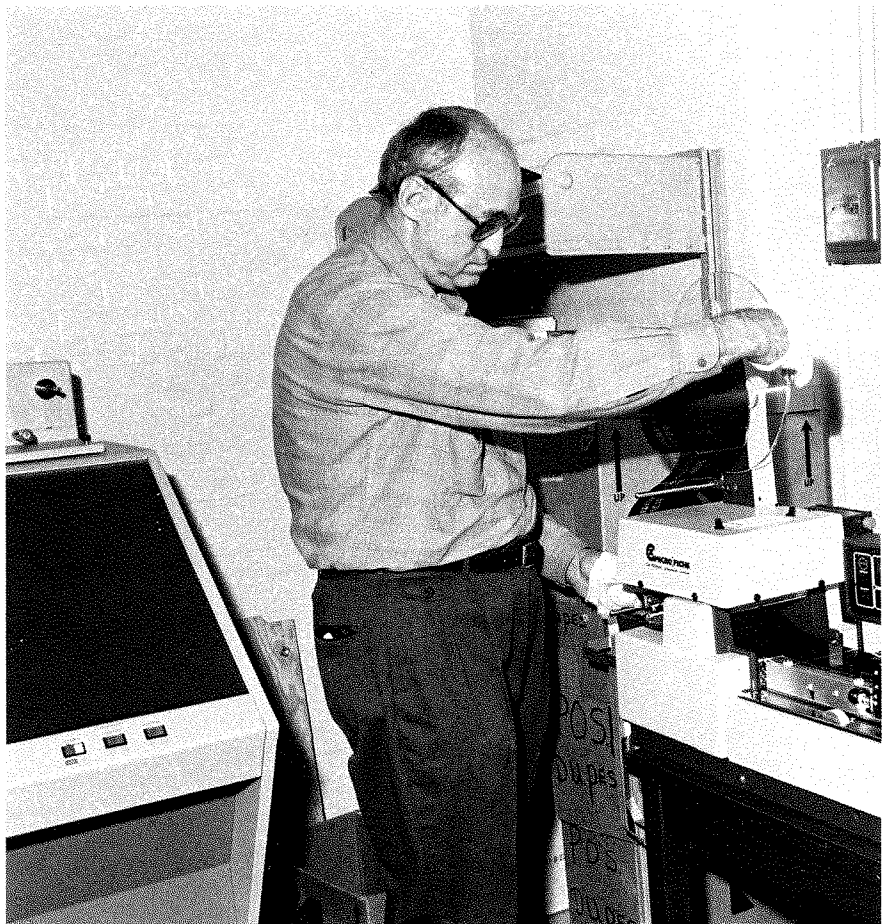
Ten archivists from the Bahamas, Barbados, Bermuda, Brazil, Curacao—Netherlands Antilles, and Mexico attended a preservation seminar, June 1-5, 1987, at the National Archives. The conference—cosponsored by the National Archives, the Society of American Archivists, and the International Council on Archives—was arranged and taught by the Archives conservation staff to train archivists responsible for preservation programs at their institutions. (Photograph by Nancy Olds.)

images involves careful inspection of original records, improved housing, and duplication or reproduction of original records either to replace degrading originals or protect them from further use and handling.

During the year, a commercial contractor inspected 14.2 million feet of motion picture film created by the U.S. Information Agency, the U.S. Navy, and the U.S. Marine Corps. The inspectors examined the film for signs of deterioration. The motion picture laboratory at the National Archives duplicated 1.46 million feet of color and black-and-white motion picture film; contractors duplicated an additional 85,000 feet. The film duplicated this year was primarily from the Ford Film Collection and from Marine Corps, Signal Corps, Air Force, and Navy records.

National Archives laboratories produced 60,000 minutes of video recordings from World War II Signal Corps motion picture film. Contractors transferred 46,000 minutes of *March of Time* motion picture film to videotape.

Staff sound technicians rerecorded more than 105,000 minutes of sound recordings of the 1981-83 Supreme Court proceedings, 1955-59 Voice of America broadcasts, and post-World War II Nuremberg war crimes trial proceedings. Contractors rerecorded 80,000 minutes of audio discs onto



Francis Jones, a photographer in the Special Media Preservation Branch, uses an automatic cutter to separate 105mm roll film into individual fiche. The machine in the background is used to inspect images on microfiche. The National Archives films heavily used documents as microform publications and makes them available to the public through a wide distribution system.

tape. The original discs were created by the Department of the Treasury, the Foreign Broadcast Intelligence Service, the Voice of America, the Office of the Secretary of the Army, the National Foundation of the Arts and Humanities, and the Federal Emergency Management Agency.

Because the National Archives neither stores nor handles nitrate-base aerial film, the Cartographic and Architectural Branch arranged for the Environmental Protection Agency to convert 63,333 feet of nitrate aerial film negatives to safety-base film. Most of the converted negatives were from the records of the district offices of the U.S. Army Corps of Engineers. These 50-year-old records are now available for reference use.

During the year, the National Archives accessioned 170 cubic feet of U.S. Forest Service boundary maps of national forests, grasslands, and forest reserves dating from the 1880s. Before transferring the records, the Forest Service photographed most of the maps; the National Archives filmed the remaining maps after their transfer. The Archives now has a black-and-white negative or color transparency of each of the more than 5,600 maps.

One of the major concerns of still picture repositories is the deterioration of unstable safety-base film negatives that were produced from the late 1920s to the mid-1950s. Although the film used during this period was an improvement over the earlier and more volatile nitrate-base film, negatives produced on unstable safety-base film degrade with time. Proper storage will slow the degradation, but the only long-term solution is to duplicate the images on modern polyester film. In

the past fiscal year, a contractor duplicated 36,693 safety-base film negatives from the collection of Abbie Rowe, the White House photographer from the Eisenhower to Johnson administrations, and from records of the Work Projects Administration. In addition, in the last quarter of the year, a multiyear contract was awarded and work was begun on the duplication of 1.5 million safety-base negatives currently in the custody of the National Archives.

During the year, a contractor completed the duplication of the collodion glass plate negatives taken by the photographer Mathew Brady during the Civil War and by the photographers employed during the surveys of the Western Territories from the late 1860s to the early 1880s. The National Archives can now provide superior quality reproductions without using the original negatives and subjecting them to possible damage. In addition, for each negative the National Archives now has a preservation interpositive and shadow mask, which will be placed in cold storage and from which additional negatives can be reproduced as required. In the coming fiscal year, the original negatives will be reboxed and placed in special cabinets in an environmentally controlled storage vault that has been designed for the long-term preservation of these national treasures.

Archival Research and Evaluation Staff

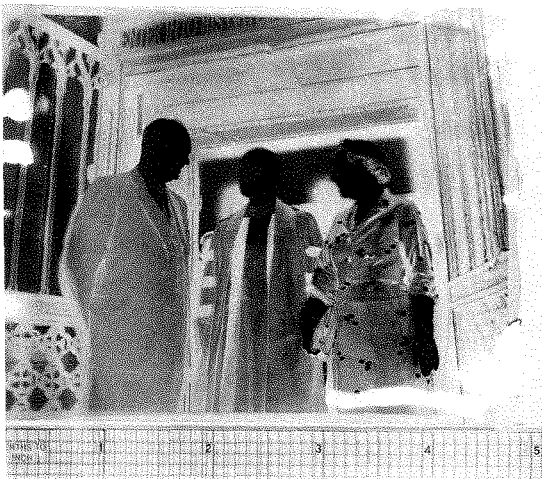
Charters Monitoring System

The Charters Monitoring System (CMS) began operation this year. The

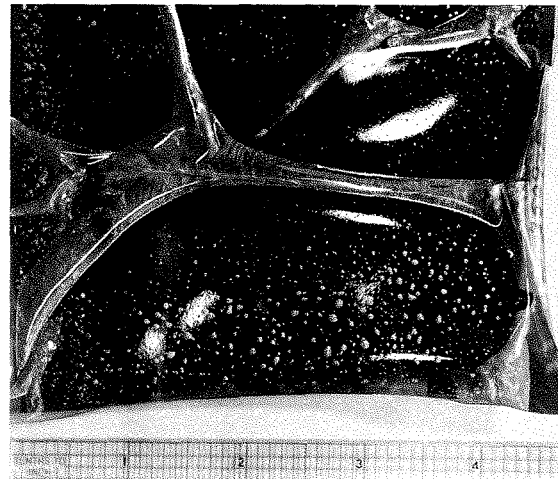
Perkin-Elmer Company, the contractor for the Jet Propulsion Laboratory (JPL), delivered the system in February of 1987. During the spring and summer, scientists and engineers fine-tuned the equipment and trained the staff on the operation of the camera and computer. Image processing specialists from the University of Maryland also helped in understanding the capabilities of the specialized computer and supplied programs for enhanced usage of the system. On July 14, the National Archives sponsored a 1-day symposium on potential image processing applications of the CMS; for example, the Chief Conservator of the National Gallery of Art discussed plans for using the system to analyze paintings, and a conservation scientist at the Getty Conservation Institute looked upon the CMS as a valuable analytical device for measuring the effects of pollutant gases and particulates on works of art. In September, the first baseline images of the Declaration of Independence, Bill of Rights, and the second and third pages of the Constitution were taken. The baseline images will be stored and used to compare the condition of the documents in the future with their condition in 1987.

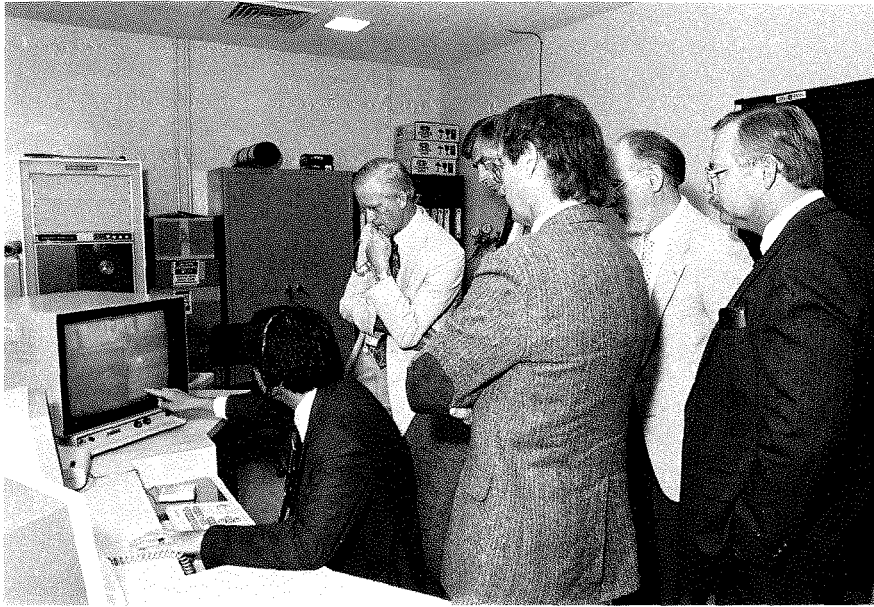
The electronic imaging system (a spinoff from JPL's space research) takes precise pictures of the documents through two layers of glass (the documents are not removed from their sealed glass-covered cases).

The picture-elements (pixels) are interpreted in digital code and analyzed by computer. The system is so precise that comparisons of pictures over time will detect the subtlest changes in a document.



These photographs are part of the acetate duplication project to save deteriorating negatives. In the initial stage of deterioration, a good-quality negative can still be created. The photograph on the left shows a negative in an early stage of deterioration. (Note the dimensional distortion.) The photograph on the right is another acetate negative showing further deterioration caused by the shrinkage of the film base. It is critical that this type of negative be duplicated before degrading to this point. (Photographs by Constance McCabe.)





Alan Calmes, National Archives Preservation Officer (seated at the terminal), points out details of a digital image on the computer screen of the Charters Monitoring System (CMS). Representatives from major cultural institutions—including the Library of Congress, the Smithsonian Institution, the Getty Conservation Institute, and the National Gallery of Art—met at the National Archives on July 14, 1987, to discuss possible applications of the CMS in the field of art image analysis and preservation. (Photograph by Nancy Olds.)

The system also serves as an analytical conservation tool for documents other than the Charters. In addition, because the images it produces are a sort of “fingerprint” of valuable originals, the system can be used for authentication of documents or paintings.

The camera is capable of very high resolution, as much as 1,000 pixels per inch. Each pixel can record a thousand variations in reflectance. The camera not only sees more than the human eye, it can study the data by computer and store the data digitally for future comparisons. The light levels used are low and the actual imaging time very brief.

Second Annual Preservation Conference

The topic of the second Preservation Conference was “Preservation Photocopying in Libraries and Archives.” This was the first conference on this topic held anywhere. Attendees filled the National Archives Theater on December 9. Terry O. Norris, long-time member of the National Archives Advisory Committee on Preservation, chaired the proceedings. Speakers were: Mark Weber from Kodak, on “Electrophotography and Archiving”;

Howard White from the American Library Association, on “Book Copiers: Past, Present, and Future”; Sylvia S. Subt from the Government Printing Office, on “Archival Quality of Xerographic Copies”; Gay Walker from Yale, on “Preservation Decision-Making and Archival Photocopying”; and Henry J. Gwiazda II from the John F. Kennedy Presidential Library, on “Preservation Decision-Making and Archival Photocopying: Twentieth-Century Collections at the Kennedy Library.” The papers of this conference were published by *Restaurator: International Journal for the Preservation of Library and Archival Material* (Vol. 8, No. 1, 1987).

In August, GPO delivered a final report to the National Archives on quality control of photocopy machines for archival copying. This report has been made available to other archival institutions and other Government agencies.

Microenvironment Study

The National Archives stores an enormous volume of records; protecting them from degradation is a matter of great concern. Because the temperature and the humidity in the storage areas

are important in controlling the rate of degradation of stored records, these stack areas have temperature and humidity controls. Atmospheric pollutants, such as particulate matter, oxides of nitrogen, sulfur dioxide, and ozone, also cause degradation of records. Records are generally stored in containers and are not exposed to the ambient environment. They are exposed, however, to a “microenvironment” that is possibly less aggressive than the macroenvironment of the stacks. Certainly the use of containers protects the records from particulate matter. If this microenvironment is, or could be made to be, less aggressive, then expensive changes in the air conditioning system might be avoided. A National Academy of Sciences committee, convened specifically to study the problem of the preservation of records, made the following recommendation to the National Archives:

“To conduct a study of archival containers and microenvironments, including boxes, folders, and polyester encapsulation, with a view to understanding the maximum benefit that can be obtained from particular materials and designs. The committee feels that this is an unexplored area that may yield results highly significant to [the agency’s] preservation efforts.”

Consequently, in 1987, the National Archives entered into a reimbursable agreement with NBS to design analytical procedures for evaluating microenvironments in archival boxes. Dr. Elio Passaglia undertook this work and completed a detailed work-study plan to provide answers about the efficacy of container designs and materials. The chemical analyses will probably take at least 2 years and involve several NBS laboratories and a team of scientists. This is a major undertaking by the National Archives to support basic research for the long-term benefits of better protection of records in storage.

Preservation of Sound Recordings

An ad hoc subcommittee of the Advisory Committee on Preservation met at the National Archives to discuss the preservation of sound recordings on July 29–30. Professor Norbert S. Baer, Chairman of the Advisory Committee, chaired the meeting. The members of this committee came from the

Association of Recorded Sound Collections, sound preservation studios, archives of recorded sound, NBS, and the National Endowment for the Humanities. After a tour of the sound recording archives at Pickett Street, the committee held a roundtable discussion on the state-of-the-art technology for the preservation of sound recordings. Meetings such as these help the National Archives formulate preservation strategies to keep pace with the major trends of technological application and change.

Cooperative Research Projects

Near the end of this fiscal year, two cooperative research projects were

established through interagency agreements between the National Archives and the Institute of Computer Science and Technology of the National Bureau of Standards. The first project calls for the identification and evaluation of preservation alternatives for electronic records, including consideration of the issues of creation, transfer, storage, and access. The project will focus on computer data standards, either currently existing or under development, that could assist in ensuring portability of electronic records created by Federal agencies. The development of computer software, which simulates implementation of the

standards in transporting files between incompatible computer environments, will be included in the study. The project report is due in March 1989.

The second project involves development of a testing methodology to predict the life expectancy of optical media. A number of Federal agencies are in the process of implementing records management systems that use optical storage media. The findings of this study will be used by the National Archives to plan how information may be kept on optical media without risking serious losses through degradation. Completion of this project is expected in September 1989.

The National Historical Publications and Records Commission

Publications Program

The National Historical Publications and Records Commission (NHPRC) has supported more than 250 documentary publication projects since 1951. These documentary editions cover U.S. history from the colonial period to the 20th century. They also address a broad spectrum of topics: Afro-American history, agriculture, art and architecture, commerce, education, the environment, finance, health, Hispanic history, international relations, labor, law, migrations, military history, Native American history, publishing, reform, religion, science, and women's history. These projects have produced a total of 553 printed volumes, 7,927 rolls of microfilm, and 1,855 microfiche.

In this year of the 200th anniversary of the Constitution, two volumes directly related to this event were published: *The Documentary History of the Ratification of the Constitution: Commentaries on the Constitution, Public and Private—1 February to 31 March 1788* and the third volume of *The Documentary History of the First Federal Elections, 1788-1790*, which covers these elections in the States of New York and New Jersey. Other publication highlights were the first volume of the Secretary of State Series of the *Papers of James Madison* and volumes 54 through 56 of the *Papers of Woodrow Wilson*, which cover the first 3 months of the Paris Peace Conference. During fiscal year 1987, Commission-supported projects produced 29 volumes, 505 rolls of microfilm, and 536 microfiche.

The publications program research staff continued to aid project editors by searching for specific documents in the National Archives and the Library of Congress, by copying documents previously located, by maintaining a microfilm lending library, and by monitoring autograph and manuscript catalogs.

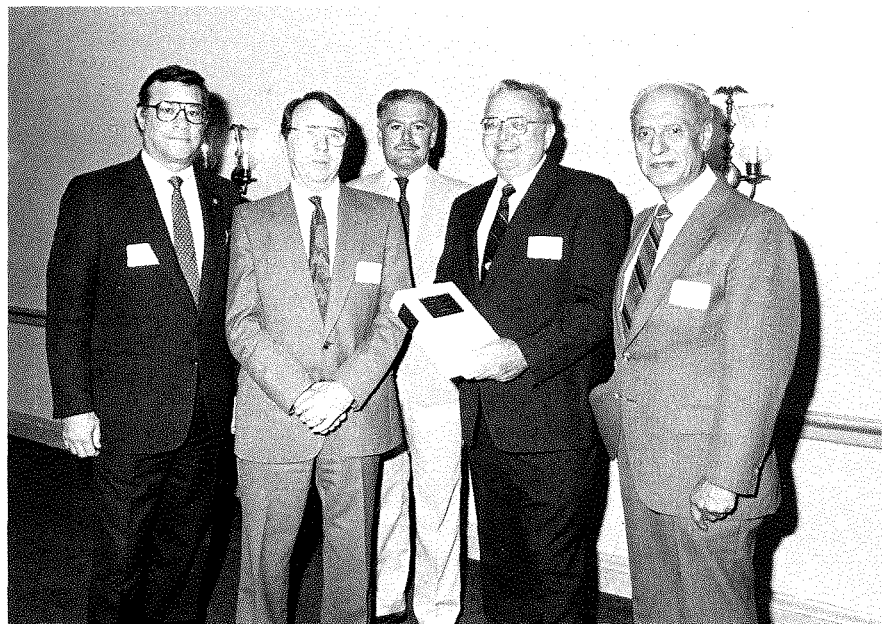
The Commission turned its attention in 1987 to the wider distribution of the documentary publications it supports. A

catalog was published to increase the circulation of Commission-sponsored books and microforms. This catalog, entitled *Historical Documentary Editions*, updates a similar catalog published in 1976.

The Commission sponsored a conference in February of 1987 to explore possible means of promoting the distribution of publications. The conference was attended by editors, historians, librarians, and publishers; they examined issues such as marketing, pricing, the development of new teaching methods, and the ideal size of documentary publications. They also discussed the dissemination of NHPRC-sponsored volumes to Government depository libraries; the encouragement of technology, such as the transfer of camera-ready copy to the press; the idea of campus

representatives at various colleges to monitor and encourage purchases of Commission-sponsored editions; and the possibilities of new publication projects.

The Commission also sponsored a wide range of educational activities and programs during the year, including fellowships in advanced historical editing, an annual 2-week editing institute, and a periodic newsletter. The fellowships and the editing institute are supported in part from gift funds donated by the Andrew W. Mellon Foundation. *Annotation*, the Commission's newsletter, has been effective in reporting publications and records grants, announcing commission policies, publicizing newly published documentary editions, and otherwise informing the public about recent developments in documentary preservation and publication.



To observe the publication of the bilingual volume *The Presidio and Militia on the Northern Frontier of New Spain, 1570-1700*, the Hispanic caucus hosted a breakfast on Capitol Hill on June 25, 1987. The volume is part of the *Documentary Relations of the Southwest* series. From left to right: U.S. Representative Edward R. Roybal (D-CA); Acting Archivist Frank G. Burke; coeditors of the volume, Thomas H. Nayler and Charles W. Polzer; and U.S. Representative Esteban E. Torres (D-CA). The volume, published by the University of Arizona Press, was funded in part by the National Historical Publications and Records Commission. (Photograph by Nancy Olds.)

Publications Grants

(Alphabetized by State)

Arizona State Museum, Tucson, AZ: \$24,999 for the *Documentary Relations of the Southwest—Civil-Military*.

Claremont Graduate School, Claremont, CA: \$59,000 for *The Papers of Salmon P. Chase*.

Pomona College, Claremont, CA: \$13,171 for *The Papers of Charles Sumner*.

University of California, Berkeley, CA: \$50,000 for *The Papers of Emma Goldman*.

University of California, Los Angeles, CA: \$31,000 for *The Marcus Garvey and Universal Negro Improvement Association Papers*.

Yale University, New Haven, CT: \$17,500 for *The Frederick Douglass Papers*.

Yale University, New Haven, CT: \$67,000 for *The Papers of Benjamin Franklin*.

American Historical Association, Washington, DC: \$52,000 for *J. Franklin Jameson and the Development of Humanistic Scholarship in America*.

The American University, Washington, DC: \$67,449 for *The Daniel Chester French Papers*.

The George Washington University, Washington, DC: \$118,817 for the *Documentary History of the First Federal Congress*.

The George Washington University, Washington, DC: \$18,000 for an editing fellow for the *Documentary History of the First Federal Congress*.

The George Washington University, Washington, DC: \$15,000 for *The Papers of William Thornton*.

Smithsonian Institution, Washington, DC: \$40,630 for *The Papers of Robert Mills*.

Supreme Court Historical Society, Washington, DC: \$67,000 for the *Documentary History of the Supreme Court of the United States, 1789–1800*.

Florida State University, Tallahassee, FL: \$23,000 for *The Black Abolitionist Papers*.

The Martin Luther King, Jr., Center for Nonviolent Social Change, Atlanta, GA: \$45,000 for *The Papers of Martin Luther King, Jr.*

Ulysses S. Grant Association and Southern Illinois University, Carbondale, IL: \$42,000 for *The Papers of Ulysses S. Grant*.

University of Kentucky, Lexington, KY: \$19,000 for *The Papers of Henry Clay*.

The Johns Hopkins University, Baltimore, MD: \$10,000 for *The Papers of Dwight David Eisenhower*.

Maryland Historical Society, Baltimore, MD: \$25,000 for *The Papers of Benjamin Henry Latrobe*.

University of Maryland, College Park, MD: \$10,000 for *The Papers of Charles Carroll of Carrollton*.

University of Maryland, College Park, MD: \$18,000 for an editing fellow for *Freedom: A Documentary History of Emancipation, 1861–1867*.

University of Maryland, College Park, MD: \$64,000 for *Freedom: A Documentary History of Emancipation, 1861–1867*.

University of Maryland, College Park, MD: \$57,000 for *The Samuel Gompers Papers*.

Clark University, Worcester, MA: \$35,000 for the *Documentary History of George Rapp's Harmony Society*.

Massachusetts Historical Society, Boston, MA: \$67,000 for *The Adams Papers*.

University of Massachusetts, Amherst, MA: \$15,000 for *The Papers of Elizabeth Cady Stanton and Susan B. Anthony*.

Duke University, Durham, NC: \$5,000 for *The Papers of Jane Addams*.

Phillips Exeter Academy, Exeter, NH: \$7,800 for *The Journal of Benjamin Brown French*.

New Jersey Historical Commission, Trenton, NJ: \$20,000 for *The Papers of William Livingston*.

Princeton University, Princeton, NJ: \$67,000 for *The Papers of Thomas Jefferson*.

University of New Mexico, Albuquerque, NM: \$25,575 for *The Journals of Diego de Vargas*.

Baruch College, CUNY, New York, NY: \$40,000 for *The Papers of Albert Gallatin*.

Fordham University, Bronx, NY: \$25,626 for *The Diary of Elizabeth Drinker*.

The Institute for Research in History, New York, NY: \$10,000 for *The Margaret Sanger Papers*.

Queens College, CUNY, Flushing, NY: \$27,000 for *The Papers of Robert Morris, 1781–1784*.

Pennsylvania State University, University Park, PA: \$8,000 for *The Papers of Martin Van Buren*.

Rhode Island Historical Society, Providence, RI: \$54,000 for *The Papers of General Nathanael Greene*.

South Carolina Historical Society, Charleston, SC: \$31,000 for *The Papers of Henry Laurens*.

University of South Carolina, Columbia, SC: \$23,173 for *The Papers of John C. Calhoun*.

University of Tennessee, Knoxville, TN: \$43,000 for *The Papers of Andrew Jackson*.

University of Tennessee, Knoxville, TN: \$67,000 for *The Papers of Andrew Johnson*.

University of Tennessee, Knoxville, TN: \$31,476 for *The Correspondence of James K. Polk*.

Rice University, Houston, TX: \$35,000 for *The Papers of Jefferson Davis*.

George C. Marshall Research Foundation, Lexington, VA: \$55,000 for *The Papers of George Catlett Marshall*.

Institute of Early American History and Culture, Williamsburg, VA: \$18,000 for *The Papers of John Marshall*.

University of Virginia, Charlottesville, VA: \$67,000 for *The Papers of James Madison*.

University of Wisconsin, Madison, WI: \$105,000 for *The Documentary History of the Ratification of the Constitution and The Documentary History of the First Federal Elections, 1788–1790*.

Subvention Grants

University of Illinois Press, Champaign, IL: up to \$2,727 for volume 14 of *The Booker T. Washington Papers*.

The University Press of Kentucky, Lexington, KY: up to \$10,000 for volume 9 of *The Papers of Henry Clay*.

The Johns Hopkins University Press, Baltimore, MD: up to \$2,700 for volume 9 of the *Documentary History of the First Federal Congress*.

The University Press of New England, Hanover, NH: up to \$8,566 for *The Papers of Daniel Webster, Speeches and Formal Writings*, volume 2, and up to \$12,256 for *The Papers of Daniel Webster, Legal Papers*, volume 3 (parts A and B).

University of New Mexico Press, Albuquerque, NM: up to \$5,000 for volume 1 of *The Journals of Diego de Vargas*.

University of Pennsylvania Press, Philadelphia, PA: up to \$20,000 for volumes 3 and 4 of *The Papers of William Penn*.

University of Pittsburgh Press, Pittsburgh, PA: up to \$6,000 for *The Correspondence of Mother Jones*.

University of Pittsburgh Press, Pittsburgh, PA: up to \$10,000 for volume 7 of *The Papers of Robert Morris, 1781-1784*.

University of Tennessee Press, Knoxville, TN: up to \$8,306 for *The Legal Papers of Andrew Jackson*.

University Press of Virginia, Charlottesville, VA: up to \$10,000 for *The Papers of George Washington, Revolutionary War Series*, volume 2; up to \$3,400 for *The Papers of George Washington, Presidential Series*, volume 1; and up to \$3,700 for *The Papers of George Washington, Presidential Series*, volume 2.

State Historical Society of Wisconsin, Madison, WI: up to \$7,513 for volume 16 of *The Documentary History of the Ratification of the Constitution*.

Records Program

Continued development of a national historical records program characterized much of the staff's work during the fiscal year. This program, for which

considerable early planning had taken place in 1986, is intended to extend beyond the scope of a mere grant program by including coordination, leadership, standards, and information services.

At the first meeting of the fiscal year, the Commission unanimously endorsed the "National Policy Statement on Our Documentary Heritage" proposed by the ad hoc Annapolis Committee, a group of archivists, documentary editors, and other concerned individuals who met in that city in September of 1986. The policy statement had originally been proposed by the Steering Committee of the NHPRC State historical records coordinators as a component of the national records program.

The Annapolis Committee also called for the creation of what has become known as the Documentary Heritage Trust of the United States, which is to be a federally chartered private trust that could receive and expend private moneys for activities relating to historical records. Following a planning meeting held in February of 1987 at the National Archives with formal representation from a number of professional associations, the Commission awarded a \$25,000 grant to the Association for Documentary Editing for a 6-month project to begin initial planning and organization for the trust.

Another initiative proposed by the State coordinators, a clearinghouse for records information, came closer to realization with the completion and publication of the feasibility report *Information Resources for Archivists and Records Administrators*, prepared under the auspices of the National Association of Government Archives and Records Administrators. A conference to determine the course of future action on a clearinghouse was held in June at the National Archives and resulted in the initiation of the Archives and Records Information Coalition (ARIC), as well as plans for an expanded archival information service to be undertaken by the National Archives.

Several other records projects issued reports or products of national significance this year. One of these was *Standing the Test of Time: Quality Assurance for State and Local Government Records Microfilming*, which reported on the status of

microfilming standards in State archives and State records management agencies. Another was the *Congressional Papers Project Report*, a summary of and recommendations from a conference on the preservation and management of congressional papers.

The first two State board re-grant proposals to be funded by the Commission under its new re-grant initiative began during the year in Pennsylvania and Hawaii. During the year, assessment reports were completed by American Samoa, Louisiana, and Michigan, while five States applied for and received small travel and meeting grants. NHPRC staff met with more than a dozen State boards during the year.

The records program's archival fellowship program, with funding from the Andrew W. Mellon Foundation, completed its second year. A colloquium of fellows, their institution sponsors, Commission staff, and members of the Commission's archival fellowship committee was held in February. Despite significant staff changes, including the departure of George Vogt, Director of the Records Program, there was substantial progress in program development and grants administration.

Records Grants (Alphabetized by State)

State and Territorial Government Agencies

California State Archives, Sacramento, CA: \$25,000 to support a fellowship in archival administration.

Georgia Department of Archives and History, Atlanta, GA: \$48,230 to convene a national meeting of State coordinators for the NHPRC records program and to support meetings of the State Coordinators Steering Committee.

Georgia Historical Society, Savannah, GA: \$88,340 to arrange and describe the Central of Georgia Railway collection. Prospering during the antebellum period, the Central was one of the Southeast's most important railroads and a major force in the economic development of the region.



A press conference was held at the National Archives to publicize the report *Preservation Needs in State Archives*. Howard P. Lowell, Administrator of the Oklahoma State Archives and Records Program, holds up a sample of State records in need of preservation. New Jersey Secretary of State Jane Burgio (left) and U.S. Representative Lindy Boggs (D-LA) examine another set of records. NHPRC funded the 2-year study conducted by Howard Lowell for the National Association of Government Archives and Records Administrators. (Photograph by Nancy Olds.)

Hawaii State Foundation on Culture and the Arts, Honolulu, HI: \$150,000 for a 2-year re-grant program to promote the surveying and collecting of ethnic records in Hawaii, the Nation's most ethnically diverse State. The project will be administered in cooperation with the Hawaii Historical Records Advisory Board.

Iowa Department of Historical and Cultural Affairs, State Historical Society of Iowa Division, Des Moines, IA: \$11,730 to publish the Iowa county records manual prepared under an earlier grant.

Supreme Court of Nevada, Carson City, NV: \$60,995 to survey the records of local courts in Nevada and create retention and disposition schedules for those records. The project will also develop a records management manual and educational workshops for court officials.

State Historical Society of North Dakota, Bismarck, ND: \$96,658 to arrange and describe the society's archives and manuscript holdings, to

conduct a conservation needs survey of the collections, and to develop a conservation plan for the society.

State Historical Records Advisory Boards

Florida Historical Records Advisory Board, Tallahassee, FL: \$5,000 for travel and meeting expenses to allow the State board to carry out its grant review and statewide archival planning missions.

Indiana Historical Records Advisory Board, Indianapolis, IN: \$5,608 to publish the Indiana historical records report, which will present the findings of the statewide assessment project supported by NHPRC in 1983.

Louisiana Historical Records Advisory Commission, Baton Rouge, LA: a supplemental grant of \$6,000 to publish and distribute the final report of the Louisiana State Board Assessment and Reporting Project.

Michigan Historical Records Advisory Board, Lansing, MI: \$5,000 for travel and meeting expenses to allow the State board to carry out its grant review and statewide archival planning missions.

North Carolina Historical Records Advisory Board, Raleigh, NC: \$6,100 for meetings of the board over a 3-year period. The meetings are intended to improve the NHPRC grant review process and to plan for improved records programs in the State.

Pennsylvania Historical Records Advisory Board, Harrisburg, PA: \$187,500 for a 2-year re-grant program directed at the State's colleges and universities. The program will focus on the development of institutional archives programs for college and university records.

Puerto Rico Historical Records Advisory Board, San Juan, PR: \$25,000 to assess and report on historical records programs in the Commonwealth of Puerto Rico. The Institute of Puerto Rican Culture will administer the grant on behalf of the board.

Vermont Historical Records Advisory Board, Montpelier, VT: \$2,500 for travel and meeting expenses to allow the State board to carry out its grant review and statewide archival planning missions. The Vermont Historical Society will administer the grant.

Wisconsin Historical Records Advisory Board, Madison, WI: \$9,500 to support travel and meeting expenses for the board, to plan statewide historical records programs, and to improve the review process for NHPRC records proposals.

Local and Tribal Governments

Office of the City Manager, Little Rock, AR: \$3,600 for a consultant to plan the city's archival and records management program.

City of Tampa, FL: \$61,017 to develop a city archives program, the first of its type in Florida. The project will develop and implement a plan to locate, identify, and accession Tampa's archival records. It will also review city records schedules and strive to increase public awareness and use of the records.

County of Schuylkill, Pottsville, PA: \$38,274 for development of an archival program for the county's permanently valuable records, which date to the early 19th century. Located in eastern Pennsylvania, the county is a center of the anthracite coal industry.

City of Richmond, VA: \$2,918 for consulting services relating to development of a city archives and records management program.

Lummi Indian Business Council, Bellingham, WA: \$2,500 for consultation on developing a professional archival program for the Lummi Indian Tribe, the third largest tribal group in Washington State.

Colleges and Universities

University of Connecticut, Storrs, CT: \$76,513 in behalf of New England archivists. To develop and present a series of 15 basic archival training workshops throughout the New England region.

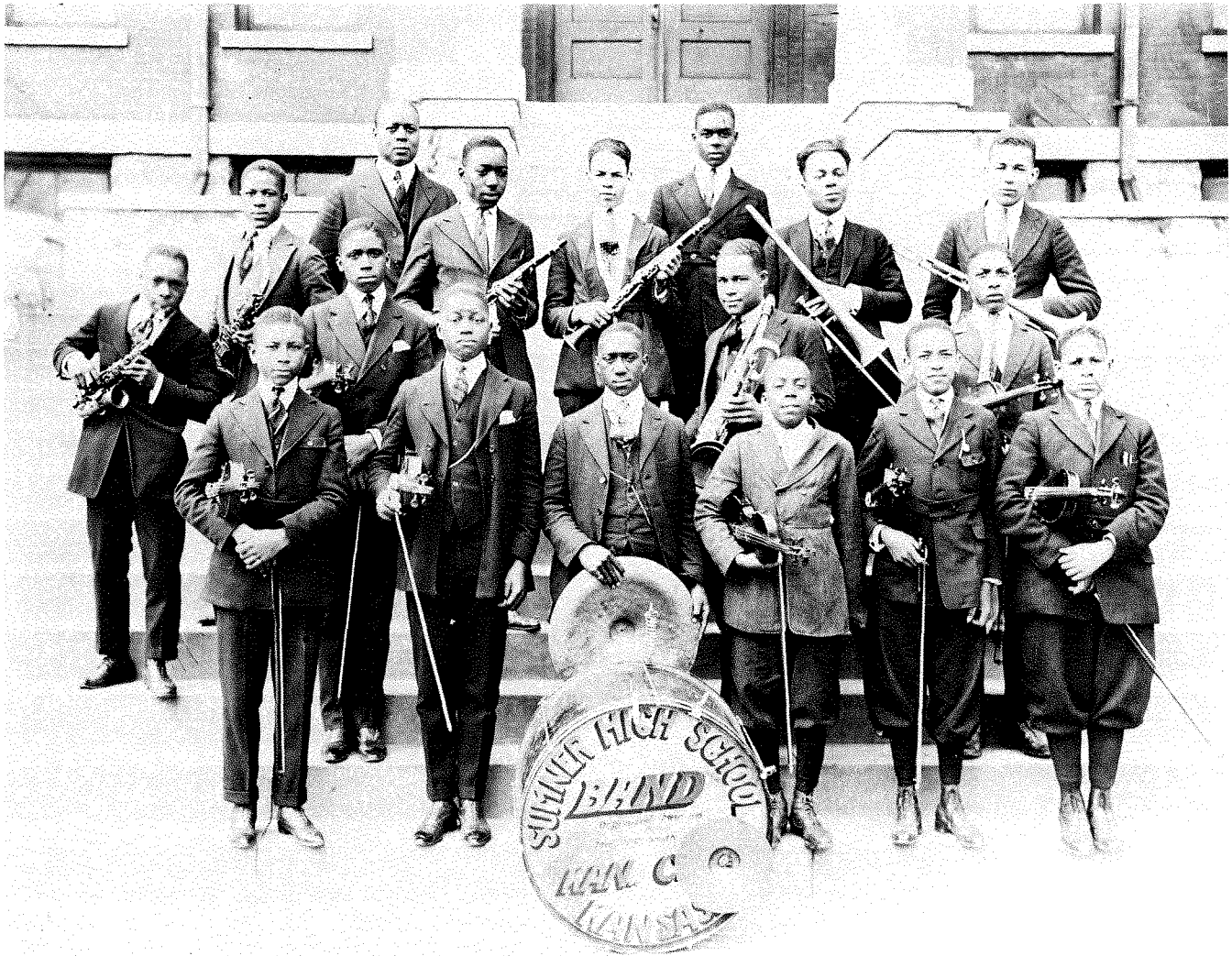
The George Washington University, Washington, DC: a supplemental grant of \$6,884 to continue the work of the university's project to develop an archives for the Greater Washington Board of Trade.

University of Idaho, Moscow, ID: \$27,500 for the second year of a project to appraise, arrange, and describe records of mining companies in the Coeur d'Alene region.

University of Kansas, Lawrence, KS: \$78,057 for the second and third years of the university's project to survey and accession records of the black community in Kansas.

Louisiana State University, Baton Rouge, LA: \$25,700 to support a fellowship in archival administration.

Mount Holyoke College, South Hadley, MA: \$11,718 to microfilm the Mary Lyon papers and a collection of letters from leading educators in 19th-century New England relating to the development of women's education. Included are letters of Catharine Beecher, Emma Willard, Joseph Emerson, Amos Eaton, and Edward Hitchcock.



Sumner High School band, Kansas City, KS, 1916. The University of Kansas was awarded \$78,057 by NHPRC this year to survey and accession records of the black community in Kansas. This photograph is from the material accessioned by the university. (Photograph courtesy of Kansas Collection, University of Kansas Libraries.)

University of Michigan, Bentley Historical Library, Ann Arbor, MI: \$44,365 to test a newly developed system for appraising modern records. The project involves onsite evaluation of the system at 16 diverse institutions nationwide and will result in a written report to be distributed to the archival community.

University of Minnesota, Charles Babbage Institute, St. Paul, MN: \$36,411 to identify sources for documentation of the early computer industry and to develop appraisal criteria for computer industry records. The project will be conducted in cooperation with Control Data Corporation.

University of Minnesota, Immigration History Research Center, St. Paul, MN: \$25,700 in support of a fellowship in archival administration. The grant includes an award of \$18,000 from the Andrew W. Mellon Foundation.

Johnson C. Smith University, Charlotte, NC: \$2,782 for a consultant to help evaluate the preservation needs of the university's special collections. These collections are rich in black history materials.

Antioch University, Yellow Springs, OH: \$35,112 to develop an archival program for the university. An innovator in education since its founding, Antioch instituted coeducation and interracial education in the mid-19th century, cooperative education in the 1920s, and a system of decentralized learning centers in the 1960s.

University of South Carolina, McKissick Museum, Columbia, SC: \$56,410 for a 2-year project to develop an archives and records management program. Founded in 1801, the university was the State's first institution of higher education and, by educating many of the State's most influential leaders, has had a significant impact on its history.

Sinte Gleska College, Rosebud, SD: \$73,450 to develop a documentary collections and oral history program for the Rosebud Sioux Tribe, which governs one of the Nation's largest Indian reservations.

University of Tennessee at Chattanooga, Chattanooga, TN: \$2,991 for consultation on establishing an archival program.

The institution was founded as Chattanooga University in 1886 and is now the only State-supported university in southeastern Tennessee.

Texas Tech University, Lubbock, TX: \$30,328 to preserve and make available a local television newsfilm and videotape collection that documents west Texas since the mid-1950s.

University of Utah, Utah Museum of Natural History, Salt Lake City, UT: \$5,570 to preserve photographic negatives of archaeological excavations in the Great Basin and northern Colorado Plateau. The photographs document early American cultures as exemplified by the culture of the Anasazi people.

Public and Special Libraries

Boulder Public Library, Boulder, CO: \$85,580 to provide access to the collections of local history manuscripts and photographs deposited in the library by the Boulder Historical Society. The collection documents life on the Front Range and in the Boulder area from 1859 to the present.

Forbes Library, Northampton, MA: \$2,750 for a consultant to evaluate the papers of President Calvin Coolidge held by the library and to recommend preservation and access measures for them. The Forbes Library is the largest repository of Coolidge papers outside of the Library of Congress.

Milwaukee Public Library, Milwaukee, WI: \$27,768 to develop a municipal archives program for Milwaukee. The project will evaluate records retention schedules, arrange and describe existing holdings, and enter records series information into the Research Libraries Information Network (RLIN) data base.

Museums and Historical Societies

Chicago Historical Society, Chicago, IL: \$26,869 in cooperation with Gallaudet University of Washington, DC, to hold a working conference of representatives of institutions involved in development and implementation of the USMARC Format for Visual Materials. A conference report will be issued after the meeting.

Museum and Archives of the History of Columbia, Inc., Columbia, MD: \$2,248 for a consultant to chart the future of the archives of Columbia, a planned city founded in 1967.

Museum of Fine Arts, Boston, MA: \$54,204 to support development of an archives and records management program for the museum's records and other manuscript materials relating to individuals who were driving forces in establishing art collections in the late 19th-century United States.

Cherokee National Historical Society, Tahlequah, OK: \$15,465 to implement an ongoing records administration program for the Cherokee Nation of Oklahoma.

Puget Sound Maritime Historical Society, Seattle, WA: \$34,000 to preserve the Joe Williamson photograph collection. The photographs show the maritime history of the Pacific Northwest from the 1880s to the 1950s.

Other Nonprofit Organizations

Research Libraries Group, Inc., Stanford, CA: \$94,364 for the second year of a project to develop a data base of public records information in the Research Libraries Information Network (RLIN). The project will produce a thesaurus of State government function terms and criteria for online sharing of appraisal information.

The American Film Institute, Washington, DC: \$14,000 for the institute's National Center for Film and Video Preservation to convene a national conference to plan for improved care and availability of local television newsfilm collections.

American Home Economics Association, Washington, DC: \$2,672 for a consultant to advise on surveying and scheduling current records, appraising permanent records, and undertaking preservation measures.

American Institute for Conservation of Historic and Artistic Works, Inc. (AIC), Washington, DC: \$7,327 for a feasibility study to determine the most appropriate approach to the archival preservation of conservation treatment records. The AIC is the professional association of conservators.

International Brotherhood of Teamsters, Washington, DC: \$3,250 for consultation on developing an archival program for the Nation's second largest labor union. The Teamsters Union is approaching its 100th anniversary in 1991 and intends to develop a successful archival program similar to that of the AFL-CIO.

Hawaiian Sugar Planters' Association, Aiea, HI: \$26,140 to arrange and describe records of Hawaiian sugar plantations dating from 1870 to 1960. The sugar plantations dominated the economic, political, and social life of Hawaii during this 90-year period.

The Dirksen Congressional Center, Pekin, IL: \$8,000 to publish the Congressional Papers Conference report. The 1985 conference dealt with the management, acquisition, processing, and use of large collections of congressional papers.

Society of American Archivists, Chicago, IL: \$7,900 to analyze and disseminate data on the programs of American archival institutions collected by the SAA 1985 census of archival institutions.

Society of American Archivists, Chicago, IL: \$20,000 to continue the work of the Society's Committee on Goals and Priorities (CGAP) for 2 years.

Society of American Archivists, Chicago, IL: \$32,631 for the second year of a 3-year program of the SAA education office to sponsor continuing education for midcareer archivists.

Association for Documentary Editing, Baltimore, MD: \$25,000 for preliminary organization and development of The Documentary Heritage Trust of the United States.

AFS International/Intercultural Programs, New York, NY: \$50,585 for a 2-year project to develop an archival and records management program. AFS, whose operations extend to 65 countries besides the United States, was founded as a volunteer ambulance corps in 1914 and presently sponsors a variety of student exchange programs.

American Bible Society, New York, NY: \$73,762 in conjunction with Archivists in Religious Institutions. For a 2-year project to improve professional

skills and archival programs at religious archives in the greater New York City area through a coordinated program of technical assistance.

Center for Migration Studies of New York, Inc., Staten Island, NY: \$10,446 to process the records of the Italian Welfare League 1920-80. The Italian Welfare League is one of the oldest and largest Italian immigrant aid societies in America.

National Association of Government Archives and Records Administrators, Albany, NY: a supplemental grant of \$22,815 to cover printing and other expenses associated with NAGARA's archival information clearinghouse project.

Commission Membership

By statute, the Commission consists of 17 members who represent the Congress, the Judiciary, the public (two Presidential appointments), two Government departments, the Library of Congress, the National Archives and Records Administration and four national historical and archival associations. The members at the end of this fiscal year were:

National Archives and Records Administration

Frank G. Burke, Acting Archivist of the United States ex officio chairman (pro tempore)

U.S. Supreme Court

Harry A. Blackmun, Associate Justice

U.S. Senate

Mark O. Hatfield of Oregon

U.S. House of Representatives

Lindy Boggs of Louisiana

Department of State

William Z. Slany, Director, Historical Office

Commission Staff

Executive Director (Acting)	Richard Jacobs	523-5384
Publications Program Director	Roger A. Bruns	523-3092
Record Program Director (Acting)	Nancy A. Sahli	523-5386

Staff Expenses

Personnel	\$558,800
Travel of Commission members and staff	25,900
ADP equipment and services	19,100
Other operating expenses	63,900
Total	\$667,700

Department of Defense

Alfred Goldberg, Historian, Office of the Secretary

Library of Congress

James H. Hutson, Chief, Manuscript Division

Presidential Appointments

Albert J. Ossman, Jr., Professor of Political Science/Public Policy, Bethany College
William A. Schambra, American Enterprise Institute

American Historical Association

Carol Bleser, Professor of History, Clemson University
Ronald P. Formisano, Professor of History, Clark University

Organization of American Historians

Louis R. Harlan, Professor of History, University of Maryland
Norman A. Graebner, Professor Emeritus of History, University of Virginia

Society of American Archivists

Helen W. Samuels, Archivist, Massachusetts Institute of Technology
Edward C. Papenfuss, Maryland State Archivist

American Association for State and Local History

Larry E. Tise, Director of the American Association for State and Local History
David H. Hooper, Arizona State Archivist

During 1987, Harry A. Blackmun, Norman A. Graebner, and David H. Hooper were appointed to the Commission to replace William H. Rehnquist, Richard L. Watson, Jr., and H. G. Jones, respectively.

Publications and Records Grant Funding by State

NORTHEAST			
CONNECTICUT	\$ 84,500	MARYLAND	\$186,248
MASSACHUSETTS	185,672	NORTH CAROLINA	13,882
NEW HAMPSHIRE	7,800	OKLAHOMA	15,465
NEW JERSEY	87,000	SOUTH CAROLINA	110,583
NEW YORK	113,405	TENNESSEE	144,467
PENNSYLVANIA	233,774	TEXAS	65,328
RHODE ISLAND	54,000	VIRGINIA	142,918
VERMONT	2,500		
NORTH CENTRAL			
ILLINOIS	42,000	WEST	
INDIANA	5,608	ARIZONA	24,999
IOWA	11,730	CALIFORNIA	178,871
KANSAS	78,057	COLORADO	85,580
MICHIGAN	5,000	HAWAII	176,140
MINNESOTA	7,700	IDAHO	27,500
NORTH DAKOTA	96,658	NEVADA	60,995
OHIO	35,112	NEW MEXICO	25,575
SOUTH DAKOTA	73,450	UTAH	5,570
WISCONSIN	142,268	WASHINGTON	36,500
SOUTH		DISTRICT OF COLUMBIA AND TERRITORIES	
ARKANSAS	3,600	DISTRICT OF COLUMBIA	385,780
FLORIDA	89,017	PUERTO RICO	25,000
GEORGIA	133,340	NATIONAL PROJECTS	445,590
KENTUCKY	19,000	REGIONAL PROJECTS	150,275
LOUISIANA	31,700		
		TOTAL	\$3,850,157

The National Archives Trust Fund

Overview

The National Archives Trust Fund had a net gain from current year operations of \$1,557,405. The gain represents a 7-percent increase in operating income, primarily resulting from bicentennial programs that boosted over-the-counter sales and from the opening of the Carter Library. Net income, after adding investment income, miscellaneous income, and adjustments to prior year income, amounted to \$1,979,624.

Financial Condition

Assets increased by \$2,254,181 in FY 1987 from the previous year. Liabilities increased by \$304,056, primarily because of a rise in prepaid orders (pending). Retained earnings/capital increased by \$1,950,125.

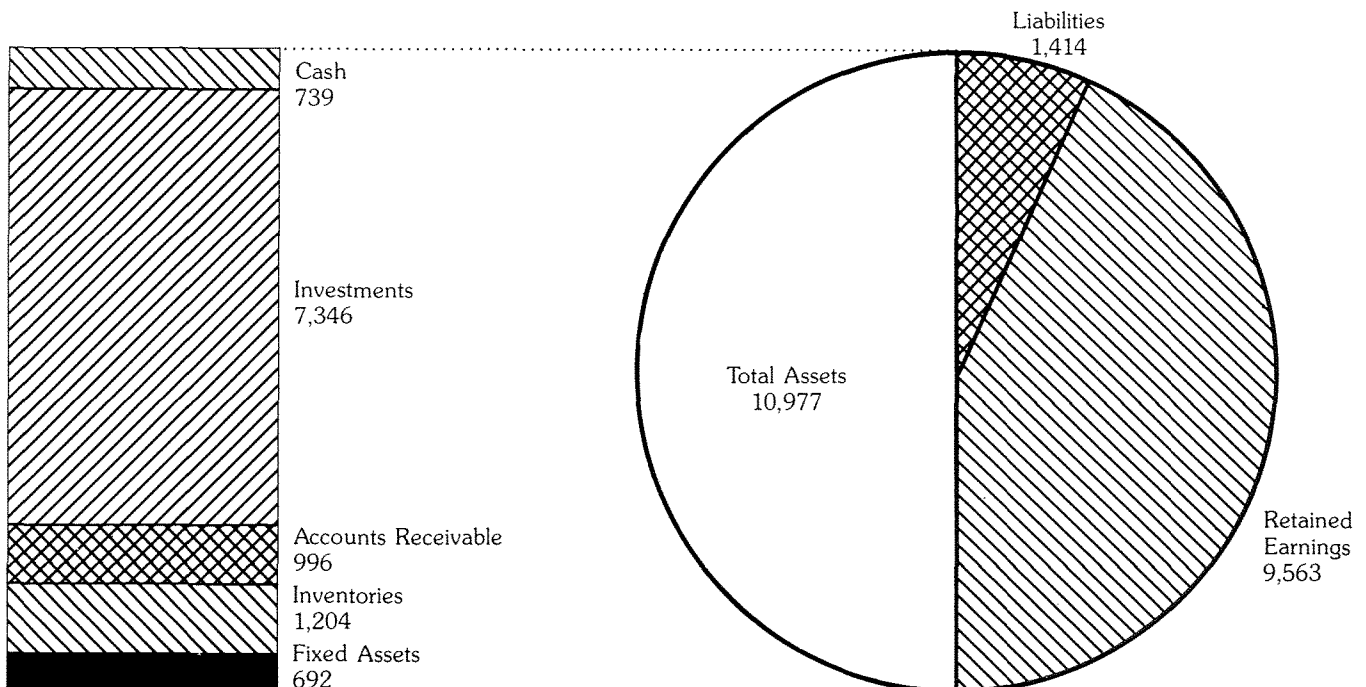
Total Trust Fund

(in thousands)

	1987*	1986
Gross Sales	\$9,490	\$9,156
Total Expenses	7,932	7,700
Net Operating Income	\$1,558	\$1,456
Investment/Other Income	504	389
Prior Year Income (Expense)	(82)	(1,327)
Net Income	\$1,980	\$ 518

*Preliminary Report

(Dollars in Thousands)



Income and Expenses

Revenue increased by \$333,816 from FY 1986. This reflects a 54-percent rise in Museum Shop sales and an increase of 33 percent in revenue received through the Presidential library system, including the opening of the Carter Library. The 4-percent rise in sales contains a \$477,671 decrease (20%) for products sold by the National Audiovisual Center and a reduced level of earnings from microfilm publications.

The National Archives appropriated fund reimbursed the Trust Fund \$350,967 to cover its costs to produce electrostatic copies for administrative use.

Payments were made to the National Archives and Records Administration appropriated fund for reimbursable services performed on behalf of the Trust Fund by appropriated fund staff in the following areas:

Office of the National Archives

Reproduction laboratory services _____ \$731,823
 Archival handling and reproduction services _____ 265,492

Office of Public Programs

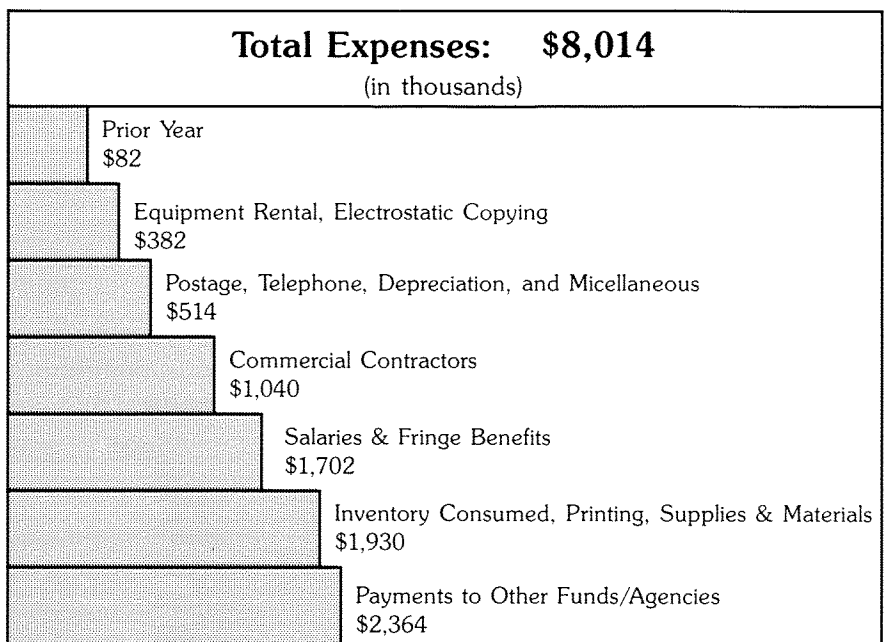
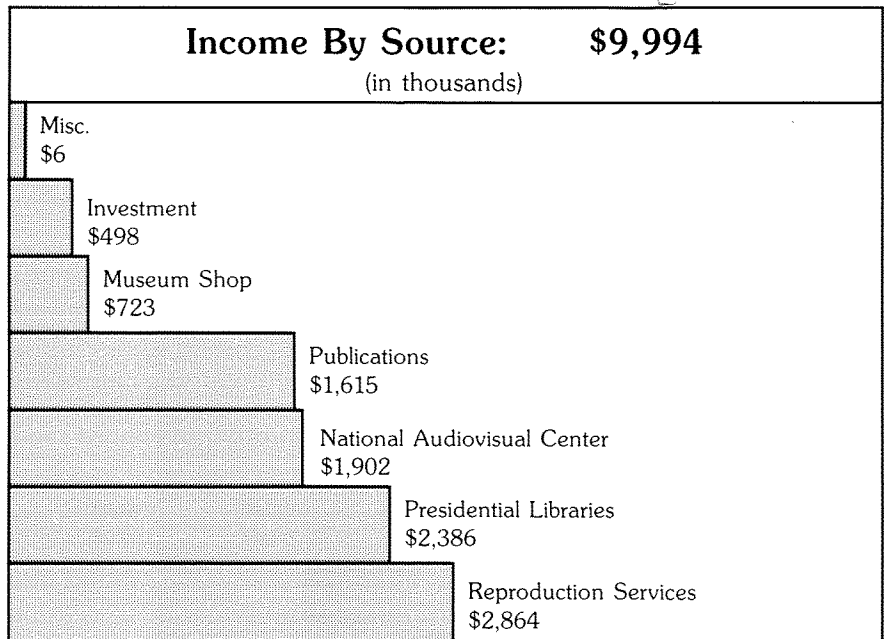
National Audiovisual Center _____ 498,313
 Publication development and fulfillment services _____ 335,640

Office of Federal Records Centers

Reproduction services _____ 160,344

Office of Presidential Libraries

Services related to reproduction and museum sales _____ 169,190



Program Highlights

Reproductions of records held in the form of photographs, motion pictures, sound recordings all increased slightly during FY 1987. Electrostatic copier reproductions increased significantly, more than 19 percent over FY 1986. The success of the self-service program, which allows researchers to make copies at a lower cost, led to a net increase of almost 400,000 copies.

The Exhibition Hall Museum Shop set several sales records during FY 1987. A new monthly sales record of \$96,656 was set in July. A new daily sales record of \$6,533 was set on September 16 during the celebration of the 200th anniversary of the U.S. Constitution. These sales figures reflect the increased interest in books, facsimiles, and other items related to the Charters of Freedom—particularly the Constitution. Total sales for FY 1987 increased by 54 percent over FY 1986.

Sales of microform publications decreased by 16 percent from the previous year. Lower sales are due to fewer new microfilm catalogs having been issued during FY 1987 and to demand for the 1910 census records, released in 1982, continuing to fall.

Three new titles were published in FY 1987: *Our Family, Our Town: Essays on Family and Local History Sources in the National Archives*; *The Man Behind the Quill: Jacob Shallus, Calligrapher of the United States Constitution*; and *Soldiers and Civilians: The U.S. Army and the American People*. Also, the Milestone Documents in the National Archives series was expanded by three booklets: *Patent Drawings*; *Prohibition: The 18th Amendment, The Volstead Act, The 21st Amendment*; and *A More Perfect Union: The Creation of the U.S. Constitution*.

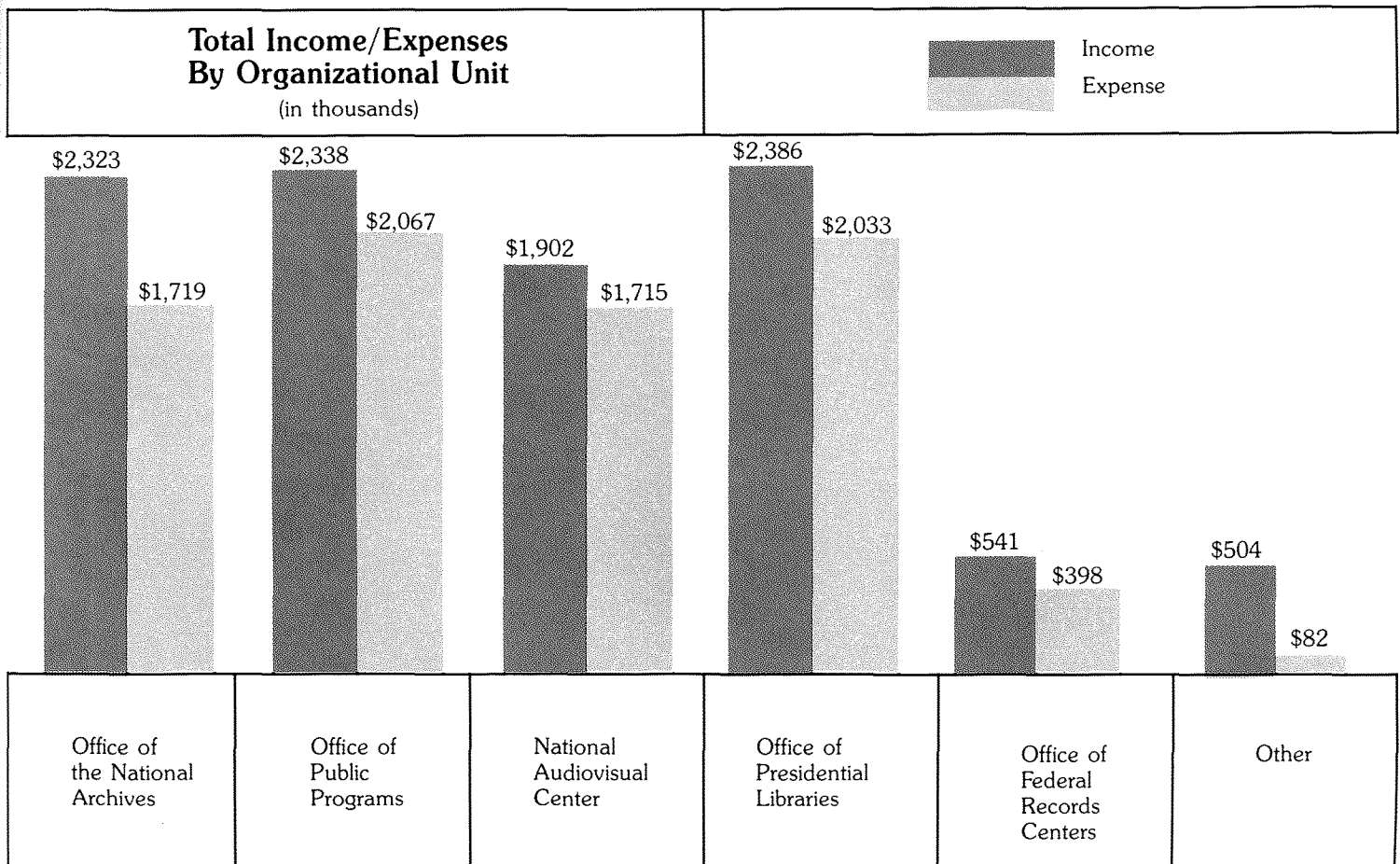
During FY 1987, the National Archives contracted for the Smithsonian Institution Press to market selected National Archives publications. This was

the first time the Press has ever carried the publications of another organization in its book catalogs.

The National Audiovisual Center conducted special public mailings to promote videotape programs dealing with AIDS, child snatching, and the 200th anniversary of the Constitution. The Center sold more than 2,600 videocassettes resulting from these mailings.

In March of 1987, Kilkeary, Scott, and Associates, Inc., was awarded a contract to upgrade the financial subsystem software at the Center. This project has been completed, affording the Center a more efficient means of tracking income and expenditures.

The Presidential libraries enjoyed a \$598,554 increase in sales for FY 1987. The opening of the Carter Library in October of 1986 accounted for \$335,837 of this increase, while the Kennedy Library realized a \$180,157 growth. Total library sales were \$2,386,185, consisting of admissions of \$1,270,693, museum store sales of \$919,112, and reproduction services of \$196,380.



Public Outreach

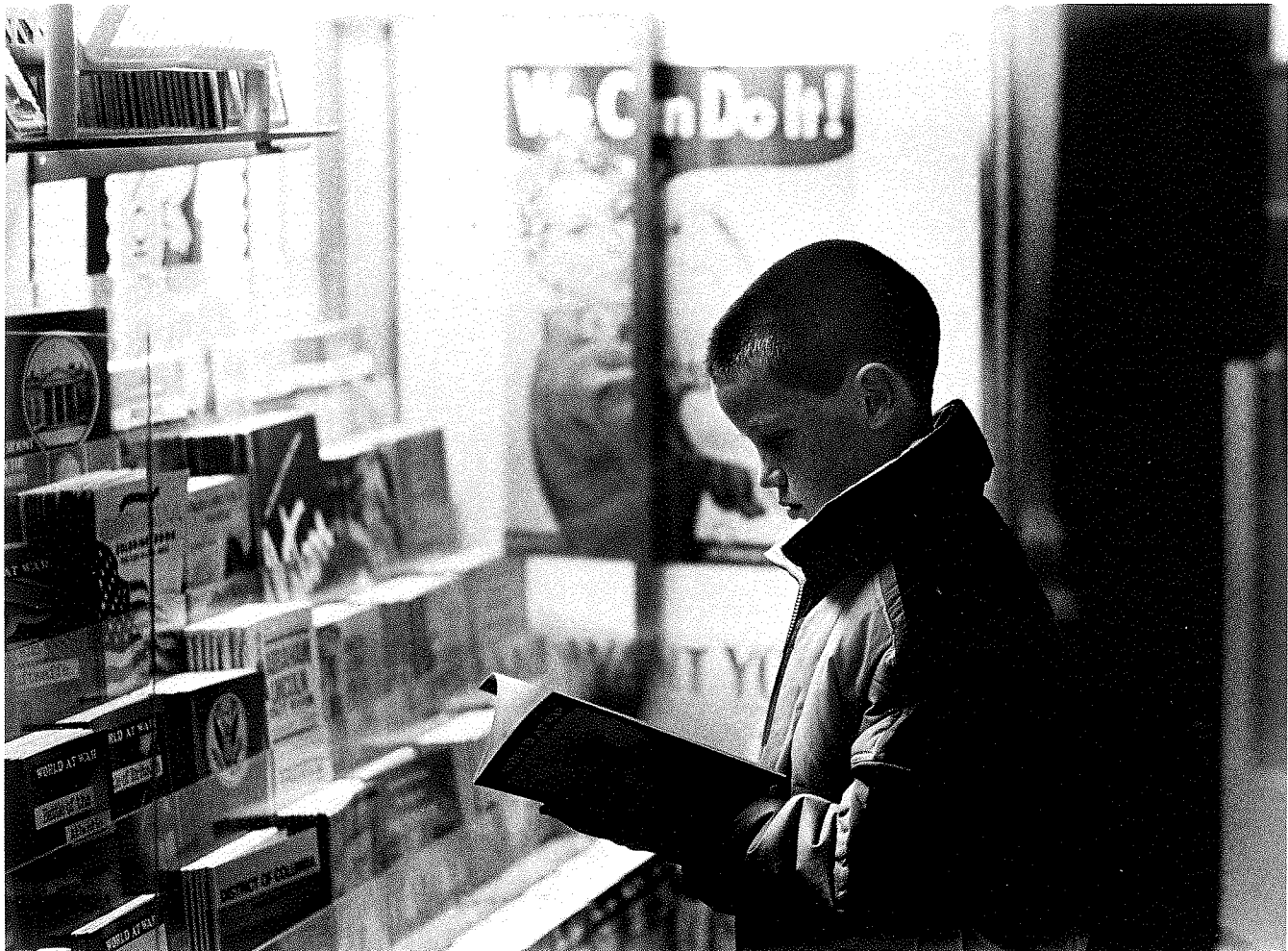
The Trust Fund continues to provide funding for a variety of public awareness and educational programs. The most prominent are:

The *Calendar of Events*, with a circulation of 13,000, provides information about lectures, workshops, films, exhibition openings, recent accessions, new publications, and other items concerning the National Archives. *Prologue: Journal of the National Archives*, with a circulation of 5,000, is published quarterly to inform researchers and visitors about the documentary and audiovisual resources of the National Archives.

Supplementary school units are marketed on behalf of the National Archives by Social Issues Resources Series, Inc. These consist of a teacher's guide and reproductions of textual and audiovisual material from the holdings of the National Archives, packaged in a format appropriate for classroom or media center use. An eighth unit, *The Truman Years, 1945-1953*, was published. The Trust Fund received royalty payments of \$20,706 during FY 1987 from the sale of these units.

Investment Program

FY 1987 was the first full year in which ASB Capital Management, Inc. (American Security Bank), acted as the Trust Fund's investment portfolio manager. As of the end of FY 1987, ASB was investing \$8.8 million (\$7 million from the Trust Fund and \$1.8 million from the Gift Fund) for the Trust Fund. The average rate of return for FY 1987, based on Trust and Gift Fund cash invested, was 8 percent. The Trust Fund also holds \$300,000 in U.S. Treasury Bills, which yielded 5.9 percent in FY 1987. ASB's annual fixed income investment performance, which includes market value and interest earnings, decreased by 0.1 percent, or \$29,633 as of September 30, 1987. The Shearson-Lehman Government/Corporate Bond Index decreased 0.3 percent for the same period.



A Museum Shop visitor browses through a book on World War II. This year, sales increased 54 percent over last year due in large part to the interest in items relating to the 200th anniversary of the U.S. Constitution. (Photograph by Hugh Talman.)

Trust Fund Income Statement

	1987*	1986
Revenues:		
Reproduction Services.....	\$4,040,631	\$4,049,566
Over-the-Counter Sales.....	2,925,703	2,061,697
Publications.....	302,653	210,707
NAC Sales and Rentals.....	1,901,920	2,379,102
Reimbursable Income.....	0**	13,259
Other Revenues.....	318,568	441,329
Total Revenues.....	<u>9,489,475</u>	<u>9,155,660</u>
Cost:		
Cost of Goods and Services.....	7,932,071	7,699,802
Income (or Loss) for Operations.....	1,557,404	1,455,858
Other Incomes:		
Prior Year Income (Decrease).....	(114,817)	20,403
Interest Income.....	497,547	390,262
Other Income.....	13,130	4,080
Total Other Income.....	<u>395,860</u>	<u>414,745</u>
Other Expenses:		
Prior Year Expenses (Decrease).....	(27,941)	1,346,611
Other Expenses.....	1,581	5,594
Total Other Expenses.....	<u>(26,360)</u>	<u>1,352,205</u>
Net Income or (Loss).....	<u>\$1,979,624</u>	<u>\$ 518,398</u>

*Preliminary Report.

**For FY 1987, all reimbursable income incorporated under *Reproduction Services*.

Trust Fund Balance Sheet

AS OF
SEPTEMBER 30

	1987*	1986
ASSETS		
Current Assets:		
Cash.....	\$ 739,456	\$ 931,960
U.S. Government Securities	300,000	300,000
Investments	7,046,015	4,727,459
Accounts Receivable, Net of Allowance for Uncollectable Accounts of \$93,018 (FY 87) and \$262,734 (FY 86)	958,773	689,596
Advances to Other Agencies or Funds	26,294	38,755
Advances to Employees.....	705	1,904
Inventories:		
Held for Sale.....	1,168,189	1,223,232
Operating Supplies	5,861	5,861
Prepaid Expenses	29,691	31,392
	<u>10,274,984</u>	<u>7,950,159</u>
Total Current Assets		
Property and Equipment, at Cost Less Accumulated Depreciation of \$2,588,964 (FY 87) and \$2,429,666 (FY 86)	692,039	762,683
Long-Term Accounts Receivable	<u>9,981</u>	<u>9,981</u>
Total Assets	<u>\$10,977,004</u>	<u>\$8,722,823</u>

*Preliminary Report

**Trust Fund
Balance Sheet**

AS OF
SEPTEMBER 30

	1987*	1986
LIABILITIES		
Current Liabilities:		
Accounts Payable	\$ 587,096	\$ 526,334
Advances from Other Agencies	43,832	26,154
Deferred Income	338,207	157,217
Total Current Liabilities	<u>969,135</u>	<u>709,705</u>
Long-Term Liabilities:		
Annual Leave Liability	120,852	84,373
Deferred Credits	324,318	316,171
Total Long-Term Liabilities	<u>445,170</u>	<u>400,544</u>
Total Liabilities	<u>\$1,414,305</u>	<u>\$1,110,249</u>
 INVESTMENT OF U.S. GOVERNMENT		
Retained Earnings (Deficit)	\$9,427,006	\$7,665,197
Provision for Unamortized Annual Leave Liability	120,852	(60,513)
Total Retained Earnings (Deficit)	<u>9,547,858</u>	<u>7,604,684</u>
Appropriated Capital	2,000	2,000
Donated Capital	12,841	5,890
Total Investment of U.S. Government (Retained Earnings/Capital)	<u>9,562,699</u>	<u>7,612,574</u>
Total Liabilities and Investment of U.S. Government	<u>\$10,977,004</u>	<u>\$8,722,823</u>

*Preliminary Report

Gift Fund

Overview

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 National Archives activities.

The three major areas of activity in the National Archives Gift Fund continue to be cultural and archival programs sponsored by the National Archives, the Presidential libraries, and the National Historical Publications and Records Commission. The highlights of FY 1987 follow.

Cultural and Archival Programs

The "Modern Archives Institute: Introduction to Modern Archives Administration" training course was held in January and in June of 1987. Fees totaled \$27,200.

During FY 1987, more than 150 individuals donated \$6,800 to the fund established in memory of the late Dr. James E. O'Neill, former Assistant Archivist for Presidential Libraries. The fund will be used to sponsor an annual lecture that will reflect Dr. O'Neill's varied scholarly and professional interests.

The National Archives' preservation and automation conferences were held on December 9 and 10, 1986; approximately 200 people attended each conference. Registration fees totaling \$8,570 were collected to cover expenses.

The National Commission on Library and Information Science (Department of Agriculture) donated \$20,000 as a cosponsor for a cooperative training program for foreign conservators held June 1-5, 1987.

Presidential Libraries

The annual investment income from the bequest of the late Professor George Beeke-Levy, of Pittsburgh, PA, to the Franklin D. Roosevelt Library Gift Fund amounted to \$6,788. The income is paid biannually to the Franklin D. Roosevelt Four Freedoms

Foundation for support of that part of the Foundation's grant-in-aid program denominated as Beeke-Levy Fellowships by its Grants Award Committee.

The Truman Library received donations totaling \$41,600, including \$30,000 from the estate of James Weldon Jones. Individual donations accumulated by all other libraries amounted to less than \$10,000 per library.

National Historical Publications and Records Commission

During FY 1987, major foundation grants were received and administered by NHPRC. They include:

The Andrew H. Mellon Foundation	\$160,000
Editing Institute 1988-1990	
The Skaggs Foundation	15,000
Emma Goldman Papers	
The Ford Foundation	25,000
Margaret Sanger Papers	
The Hewlett Foundation	20,000
Margaret Sanger Papers	
The Littauer Foundation	10,000
Emma Goldman Papers	
The Ahmanson Foundation	2,500
Marcus Garvey Project	
The AT&T Foundation	25,000
Documentary History Project	
	\$257,500

These grants were used to fund the following:

University of Minnesota	\$18,000
Fellowship in Archival Administration	
Jean Vance Berlin	9,000
Fellowship in Historical Editing	
University of Maryland	50,000
Freedmen and Southern Society Project	
University of California	32,500
Marcus Garvey Papers	
Institute for Research in History	45,000
Margaret Sanger Papers	
Florida State University	35,000
The Black Abolitionist Papers	

University of Massachusetts	26,666
Papers of Elizabeth Cady Stanton and Susan B. Anthony	
University of Wisconsin Foundation	17,300
Documentary History of the Ratification of the Constitution and the First Federal Elections	
University of California	25,000
Emma Goldman Papers	
University of Wisconsin	18,000
Fellowship in Historical Editing	
George Washington University	8,333
Documentary History of the First Federal Congress, 1789-1791	
	\$284,799

Gift Fund Balance Sheet

	1987*	1986
ASSETS		
Current Assets:		
Cash.....	\$ 248,452	\$ 215,706
Investments.....	1,758,975	1,710,553
Accounts Receivable.....	907	27
Accrued Interest Receivable.....	0	6,067
Advances.....	(50)	100
Prepaid Expenses.....	15	(149)
Total Current Assets.....	<u>2,008,299</u>	<u>1,932,304</u>
LIABILITIES		
Current Liabilities:		
Accounts Payable—Trade.....	\$ 25,876	\$ 4,490
Total Liabilities.....	<u>\$ 25,876</u>	<u>\$ 4,490</u>
FUND		
Fund Balance.....	<u>\$1,982,423</u>	<u>\$1,927,814</u>
Total Liabilities and Fund Balance.....	<u>\$2,008,299</u>	<u>\$1,932,304</u>

*Preliminary Report

Gift Fund Statement of Availability

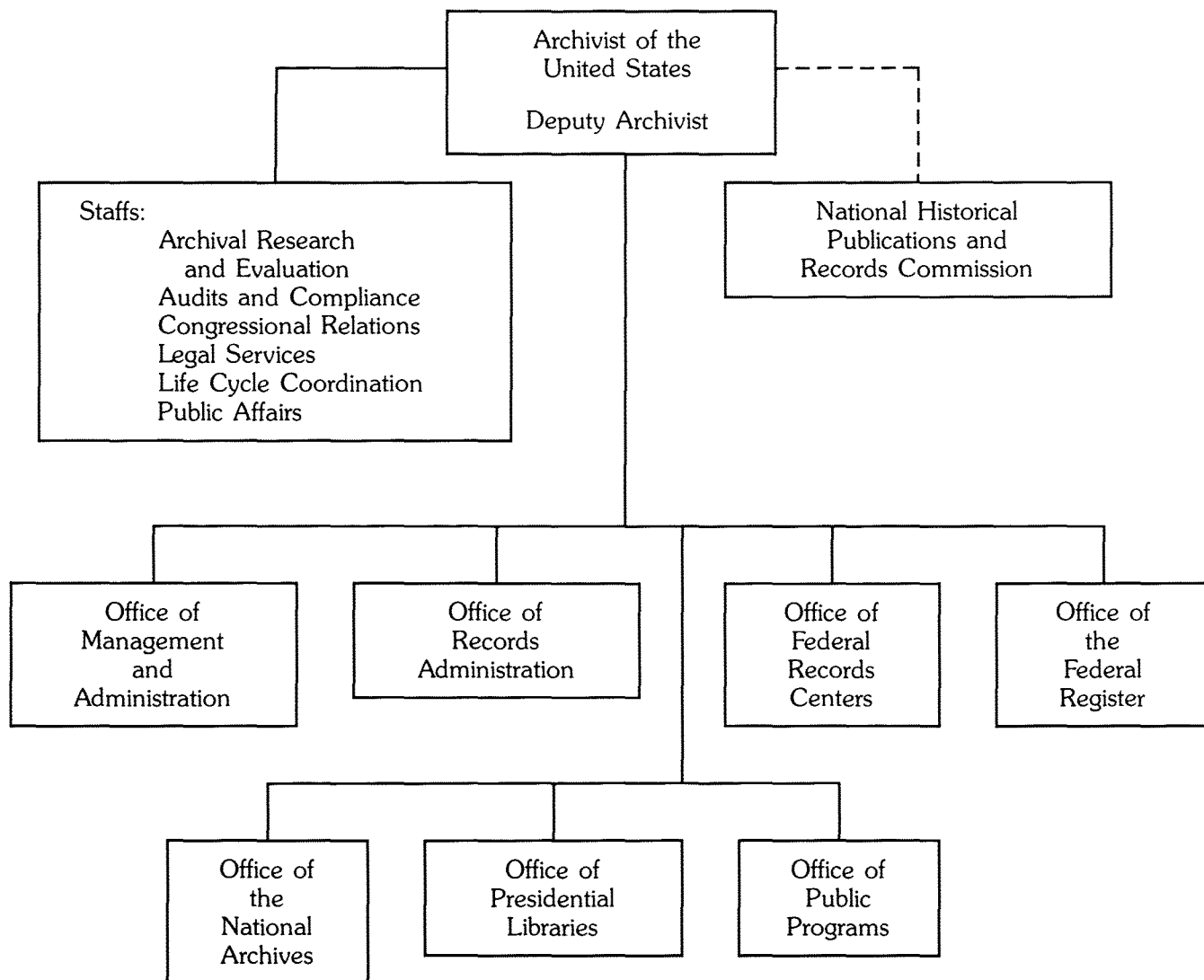
	1987*	1986
Balances Available October 1	\$1,927,814	\$1,733,357
Increases of Availability:		
Grants and Donations	420,736	296,991
Interest on U.S. Securities.....	138,228	148,238
Other Donations.....	36,222	32,736
	<u>695,192</u>	<u>477,965</u>
Total Available	\$2,523,000	\$2,211,322
Decrease of Availability:		
Travel and Transportation	10,194	7,769
Supplies and Materials.....	16,799	8,367
Equipment Rental.....	0	0
Printing and Reproduction	1,757	1,244
Payments to Commercial Contractors.....	122,923	91,846
Payments to Other Agencies or Funds	290,317	174,271
Commercial Telephone and Toll.....	0	11
	<u>441,990</u>	<u>283,508</u>
Total Decrease	\$ 441,990	\$ 283,508
Adjustments to Prior Years Operations.....	<u>238,023</u>	<u>0</u>
Ending Balances Available	<u>\$1,842,987</u>	<u>\$1,927,814</u>

*Preliminary Report

Appendixes

Appendix A

Organization Chart for the National Archives



Appendix B

Personnel on Board

All Funds

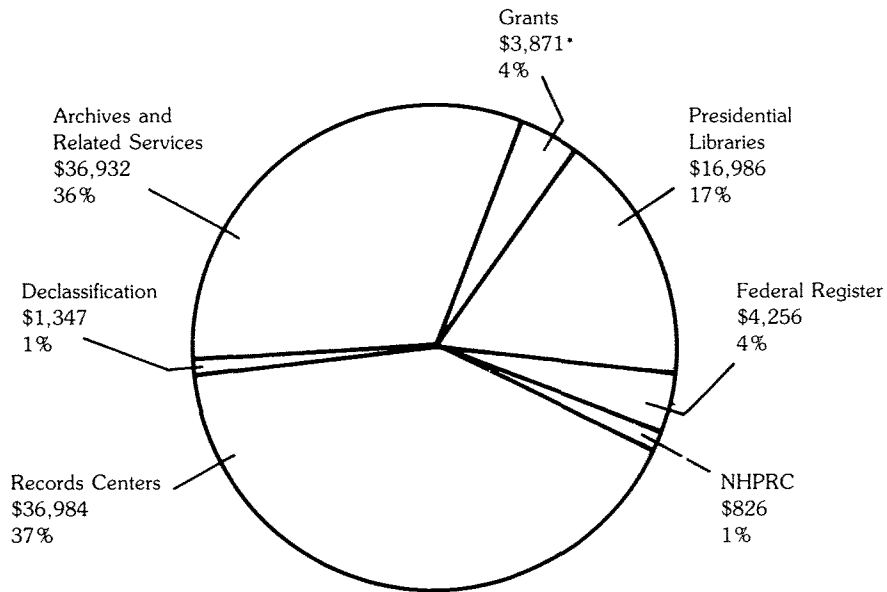
As of September 30, 1987

PROGRAMS:	WASHINGTON, DC AREA			FIELD OFFICES			NATIONWIDE TOTAL		
	Perm	Other	Total	Perm	Other	Total	Perm	Other	Total
Records Centers	143	60	203	634	987	1,621	777	1,047	1,824
Archives & Related	511	40	551	63	33	96	574	73	647
Public Programs	79	7	86	0	0	0	79	7	86
Records Administration	41	1	42	0	0	0	41	1	42
Presidential Libraries	50	6	56	174	56	230	224	62	286
Federal Register	72	2	74	0	0	0	72	2	74
Records Declassification	31	8	39	9	0	9	40	8	48
National Historical Publications & Records Commission	13	1	14	0	0	0	13	1	14
TOTALS	940	125	1,065	880	1,076	1,956	1,820	1,201	3,021

Appendix C

Obligations by Program Area

(in thousands)



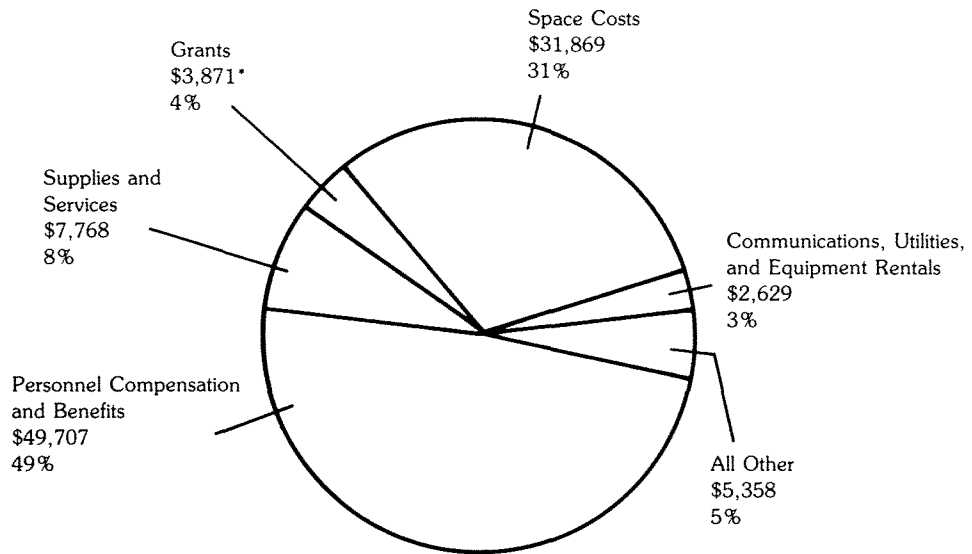
TOTAL: \$101,202*

*Numbers may not agree with the FY 1989 President's budget because interest (\$67,000) earned on grant funds was inadvertently reported as reimbursable income to the National Archives.

Appendix D

Obligations by Major Elements

(in thousands)



TOTAL: \$101,202*

*Numbers may not agree with the FY 1989 President's budget because interest (\$67,000) earned on grant funds was inadvertently reported as reimbursable income to the National Archives.

Appendix E

Obligations by Object Classification

Direct Operating Expenses
(in thousands)

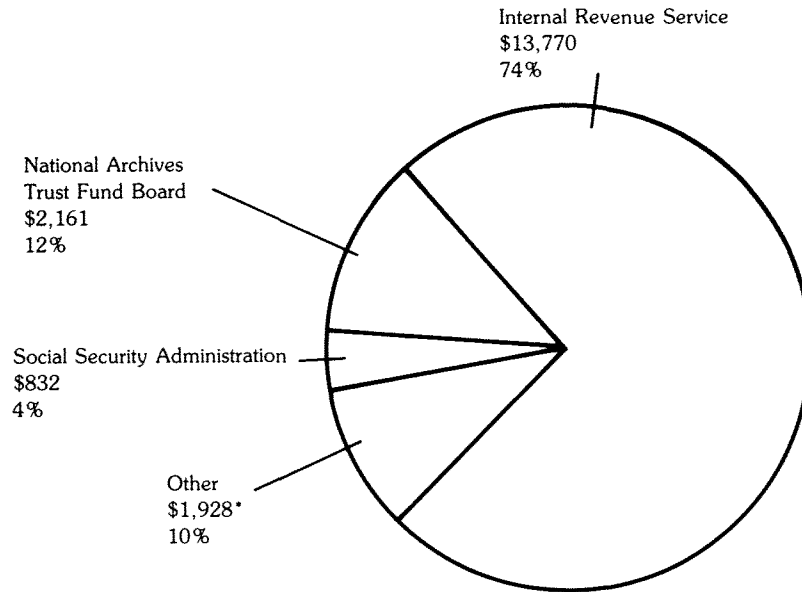
Full-Time Permanent Employees' Salaries	\$39,601
Other Than Full-Time Permanent Employees' Salaries	3,125
Other Personnel Compensation	937
Total Personnel Compensation	43,663
Personnel Benefits	6,044
Travel and Transportation of Persons	343
Motor Pool Travel	71
Transportation of Things	154
Rent	18,367
Communications, Utilities, & Equipment Rentals	2,629
Printing & Reproduction	1,723
NARA Building Operations & Other Rent	4,317
Presidential Libraries' Operations & Maintenance	7,411
Recurring Reimbursable Space Costs	787
Nonrecurring Reimbursables	299
Preservation Services	756
Other Services:	
Commercial Contracts	3,155
ADP Studies & ADP Maintenance Services	1,063
Accounting & Payroll Services	730
Supplies & Materials	2,084
Equipment	3,007
Land & Structures	629
Grants, Subsidies, & Contributions	3,871*
Insurance Claims & Indemnities	99
TOTAL, Direct Obligations	\$101,202*

*Numbers may not agree with the FY 1989 President's budget because interest (\$67,000) earned on grant funds was inadvertently reported as reimbursable income to the National Archives.

Appendix F

Customer Reimbursements

(in thousands)



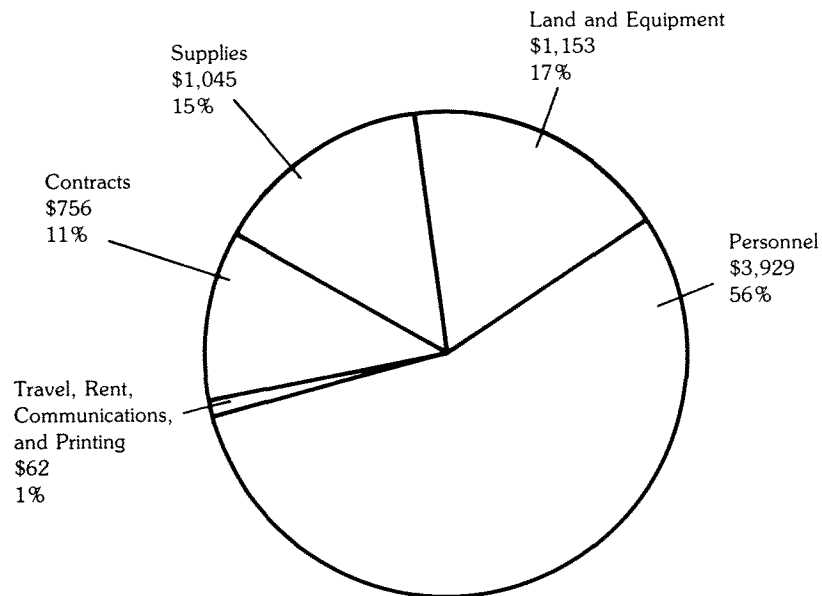
TOTAL: \$18,691*

*Numbers may not agree with the FY 1989 President's budget because interest (\$67,000) earned on grant funds was inadvertently reported as reimbursable income to the National Archives.

Appendix G

Preservation Obligations

(in thousands)



TOTAL: \$6,945

Appendix H

Archival Holdings by Unit

Total Holdings (Cubic Feet)

Unit	Balance 9/30/86	Accession	Accretion	Transfer in
Washington, DC, area branches				
Diplomatic Branch	52,282	117	14	0
General Branch	215,936	139	351	3,953
Judicial, Fiscal, and Social Branch	115,016	1,365	617	699
Scientific, Economic, and Natural Resources Branch	141,535	1,046	178	370
Library and Printed Archives	19,988	0	0	21
Legislative Archives Division	48,113	424	0	0
Military Field Branch	204,016	8,326	1	1,839
Military Projects Branch	231,805	2,690	0	1,479
Military Reference Branch	4,758	0	0	0
Military Service Branch	75,917	0	0	0
Cartographic and Architectural Branch	22,460	6	0	421
Motion Picture and Sound and Video Branch	34,617	833	3	19
Still Picture Branch	12,264	22	0	15
Machine-Readable Branch	220	18	2	0
DC-area totals	1,178,927	14,986	1,166	8,816
Field Branches				
Boston Branch	14,990	152	167	713
New York Branch	62,139	745	114	146
Philadelphia Branch	35,173	993	1,213	409
Atlanta Branch	39,004	1,716	1,832	1,280
Chicago Branch	50,227	0	189	512
Kansas City Branch	27,080	291	205	206
Fort Worth Branch	42,412	3,159	35	350
Denver Branch	14,122	50	0	227
Los Angeles Branch	14,324	794	3	264
San Francisco Branch	23,103	110	1	101
Seattle Branch	23,505	2,129	371	103
Field Branch totals	346,079	10,139	4,130	4,311
Office of the National Archives				
NATIONWIDE TOTALS	1,525,006	25,125	5,296	13,127

<u>Other Increase</u>	<u>Total Increase</u>	<u>Disposal</u>	<u>Transfer Out</u>	<u>Other Decrease</u>	<u>Total Decrease</u>	<u>Balance 9/30/87</u>
10	141	0	44	1	45	52,378
3	4,446	4	1,079	1	1,084	219,298
17	2,698	0	647	38	685	117,029
131	1,725	82	5,377	8,879	14,338	128,922
254	275	0	2	255	257	20,006
0	424	0	0	0	0	48,537
967	11,133	1,161	2,482	5	3,648	211,501
0	4,169	0	1,850	2	1,852	234,122
0	0	0	0	0	0	4,758
0	0	0	0	0	0	75,917
4	431	0	67	3	70	22,821
1	856	0	0	0	0	35,473
1	38	59	2	0	61	12,241
1	21	0	0	0	0	241
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
1,389	26,357	1,306	11,550	9,184	22,040	1,183,244
21	1,053	23	0	0	23	16,020
116	1,121	0	0	119	119	63,141
0	2,615	0	0	0	0	37,788
0	4,828	0	353	12	365	43,467
0	701	0	0	0	0	50,928
379	1,081	0	0	0	0	28,161
5	3,549	0	0	5	5	45,956
11	288	0	0	0	0	14,410
13	1,074	0	0	0	0	15,398
0	212	0	254	0	254	23,061
0	2,603	0	0	1	1	26,107
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
545	19,125	23	607	137	767	364,437
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
1,934	45,482	1,329	12,157	9,321	22,807	1,547,681

Appendix I

Archival Holdings by Number of Items

TRANSACTION	<u>Still Pictures</u>	<u>Motion Pictures</u>	<u>Sound Recordings</u>	<u>Video Recordings</u>
BALANCE, 9/30/1986	5,243,245	109,894	150,598	11,180
Accession	10,539	289	9,199	2,131
Accretion	6,017	9	66	0
Transfer In	14,594	159	223	0
Other Increase	1,363	78	117	0
TOTAL INCREASE	32,513	535	9,605	2,131
Disposal	18,200	0	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	8,714	156	223	0
Other Decrease	2	0	0	1
TOTAL DECREASE	26,916	156	223	1
BALANCE, 9/30/1987	5,248,842	110,273	159,980	13,310

TRANSACTION	<u>16mmNEG MICROFILM</u>	<u>16mmPOS MICROFILM</u>	<u>35mmNEG MICROFILM</u>	<u>35mmPOS MICROFILM</u>
BALANCE, 9/30/1986	107,151	16,139	98,689	27,293
Accession	13	0	5	0
Accretion	0	0	0	0
Transfer In	0	0	0	0
Other Increase	0	0	0	0
TOTAL INCREASE	13	0	5	0
Disposal	0	0	0	0
Perm Withdrawal	0	0	0	0
Transfer Out	6,425	0	0	0
Other Decrease	0	0	0	0
TOTAL DECREASE	6,425	0	0	0
BALANCE, 9/30/1987	100,739	16,139	98,694	27,293

<u>Film Strips</u>	<u>Machine Read Items</u>	<u>Maps & Charts</u>	<u>Arch & Eng Plans</u>	<u>Aerial Photos</u>	<u>Artifacts</u>
107	1,278	1,593,756	289,656	9,748,332	1,510
0	129	2,741	0	1,240	213
0	10	679	871	0	0
0	1	4,385	19,815	528	0
0	0	774	17	198	0
0	140	8,579	20,703	1,966	213
0	0	0	200	0	0
0	0	0	0	0	0
0	1	4,385	0	528	0
0	0	2,005	0	0	0
0	1	6,390	200	528	0
107	1,417	1,595,945	310,159	9,749,770	1,723

<u>MICRO-FICHE</u>	<u>OTHER MICROFORMS</u>	<u>TOTALS ITEMS</u>
13,657	40,791	17,453,276
102	650	
0	0	
0	650	
0	0	
102	1,300	
0	0	
0	0	
0	650	
13,657	0	
13,657	650	
102	41,441	17,475,934

Appendix J

Holdings of Presidential Libraries by Unit

	<u>HOOVER</u>	<u>ROOSEVELT</u>	<u>TRUMAN</u>	<u>EISENHOWER</u>
ACCESSIONS & HOLDINGS				
PAPERS (Pages)				
Personal Papers	6,578,850	16,449,678	13,411,624	19,284,851
Federal Records	108,167	716,000	709,600	689,300
Presidential Records	0	0	0	0
MICROFORMS (Rolls/Cards)				
Personal Papers	703	657	3,221	965
Federal Records	663	13	32	0
Presidential Records	0	0	1	0
AUDIOVISUAL				
Still Pictures (Images)	34,279	131,094	86,269	193,028
Film (Feet)	151,591	309,476	325,604	603,945
Video Tape (Hours)	14	28	71	42
Audio Tape (Hours)	240	1,024	265	909
Audio Discs (Hours)	73	1,107	240	238
ORAL HISTORY				
Pages	11,245	3,120	46,733	30,574
Hours	0	84	1,349	766
MUSEUM OBJECTS				
	4,501	23,363	24,384	29,218
PRINTED MATERIALS				
Books (Volumes)	24,669	44,637	40,456	22,076
Serials	27,637	32,089	73,223	35,445
Microform	1,402	2,457	1,464	5,151
Other	1,562	86,107	91,481	24,017

<u>KENNEDY</u>	<u>JOHNSON</u>	<u>NIXON</u>	<u>FORD</u>	<u>CARTER</u>	<u>TOTAL HOLDINGS TO DATE</u>
26,753,486	28,678,254	784,000	17,539,555	26,194,030	155,674,328
641,880	2,837,888	912,000	403,000	131,000	7,148,835
4,000	0	44,414,000	0	0	44,418,000
20,447	572,729	0	23	0	598,745
1,972	5,962,000	0	0	0	5,964,680
0	0	5,312	0	0	5,313
125,985	608,122	435,000	311,474	1,500,000	3,425,251
7,038,422	824,746	2,200,000	778,100	1,120,080	13,351,964
1,017	6,736	3,900	1,073	1,434	14,315
6,893	12,566	1,490	1,053	2,000	26,440
711	802	0	3	0	3,174
36,437	51,034	2,200	173	606	182,122
1,654	2,247	228	8	148	6,484
16,802	35,870	21,750	4,466	40,000	199,554
70,733	15,352	9,000	8,767	1,350	237,040
11,692	3,938	0	40	3,247	187,311
3,591	3,732	0	545	6,453	24,795
10,448	13,958	0	2,026	7,409	237,008

Appendix K

Use of Presidential Libraries

1987

	<u>Researchers*</u>	<u>Researcher Daily Visits</u>	<u>Museum Visitors</u>
Hoover	287	616	53,690
Roosevelt	791	1,172	189,335
Truman	1,095	1,369	168,645
Eisenhower	425	784	95,895
Kennedy	2,502	2,016	256,790
Johnson	1,037	2,455	419,595
Nixon	749	819	0
Ford	389	625	97,812
Carter	246	569	190,388
Total	<u>7,521</u>	<u>10,425</u>	<u>1,472,150</u>

**Includes Mail Researchers*

Appendix L

Actual Costs: Presidential Libraries

(in thousands)

<u>LIBRARY</u>	<u>Program Costs</u>	<u>Operations & Maintenance Costs</u>	<u>Repair & Alteration Costs</u>	<u>Recurring and Nonrecurring Reimbursables¹</u>	<u>Common Distributable²</u>	<u>Rent</u>	<u>Total Costs</u>
Hoover	\$518	\$ 223	\$ 80	\$ 0	\$ 0	\$ 0	\$ 821
Roosevelt	593	529	21	0	0	0	1,143
Truman	743	730	330	0	0	0	1,803
Eisenhower	719	703	186	0	0	0	1,608
Kennedy	783	1,073	511	0	0	33	2,400
Johnson	936	1,092	28	0	0	0	2,056
Nixon	714	0	0	39	0	57	810
Ford	637	828	253	0	0	0	1,718
Carter	726	748	76	0	0	0	1,550
Central Office, Planning & Direction, & White House Liaison	877	87	0	0	416	248	1,628
TOTALS	\$7,246	\$6,013	\$1,485³	\$39	\$416	\$338	\$15,537
Less:							
NARA Operations & Maintenance		-87					
		<u>\$5,926</u>					

¹Building services in addition to rent

²Proportionate share of central office support services

³Repair and Alteration Costs includes \$485K for Kennedy Library from the 114X account

Appendix M

Publications of the Office of the Federal Register

Federal Register

249 issues
49,071 pages

Code of Federal Regulations

168 books
102,229 pages

The United States Government Manual

1987/1988
891 pages

Weekly Compilation of Presidential Documents

53 issues
2,415 pages

Public Papers of the Presidents Ronald Reagan 1984 Vol. I

1,036 pages

Slip Laws

3,107 pages

United States Statutes at Large 1984

3 books
3,735 pages

Privacy Act Issuances

3 books
2,400 pages

Finding Aids

29 issues
5,947 pages

Guide to Record Retention Requirements

Revised as of January 1, 1986
355 pages—Supplemented
as of January 1, 1987

Appendix N

Records Scheduling and Appraisal

In addition to the agency scheduling activities described in the body of this report, many agencies developed or updated records schedules covering significant programs and submitted them to the National Archives for approval; agencies also offered for transfer to the National Archives valuable collections of records.

Agency scheduling accomplishments:

The Agency for International Development three-part comprehensive schedule for records of its headquarters and overseas missions and for electronic records.

The National Aeronautics and Atmospheric Administration schedule that provides for future transfer to the National Archives of photographs of the lunar surface taken during Lunar Orbiter Missions I-V, ending in 1967.

The first schedule completed by the Federal Labor Relations Authority, which covers all of the agency's records, including unfair labor practices and representation cases.

The comprehensive schedule covering textual records of the Arms Control and Disarmament Agency (ACDA). An unusually high proportion of these records was appraised as permanently valuable, due to the important nature of ACDA activities.

As an exception to the General Records Schedules, a 50-year retention period for Air Force contracts that pertain to particularly hazardous activities, such as the construction of Intercontinental Ballistic Missiles.

Approval of 41 schedules submitted by the Environmental Protection Agency, including 407 new or revised records series.

Records appraised for transfer to the National Archives:

Approximately 400 original ink-on-linen drawings of facilities at the Navy's Great Lakes Naval Training Center, prepared between 1905 and 1911 by the firm of prominent Chicago architect Jarvis Hunt.

Records of the Foreign Claims Settlement Commission relating to the settlement of claims by U.S. citizens against the Socialist Republic of Vietnam and the Government of Czechoslovakia.

National Park Service drawings of the Filene Center I, the first amphitheater built at Wolf Trap Farm Park.

Liberty Loan campaign buttons from World War I, transferred from the Bureau of Public Debt.

Magnetic tapes containing data about Navy officers and enlisted personnel, 1979-85, which will be useful for a wide variety of demographic studies.

Navy ship movement charts for the Caribbean during the period of the Bay of Pigs invasion and the Cuban missile crisis.

Background papers accumulated by historian Thomas Troy in connection with his study of William (Wild Bill) Donovan and the origins of the CIA.

Army documents provided to litigants in the *Westmoreland v. CBS* libel suit. These records document the strength of the Vietcong and North Vietnamese forces and show how this information was perceived by high Army officials.

Records of former Secretary of Labor Raymond J. Donovan, 1981-84.

Appendix O

Holdings of Federal Records Centers

